

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**April 20, 2021 8:30 a.m.**  
virtual meeting  
live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DELEGATION**
  - 3.1.** David Steer – Global Traffic Group 8:35a.m.
- 4. ADOPTION OF MINUTES**
  - 4.1.** Regular Meeting of Council; April 6, 2021 (enclosure)
- 5. DEPARTMENT REPORTS**
  - 5.1.** Community Services (enclosure)
  - 5.2.** Finance (enclosure)
  - 5.3.** Operations (PW) (enclosure)
  - 5.4.** Planning and Economic Development (enclosure)
  - 5.5.** Chief Administrative Officer (CAO) (enclosure)
- 6. ACTION ITEM LIST**
  - 6.1.** Action Item List to April 6, 2021 (enclosure)
- 7. UNFINISHED BUSINESS**
  - 7.1.** Solar Farm Over Borrowing
- 8. NEW BUSINESS**
  - 8.1.** Fort Air Partnership PurpleAir Sensor (enclosure)
  - 8.2.** Real Estate Appraisal (enclosure)
- 9. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 9.1.** Intermunicipal Development Plan (IDP) Bylaw; Bylaw #2021-03 -2<sup>nd</sup> and 3<sup>rd</sup> reading (enclosure)

**POLICIES**

  - 9.2.** Commercial Electronic Sign
    - 9.2.1.** Policy (enclosure)
    - 9.2.2.** Procedure (enclosure)
- 10. WORKSHOPS/MEETINGS/CONFERENCES**
  - 10.1.** 2021 AUMA Public Risk Conference (enclosure)
  - 10.2.** 2021 FCM Annual Conference (enclosure)
- 11. COUNCIL REPORTS**

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
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- 11.1. Mayor Greg Mosychuk (enclosure)
- 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. Morinville RCMP Quarterly Policing Report (enclosure)
  - 12.2. Communities in Bloom (CiB) (enclosure)
  
- 13. **NOTICE OF MOTION**
  
- 14. **CLOSED SESSION**
  - 14.1. Personnel *FOIP Act 24(1)(d) Advice from officials*
  
- 15. **ADJOURNMENT**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**April 6, 2021 7:00 p.m.**  
**Live streamed on Bon Accord YouTube Channel**

**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  
Falon Fayant – Corporate Finance Officer  
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 Unfinished Business item Solar Farm Over Borrowing and Correspondence item Town of Gibbons support of the 988 Crisis Line Initiative be added to the agenda.

**CARRIED UNANIMOUSLY RESOLUTION 21-108**

COUNCILLOR HOLDEN MOVED THAT Council adopt the agenda for the April 6, 2021 Regular Meeting of Council as amended.

**CARRIED UNANIMOUSLY RESOLUTION 21-109**

**PUBLIC HEARING**

***Public Hearing – Intermunicipal Development Plan Bylaw #2021-03***

MAYOR MOSYCHUK OPENED the Public Hearing for the Intermunicipal Development Plan Bylaw #2021-03 at 7:05 p.m.

Joyce Pierce, Recording Secretary / CAO provided the Public Hearing Procedure for Intermunicipal Development Plan Bylaw #2021-03.

There were no questions or points of clarification from Council.

There were no written submissions received in favor or opposed to the Intermunicipal Development Plan Bylaw #2021-03.

There were no verbal (phone calls) received in favor or opposed to the Intermunicipal Development Plan Bylaw #2021-03.

COUNCILLOR BIDNEY MOVED THAT Council close the Public Hearing for the Intermunicipal Development Plan Bylaw #2021-03 and schedule 2<sup>nd</sup> and 3<sup>rd</sup> readings of this bylaw at the April 20, 2021 Regular Meeting of Council.

**CARRIED UNANIMOUSLY RESOLUTION 21-110**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
April 6, 2021 7:00 p.m.  
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**ADOPTION OF MINUTES**

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

COUNCILLOR BIDNEY MOVED THAT the minutes of the March 16, 2021 Regular Meeting of Council be accepted, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 21-111**

***Special Meeting of Council Minutes – March 30, 2021***

COUNCILLOR HOLDEN MOVED THAT the minutes of the March 30, 2021 Regular Meeting of Council be accepted, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-112**

**ACTION ITEM LIST**

COUNCILLOR HOLDEN MOVED THAT Council accepts the Action item list to March 30, 2021 as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-113**

**UNFINISHED BUSINESS**

***2020 Audit Findings Report***

COUNCILLOR HOLDEN MOVED THAT the Auditor Findings Report be accepted as information.

**CARRIED UNANIMOUSLY RESOLUTION 21-114**

***Solar Farm Over Borrowing***

COUNCILLOR LAING MOVED THAT Council directs Administration to bring back more information on the penalty costs to return the overborrowed funds, to check into the interest on the overborrowed funds to keep the funds, and the costs of any other suggested projects in option 2.b.

**CARRIED UNANIMOUSLY RESOLUTION 21-115**

**NEW BUSINESS**

*None*

**BYLAWS | POLICIES | AGREEMENTS**

**BYLAWS**

***Rates of Taxation Bylaw #2021-04***

DEPUTY MAYOR MAY MOVED THAT the Rates of Taxation Bylaw #2021-04 be given 2<sup>nd</sup> reading, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 21-116**

COUNCILLOR BIDNEY MOVED THAT the Rates of Taxation Bylaw 2021-04 be given 3<sup>rd</sup> and final reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-117**

**POLICIES**

***Health and Safety Policy***

COUNCILLOR LAING MOVED THAT Council approves the Health and Safety Policy, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-118**



**Town of Bon Accord  
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***Water Meter Installation Policy***

COUNCILLOR HOLDEN MOVED THAT Council approves the Water Meter Installation Policy, as presented.  
**CARRIED UNANIMOUSLY RESOLUTION 21-119**

**WORKSHOPS | MEETINGS | CONFERENCES**

***Alberta Community Crime Prevention Association (ACCPA) 2021 Virtual Conference***

COUNCILLOR LAING MOVED THAT Council directs Administration to register Deputy Mayor May, Councillor Holden, and Councillor Laing to attend the 2-day ACCPA Virtual Conference being held on May 12 and 13, 2021.

**CARRIED UNANIMOUSLY RESOLUTION 21-120**

**CORRESPONDENCE**

***Town of Gibbons support of the 988 Crisis Line Initiative***

COUNCILLOR LAING MOVED THAT Council directs Administration to respond to the Town of Gibbons, as well as MP Dane Lloyd, MLA Dale Nally, the Federal Minister of Health Patty Hadju, and the CRTC supporting the 988 Crisis Line Initiative.

**CARRIED UNANIMOUSLY RESOLUTION 21-121**

**NOTICE OF MOTION**

DEPUTY MAYOR MAY MOVED THAT Council review the Public Participation Plan so that residents have access to a live stream of the Public Engagement meeting.

**CARRIED UNANIMOUSLY RESOLUTION 21-122**

MAYOR MOSYCHUK MOVED THAT during COVID-19 restrictions the Public Engagement meetings are live-streamed to the Public when feasible.

**CARRIED UNANIMOUSLY RESOLUTION 21-123**

**CLOSED SESSION**

***Land Proposal – FOIP Act 25 (1), Disclosure harmful to economic and other interests of a public body.***

COUNCILLOR HOLDEN MOVED THAT Council go into Closed Session to discuss Land Proposal – FOIP Act 25 (1), Disclosure harmful to economic and other interests of a public body at 8:22 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 21-124**

Council came out of Closed Session at 9:12 p.m.

COUNCILLOR HOLDEN MOVED THAT Council accepts the Economic Development and Planning discussion and directs Administration proceed, as discussed.

**CARRIED UNANIMOUSLY RESOLUTION 21-125**

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**ADJOURNMENT**

COUNCILLOR HOLDEN MOVED THAT the April 6, 2021 Regular Meeting of Council adjourn at 9:14 p.m.

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Mayor Greg Mosychuk

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Joyce Pierce, CAO

Unapproved

# Council Report

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**Date:** April 15<sup>th</sup>, 2021

**Department:** Recreation and Community Services

**Submitted by:** Jodi Brown

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## **ORIENTATION ACTIVITIES**

Thank-you to all of the Bon Accord staff for welcoming me to the team and helping me to settle in to my new position with the Town. I have greatly enjoyed learning more about the community and touring the parks and arena. I look forward to working on the upcoming playground and arena upgrade projects.

## **COMMUNITY CONNECTIONS**

During my first few weeks in the office, I have connected with the Communities in Bloom volunteers, Joint Use Committee members, and the Community Services Advisory Board members. I plan to continue to connect with all of the community organizations during the remainder of April and early May.

## **COMMUNITIES IN BLOOM**

The Communities in Bloom volunteers plan to participate in the provincial judging competition this year. Their application to the Community Grant Program was approved for \$1100 toward the cost of plants and fertilizer for their planting projects as well as for the cost of supplying the evening BBQ with the judges (if possible given the COVID-19 restrictions at the time of judging). I would also like to commend CiB volunteers on their idea to plant yellow flowers to reflect the theme of hope to community members and visitors; an important theme given the global pandemic.

## **JOINT USE AGREEMENT**

The current Joint Use Agreement is due to expire in June 2021. The Joint Use Committee will meet virtually on April 27<sup>th</sup> to review the existing agreement and hopefully have a new agreement in place when schools are once again open for community use. It is also a good opportunity to begin discussing potential partnerships with local schools.

## **COMMUNITY SERVICES ADVISORY BOARD**

I have reached out to the previous CSAB members to schedule an online meeting. There are 3 former Board members (terms expired) that are interested in continuing to serve on the CSAB for an additional term. I plan to hold an introductory meeting to discuss their feedback on the existing CSAB Bylaw, review potential COVID-safe programming and to begin planning for future programs.

## **REGIONAL CONNECTIONS**

It has been a pleasure to connect with all of our Sturgeon region partners over the past few weeks including the Sturgeon Adult Learning Council, Sturgeon Region FCSS Programming Group and the Sturgeon Region Emergency Social Services Committee. I will also be attending the Edmonton Evergreen Regional FCSS Annual Spring Meeting (online) in early May.

## **RECREATION AND PARKS**

Arena staff are now transitioned to spring activities including waste collection, spring parks/playgrounds checks, planning for preparation of planters and beds as well as preparation of sports fields.

A site visit with the company completing the engineering study of the arena ice plant through the Municipal Climate Change Action Centre program is planned for later this month or early May.

I have met with the Bon Accord and District Community League representative regarding the sportsgrounds and arena service agreements.

## **OTHER:**

## **FCSS ANNUAL FINANCIAL REPORTS AND OUTCOME MEASURES REPORT**

These two reports are due annually to the province of Alberta in order to maintain our FCSS funding agreement. I have compiled all the information needed to complete the 2020 report and will be working on submitting the reports to the province this month.

## **TRAINING**

April 15<sup>th</sup>: Engaging Rural Communities (free webinar) provided by the FCSS Association to learn about ways to engage and connect with communities during COVID-19.

## **MEETINGS**

- April 07<sup>th</sup>: Management Meeting
- April 12<sup>th</sup>: Town Tour (including parks and arena)
- April 14<sup>th</sup>: Meeting with the Bon Accord Community League Representative
- April 27<sup>th</sup>: Joint Use Committee Meeting
- TBA: CSAB Meeting

**COUNCIL REPORT  
FINANCE  
APRIL 2021**

**GENERAL MUNICIPAL**

Administration sent a Council Highlight note to the Free Press regarding the Rates of Taxation Bylaw and the approval of a 0% tax mill rate increase for 2021. Tax notices will be printed and mailed by April 30. The Town received a notification letter from Fortis that due to an initiative to implement a rate relief program for their customers during COVID-19, our expected franchise revenue will be decreased by 5.6% for 2021 from \$93,745 to \$88,527, a variance of \$5,218. While this will be a positive impact to Fortis customers during these difficult times, it does provide a small variance of revenue from what the Town budgeted to receive for 2021 that we will need to keep in mind. Lost revenue from the January to March 2021 period may be able to be claimed for the MOST (Municipal Operating Support Transfer) Grant provided for COVID-19 related expenses and lost revenue.

**ADMINISTRATION**

Invoices for insurance, audit, and software services have been received and paid for the full year, skewing the actual to budget variance for expenses as the budget number for the year is allocated equally over the twelve months.

**PROTECTIVE SERVICES**

The fire hall rental payment has been received from Sturgeon County for the 2021 year. The invoice for the fire services agreement has been paid, as well as the first quarter bylaw enforcement services invoice.

**PUBLIC WORKS**

Roads are in line with budget. Water budgeted revenue includes a portion of MSI operating grant funding, not yet received. Revenue for sewer and garbage is on budget. Expenses are currently slightly under budget.

**ECONOMIC DEVELOPMENT**

Municipal planning expenses includes debenture payments for the electronic sign not yet withdrawn for the year.

**RECREATION & COMMUNITY SERVICES**

The arena remains closed, expenses are therefore under budget. Parks and recreations will begin to have increased expenses as we move into spring and summer.

**CAPITAL PROJECTS**

JD 324L Wheel Loader – Total Project Expenses: \$81,016

**Falon Fayant**

*Corporate Finance Officer  
Town of Bon Accord*

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

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	75,652	65,267	10,385	-	-	-	75,652	65,267	10,385	16%
<b>TOTAL MUNICIPAL</b>	<b>\$ 75,652.00</b>	<b>\$ 65,267.00</b>	<b>\$ 10,385.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,652</b>	<b>\$ 65,267</b>	<b>\$ 10,385</b>	<b>16%</b>
Election	-	-	-	175	1,650	- 1,475	(175)	(1,650)	1,475	89%
Council	-	-	-	20,455	25,851	- 5,396	(20,455)	(25,851)	5,396	21%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,630</b>	<b>\$ 27,501</b>	<b>-\$ 6,871</b>	<b>-\$ 20,630</b>	<b>-\$ 27,501</b>	<b>\$ 6,871</b>	<b>25%</b>
Administration	1,559	2,975	- 1,416	140,851	120,623	20,228	(139,292)	(117,648)	(21,644)	18%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,559</b>	<b>\$ 2,975</b>	<b>-\$ 1,416</b>	<b>\$ 140,851</b>	<b>\$ 120,623</b>	<b>\$ 20,228</b>	<b>-\$ 139,292</b>	<b>-\$ 117,648</b>	<b>-\$ 21,644</b>	<b>18%</b>
Fire Services	9,285	9,285	-	28,966	32,826	-3,860	(19,681)	(23,541)	3,860	16%
Emergency Services	-	-	-	3,131	5,835	-2,704	(3,131)	(5,835)	2,704	46%
Bylaw	1,172	9,809	-8,637	10,102	19,873	-9,771	(8,930)	(10,064)	1,134	11%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 10,457</b>	<b>\$ 19,094</b>	<b>-\$ 8,637</b>	<b>\$ 42,199</b>	<b>\$ 58,534</b>	<b>-\$ 16,335</b>	<b>-\$ 31,742</b>	<b>-\$ 39,440</b>	<b>\$ 7,698</b>	<b>20%</b>
Municipal Planning	2,384	2,563	- 179	19,251	49,970	- 30,719	(16,867)	(47,408)	30,541	64%
Economic Development	-	-	-	19,912	26,396	- 6,484	(19,912)	(26,396)	6,484	25%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 2,384</b>	<b>\$ 2,563</b>	<b>-\$ 179</b>	<b>\$ 39,163</b>	<b>\$ 76,367</b>	<b>-\$ 37,204</b>	<b>-\$ 36,779</b>	<b>-\$ 73,804</b>	<b>\$ 37,025</b>	<b>50%</b>
Public Works - Roads	-	2,273	- 2,273	70,801	104,779	- 33,978	(70,801)	(102,506)	31,705	31%
Storm Sewer & Drain	-	-	-	4,273	4,599	-326	(4,273)	(4,599)	326	7%
Water	109,122	129,273	- 20,151	108,453	139,046	-30,593	669	(9,773)	10,442	107%
Sewer	75,165	79,325	- 4,160	50,203	79,310	-29,107	24,962	15	24,947	170582%
Garbage	37,832	36,638	1,195	28,175	42,595	-14,420	9,657	(5,958)	15,615	262%
Cemetery	950	1,750	- 800	1,664	2,450	-786	(714)	(700)	(14)	2%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 223,069</b>	<b>\$ 249,258</b>	<b>-\$ 26,189</b>	<b>\$ 263,569</b>	<b>\$ 372,780</b>	<b>-\$ 109,211</b>	<b>-\$ 40,500</b>	<b>-\$ 123,522</b>	<b>\$ 83,022</b>	<b>67%</b>
FCSS	10,621	10,870	- 249	6,174	13,275	- 7,101	4,447	(2,405)	6,852	285%
<b>TOTAL FCSS</b>	<b>\$ 10,621</b>	<b>\$ 10,870</b>	<b>-\$ 249</b>	<b>\$ 6,174</b>	<b>\$ 13,275</b>	<b>-\$ 7,101</b>	<b>\$ 4,447</b>	<b>-\$ 2,405</b>	<b>\$ 6,852</b>	<b>285%</b>
Parks	-	5,000	- 5,000	15,150	34,115	- 18,965	(15,150)	(29,115)	13,965	48%
Arena	-	54,692	- 54,692	40,963	68,693	- 27,730	(40,963)	(14,001)	(26,962)	193%
Recreation	-	2,296	- 2,296	5,610	29,708	- 24,098	(5,610)	(27,412)	21,802	80%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ -</b>	<b>\$ 61,988</b>	<b>-\$ 61,988</b>	<b>\$ 61,723</b>	<b>\$ 132,517</b>	<b>-\$ 70,794</b>	<b>-\$ 61,723</b>	<b>-\$ 70,529</b>	<b>\$ 8,806</b>	<b>12%</b>
Library	-	2,620	- 2,620	31,242	13,903	17,339	(31,242)	(11,283)	(19,959)	177%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ 2,620</b>	<b>-\$ 2,620</b>	<b>\$ 31,242</b>	<b>\$ 13,903</b>	<b>\$ 17,339</b>	<b>-\$ 31,242</b>	<b>-\$ 11,283</b>	<b>-\$ 19,959</b>	<b>177%</b>
Total Excl. General Municipal	\$ 248,090	\$ 349,368	-\$ 101,278	\$ 605,551	\$ 815,499	-\$ 209,948	-\$ 357,461	-\$ 466,132	\$ 108,671	23%
Total Incl. General Municipal	\$ 323,742	\$ 414,635	-\$ 90,893	\$ 605,551	\$ 815,499	-\$ 209,948	-\$ 281,809	-\$ 400,865	\$ 119,056	30%

Budget Approved December 15, 2020

# Council Report

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**Date:** March 2021 – April 2021

**Department:** Public Works

**Submitted by:** Operations Manager

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## **PUBLIC WORKS**

- Natural Area Study has started.
- Lean to renovation completed. Tin installed on shell of building. An overhead door and lights were also installed.
- Pruned all trees along 47<sup>th</sup> Ave. North and South side.

## **ROADS**

- Street sweeping completed. Snow fall caused delay.
- Visual road assessment completed on roadways identified for mill and overlay.
- Graded LS road 4 times.
- Moved electronic speed sign to 50<sup>th</sup> street.

## **EQUIPMENT/VEHICLES**

- Equipment maintenance ongoing.

## **CEMETERY**

## **WATER**

- Monthly water reads occurred on April 1 /21.
- Completed 4 Alberta 1<sup>st</sup> Calls in March.
- Water loss is at 16 % for 2021, March was 20 %. Water leak on 54<sup>th</sup> street discovered. Possibly another leak in the Springbrook area.

## **SEWER**

- Camera sewer mains on 54<sup>th</sup> street looking for second leak. Nothing found at this time.
- Checked manholes late at night to try to identify the area with the water leak.
- Attended 2 zoom meetings with ACRWC. First was about the wet weather permit for Bon Accord and the second was about the Wet Weather Flow Management Strategy.

## **ARENA/PARKS & RECREATION**

- Staff and a contractor have created a final design for a playground in Springbrook. Grant funding to be applied for in May.
- Arena Engineering Study grant approved through MCCAC.



**SAFETY/TRAINING**

- Safety meetings held weekly.

**Ken Reil**

Operations Manager

*Public Works/Utilities/Recreation*





Town of Bon Accord  
layout # A08075-1-C1 | J06748



Note: Colours shown may not accurately reflect actual colours.



**COUNCIL REPORT  
PLANNING AND DEVELOPMENT  
APRIL 2021**

**ECONOMIC DEVELOPMENT**

SOVDI Media

Back in February, SOVDI Media contacted the Town regarding video and photography needs. In discussion, the Town's focus is to encourage developers and investors to the community and to appeal to those searching for a rural community to be a part of.

SOVDI Media's approach through video and photography would be able to capture the community's growth in the last 5 years and showcase updated infrastructure, properties, amenities, and areas of interest to entice motivated developers and future potential residents to invest in the community.

The proposal was reviewed and accepted, with the Town moving forward with the video and photography. Currently confirming the script and story board, focusing on spring and summer for the video. Length of video will be a maximum of 3 minutes, with a voice actor to provide a professional production.

This marketing strategy for economic growth, complements Mix 107.9's advertising currently in place, focusing on the attraction of developers to build on available Town / private owned land.

Sturgeon County Peace Officer - Enforcement Services

Met with Supervisor Roblin and Deputy Supervisor Willocks to discuss actions taken within the Town's boundaries, regarding complaints, noncompliance issues, what is working well and what improvements can be instituted. Overall, Bylaw Enforcement Services is very appreciative of the communication and information provided on a file. Bon Accord, in their opinion, is doing well compared to surrounding communities, administratively and compliance wise. Good working relationship with Enforcement Services.

Alliance Pipeline

A virtual meeting was conducted with Peter Hansen (Community Engagement) representing the Alliance Pipeline. The Alliance Pipeline is a joint venture between Enbridge Inc. and Pembina Pipeline. Discussed the purpose of the Alliance pipeline system, identified its location in relation to the town, and reviewed pipeline safety reminders, including how to contact Alliance in the event of an incident (refer attachment).

An invitation was extended to tour the Alliance compressor station in Morinville upon COVID safe conditions.

Edmonton Airport

Over 300 law enforcement members and airport staff have undergone a new specialized training program at Edmonton International Airport aimed at targeting human trafficking. The program was launched in January with a goal of having 200 people trained by April.

Trafficking and exploitation are criminal violations of human rights that often target the most vulnerable in communities. Human trafficking is a widespread issue across Canada – Alberta being no exception. The Alberta

RCMP will partner with ACT (The Action Coalition on Human Trafficking Alberta). The program is designed to teach both law enforcement officers and airport staff to recognize human-trafficking activity. The criminal code defines human trafficking as activity that involves the recruitment, transportation or harboring of a person for the purpose of exploitation.

#### Canadian Home Builders Association (CHBA) – Advocacy on House Prices and Housing Supply

CHBA has been closely monitoring escalating house prices across the country and the various perspectives and recommendations being put forth to address these concerns. On March 30/21 CHBA sent a letter to the Minister of Finance cautioning against rash decisions to cool housing prices. Instead, address underlying problems that are driving up prices across the Country in the face of high demand (refer attachment).

#### Bon Accord Hotel

Latest communication indicates, renovations on the Bon Accord Hotel Restaurant will be complete by Mothers Day. Opening to the public will be dependent COVID restrictions at that time.

#### West Jet

March 26/21 West Jet announced 11 new domestic routes across Western Canada. The routes will offer new nonstop service for 15 communities across Alberta, British Columbia, Saskatchewan, Manitoba and Ontario. Restarting flights is pivotal to Canada's economic recovery, with one in every 10 Canadian jobs tied to travel and tourism, the ripple effect benefits the whole country.

#### Highway Expansion

Two highway improvement projects in the Edmonton region were announced. The federal and provincial governments are investing more than \$180 million; the Federal Government will be contributing \$73 Million, with the Alberta Government contributing more than \$114 Million to double the lanes on Highway 19 near Devon and Beaumont and on Highway 15 connecting Edmonton and Fort Saskatchewan.

Projects will ease congestion, reduce traffic accidents and smooth the trade network by allowing more volumes of commercial and industrial traffic through the two significant corridors. There is significant growth occurring in the Southwest, amazon fulfillment centre in Leduc County, commercial and light industrial development around the Edmonton International Airport and residential growth in the southernmost portions of Edmonton. Highway 15 is important for the transportation of goods into the Edmonton region that is produced in the industrial heartland to the northeast.

#### Alberta Economic Outlook

ATB Financial shows Alberta is on track to recover some ground lost during the global pandemic and oil crash. ATB is forecasting the provinces real GDP will grow by 4.1 per cent this year followed by 2.6 percent growth in 2022 (refer attachment).

## **PLANNING AND DEVELOPMENT**

#### Investment and Development Inquires

Permitted uses on C2 Commercial  
Plot plans for 3 residential lots  
Request for lease space

Complaints

No complaints reported for this period

Peace Officer Enforcement Services

Matt Roblin (Supervisor) provided March reports regarding citations and incidents for Council’s review (refer attachments):

March – Bon Accord Citation Report

March – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
1	0	0	0	4	3	This Period
5	0	0	0	32	3	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings – virtual
- Business meetings – virtual
- UDI Webinar – Mayor Don Iverson (Future of City Building)
- Alliance Pipeline – Peter Hansen (Community Engagement)
- 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*



March 30, 2021

The Hon. Chrystia Freeland  
Deputy Prime Minister and Minister of Finance  
House of Commons  
Ottawa, Ontario, K1A 0A6

**RE: Escalating house prices in Canada and a need for a housing supply lens to address them**

Dear Minister,

On behalf of the Canadian Home Builders' Association (CHBA), I am writing today regarding escalating house prices across the country, to offer the perspective of the residential construction sector on how to address them, and to again share CHBA's recommendations for Budget 2021 and beyond.

There is no question Canada is experiencing unprecedented events; the health risk posed by COVID-19 is still a significant threat to Canadians and to our economy. The pandemic has also brought to the forefront the many complex socioeconomic issues facing our country, that will persist after the health crisis lifts, and could impact sustained and long-term recovery. Housing affordability is one of them, and it has only been exacerbated by the pandemic.

The Associations' concerns with the negative impact of overly strict, blanket macroprudential measures on housing affordability – particularly for first-time buyers - are well known. As the International Monetary Fund (IMF) has advised Canada since 2018, to tackle housing affordability in Canada, "Canada needs to build more houses". The IMF has rightly observed that to address housing affordability, regional and federal authorities in Canada need to work together to develop and implement a comprehensive housing supply strategy. While it is tempting to try to cool the market with demand-side measures, such activity only creates pent-up demand and limits supply, which can cause rapidly increasing house prices when conditions change and demand again outstrips supply, like we are seeing now.

I am writing to you today to ask that you to carefully consider the full impact of any macroprudential measures on prospective buyers, especially in the absence of sufficient action by all levels of government to support new housing supply, which is the real and more concerning driver of escalating prices across the country. This caution would also apply to any further mortgage rule changes or potential tax measures, especially any kind of rumoured capital gains tax on principal residences. Regarding a foreign-buyer vacancy tax, such a measure would have to be very carefully crafted to ensure it properly targets only unproductive housing demand and does not stifle much needed new housing supply. It is critical to avoid steps that either lock out more first-time buyers, disincentivize more housing supply for Canadians, or compromise the economic stability provided by homeownership—these will not help Canadians nor the health of our economy over time. This is especially true if we do not work to address the underlying housing supply issues that have created the situation we are in now.

CHBA has developed a series of recommendations aimed at increasing market-rate housing supply – both for rental and for owner-occupied homeownership, to better meet demand, stabilize prices, and take pressure off other parts of the housing continuum. CHBA recommends a housing supply lens to truly

address affordability and escalating house prices, and would like to see the federal government and its agencies focus on the following:

- Support provincial and municipal governments efforts to streamline permitting and approval processes to speed up construction, reduce project financing costs and get more housing supply online faster.
- Provide leadership on the key challenges to new construction: zoning restrictions, density limits, and NIMBYism (for all forms of housing, *including* market-rate housing).
- Invest in tracking best practices in supporting new supply across the country for provinces and municipalities to learn from each other.
- Support the development of a conversion guide for rapid retrofits of commercial properties to residential, developed in consultation with industry that could apply to both affordable and market rate housing.
- Extend the deadline for the Rapid Housing Initiative through to December 2022 to better reflect true construction timelines and maximize outcomes and scale up the program.
- Ensure that federal infrastructure funding for provinces and municipalities is used to support actions that can incent new housing supply, such as investments that increase new or upgraded serviced land or align with transit system plans and expansions.

CHBA also has several measures we believe would widen and diversify the pathway to homeownership, with minimal impact on prices. CHBA recommend that the government and agencies:

- Undertake a thorough review of the existing mortgage system through a lens of fairness and access for first-time homebuyers before implementing any macroprudential or policy changes that could further disproportionately impact first-time buyers (including the mortgage stress test). The government should also implement its changes to the stress test that were to take effect April 6, 2020 but were put on hold due to the pandemic.
- Support, through necessary regulatory changes and direction to financial institutions, longer mortgage terms, including 7 – 10-year terms, that can support longer-term affordability and protect Canadians against future increases to interest rates, economic instability, and job uncertainty, while bolstering Canada’s financial system. Longer terms should also be used to step down the stress test for the longer the term, increasing affordable access to homeownership while also providing more financial market stability.
- Return the option of 30-year amortizations to first-time buyers to offset some of the barriers to homeownership and disproportionate challenges to accessing the financial benefits related thereto.
- Update and index the existing GST/HST New Housing Rebate to better reflect house prices and reduce house prices for first-time buyers. Currently an eligible new home buyer can claim a rebate for 36% of the federal portion (5%) of the GST paid on a new home with a pre-tax price less than or equal to \$350,000 and gradually declines where the pre-tax price is more than \$350,000, but less than \$450,000, with no rebate for homes priced above \$450,000. Meanwhile the MLS HPI benchmark price for Canada is now over \$675,000. Continue to invest in and expand market housing data to support evidence-based decision making by governments and industry.

In recovery, we have a chance to build a housing system that supports all Canadians from aspiring first-time buyers to new Canadians looking to establish roots in their chosen communities. The residential construction



sector has supported jobs, economic growth, and has worked to meet the housing needs across the country during this challenging time. Now is the time to proceed with caution with any potential use of one-size fits all macroprudential measures, and to take a housing-system wide approach to creating a balanced housing market in Canada, with a particular emphasis on more housing supply.

Thank you again, and if you have any questions or would like to discuss further, please ask your staff to contact Alana Lavoie, Senior Director of Policy and Government Relations, at 613-230-3060 or [alana.lavoie@chba.ca](mailto:alana.lavoie@chba.ca) to set a meeting.

Sincerely,



Kevin Lee, P.ENG., M.ARCH.  
CEO, CHBA

Encl. *Rebuilding Canada 2021 - Home Construction and Renovation for a Healthier, More Resilient, and More Equitable Canada: CHBA Recommendations for Budget 2021 and Beyond.*

c.c. Tiff Macklem  
Governor of the Bank of Canada

Jeremy Rudin  
Superintendent of Financial Institutions



# Alberta Economic Outlook March 18, 2021

ATB Financial's Alberta Economic Outlook is prepared by ATB Economics. While effort has been taken to ensure the accuracy of the information and analysis herein, it should not be construed as financial advice. For more information on Alberta's economy, visit [atb.com/economics](http://atb.com/economics).

## On the mend: Alberta's economy in 2021

With vaccines in play, Alberta's economy will make up a large portion of the ground it lost last year due to the pandemic and oil price crash. ATB is forecasting real GDP growth of 4.1% in 2021 followed by 2.6% in 2022. At this pace, Alberta's annual economic output will surpass its pre-pandemic level in 2023.

The forecast assumes that the pandemic will be largely quelled in Canada by the fall and that a staged reopening of the provincial economy will take place between now and then. The forecast also assumes that U.S. and global demand for oil will continue to recover and that OPEC+ producers will maintain limits on the amount of supply they add to the market.

### A K-shaped recovery

The economic recovery in Alberta will, as in other places, be uneven across sectors and income groups. A large number of business closures in 2021 (on top of the losses last year) is a possibility. It also remains to be seen how many jobs lost during the pandemic will return. While our forecast anticipates employment growth of 3.9% in 2021, the total number of jobs in the province will still be below the pre-pandemic level. This, combined with new entrants into the labour force, will keep the average annual unemployment rate relatively high in 2021.

This points to what is likely to be a K-shaped recovery. The upper branch of the K will be higher-wage workers who didn't lose their jobs during the pandemic. Pent-up demand among this group will provide a boost to consumer spending. The lower branch will be formed by workers who either return to low-wage employment or remain out of work because their former employers have permanently closed or require fewer staff. While the post-pandemic period may feel like the Roaring 20s to some, it will be challenging for many others.

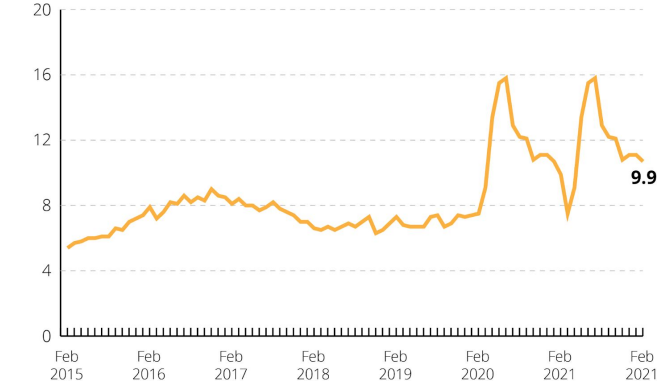
### Oil and gas

After a rough 2020 that saw Alberta's oil production fall by 5.1%, the West Texas Intermediate (WTI) crude benchmark post its lowest annual average in 17 years and President Joe Biden cancel the Keystone XL pipeline, 2021 is expected to be much better for the province's oil patch. Production surpassed pre-pandemic levels in November and prices have been on the

Key indicators	2020	ATB forecast		
		2021	2022	2023
Real GDP (annual % change)	-7.1	4.1	2.6	2.2
Employment (annual % change)	-6.6	3.9	2.8	2.1
Unemployment rate (annual average %)	11.4	10.1	9.5	8.6
Consumer Price Index (annual % change)	1.1	2.0	1.7	1.6
Annual housing starts (000s)	24.0	22.7	22.7	22.5

## Alberta's unemployment rate

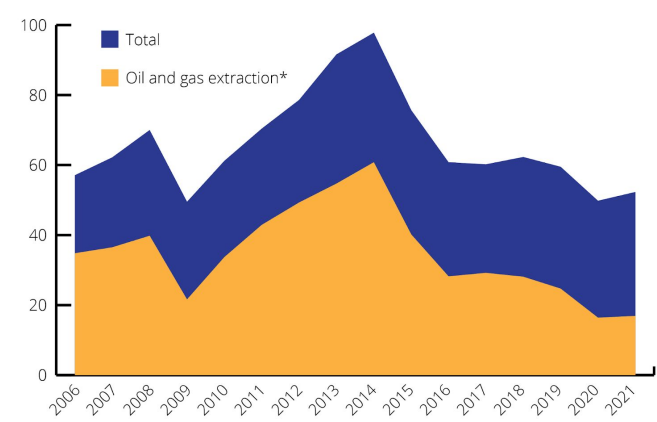
% , monthly, seasonally adjusted



Source: Statistics Canada Table 14-10-0287-01

## Annual capital spending in Alberta

\$, billion



\*Includes NAICS codes 211 and 213 Source: Statistics Canada Table 34-10-0035-01

upswing over the first three months of the year. According to Statistics Canada, capital spending in the oil and gas extraction sector in 2021 is expected to be 3.0% (\$0.5 billion) higher than in 2020, but will still be 31.5% (\$7.8 billion) below where it was in 2019. We might, however, see some additional capital spending if oil prices continue to beat expectations. Prices are contingent upon a wide range of variables including the success of global vaccination efforts and the durability of the OPEC+ oil supply limits. Our GDP forecast assumes WTI will average US\$51 per barrel this year.

Increased demand from oil sands operations and Alberta power plants, infrastructure improvements and stronger prices all bode well for Alberta’s natural gas industry in 2021.

**Construction and the housing market**

Although down by 10.9% compared to 2018, spending on residential construction increased 2.2% last year. But, even though housing starts and residential building permits were both up in January, weak population growth and the long march to a full economic recovery are expected to limit growth.

The resale housing market is expected to build on the momentum displayed during the second half of 2020, with activity levels rising and prices increasing, albeit modestly. Non-residential construction spending was 16.2% lower in 2020 than in 2019 and non-residential building permits started the year 27.6% below where they were in January 2020.

The economic recovery should spur some improvement in non-residential construction in 2021, but ample commercial space and only a modest increase in capital investment intentions suggest spending will remain muted compared to pre-pandemic levels.

**Retail, tech and agriculture**

Buoyed by emergency income support, retail spending in the province held up remarkably well last year. Spending was down by 2.3% compared to 2019, but if motor vehicles and gas stations are excluded, it increased by 2.7%. Household savings accumulated during the pandemic should boost retail sales in 2021 but some of this will be offset by the end of emergency income support and ongoing unemployment.

Alberta’s growing tech sector is an economic bright spot and received a boost from news that Vancouver-based mCloud Technologies Corp. is moving its head office to Calgary and Infosys has also chosen Calgary for the next phase of its expansion into Canada.

After a strong 2020, primary agriculture and agri-food are poised to continue to grow in 2021. The pandemic-related setbacks that affected the cattle industry are in the rearview mirror and the global recovery should support prices and exports. The announcement of an \$815 million upgrade to Alberta’s irrigation system is a welcome development, but a lack of winter precipitation across much of the Prairies remains a concern for spring seeding conditions.

**West Texas Intermediate oil prices**

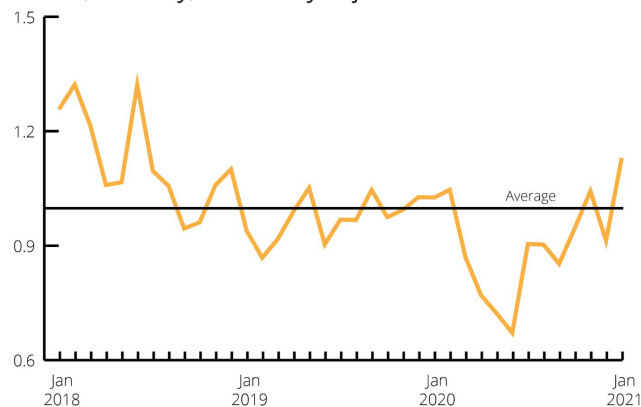
US\$/bbl, daily closing price, NYMEX front-month futures contract



Source: Bloomberg.com

**Value of building permits, Alberta**

\$ billions, monthly, seasonally adjusted



Source: Statistics Canada Table 34-10-0066-01



**The Alliance Pipeline delivers approximately 1.6 billion cubic feet per day of liquids-rich natural gas to the Chicago market.**

The Alliance Pipeline consists of a 3,848-kilometre (2,391-mile) integrated U.S. and Canadian natural gas gathering and transmission pipeline system, delivering rich natural gas from the Western Canadian and Williston Sedimentary Basins to the Chicago market hub, providing energy for millions of homes and businesses.

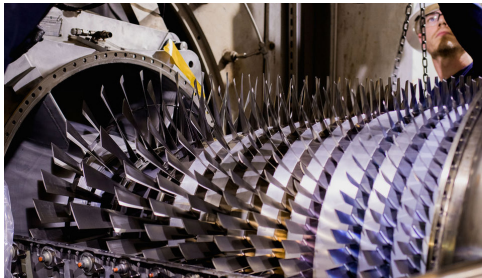
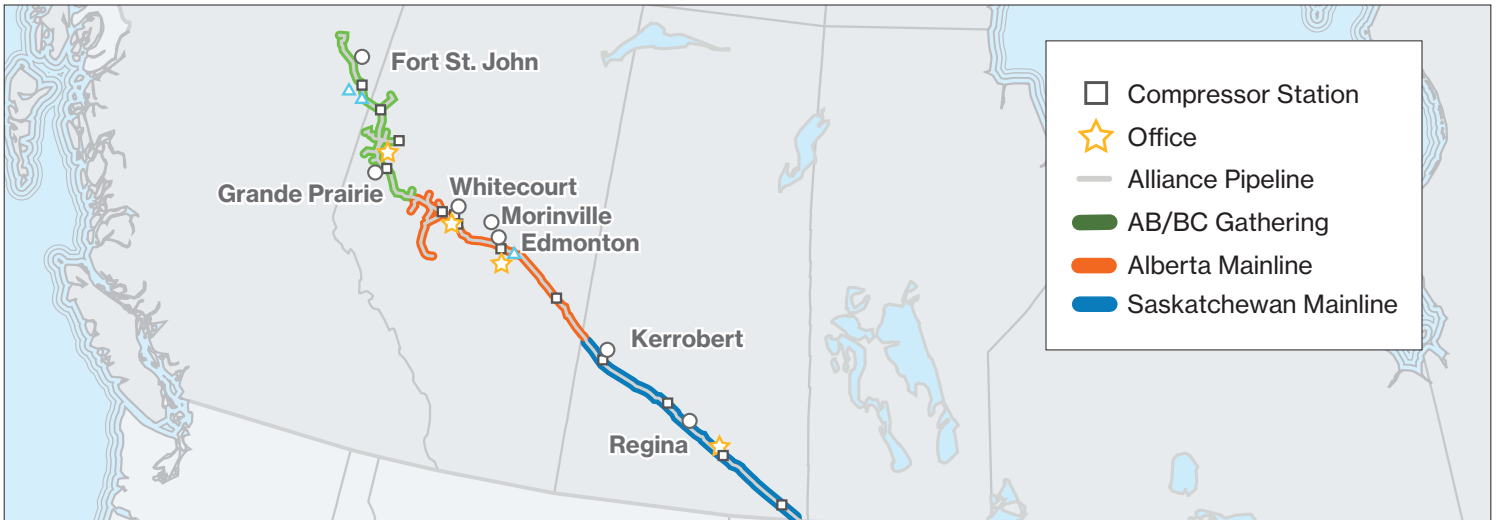
The Alliance Pipeline originates in northeastern British Columbia; from there it is routed through Alberta, Saskatchewan, North Dakota, Minnesota and Iowa before terminating at Channahon, Illinois, in the heart of the U.S. Midwest.

Alliance Pipeline is a joint venture between Enbridge Inc. and Pembina Pipeline. In June 2018, Alliance Pipeline adopted an owner-operator model. As part of this new model, operations and engineering functions are performed by Enbridge, while financial and commercial functions are managed by Pembina.



A Joint Venture of Enbridge and Pembina

[alliancepipeline.com](http://alliancepipeline.com)



### Alliance in Canada

The 2,292-km (1,424-mile) Canadian portion of Alliance Pipeline includes:

- A gathering system, which collects rich gas from northeastern BC and northwestern Alberta, and transports it through a large-diameter pipeline to the Whitecourt, AB area.
- A mainline system, which carries gas from the gathering system southeasterly through Alberta and Saskatchewan.

### About Alliance Pipeline

The system entered commercial service in December 2000, and delivers an average of 45.3 million standard cubic metres (1.6 billion standard cubic feet) of rich natural gas per day.

“Rich” natural gas consists of methane and natural gas liquids (NGLs), such as ethane, propane, and butane, in gas phase.

Up to 150,000 barrels per day of NGLs can be transported by Alliance; these are removed at a fractionation plant near Chicago and delivered to customers. “Lean” natural gas (methane) continues on its way to downstream customers and interconnected pipelines.

Alliance Pipeline’s head offices are based in Calgary and Houston. Alliance has field operations offices in Grande Prairie and Whitecourt (AB) and Regina (SK).

### Safety always comes first

The Alliance system is operated and monitored by highly skilled operators in a central control room 24/7, 365 days a year. These operators keep a close eye on all operating parameters to ensure the line operates safely and efficiently, while also remaining prepared to respond to abnormal conditions.

In order to isolate sections of the line for maintenance or a pipeline incident, remote control valves are located approximately every 32 km (20 miles).

Compressor stations are located along the pipeline at approximately 200-km (120-mile) intervals. These stations compress the gas, creating pressure to move gas through the pipelines.

Some compressor stations in Canada are equipped with waste heat recovery units, operated by NRGreen Power Limited Partnership. These develop electrical power along the Alliance system, without creating additional emissions, by using waste heat from gas turbine operations.

### Contact us

Being part of a community means hearing from your neighbors about what’s working (and sometimes what isn’t). You can contact us at any time.

#### U.S. landowners

Please see the Our Communities section of the Alliance website

#### Canadian landowners

Please see the Our Communities section of the Alliance website

#### Media

1-800-992-0997  
media@enbridge.com

24-hour emergency line 1-800-844-8811



A Joint Venture of Enbridge and Pembina

alliancepipeline.com



# Natural gas pipeline safety and emergency information

> Important safety information enclosed.



Alliance Pipeline -  
an Enbridge Company  
Public Awareness  
Program, 2021



**Public Awareness Program**  
7500 River Road  
Richmond, BC V6X 1X6

**24-hour Alliance emergency number:  
1-800-884-8811**

All pipeline markers provide the name of the pipeline operator, product being transported and a telephone number for reporting pipeline emergencies.



**Click  
Before  
YouDig.com**

## Pipeline safety

You are receiving this brochure because we have identified you as a public official, public works or community leader near Alliance's natural gas pipeline or related facilities.

This brochure provides you with basic safety information about pipeline operations in your area including:

- The presence of the pipeline in or near your community
- One-call centre information, including how to have underground utilities located and marked
- How to prevent pipeline incidents
- Pipeline safety considerations around land use planning and development
- How to recognize the signs of a leak
- How to respond in the unlikely event of a natural gas emergency
- How to contact us in both emergency and non-emergency situations
- How to request more information about our natural gas pipeline

### In case of emergency:

Our pipeline is monitored 24-7. If you suspect a pipeline emergency, please find a safe place to call 911 and then call Alliance's toll-free emergency number.

### 24-hour emergency number

**1-800-884-8811**

### How you can reach us (non-emergencies only):

Phone  
**1-877-640-8665**  
**(Public Awareness hotline)**

Email  
**CdnPublicAwareness@enbridge.com**

Mail  
**Public Awareness Program**  
**200, 425-1<sup>st</sup> Street S.W.**  
**Calgary, AB T2P 3L8**

Website  
**enbridge.com/publicawareness**

Please read and share the information in this brochure with others in your organization, then keep it for future reference.

Alliance Pipeline is a joint venture partnership owned by Enbridge Inc. and Pembina Pipeline Corporation.

In 2018, the Joint Venture announced a new operating and administrative model for Alliance Pipeline that would see Enbridge managing operations for the system. Accordingly, you'll find contact information for various Enbridge employees throughout this brochure.

# Safety and the pipeline right-of-way: A shared responsibility

Under the Canadian Energy Regulator Act (CER Act) and associated regulations, the responsibility to prevent pipeline damage is shared between the pipeline company and anyone who plans to conduct an activity near a pipeline.

As the owner and operator of thousands of kilometres of pipe transporting high-energy natural gas, our highest priority is operating our assets safely and reliably to protect the people, communities and environment located nearby.

While our pipeline is buried out of sight in the right-of-way (ROW), we never lose sight of the bigger picture: of our potential impact on the air, water and land around us, and our responsibility to preserve all elements of our environment.

In fact, our activities—everything from pipeline design, construction, testing, maintenance, operation and safety practices—are subject to government regulations, which we meet or exceed.

If we disturb the ground, we strive to restore the land to its original condition and to protect the quality of the air and water that sustains us. Whether it's wildlife, soil, freshwater or historical artifacts, in every aspect of our business we work hard to preserve the natural balance of the land.

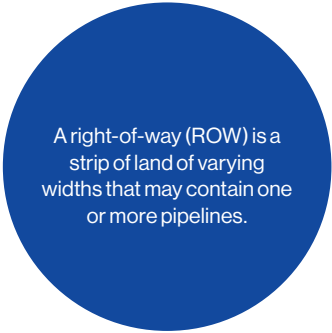
To do that, we carefully plan, from start to finish on any project, making sure our people know what's expected and implementing programs that will help to protect the environment.

Being responsible for pipeline safety, however, does not mean we are in it alone.

Engaging with communities is important to us. That's why we regularly communicate important safety information to utilities, contractors, local governments, emergency responders, landowners, tenants, regulators and neighbours.

As a public official or community leader, you also have an important role to play. Having knowledge about pipelines in your community, and your commitment to safe land use planning, permitting and development helps reduce the risk of pipeline damage, helping to safeguard the communities living and working near our assets.

The safety of our communities is an important part of Alliance's safety management system. We continue to promote our good working relationship with public officials, community leaders, permit applicants, developers and public works departments through meetings, personal contact and brochures, such as this one.

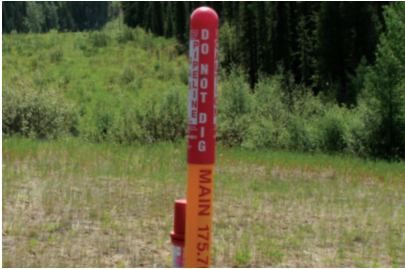


## The right-of-way (ROW)

While the depth and locations of the pipeline can vary within the ROW, the ROW:

- Identifies an area that restricts certain activities to protect public safety.
- Provides Alliance employees and contractors access to the pipeline for inspections, maintenance, testing and in an emergency.

The ROW can exist in many kinds of ecosystems, such as river crossings, cultivated fields and urban areas; as such, there is no distinct look to the ROW.



The DPRs apply to any person or company planning or undertaking an activity near a CER-regulated pipeline.

For planning, development and public works purposes, it's important to make applicants aware that:

- Call or Click Before You Dig (a one-call centre) must be contacted before conducting any ground disturbance activity or construction on, along, across, or under a pipeline.
- Written consent is required before conducting ground disturbance activity or construction along, across, on or under a pipeline.
- Landscaping and temporary structures within the pipeline ROW require review, assessment and written consent.
- Permanent structures are prohibited within the pipeline ROW.
- Written consent is required to operate vehicles or mobile equipment across a pipeline (outside the travelled portion of a highway or public road).
- Positive identification is required (using hand exposure or vacuum excavation) before machine excavation within five metres of the pipeline.
- Alliance must be notified, at least one full working day, before backfilling over any exposed pipe. An Alliance representative must be on site before backfilling.
- A location other than the pipeline ROW is chosen as the muster point or meeting place when developing emergency plans for a project.
- Any exposed pipe must be immediately reported to Alliance using the 24-hour emergency number.

For more information, contact us at [crossings@alliancepipeline.com](mailto:crossings@alliancepipeline.com).

## Pipeline markers

Pipeline markers are signs that indicate that a pipeline is in the area. While these signs are located at roads, railways, water crossings and varying intervals along the ROW, they indicate only the **approximate** location of the buried pipeline and should never be used as a reference for the exact location. These signs also provide you with important information such as the pipeline owner, the type of product being carried, a reminder to Call or Click Before You Dig, and an emergency number for reporting pipeline emergencies.

The depth and actual location of the pipeline may vary across Alliance's system. As such, only an Alliance representative can accurately determine the location and depth of our pipeline. That's why it's important to remind all applicants, developers and public works departments to always call the local one-call centre at least three working days in advance of any planned ground disturbance activity. If underground utilities do exist, they will be located and identified using temporary colour-coded markings.

## Canada Energy Regulator requirements

Under the Canadian Energy Regulator Act (CER Act), the responsibility to prevent pipeline damage is shared between anyone who plans to conduct an activity near a pipeline and the pipeline company. Activities near our pipeline are prohibited unless authorized in accordance with the *Canada Energy Regulator Damage Prevention Regulations— Authorizations and Damage Prevention Regulations— Obligations of Pipeline Companies* (together, the DPRs).

## Activities within the Prescribed Area

The DPRs require that within this area activities causing, or that might cause, a ground disturbance cannot occur without written consent from the pipeline company. If consent is granted, a locate request must be made to confirm the location of the pipeline and any other underground utilities. All planned construction activities on, along, under or across the pipeline must also receive approval from Alliance, and a locate request, before going ahead.

It's important to make permit applicants, developers, public works departments and community members aware that if they will be undertaking any of the activities listed below, they should be sure to plan ahead, as approvals for some facilities may take longer than others.

This includes contacting us in advance to:

- Conduct a ground disturbance as defined below
- Construct roads, paving, parking areas, driveways, ditches, railways, overhead or underground facilities
- Install services
- Build a berm
- Drainage improvements

## Ground disturbance

A ground disturbance is any work, operation or activity that results in the disturbance of the earth.

Community members, permit applicants, developers and public works departments should be made aware that if they plan to carry out any ground disturbance activities within the prescribed area, they must:

- 1 Contact Alliance to obtain written consent to conduct the activity.
- 2 If written consent is given, they must contact their local one-call centre to make a locate request.

Locate requests must be made at least three working days before the day on which the construction or planned ground disturbance activity is to start.

## Call or Click Before You Dig

We know that sometimes work needs to be done on or near the pipeline. That's why we are a member of Call or Click Before You Dig, a **free** communication service that notifies member companies of proposed activities so that underground infrastructure can be safely marked with flags, stakes or paint before work begins.


Please make community members, permit applicants, developers and public works departments aware that to make a locate request, they are to visit


**ClickBeforeYouDig.com**, or call the local one-call number for their area, at least three working days in advance of any planned ground disturbance or construction activity. The one-call centre will then notify an Alliance representative who will come to the job site ready to mark the locations of any pipeline(s). Call or Click Before You Dig is a free service that can prevent delays, accidents, injuries or deaths.




## APWA (American Public Works Association) Uniform Color Code


 **White** – Proposed Excavation


 **Pink** – Temporary Survey Markings

 **Red** – Electric Power Lines, Cables, Conduit and Lighting Cables

 **Yellow** – Gas, Oil, Petroleum or Gaseous Materials

 **Orange** – Communication, Alarm or Signal Lines, Cables or Conduit

 **Blue** – Potable Water

 **Purple** – Reclaimed Water, Irrigation and Slurry Lines

 **Green** – Sewer and Drain Lines

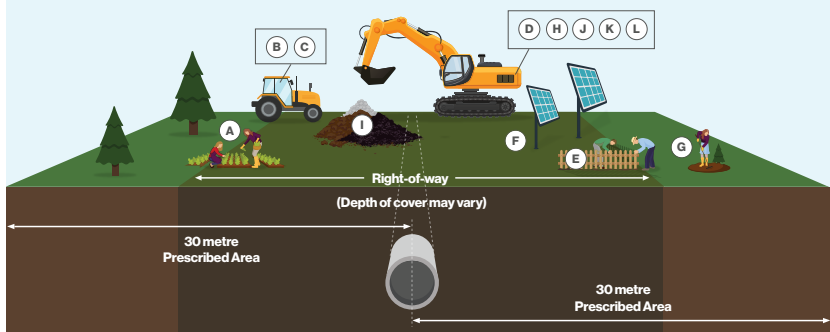


## Activities that do not require consent

- (A) Ground disturbance less than 30 cm below the surface (e.g. planting flowers)
- (B) Agricultural cultivation less than 45 cm deep (unless notified by the pipeline company that it's unsafe to do so in certain areas)
- (C) Operating vehicles or mobile equipment across a pipeline which are used for normal farming operations

## Activities that DO require consent

- (D) Ground disturbance depths of 30 cm or more (excavating, digging, trenching, land leveling, topsoil stripping, deep tilling, subsoiling and grading)
- (E) Installing/constructing a fence, retaining wall or structure
- (F) Installing or placing facilities on, along, under or across the pipeline
- (G) Landscaping, tree planting, clearing and removing stumps
- (H) Constructing roads, paving, parking areas, driveways, ditches
- (I) Stockpiling materials
- (J) Drainage or irrigation systems (including dykes, ditches and culverts)
- (K) Crossing a pipeline while not on an upgraded and traveled portion of an established highway or public road with vehicles or mobile equipment
- (L) Blasting/use of explosives



Modified from CER image in "Pipeline Damage Prevention Regulations" information product.

- Enbridge's cross-border and interprovincial pipelines are regulated by the Canada Energy Regulator (CER) and must comply with specific pipeline standards and regulations. In addition to the ROW, where the pipeline is located, the CER has established a 30 metre prescribed area on either side of the pipeline—measured perpendicularly from the centerline of the pipe—to protect the public, the environment and the pipeline. **If planning to conduct any ground disturbance in this area, written consent from Enbridge is first required.**

### **Mobile equipment and vehicle crossings**

Federal regulations also require that any persons wanting to operate vehicles or mobile equipment across a pipeline (outside the travelled portion of a highway or public road) must have the pipeline company's written consent before doing so.

Please advise permit applicants, developers and public works departments that they need to apply to Alliance for a crossing request before any vehicle or mobile equipment crosses our pipeline. We will assess the request and if approved, provide written consent including mitigation measures.

Crossing and ground disturbance activities are not to proceed until the pipeline is located and marked and any required mitigating measures are in place.

### **Municipal operations and maintenance activities**

The CER permits certain maintenance activities without requiring the consent of the pipeline owner. Refer to the CER guidance document titled *Damage Prevention Guidance for Municipal Operations and Maintenance Activities* for more details. Municipal public works departments should make themselves aware of the activities that would require the pipeline company's written consent to ensure that the appropriate applications are made with sufficient time.

For any questions, please contact Alliance at [crossings@alliancepipeline.com](mailto:crossings@alliancepipeline.com).

### **Written consent**

As outlined in this brochure, federal regulations require Alliance's written consent prior to undertaking certain activities in the vicinity of the pipeline.

As part of our review and assessment process for written consent, we require that community members, permit applicants, developers and public works departments provide us with scope of work, appropriate plans, schedule and equipment lists. When this information is provided in a timely manner, we are better able to help avoid unnecessary and costly delays.

If the scope of work changes, applicants, developers and public works departments must contact Alliance again. This includes, but is not limited to: changes to scope of work, location, schedule, method of installation, and equipment to be used. Alliance will work with applicants, developers and public works departments to issue a revised consent.

### **Unauthorized activity and AMPs**

Certain contraventions of the CER Act and its associated regulations, such as the DPRs, must be reported by the pipeline company to the CER. Such contraventions can result in the CER imposing financial penalties called Administrative Monetary Penalties (AMPs) on companies or individuals when enforcement tools such as letters, orders or voluntary commitments are not working to prevent unauthorized activity within the prescribed area. The CER Act sets the maximum daily fines of up to \$25,000 for individuals and \$100,000 for companies per violation.

We invite you to share information about the DPRs and AMPs with community members, permit applicants, public works departments and land developers. It's important that these regulations are understood prior to planning work in proximity to CER-regulated pipelines. More information can be found on the CER website at [cer-rec.gc.ca](http://cer-rec.gc.ca).



As our communities continue to grow, it's important that Alliance maintains ongoing consultation with public officials, community leaders, developers, public works departments, landowners and industry for any proposed development projects in proximity to our pipeline system.

## Land use planning

Industrial, residential and commercial development that encroaches on the pipeline ROW can present safety and operational risks to those working and living nearby. That's why it's important to consult with us early in the planning stage of a project on or near our assets. This allows affected parties to better incorporate existing pipeline(s) and facilities into the plan, making sure that new development meets both regulatory and Alliance's requirements, while also maintaining high standards for public safety.

Significant population and infrastructure growth, without Alliance's knowledge, has the potential to impact the operational requirements of our existing pipeline, such as changes to operating pressure, revisions to our emergency response

plans, increased public awareness outreach and other actions as necessary.

As such, we ask that public officials, community leaders, developers, public works departments and industry consult with Alliance, early and often, before any development within our emergency planning zone (EPZ) buffers. This helps avoid issues by allowing us to assess potential impacts and recommend possible measures for protection.

Land development decisions in the vicinity of our pipeline should be based on risk-informed decisions.

Below are some questions to be asked prior to considering land use development:

- Have you checked your proposed development area for the presence of the pipeline or other underground utilities?
- Are there any pipeline markers or warning signs in the area?
- Have you contacted your local one-call centre to determine if there are any buried facilities that may affect your project planning?
- Have you obtained the necessary written permissions from Alliance and other facility owners?
- Have you, working with the utility operator, considered the need for right-of-way access?

- Have you considered evacuation routes to be used in the event of an emergency?
- How will you prevent damage to buried utilities during construction?
- Does the utility operator agree with your development proposal?

Consult with Alliance early on and we will work with you to avoid problems or costly delays.

**Remember, written permission from Alliance is required prior to all of the following activities:**

- **Ground disturbance activity within 30 metres of the pipeline centerline (the prescribed area).**
- **Construction or installation of a facility on, along, under or across a pipeline, including the ROW.**
- **Vehicle or mobile equipment on the pipeline ROW or when crossing the pipeline ROW (outside the travelled portion of a highway or public road).**

For guidelines for crossings and temporary applications, please email us at [crossings@alliancepipeline.com](mailto:crossings@alliancepipeline.com).

### Report emergencies

Any contact with the pipe or its coating must immediately be reported to Alliance at **1-800-884-8811**.

It is important that you know the warning signs and how to respond in the event of an emergency. Please refer to the *Emergency Information* section of this guide to read about what to do in the event of an emergency.

### Safety checklist

All permit applicants and public works departments planning to construct a facility or conduct a ground disturbance activity near a pipeline are to follow this safety checklist:

- 1 Plan your activity.** Identify the location of your work, making sure to look for pipeline marker posts, warning signs or other buried facilities.
- 2 Contact Alliance to obtain written consent.** Contact us to obtain our guidelines for constructing a facility, conducting a ground disturbance activity or vehicle crossing near the pipeline. Remember, written consent is required for the construction of facilities across, on, along or under a pipeline; conducting ground disturbance activities within the prescribed area, and crossing a pipeline with a vehicle or mobile equipment across the ROW (except on the traveled portion of a highway or public road).
- 3 Make a locate request.** At least three working days before the planned activity is to start, contact [clickbeforeyoudig.com](http://clickbeforeyoudig.com) or call your local one-call centre.
- 4 Be on-site** when underground facilities are being located to be sure you understand the meaning of the markings.
- 5 Review CER requirements.** Confirm that any persons or companies hired to do work on your behalf, such as contractors, are aware of the necessary obligations.
- 6 Follow all instructions** provided in the authorization, including hand exposing or vacuum excavating the pipe before mechanical excavations within five metres of the pipe and notifying Alliance prior to backfilling. An Alliance representative must be on site during backfill.
- 7 Immediately notify Alliance if you come into contact with the pipe or its coating.** Immediately call our 24-hour emergency line at **1-800-884-8811**.

Protecting the air, water and land in your community is an important part of our job.

## In an emergency

Pipelines have been proven as the safest transportation mode for energy commodities. Pipeline leaks are rare but can happen for a number of different reasons. Studies show that third-party damage is one of the most common reasons for pipeline leaks or ruptures, which underscores the importance of Call or Click Before You Dig programs.

Internal inspection tools are used to detect potential problems with the pipeline, which enables Alliance to perform investigative digs and repair any anomalies. Since some commodities are more flammable than others, a pipeline leak or rupture will have different consequences depending on the commodity being transported.

Hydrocarbon products such as natural gas and natural gas liquids are very flammable, and can catch fire from even the smallest spark or ignition source. The products in Alliance's system are flammable, and are potentially hazardous and explosive under certain conditions.

Given our thorough maintenance, testing, training, monitoring and safety programs, a pipeline leak is unlikely; however, if one were to occur, it's important that you know and share the warning signs and how to respond in the event of an emergency or if you suspect pipeline operations have been disrupted in any way.

## Know the warning signs

Natural gas is lighter than air, so if there were a release along our pipeline, most of the product would dissipate into the atmosphere. Even so, you should avoid contact with any product released from a pipeline.

Natural gas poses some health hazards and could cause dizziness, shortness of breath and loss of consciousness, if inhaled. It is flammable, so be sure to eliminate any potential sources of ignition if you suspect a natural gas leak.



### You might see:

- A steam-like cloud.
- Unexpected frost build up on the ground.
- Dirt or dust being blown from the ground or appearing to be thrown into the air.
- Bubbling in wet areas or blowing into the air at a pond, creek or river.
- Dead or dying vegetation on or near a pipeline in an otherwise green area.



### You might hear:

- An unusual roaring, blowing or hissing or loud whistling sound.



### You might smell:

- No odour or a smell similar to diesel, oil or propane.

**Unlike the natural gas delivered to your home which may be odourized, the natural gas in Alliance's pipeline is not odourized.** While you may notice a slight smell, similar to diesel fuel, oil or propane, you will not smell the common rotten egg odour associated with natural gas.





The Alliance Pipeline system consists of a 3,848-kilometre integrated Canadian and U.S. natural gas gathering and transmission system, from northeastern British Columbia and northwestern Alberta, through Saskatchewan, North Dakota, Minnesota and Iowa and ending in Illinois.

The Canadian portion of the pipeline consists of approximately 2,292 kilometres of infrastructure.

Delivering an average of 1.6 billion cubic feet of natural gas every day, safety is at the core of everything we do, but we know we can't do it alone.

For us, preparedness means developing integrated response plans based on open communication and teamwork. We work year-round with local fire and police services so that they have the information they require to respond to an emergency, and we regularly communicate important information to local governments, community fire and police services, utilities, contractors, residents, business owners, neighbours and tenants, and community leaders like you.



**What to do in an emergency**

- If you can do so safely, turn off any ignition sources. Move as far away from the leak as possible in an upwind direction, avoiding contact with escaping liquids and gases.
- **Call 911 from a safe location.**
- Call the toll-free, 24-hour Alliance emergency number: **1-800-884-8811.**
- If safe to do so, warn others to stay away.

**What NOT to do in an emergency**

- Do not touch or go near the leaking gas, liquid or vapour that may have come from the pipeline.
- Do not attempt to extinguish a natural gas fire.
- **Do not attempt to operate pipeline valves.**
- Do not start your vehicle or any other piece of equipment that can act as a possible ignition source.
- Do not light a match or smoke, and avoid heat sources or making sparks that could ignite the leaking gas as you are leaving the area.
- Do not turn on or off anything that may create a spark—including cell phones, telephones, light switches, vehicle alarms, vehicle keyless entry and flashlights—until you are in a safe location.

We appreciate your calls, any time of the year, any time of day. This page contains important phone numbers you can use to contact an Alliance representative with any comments or questions.

In case of an emergency, please find a safe place to **call 911** and then call the toll-free 24-hour Alliance emergency number:

**1-800-884-8811**

For questions regarding Alliance's general operations or for planning construction, fencing, digging or explosives use, please call collect the number for your area:

**British Columbia, Alberta and Saskatchewan**  
crossings@alliancepipeline.com

More information can also be found at: [enbridge.com/damageprevention](http://enbridge.com/damageprevention).

**Call or Click Before You Dig**

Any person who intends to construct a facility across, on, along or under a pipeline, operate a motorized vehicle or engage in activity that would cause a ground disturbance within the prescribed area, must make a locate request at least three working days before the day on which the construction or activity is to start.

Please visit [ClickBeforeYouDig.com](http://ClickBeforeYouDig.com) or contact your local one-call centre:

- BC 1 Call  
**1-800-474-6886**
- Alberta One-Call  
**1-800-242-3447**
- Sask 1st Call  
**1-866-828-4888**



**Links for more information**

Canada Energy Regulator  
[cer-rec.gc.ca](http://cer-rec.gc.ca)  
*See the CER's Damage Prevention Guidance for Municipal Operations and Maintenance Activities.*

Canadian Common Ground Alliance  
[canadiancga.com](http://canadiancga.com)

BC Common Ground Alliance  
[commongroundbc.ca](http://commongroundbc.ca)

Alberta Common Ground Alliance  
[albertacga.ca](http://albertacga.ca)

Saskatchewan Common Ground Alliance  
[scga.ca](http://scga.ca)

Alliance Pipeline  
[alliancepipeline.com](http://alliancepipeline.com)

# *Council Report*

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

## ***Administration***

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

## ***The Path Forward***

The provincial path forward as we are all aware has taken a step backwards and we find ourselves back at Step 1 with the increase in positive COVID cases across the province. The push to continue to get as many people vaccinated as possible is ongoing. The local pharmacy now is providing the Astra Zeneca vaccine for those that qualify to receive it. If anyone is interested in receiving that vaccine, they should contact the pharmacy for details.

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

I am happy to announce that the Recreation Cost Sharing Agreement has been fully executed and is filed. The Fire Services and the Enforcement Services Agreements have also been executed and are filed. Sturgeon County has also passed the 2<sup>nd</sup> and 3<sup>rd</sup> readings of the Intermunicipal Development Plan, which is on today's agenda for Council's review and anticipated adoption so that will be completed and can be filed.

## ***SREMP Committee Meeting***

The SREMP committee meeting was held on April 8, 2021.

This update was received from Sturgeon County Fire Chief Pat Mahoney last week.

I am pleased to announce that Ms. Caitlin Rabien has accepted the offer to become the new Sturgeon Regional Emergency Management Partnership (SREMP) Co-Ordinator. Caitlin comes to the position with several years of experience not only in Emergency Management Planning and Training but also possess a vast knowledge pertaining to Business Continuity. Having held a similar position with EPCOR for approximately ten years Caitlin has a broad awareness of an "All Hazards" approach to Emergency Management and protection of critical infrastructure. Caitlin will begin her employment with us on Monday May 10, 2021.

***National Volunteer Week 2021***

The brochure featuring of the Bon Accord Community Volunteers was shared and has been posted on the website for people to view. Just a small token of recognition of community members who share a passion in making our community a better place to live. Administration has done our best to feature the volunteers we are aware of, I am sure that we may have missed a few that did not get recognized but we will endeavor to build a list and contact those folks throughout the year to see if they are willing to share their stories.

***Meetings Virtually Attended/Attending***

Regular Council Meeting	SREMP Mtg
Regional CAO Mtg	AHS Townhall Mtg
Management Meetings	RMA Spring Conference
AUMA Spring Caucus	

Respectfully submitted,  
Joyce Pierce, CAO



Resolution	Resolution #	Assigned to	Status
<b>April 6, 2021 Regular Meeting of Council</b>			
Public Hearing – Intermunicipal Development Plan Bylaw #2021-03 COUNCILLOR BIDNEY MOVED THAT Council close the Public Hearing for the Intermunicipal Development Plan Bylaw #2021-03 and schedule 2nd and 3rd readings of this bylaw at the April 20, 2021 Regular Meeting of Council.	21-110	Administration	On April 20 RMC agenda
2020 Audit Findings Report COUNCILLOR HOLDEN MOVED THAT the Auditor Findings Report be accepted as information.	21-114	Administration	Completed
Solar Farm Over Borrowing COUNCILLOR LAING MOVED THAT Council directs Administration to bring back more information on the penalty costs to return the overborrowed funds, to check into the of interest on the overborrowed funds to keep the funds, and the costs of any other suggested projects in option 2.b.	21-115	Finance	On April 20 RMC agenda
Rates of Taxation Bylaw #2021-04 DEPUTY MAYOR MAY MOVED THAT the Rates of Taxation Bylaw #2021-04 be given 2nd reading, as amended.	21-116	Administration	Amend as required - completed
Rates of Taxation Bylaw #2021-04 COUNCILLOR BIDNEY MOVED THAT the Rates of Taxation Bylaw 2021-04 be given 3rd and final reading, as presented.	21-117	Administration	Completed
Health and Safety Policy COUNCILLOR LAING MOVED THAT Council approves the Health and Safety Policy, as presented.	21-118	Administration	Completed
Water Meter Installation Policy COUNCILLOR HOLDEN MOVED THAT Council approves the Water Meter Installation Policy, as presented.	21-119	Administration	Completed
Alberta Community Crime Prevention Association (ACCPA) 2021 Virtual Conference COUNCILLOR LAING MOVED THAT Council directs Administration to register Deputy Mayor May, Councillor Holden, and Councillor Laing to attend the 2-day ACCPA Virtual Conference being held on May 12 and 13, 2021.	21-120	Administration	Completed
Town of Gibbons support of the 988 Crisis Line Initiative COUNCILLOR LAING MOVED THAT Council direct Administration to respond to the Town of Gibbons, as well as MP Dane Lloyd, MLA Dale Nally, the Federal Minister of Health Patty Hadju, and the CRTC supporting the 988 Crisis Line Initiative.	21-121	Administration	Letter to MPs, MLAs, Federal Minister, and CRTC
DEPUTY MAYOR MAY MOVED THAT Council review the Public Participation Plan so that residents have access to a live stream of the Public Engagement meeting.	21-122	Council	Completed
MAYOR MOSYCHUK MOVED THAT during COVID-19 restrictions the Public Engagement meetings are live-streamed to the Public when feasible.	21-123	CAO	Ongoing
Closed Session -Land Proposal – FOIP Act 25 (1), Disclosure harmful to economic and other interests of a public body. COUNCILLOR HOLDEN MOVED THAT Council accepts the Economic Development and Planning discussion and directs Administration proceed, as discussed.	21-125	Economic Development	RFD for April 20 RMC
<b>March 16, 2021 Regular Meeting of Council</b>			
COUNCILLOR LAING MOVED THAT Council directs Administration to request David Steer attend a Regular Meeting of Council as a delegate and secondly to research a security consultant that could present to Council options available to increase town security.	21-100	CAO	Attending April 20, 2021 RMC

Resolution	Resolution #	Assigned to	Status
<b>February 16, 2021 Regular Meeting of Council</b>			
<p>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:</p> <ul style="list-style-type: none"> <li>· Development of an Asset Management Roadmap</li> <li>· Improved sharing of asset management information internally and publicly</li> <li>· Asset management awareness training for all staff</li> </ul> <p>Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.</p>	21-054	Public Works	Working on grant application - ongoing
<b>January 19, 2021 Regular Meeting of Council</b>			
<p>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.</p>	21-026	Administraton	Ongoing to May 2021

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

<b>MEETING:</b>	Regular Council Meeting
<b>MEETING DATE:</b>	April 20, 2021
<b>AGENDA ITEM:</b>	Fort Air Partnership PurpleAir Sensor
<b>RECOMMENDATION:</b>	<b>THAT....</b> Council approves the installation of a PurpleAir sensor in Bon Accord.
<b>BACKGROUND:</b>	<p>Fort Air Partnership (FAP) is a not-for-profit organization formed in 1997 to monitor the air people breathe within a 4,500 square kilometre airshed located immediately north and east of Edmonton. With Alberta’s Industrial Heartland within our borders, we collect and report on air quality data in a region with some of the most condensed industrial development in the province.</p> <p>FAP is looking to add some small sensor particulate matter monitors (called PurpleAir sensors) to communities in the Airshed that currently do not have continuous monitoring in place. They would like to site one in Bon Accord.</p> <p>The following excerpt outlines the details of the request:</p> <p><i>We are requesting assistance in deploying this small sensor monitor in Bon Accord, this would include:</i></p> <ul style="list-style-type: none"><li>• <i>Finding a sheltered site to place the sensor, likely on the side of a building, perhaps the Bon Accord Administrative Office.</i></li><li>• <i>If possible a Wi-Fi connection to transmit the data.</i></li><li>• <i>If possible, the placement of an informational poster in a public building to inform residents.</i></li><li>• <i>If possible, a link to the FAP website and the small sensor live data site on Bon Accord’s website.</i></li></ul> <p>Please see attached fact sheet explaining the monitoring method, as well as the reasoning for adding these monitors to our network. Installation and maintenance would be provided by FAP.</p>
<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 approves the installation of a PurpleAir sensor in Bon Accord.</li><li>2. Council declines the installation of a PurpleAir sensor.</li></ol>
<b>Prepared and Submitted By:</b>	Jessica Caines
<b>Reviewed By:</b>	Joyce Pierce - CAO
	<b>Date:</b> April 14, 2021

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

**MEETING:** Regular Council Meeting

**MEETING DATE:** April 20/21

**AGENDA ITEM:** Real Estate Appraisal

**RECOMMENDATION:**

THAT.... Council approves the following as information.

**BACKGROUND:**

On March 16/21 Administration brought forward an RFD looking for direction from Council on how to proceed with Lot 4A, Block 8, Plan 5261BA property adjacent to Town Office. Council approved the vendors offer of January 2/21, with the vendor accepting the same. Vendor in reference – Michael Brandl (737 Enterprises Ltd.).

Thereafter, Administration engaged HarrisonBowker Valuation Group to do an appraisal of the property identified above. The intent of obtaining an appraisal was to establish a value at this point in time to compare to the sale value of the property, with the disposal of Municipal property below market value.

This information will also be of assistance to Council in providing accurate information on the property if approached by the public.

The appraisal was completed with the property valued at \$55,000 effective March 24/21.

**FINANCIAL IMPLICATIONS:**

HarrisonBowker Valuation Group fee for service.

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:** N/A

**Prepared and Submitted By:** Dianne Allen

**Reviewed By:** Joyce Pierce

**Date:** April 12, 2021

## Executive Summary

The subject of this appraisal is a vacant commercial lot located in the Town of Bon Accord, Alberta. The configuration is somewhat irregular, but sufficient to facilitate a commercial use building, and is deemed to be readily marketable, as is.

The appraisal process was completed without undue difficulty, and included only the Direct Comparison Approach to value, which is typical for most land valuation assignments. Scarce sales data was available for this purpose, recognizing that there have been few sales of comparable parcels of commercial land in Bon Accord over the past few years. As such, the valuation was completed using somewhat dated sales, and sales that vary in site size and location. Overall, the valuation is adequately supported.

The reader is encouraged to review the Glossary of Terms appended in Annex B, as required. The salient facts and conclusions of the report are summarized as follows:

- Appraiser(s):** Kris E. A. Riddell, BA, BComm, AACI, P.App.
- Client:** The Town of Bon Accord, represented by Dianne Allen.
- Intended User:** Same as above.
- Municipal Address:** 5028 50 Avenue, Bon Accord, Alberta TOA OK0.
- Legal Description:** Lot 4A, Block 8, Plan 5261BA.
- Purpose and Use:** Market Value estimate to aid in estimating a reasonable sale price. All other uses are denied.
- Interests Appraised:** Fee Simple Estate.
- Effective Date:** March 24, 2021.
- Property Owner:** The Town of Bon Accord.
- Improvements:** None.
- Site Area:** 0.40 acres / 0.16 hectares / 17,555 SF (as per measurements provided by the client).
- Land Use District:** C1 – Central Commercial District.
- Property Use:** Vacant and undeveloped.
- Highest & Best Use:** Commercial use, with development to be dictated by the market and property owner.
- Key Factors:** **Pros:** (1) Site size provides good utility. (2) Well located in the historic commercial area with full municipal services.
- Cons:** (1) Rural location and soft market conditions diminish demand. (2) Uncertain macro-market conditions.
- Qualifications:** No Extraordinary Assumptions, Hypothetical Conditions, or Extraordinary Limiting Conditions.

**Direct Comparison:** Qualitative and Quantitative Analysis  
Range of \$2.56 PSF to \$3.75 PSF  
Final unit value: \$3.15 PSF  
**\$55,000**

**Market Value: \$55,000**

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

**MEETING:** Regular Council Meeting  
**MEETING DATE:** April 20, 2021  
**AGENDA ITEM:** Intermunicipal Development Plan Bylaw #2021-03

**RECOMMENDATION:**

**THAT...** Council give second reading of Intermunicipal Development Plan Bylaw #2021-03, as presented.

**THAT...** Council give third reading of Intermunicipal Development Plan Bylaw #2021-03, as presented.

**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.

At the RMC March 16, 2021:

*COUNCILLOR HOLDEN MOVED THAT Council approves 1st reading of the Intermunicipal Development Plan (IDP) Bylaw #2021-03 as presented and further THAT Council approves the public hearing date set for April 6, 2021. CARRIED UNANIMOUSLY RESOLUTION 21-095*

At the RMC April 6, 2021:

*MAYOR MOSYCHUK OPENED the Public Hearing for the Intermunicipal Development Plan Bylaw #2021-03 at 7:05 p.m.*

*Joyce Pierce, Recording Secretary / CAO provided the Public Hearing Procedure for Intermunicipal Development Plan Bylaw #2021-03.*

*There were no questions or points of clarification from Council.*

*There were no written submissions received in favor or opposed to the Intermunicipal Development Plan Bylaw #2021-03.*

*There were no verbal (phone calls) received in favor or opposed to the Intermunicipal Development Plan Bylaw #2021-03.*

*COUNCILLOR BIDNEY MOVED THAT Council close the Public Hearing for the Intermunicipal Development Plan Bylaw #2021-03 and schedule 2nd and 3rd readings of this bylaw at the April 20, 2021 Regular Meeting of Council. CARRIED UNANIMOUSLY RESOLUTION 21-110*

**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. That Council give second and third readings of Intermunicipal Development Plan Bylaw #2020-03.
2. Council give Intermunicipal Development Plan Bylaw #2021-03 second reading and directs administration to amend, bringing back to Council for third reading.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce - CAO

**Date:** April 14, 2021



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

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**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 20<sup>th</sup> DAY OF April 2021

\_\_\_\_\_  
Mayor

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

READ A THIRD AND FINAL TIME THIS 20<sup>th</sup> DAY OF April 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**

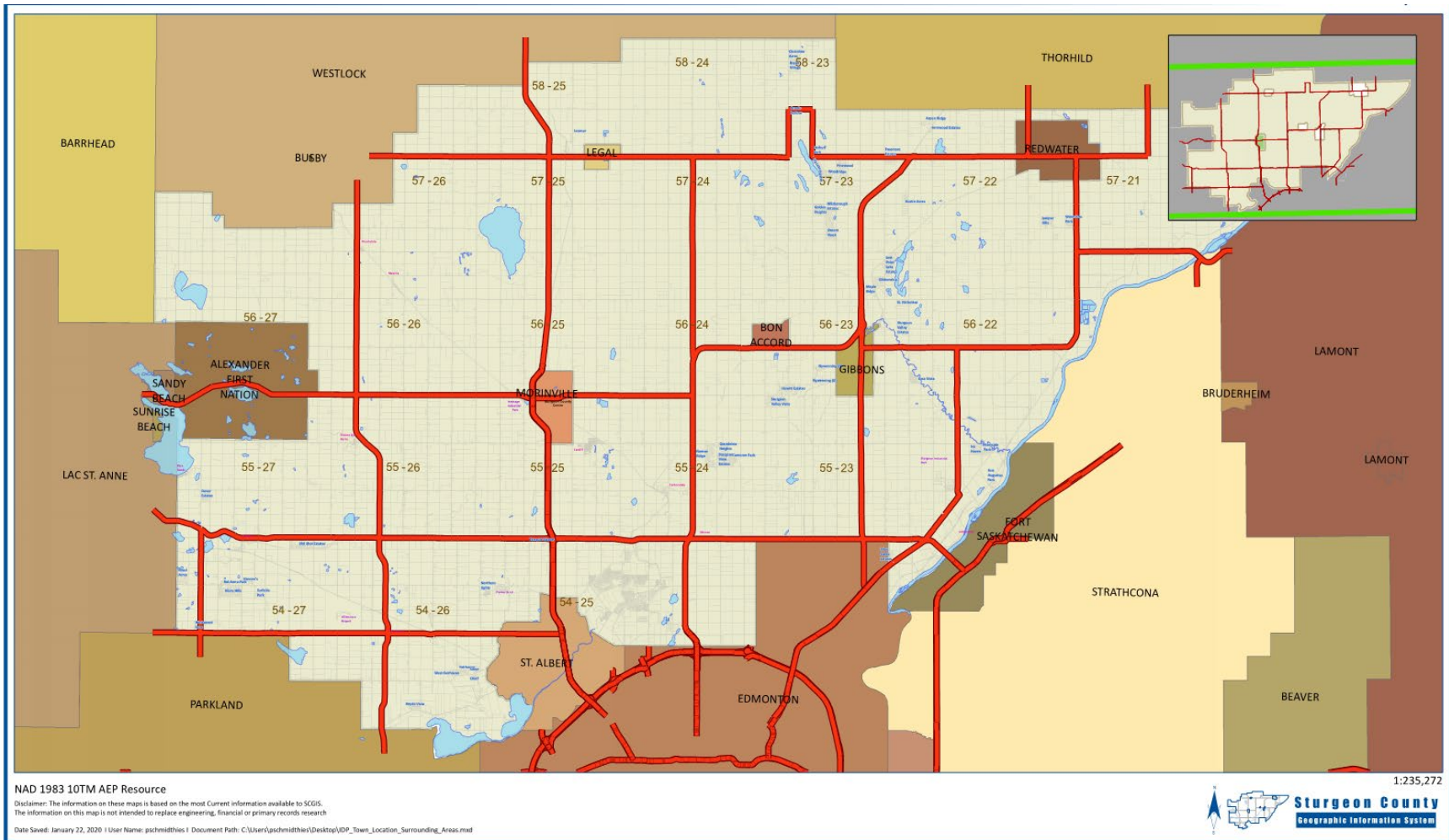
Map 1: Sturgeon County Location

Map 2: Bon Accord Location

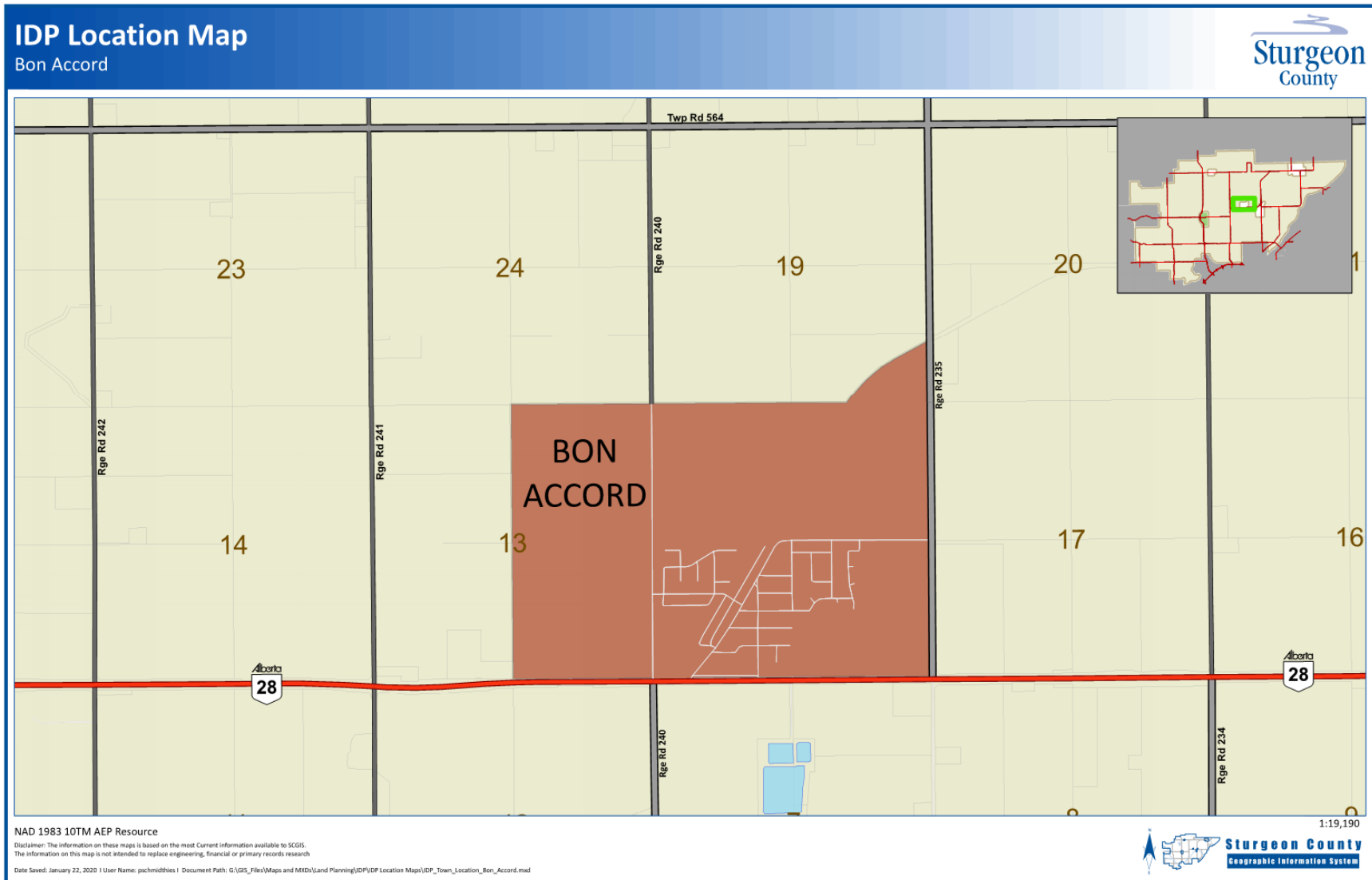
Map 3: Plan Area

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



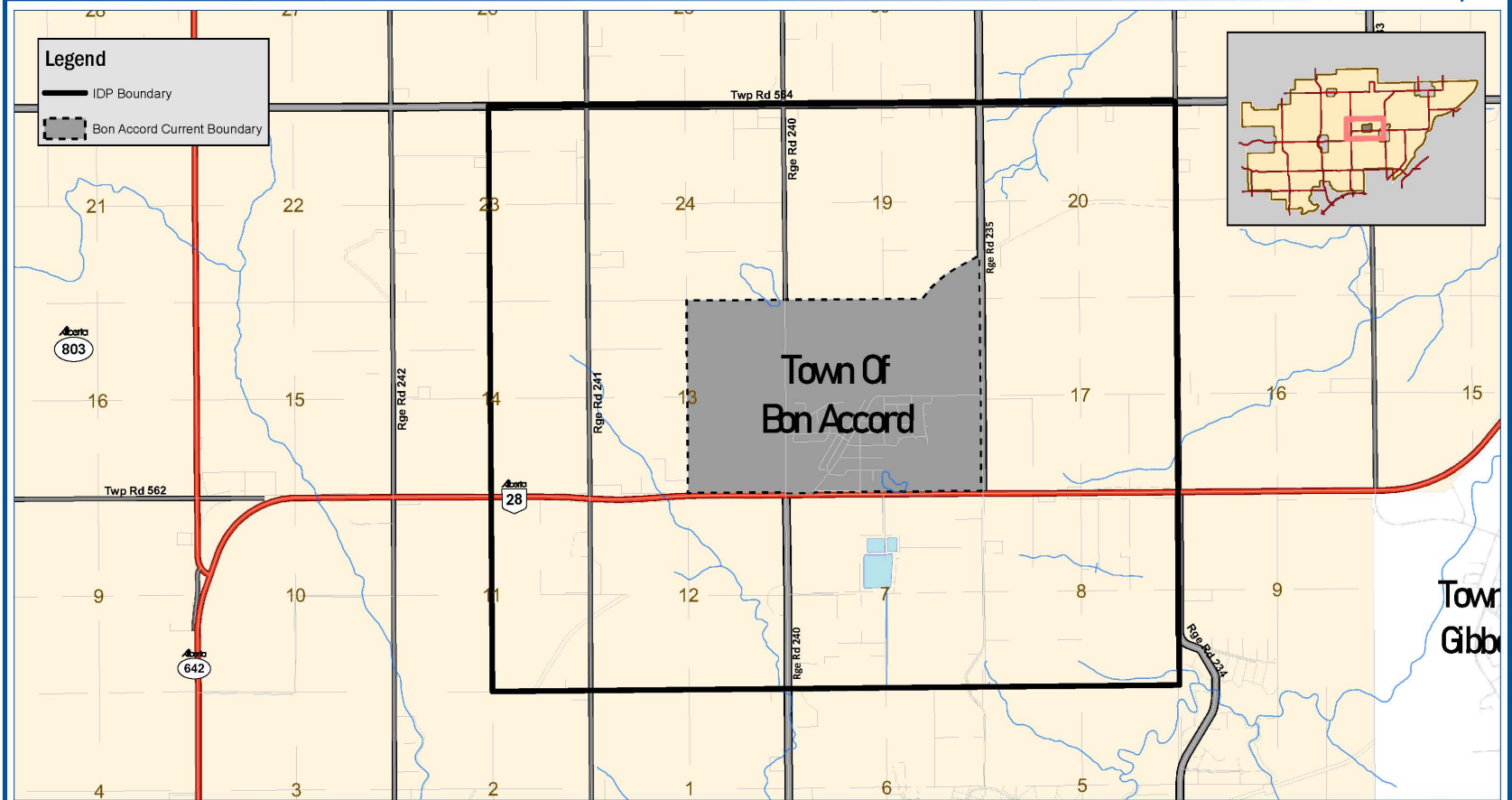
## Map 2: Bon Accord Location



### 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.

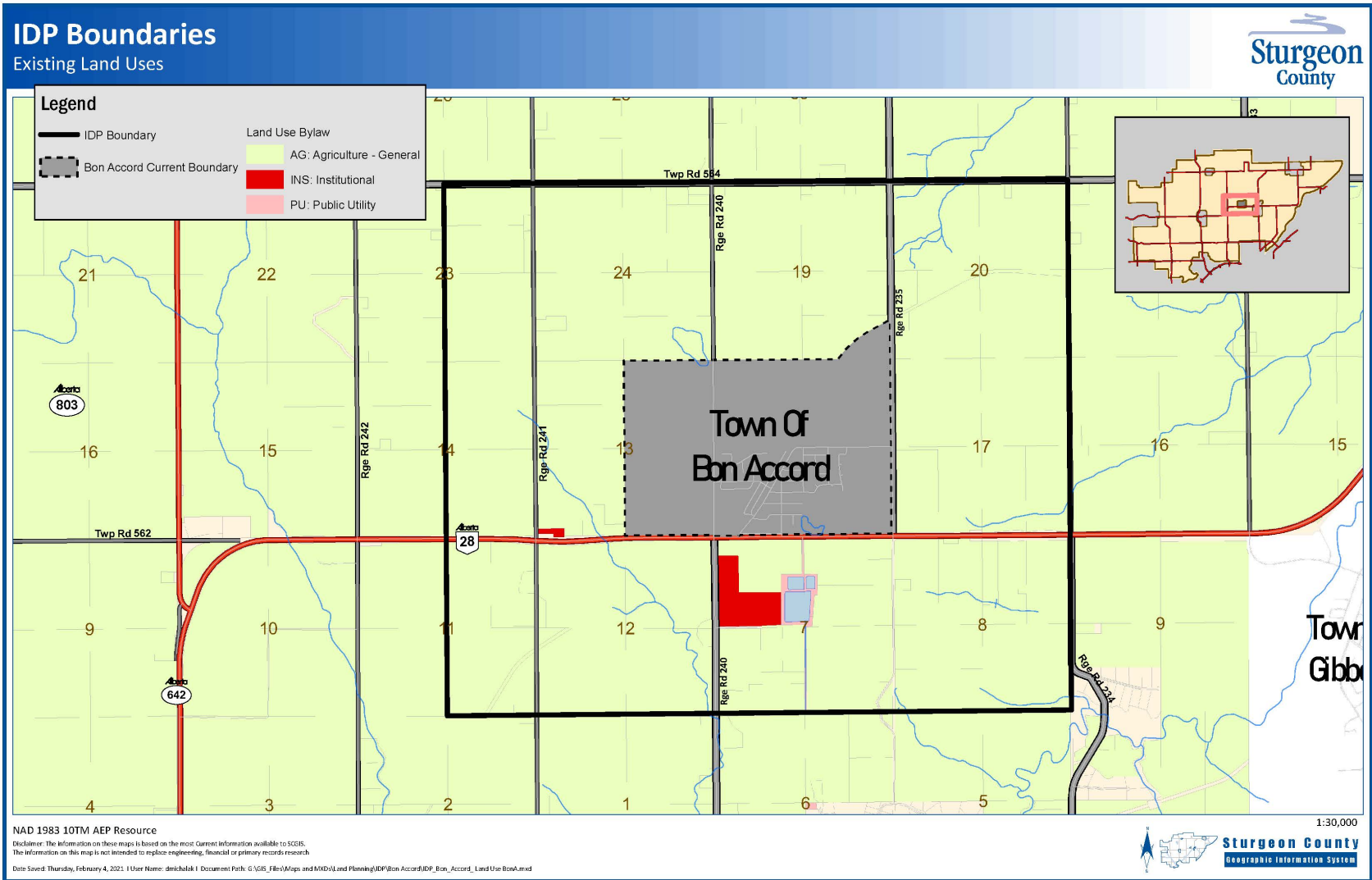
Date Saved: Thursday, February 4, 2023 1:00:00 PM User Name: dnrchelski Document Path: G:\GIS\_Files\Maps and Mxd\Land Planning\IDP\Bon Accord\IDP\_Bon\_Accord\_Land Use Bon\mxd

1:30,000





# Map 4: Land Use Concept Map



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

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> April 20, 2021
<b>AGENDA ITEM:</b> Commercial Electronic Sign Policy
<b>RECOMMENDATION:</b>  THAT.... Council approves the commercial electronic sign policy as presented.
<b>BACKGROUND:</b>  The Town established a commercial sign policy and procedure, which was approved by Council February 3/15. The RFD is coming forward to separate the policy from the procedure as Council does not participate or is involved with details on how the procedure is administered.
<b>FINANCIAL IMPLICATIONS:</b> N/A
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b> N/A
<b>Prepared and Submitted By:</b> Dianne Allen <b>Reviewed By:</b> Joyce Pierce
<b>Date:</b> April 6, 2021

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** ADMINISTRATION

**POLICY RESOLUTION NO.:** 15.31

**SUBJECT:** COMMERCIAL ELECTRONIC SIGN

**RESPONSIBLE AUTHORITY:** Administration Department

**APPROVED BY COUNCIL:** February 3, 2015

**REVIEWED & REVISED BY COUNCIL:** June 4, 2019 Resolution 19-157  
April 20, 2021 Resolution 21-XXX

**PURPOSE AND INTENT:** To standardize advertising guidelines of the Commercial Electronic sign located at 4706 - 51 Street, Bon Accord AB T0A 0K

**POLICY STATEMENT:** A clear process must be identified to businesses within and outside of Bon Accord regarding advertising on the commercial electronic sign. This policy will establish a clear process for businesses and staff eliminating a need for interpretation on the use, fees and programming.

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

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> April 20/21
<b>AGENDA ITEM:</b> Commercial Electronic Sign Procedure
<b>RECOMMENDATION:</b>  <b>THAT....</b> Council approves the following as information.
<b>BACKGROUND:</b>  On June 4/19 Administration brought forward an RFD expressing the commercial electronic sign had been underutilized since conception. Council approved administration to provide complementary business advertising for business within Bon Accord and outside of Bon Accord, holding a valid business license. This approval engaged businesses to take advantage of “complementary two-week advertising per month for the year”. The Town received positive enforcement on how this advertising has helped home based with increased business exposure for services and products.  While Council is not involved with procedures of a policy, Administration would like to provide for Council’s benefit, a revision which will be added to the procedure:  <i>13. Complementary two-week advertising per month for the year is to be used to advertise the business named on the business license purchased.</i>  This will eliminate confusion providing clear direction on how the two weeks can be utilized.
<b>FINANCIAL IMPLICATIONS:</b> N/A
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b> N/A
<b>Prepared and Submitted By:</b> Dianne Allen <b>Reviewed By:</b> Joyce Pierce <b>Date:</b> April 12/21

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

<b>MEETING:</b>	<b>Regular Council Meeting</b>
<b>MEETING DATE:</b>	<b>April 20, 2021</b>
<b>AGENDA ITEM:</b>	<b>2021 AUMA Public Risk Conference</b>
<b>RECOMMENDATION:</b>	<b>THAT....</b> Council approves those wishing to attend the 2021 AUMA Public Risk Conference and direct administration to register those attending.
<b>BACKGROUND:</b>	<p>The 2021 AUMA Public Risk Conference is taking place virtually May 3-7. Being held in conjunction with Emergency Preparedness Week, this week of engaging and interactive sessions will explore top-of-mind risk management issues and the future of the industry.</p> <p>Every day at 11:00 am, this complimentary event will cover a new topic during a 60-minute session. Hosted by industry leaders, topics will include emergency preparedness, cyber threats and security, emerging risk trends, asset management and more.</p> <p>Your registration gets you access to all sessions throughout the week. The agenda is designed for attendees to pick and choose which sessions work best for their schedules. Registration is open to all municipal staff and elected officials.</p> <p><b>Monday, May 3:</b> Funding Disasters: A discussion on sustainable disaster funding and risk reduction</p> <p><b>Tuesday, May 4:</b> Emerging Risk – HR and the changing landscape of relations, complaints, and claims</p> <p><b>Wednesday, May 5:</b> Keynote Speaker: Dan Gardner – Disruptive Thinking &amp; Emerging Risks</p> <p><b>Thursday, May 6:</b> Asset Management: A systems approach to manage assets using good planning and workflow</p> <p><b>Friday, May 7:</b> Cyber Security</p> <p>AUMA recommends the following people attend:</p> <ul style="list-style-type: none"><li>• Insurance and Risk Managers</li><li>• CAOs and CFOs</li><li>• Public Works, Parks and Recreation/Audit &amp; Safety Staff</li><li>• Corporate Services Staff</li><li>• MUNIX Subscribers</li><li>• Not-for-profit stakeholders</li><li>• Communications professionals</li></ul>
<b>FINANCIAL IMPLICATIONS:</b>	<b>N/A</b>
<b>LEGAL IMPLICATIONS:</b>	<b>N/A</b>
<b>LEGISLATIVE HISTORY:</b>	<b>N/A</b>

**ALTERNATIVES:**

1. Council approves those wishing to attend the 2021 AUMA Public Risk Conference and direct administration to register those attending.
2. Council declines attending the 2021 AUMA Public Risk Conference.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce - CAO

**Date:** April 12, 2021

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

<b>MEETING:</b>	Regular Council Meeting
<b>MEETING DATE:</b>	April 20, 2021
<b>AGENDA ITEM:</b>	2021 FCM Annual Conference
<b>RECOMMENDATION:</b>	<b>THAT....</b> Council approves those wishing to attend the 2021 FCM Annual Conference and direct administration to register those attending by April 23, 2021.
<b>BACKGROUND:</b>	<p>The Federation of Canadian Municipalities (FCM) is offering a 5-day virtual conference from May 31 – June 4, 2021. After having to cancel the 2020 conference due to COVID-19, FCM extends its invitation to all elected officials and municipal staff across the country. This year’s theme is <i>FORWARD</i>.</p> <p>The following excerpt from the invitation is what attendees can expect for the 2021 FCM Annual Conference:</p> <p><i>“This year’s Annual Conference brings the best of previous gatherings to life—online. It does that through an exceptional program that takes advantage of this year’s COVID-safe virtual reality:</i></p> <ul style="list-style-type: none"><li>• <i>Through workshops and networking, you’ll get new tools to tackle today’s challenges, from affordable housing and rural economic growth to managing a healthy workforce.</i></li><li>• <i>As Canada’s minority parliament debates national economic recovery solutions, you’ll engage directly with national party leaders and inspiring changemakers.</i></li><li>• <i>You’ll learn about federal tools FCM has secured for you, and how FCM’s own unique mix of funding, training and resources can help you deliver for your residents.</i></li><li>• <i>You’ll help shape the national municipal agenda for this vital next year, by electing FCM’s 2021-22 Board of Directors. (Eligible delegates are automatically registered to vote.)</i></li><li>• <i>At our virtual trade show, you’ll connect with close to 100 partners who’ll be key allies in your local recovery efforts.”</i></li></ul> <p>The Town of Bon Accord are members of FCM. For members, the early bird rate is \$600 until April 23 and goes up to \$670 per person on April 24, 2021.</p>
<b>FINANCIAL IMPLICATIONS:</b>	Early bird rate \$600 per person. There is currently \$9000 left in the 2021 budget for workshops and conferences.
<b>LEGAL IMPLICATIONS:</b>	N/A
<b>LEGISLATIVE HISTORY:</b>	N/A
<b>ALTERNATIVES:</b>	<ol style="list-style-type: none"><li>1. Council approves those wishing to attend the 2021 FCM Annual Conference and direct administration to register those attending.</li><li>2. Council declines attending the 2021 FCM Annual Conference.</li></ol>

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce - CAO

**Date:** April 14, 2021



## TOWN OF BON ACCORD

Council Report – April 20, 2021

The following is a list of my activities as Mayor from March 11, 2021 to April 14, 2021.

- March 11, 2021      Attended the Roseridge Waste Management Service Commission (RWMSC [roseridge.ab.ca](http://roseridge.ab.ca)) regular meeting (In-person).
- March 13, 2021      Attended the Roseridge Waste Management Service Commission (RWMSC [roseridge.ab.ca](http://roseridge.ab.ca)) planning session (In-person).
- Confirmed Roseridge’s new future planning and set timelines/goals/benchmarks to achieve plan.
- March 16, 2021      Attended the Town of Bon Accord – Regular Meeting of Council (In-person).
- March 22, 2021      Participated in a Council requested meeting with Alberta Transportation Minister Ric McIver (telephone conference).
- Bon Accord Council raised issues/ safety concerns about Hwy 28 and other local area highways.
  - Joined by invited local leaders: Mayor Dan Deck (Gibbons), Mayor Carol Tremblay (Legal), Mayor Mel Smith (Redwater). Mayors had opportunity to engage Minister McIver on local road concerns.
  - Minister McIver appeared to understand concerns and acknowledged the importance of Hwy 28 to the region and as a gateway to Northern Alberta.
- March 25, 2021      Attended a webinar put on by Alberta Counsel – Analyzing Changes to Alberta’s Disaster Recovery Program (Virtual).
- Main takeaways are the coverage of only 90% and that the one time claim follows the title/property up to \$500,00. If a claim is made, that property is not eligible to claim again, even if new owner.
- March 30, 2021      Attended the Town of Bon Accord – Special Meeting of Council (Virtual).
- Called in order to pass regional collaboration agreements before the provincially mandated deadline of April 1, 2021.
- March 30, 2021      Attended an AHS Telephone Townhall – Covid 19 vaccine program update.
- March 31, 2021      Attended first quarter BA Council Public Participation meeting (Virtual).
- Three residents asked questions.
  - Second quarter meeting scheduled for June (possibly outdoor if Covid restrictions allow).
- April 06, 2021      Attended the Town of Bon Accord – Regular Meeting of Council (In-person).
- Included was Public Hearing for the Intermunicipal Development Plan (IDP) Bylaw #2021-03. No objections or support was raised by public.

- April 08, 2021      Attended the Roseridge Waste Management Service Commission (RWMSC [roseridge.ab.ca](http://roseridge.ab.ca)) regular meeting (In-person).
- Financial audit presented and accepted by Commission members.
- April 14, 2021      Attended day one of the Alberta Urban Municipalities Association (AUMA [auma.ca](http://auma.ca)) Spring Municipal Leaders' Caucus (Virtual).
- General              Ongoing day to day, meeting preparation, and community engagement.

Notes:

Town staff continues to work out of Town Hall and Public Works. This allows the residents to have quicker access to services that cannot be handled over the phone or through electronic means. Council's return to Chambers continues with limitations. Increased vaccine availability is promising, however increased restrictions are a sign that we are still battling Covid-19. We are not quite fully there yet. Some restrictions are still required, such as limited access, social distancing, and the use of PPE. It is a good sign to see our local pharmacy providing vaccine injections as of April 12, 2021.

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.

This ends my report.

*Greg Mosychuk*

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****Council report***March 10 – April 15, 2021*

March 15, 2021	Library Board Meeting.
March 16, 2021	Attended regular meeting of council.
March 22, 2021	Attended Virtual meeting with minister of transportation.
March 30, 2021	Attended Telephone Town Hall Meeting – COVID Vaccination program.
March 31, 2021	Attended Public Participation Meeting.
April 6, 2021	Attended regular meeting of council.
April 14, 2021	Attended Municipal Leaders Caucus
April 15, 2021	Attended Municipal Leaders Caucus.

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

## **TOWN OF BON ACCORD**

*Councilor Report – for period of March 9- April 14, 2021*

March 16, 2021	Attended Regular Meeting of Council
March 26, 2021	Attended Salutes Committee Meeting, still configuring a plan for future growth of the committee, still working on designations, of Directors and working on updating committee bylaws. No new information to bring forward currently.
March 30, 2021	Attended Special Meeting of Council
April 7, 2021	EOEP Strategic Planning course
April 14, 2021	AUMA Conference

**Lacey Laing**  
*Councilor*  
*Town of Bon Accord*

## **Town of Bon Accord**

Councillor Report – for period – March 10 – April 8, 2021

March 11, 2021	Attended Roseridge monthly meeting (virtually)
March 13, 2021	Attended Roseridge Strategic Planning session. Wrapped up Strategic Plan
March 16, 2021	Regular Meeting of Council
March 22, 2021	Phone meeting with Transportation Minister Rick McIvor. Not sure of what to expect after this meeting. The Minister heard all of our wants and needs and will hopefully get back to us. Gibbons, Redwater and Legal joined us for this meeting.
March 30, 2021	Attended Special Meeting of Council Approving several Policies that needed completion by the end of March
March 31, 2021	Attended Public Participation session (virtually) There were only a few residents but with great questions. We look forward to the next opportunity to meet again.
April 6, 2021	Attended Public Hearing for IDP. There were no call-ins.
April 6, 2021	Attended Regular Meeting of Council
April 8, 2021	Participated in EOEP Strategic Planning course (virtually)
April 8, 2021	Attended Monthly Roseridge meeting

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



**TOWN OF BON ACCORD**

*Councillor Report – for March 10 – April 13, 2021*

March 12, 2021	Attended Special Meeting of SREMPAC. Josh Morin announced his resignation. Discussion about plans to find a successor – Sturgeon County to take the lead.
March 16, 2021	Attended the Regular Meeting of Council.
March 19, 2021	Attended the ACRWC meeting virtually. Audit presented to commission members by auditor – No areas of concern identified.
March 22, 2021	Attended a phone meeting with Transportation Minister Rick McIvor.
March 25, 2021	Attended the Homeland Housing Board Meeting virtually. The auditor presented the Audit – no areas of concern identified.
March 30, 2021	Attended the Special Meeting of Council. Attended the Telephone Town Hall Meeting with Transportation Minister Rick McIvor regarding safety/traffic concerns.
March 31, 2021	Attended the virtual Council Engagement session. Fingers crossed for Covid measures to relax and allow in person outdoor engagement.
April 6, 2021	Attended the Regular Meeting of Council and Public Hearing regarding the Intermunicipal Developmental Plan.

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



## RCMP Provincial Policing Report

<b>Detachment</b>	
<b>Detachment Commander</b>	
<b>Quarter</b>	
<b>Date of Report</b>	

### Provincial Police Service Composition<sup>1</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>2</sup>	Hard Vacancies <sup>3</sup>
Police Officers				
Detachment Support				

### Comments

### Quarterly Financial Drivers

<sup>1</sup> Data extracted on March 12<sup>th</sup>, 2021 and is subject to change over time.

<sup>2</sup> Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>3</sup> Hard Vacancies are full FTE positions that are vacant and need to be filled.

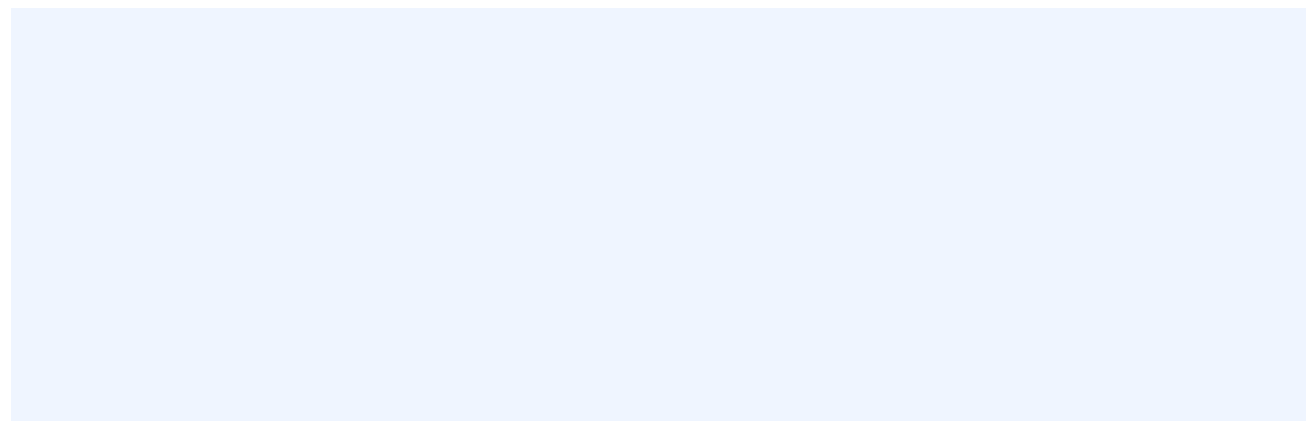


## Crime Statistics<sup>4</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January – February			January – December		
	2020	2021	% Change Year-over-Year	2019	2020	% Change Year-over-Year
<b>Total Criminal Code</b>						
<i>Persons Crime</i>						
<i>Property Crime</i>						
<i>Other Criminal Code</i>						
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>						
<i>Provincial Code Traffic</i>						
<i>Other Traffic</i>						
<b>CDSA Offences</b>						
<b>Other Federal Acts</b>						
<b>Other Provincial Acts</b>						
<b>Municipal By-Laws</b>						
<b>Motor Vehicle Collisions</b>						

## Trends/Points of Interest



<sup>4</sup> Data extracted from a live database (PROS) and is subject to change over time.



## Community Priorities

<b>Priority 1</b>	
<b>Current Status &amp; Results</b>	
<b>Priority 2</b>	
<b>Current Status &amp; Results</b>	
<b>Priority 3</b>	
<b>Current Status &amp; Results</b>	



## Community Consultations

Date	Attendee(s)	Notes



Mayor, Council and CAO

The Bon Accord Communities in Bloom volunteer group is pleased to announce that we will be participating in the 2021 Communities in Bloom Provincial Judging. It was so different last year not to have the judges in our community for the first time in 20 years, but in the big picture was a small blip. We continued to meet following Covid protocols, care for flowers and gardens, listen to good music and enjoy each others company. And the gardens and the flowers were stunning! A bright spot of beauty during a trying time.

This year we will do the same but working towards participating in the provincial judging and benefiting from their ongoing guidance and expertise. We have been told that it will be in a modified format, with Covid protocols and safety taking precedence. But we will be looking forward to it.

For 2021, the International Communities in Bloom organization has designated this the year of HOPE. Along with this designation comes a request to plant blooms in the colour yellow. We will be focusing our floral plantings in yellows with a few other colours to highlight and contrast. As the Town of Bon Accord has been our longstanding supporter, we know you will want to work with us to ensure a cohesive look with the hanging baskets and town planters. We are not asking that they be completely yellow, but a good strong presence of yellow would be greatly appreciated. The community missed the hanging baskets last year, and to have them hanging brightly with yellow will communicate that message of Hope that we all need. It will also show our commitment to the Communities in Bloom initiatives, making Bon Accord part of a global family.

As the town was unable to celebrate its 125<sup>th</sup> anniversary last year due to Covid, doing the Town up in yellow for Hope this year would be a fitting celebration.

We will keep the Town informed of our judging date and any format changes, as we receive information. We realize that everything is Covid fluid and we will be prepared to adapt to what comes along. It would also be greatly appreciated if this request for planting yellow could be shared with the community in the Town newsletter, on the website and the Towns Facebook page. We will share it out on the Community Facebook page as well. Lets' light this town up with yellow and Hope!

Thank you for your time and your support of this longstanding group of committed volunteers. Here is to working towards another successful year of five blooms!

Bon Accord Communities in Bloom

Heather Edwards