

Town of Bon Accord
AGENDA
Regular Council Meeting
February 18, 2020 8:30 am
Council Chambers

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1.** Regular Meeting of Council – February 4, 2020 (enclosure)
- 4. DEPARTMENT REPORTS**
 - 4.1.** Finance (enclosure)
 - 4.2.** Community Services (enclosure)
 - 4.3.** Operations (PW) (enclosure)
 - 4.4.** Planning and Economic Development (enclosure)
 - 4.5.** Chief Administrative Officer (CAO) (enclosure)
- 5. UNFINISHED BUSINESS**
 - 5.1.** Reschedule Public Hearing (enclosure)
- 6. NEW BUSINESS**
 - 6.1.** Snow removal discussion
- 7. BYLAWS/POLICIES/AGREEMENTS**

BYLAWS

 - 7.1.** Cemetery Bylaw; Bylaw #2020-04 – 2nd and 3rd Readings (enclosure)
 - 7.2.** Parental Leave Bylaw; Bylaw #2020-05 – 2nd and 3rd readings (enclosure)
 - 7.3.** Bylaw #2020-11; Amendment to Municipal Development Plan Bylaw #2016-08 (enclosure)
 - 7.4.** Bylaw #2020-12; Amendment to Land Use Bylaw #2016-03 (enclosure)

POLICIES

 - 7.5.** Utility Email Billing Policy (enclosure)
- 8. WORKSHOPS/MEETINGS/CONFERENCES**

None
- 9. COUNCIL REPORTS**
 - 9.1.** Mayor Hutton (enclosure)
 - 9.2.** Deputy Mayor Bidney (enclosure)
 - 9.3.** Councillor May (enclosure)
 - 9.4.** Councillor Laing (enclosure)
 - 9.5.** Councillor Holden (enclosure)
- 10. CORRESPONDENCE**
 - 10.1.** Bon Accord Gibbons Food Bank Meeting Minutes

**Town of Bon Accord
AGENDA
Regular Council Meeting
February 18, 2020 8:30 am
Council Chambers**

- 11. CLOSED SESSION**
- 12. ADJOURNMENT**

Town of Bon Accord
Regular Meeting of Council Minutes
February 4, 2020
7:00 pm



PRESENT

Mayor David Hutton
Deputy Mayor Lynn Bidney
Councillor Brian Holden
Councillor Tanya May
Councillor Lacey Laing

ADMINISTRATION

Joyce Pierce, Chief Administrative Officer

CALL TO ORDER

Mayor Hutton called the meeting to order at 7:01 pm.

ADOPTION OF AGENDA

COUNCILLOR HOLDEN MOVED THAT the agenda be accepted as amended with the following additions:

ICF Update; FOIP Act 23(1)(a) – Local public body confidences

CARRIED RESOLUTION 20-053

ADOPTION OF MINUTES

Regular Meeting of Council –January 21, 2020

COUNCILLOR HOLDEN MOVED THAT the minutes of the regular meeting of council held on January 21, 2020 be accepted, as presented.

CARRIED RESOLUTION 20-054

Special Meeting of Council –January 24, 2020

COUNCILLOR MAY MOVED THAT the minutes of the special meeting of council held on January 24, 2020 be accepted, as presented.

CARRIED RESOLUTION 20-055

UNFINISHED BUSINESS

Sub-Regional Discussion Meeting

COUNCILLOR LAING MOVED THAT Council direct administration to RSVP all members of Council and CAO Joyce Pierce to the sub-regional discussion meeting March 9, 2020.

CARRIED RESOLUTION 20-056

NEW BUSINESS

None

Town of Bon Accord
Regular Meeting of Council Minutes
February 4, 2020
7:00 pm



BYLAWS | POLICIES | AGREEMENTS

BYLAWS

Chief Elected Official Bylaw #2020-09

DEPUTY MAYOR BIDNEY MOVED THAT Chief Elected Official Bylaw #2020-09, be given first reading, as presented AND THAT the date of March 3, 2020 be chosen for the public hearing.

Councillor May asked for a recorded vote.

Opposed: Councillor May

CARRIED RESOLUTION 20-057

Parental Leave Bylaw #2020-05

COUNCILLOR HOLDEN MOVED THAT Parental Leave for Council Bylaw #2020-05, be given first reading, as presented.

CARRIED RESOLUTION 20-058

Intermunicipal Development Plan Bylaw #2020-10

DEPUTY MAYOR BIDNEY MOVED THAT Intermunicipal Development Plan Bylaw #2020-10, be given first reading, as presented.

CARRIED RESOLUTION 20-059

WORKSHOPS | MEETINGS | CONFERENCES

PPCLI For the Soldier Breakfast

COUNCILLOR HOLDEN MOVED THAT Council direct administration to decline attendance and sponsorship for the PPCLI For the Soldier Breakfast due to scheduling conflicts.

CARRIED RESOLUTION 20-060

ACCPA 2020 Conference

COUNCILLOR MAY MOVED THAT Council approve Councillor Laing, Councillor Holden and Councillor May to attend the ACCPA 2020 Conference and direct administration to RSVP those attending.

CARRIED RESOLUTION 20-061

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to register for a membership with the ACCPA and evaluate the merits of membership prior to the March 31, 2021 expiry.

CARRIED RESOLUTION 20-062

AUMA 2020 Municipal Leaders' Caucus

COUNCILLOR LAING MOVED THAT Council direct administration to RSVP Councillor Holden, Councillor May, Deputy Mayor Bidney and CAO Joyce Pierce to attend the AUMA Municipal Leader's Caucus no later than March 21st, 2020.

CARRIED RESOLUTION 20-063

CORRESPONDENCE

None

**Town of Bon Accord
Regular Meeting of Council Minutes
February 4, 2020
7:00 pm**

CLOSED SESSION

ICF Update; FOIP Act 23(1)(a) – Local public body confidences

DEPUTY MAYOR BIDNEY MOVED THAT Council move to closed session at 8:26 pm.

CARRIED RESOLUTION 20-064

COUNCILLOR HOLDEN MOVED THAT Council return to open meeting at 8:51 pm.

CARRIED RESOLUTION 20-065

ICP Update; FOIP Act 29(1)(a) – Local public body confidences

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the discussion, as information.

CARRIED RESOLUTION 20-066

ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the February 4, 2020 regular meeting of council adjourn at 8:53 pm.

Mayor David Hutton

Joyce Pierce, CAO

Council Report

Date: February 18, 2020

Department: Finance

Submitted by: Falon Fayant

GENERAL MUNICIPAL

On January 1, 2020, outstanding tax balances received a penalty of 15%. The town collected almost \$24K in penalty revenue. The new ASFF (Alberta School) requisition is expected to be issued by March 31, 2020.

PUBLIC WORKS

Public works expenses are expecting an increase due to the break-in at the public works shop. Invoices for these expenditures are not yet reflected on this report. An insurance claim has been submitted.

PROTECTIVE SERVICES

The fire hall rental/grant payment has been received from Sturgeon County, slightly higher than budgeted (\$263 higher).

ADMINISTRATION

The audit of the 2019 financial year is ongoing. The transition from Winfin to iCity is still ongoing with continued training as we learn the new system and its capabilities.

COMMUNITY SERVICES

PARKS & RECREATION

ARENA

The arena is open and is generating operating revenue and expenses for the 2019-2020 season.

ECONOMIC DEVELOPMENT

Work is underway on the updated website. Expenses have not been received yet.

CAPITAL

Sources of capital revenue will be MSI, GTF, debenture, and reserves. Administration received notification from the (ICIP) Investing in Canada Infrastructure Program that the 48th Avenue & 49A Street Rehabilitation Road Project, the Sidewalk Replacement Program, the Parkside Road Rehabilitation Project, and the Solar Farm project were not selected to proceed to the federal application stage.

Current Projects:

48th Avenue & 49A Street: Ongoing; Expenses to date = \$6,482

Solar Farm: Ongoing; Expenses to date = \$206,304

Town of Bon Accord
Year-to-Date Variance Report (*Unaudited*)
for the month ending January 31, 2020

Department	2020 YTD Revenue		2020 YTD Revenue	2020 YTD Expense		2020 YTD Expense	2020 YTD Net	2020 YTD Net	2020 YTD Net	% Variance
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	51,755	2,220,523	-2,168,768	0	413,775	413,775	51,755	1,806,748	-1,754,993	97%
	51,755	2,220,523	-2,168,768	0	413,775	413,775	51,755	1,806,748	-1,754,993	
Public Works - Roads	0	27,684	-27,684	16,121	420,026	-403,905	-16,121	-392,342	376,221	96%
Storm Sewer & Drain	0	0	0	1,326	17,735	-16,409	-1,326	-17,735	16,409	93%
Water	10,077	541,746	-531,669	25,536	622,469	-596,933	-15,459	-80,723	65,264	81%
Sewer	222	310,600	-310,378	7,931	309,199	-301,268	-7,709	1,401	-9,110	650%
Garbage	98	143,200	-143,102	1,570	169,259	-167,689	-1,472	-26,059	24,587	94%
Cemetery	1,750	5,500	-3,750	519	9,631	-9,112	1,231	-4,131	5,362	130%
	12,147	1,028,730	-1,016,583	53,003	1,548,319	-1,495,316	-40,856	-519,589	478,733	
Fire Department	9,015	8,752	263	427	47,623	-47,196	8,588	-38,871	47,459	122%
Emergency Services	0	0	0	899	18,715	-17,816	-899	-18,715	17,816	95%
Bylaw	574	39,236	-38,662	0	61,181	-61,181	574	-21,945	22,519	103%
	9,589	47,988	-38,399	1,326	127,519	-126,193	8,263	-79,531	87,794	
Administration	375	3,500	-3,125	27,581	441,263	-413,682	-27,206	-437,763	410,557	94%
Election	0	0	0	0	5,000	-5,000	0	-5,000	5,000	100%
Library	0	10,480	-10,480	29,597	58,038	-28,441	-29,597	-47,558	17,961	38%
Council	0	0	0	4,781	105,015	-100,234	-4,781	-105,015	100,234	95%
	375	13,980	-13,605	61,959	609,316	-547,357	-61,584	-595,336	533,752	
Community Services	0	43,481	-43,481	6,233	98,136	-91,903	-6,233	-54,655	48,422	89%
Recreation Programs	420	8,683	-8,263	3,542	84,972	-81,430	-3,122	-76,289	73,167	96%
Parks & Recreation	0	20,421	-20,421	6,817	153,064	-146,247	-6,817	-132,643	125,826	95%
Arena	24,560	218,876	-194,316	15,554	247,421	-231,867	9,006	-28,545	37,551	132%
Municipal Planning	2,609	5,700	-3,091	7,198	205,451	-198,253	-4,589	-199,751	195,162	98%
Economic Development	0	0	0	6,514	118,825	-112,311	-6,514	-118,825	112,311	95%
	27,589	297,161	-269,572	45,858	907,869	-862,011	-18,269	-610,708	592,439	
TOTAL	49,700	1,387,859	-1,338,159	162,146	3,193,023	-3,030,877	-112,446	-1,805,164	1,692,718	
TOTAL (incl. Gen Mun.)	101,455	3,608,382	-3,506,927	162,146	3,606,798	-2,617,102	-60,691	1,584	-62,275	

Council Report

Date: February 4, 2020

Department: Community Services

Submitted by: Jenny Larson

COMMUNITY SERVICES

Pickleball

This program has seen a steady number of participants (6-8 each session). Our volunteer Grethe, has been enjoying the program and says the participants have been very helpful. February 10th session was cancelled due to a school event and there was no session on Family Day evening.

Family Day

Family Day will be held on February 17th—information will be given verbally due to timing of report.

Spring/Summer Program Guides

Preparations for the program guides have begun. They are scheduled to be mailed out in the beginning of March.

Summer Camp Employment

Advertisement for the Summer Recreation Coordinator will be posted by February 24. And the Canada Summer Job application will be submitted by the 21st. I will keep Council updated as new information comes in.

Music in the Park

Plans are in the works for MITP 2020. Danielle, from Two Bad Apples is reaching out to artists. MITP will be extended to September 8—which increases this event to 10 weeks.

FCSSAA Annual Conference

The annual FCSSAA conference will be hosted by the Edmonton Evergreen FCSS region- which includes Bon Accord. The theme will be based on 'Innovation'. How to evolve, how to adapt and how to develop out of the box thinking.

EVENTS/MEETINGS

Bike Rodeo BACS

Planning for the bi-annual Bike Rodeo at BACS is in the works. Requests for door prizes will be mailed out to businesses and requests for volunteers will be sent out as well. The Bike Rodeo will take place in June. Due to cutbacks, nurses will not be able to assist with the bike helmet fittings. Sturgeon Protective services are on board to provide the training. RCMP members have participated in the past as a part of the enhanced funding initiative—no word yet if they will participate this year. The Bon Accord Fire Department has some interest, but because it is several months away, they are not able to confirm how many members can participate.

Preparation for Upcoming Events

Ongoing preparation for events:

Family Day (February)

Council Workshop (February)

Bike Rodeo (June)

MITP (Summer)

UPCOMING MEETINGS/EVENTS

Sturgeon Mobility Assisted Regional Transportation (SMART Van) (February 19)

Meeting with MLA Marie Renaud (February 19)

Council Workshop (February 20-21)

Regional ESS Working Group (February 25)

Community Programming Meeting (February 25)

Council Report

Date: January 2020 – February 2020

Department: Public Works

Submitted by: Operations Manager

PUBLIC WORKS

- Tree removal is complete along 51st Ave between 53rd Street and 56th Street.
- The Public Works yard overhead doors have been repaired. The front gate is not covered by insurance.
- Limited staff due to an injury and vacation.

ROADS

- Intersections and streets were sanded numerous times.
- Working on 2nd full snow removal.

EQUIPMENT/VEHICLES

- Regular maintenance continues on equipment and vehicles when necessary.

CEMETERY

- 1 full burial.

WATER

- Monthly water reads occurred on January 31 /20.
- Completed 2 Alberta 1st Calls in January.
- Pump 102 was installed.
- Heaters in truck fill building will need to be replaced.

SEWER

- Replaced heater at final lift station.

ARENA/PARKS & RECREATION

- Staff member is off with an injury so part time staff and one Public Works member are covering shifts.
- Mid year oil samples collected.

SAFETY/TRAINING

- Held weekly Public Works/Parks & Recreation Safety Meetings.

*Ken Reil,
Operation Manager
Public Works/Utilities/Recreation*

Council Report

Date: January 17/20 – February 12/20
Department: Economic Development | Planning
Submitted by: Dianne Allen, Manager

ECONOMIC DEVELOPMENT

Economic Recovery

In response to any type of disaster that effects the business community, Town office will be in direct communication with the business to understand the impact and aggregate damage the business is facing. Recovery period is short term, intermediate term to long term.

Initial steps for business to rebuild involve:

- Contacting the insurance company
- Assessing structural damage
- Ensuring property is secure
- Address structural repairs first if applicable
- Inspect and repair the electrical system
- Address problems specific to the fire damage
- Clean up room by room if applicable
- Document everything from start to finish

Identifying critical business loss relates to:

- Facilities / buildings
- Contents / inventory
- People (employees / customers)
- Vital records
- Equipment
- Utilities
- Support systems (computers, networks, communications, transportation)
- Suppliers

Engaging local business leaders and other community stakeholders will enable an additional support system. There maybe non-repayable grants, or gap/bridge financing with low interest / or flexible terms that in the short term small businesses may want to access. The Town maybe able to identify public or private funding programs for small businesses by working with organizations, like local banks, credit unions, Community Futures, provincial / territorial and federal departments.

Regional Education Sessions Group (RESG)

The Regional Partners (Ministry of Labor, Bon Accord, Gibbons, Morinville, Redwater, Sturgeon County, Legal Chamber and Redwater Chamber) are once again meeting to discuss plans for 2020. Next steps to determine as a group:

- What level of financial commitment / involvement (\$ / in-kind)?

- Formalize partnership with terms of reference
- Outline plan for 2020
- Potential grant funding
- Guest speakers / topics for the Business Breakfast
- Other workshop ideas and facilitators including cost estimates (if this is the desire of the group)
- Event dates for 2020 that are currently booked within our communities (to not overlap)
- Outcomes to be reached to achieve goals

Recap of the Mighty Business Breakfast Bash (*refer to attachment*), held October 25/19 at the Gibbons Cultural Centre. Collectively as a group, we are confident to say this event was a success.

Primary Care Network (PCN)

Primary Care Networks (PCN's) bring local physicians and other health care professionals together to provide comprehensive patient care to Albertans. PCN's are comprised of groups of family physicians working with other health care professionals such as nurses, nurse practitioners, dieticians, pharmacists, social workers and mental health professionals. PCN's develop solutions to meet the needs of the local community and their health issues. PCN's are created through an agreement between physicians and Alberta Health Services.

There are 41 PCN's operating throughout Alberta with more than 3,800 family physicians and more than 1,400 other health practitioners. At any given time, there are hundreds of PCN family doctors accepting new patients. Research shows that patients who regularly visit a family doctor are healthier and live longer.

While PCN's approach is to improve and better coordinate patient access to primary health care, PCN's also offer support to the doctors clinically and administratively (*refer to attachment*), dependent on zone.

Regional Transit Service

The Regional Transit Services Commission (RTSC) made up of Councilors from 13 Edmonton Metropolitan Region municipalities, released a report recommending the combining of transit services between the 13 municipalities, claiming projected savings of 850 service hours per week and \$3.4 million per year once fully aligned in 2026. The status quo will not meet the needs of residents when more than 2 million people call this area home.

A regional transit approach will allow to deliver more convenient and more extensive service throughout the region, closes the gap between transit and automobile trips, while decreasing congestion, providing a better customer experience. There are systemic barriers to travel from one community to another, it is difficult to travel the entire region using public transit.

Next steps will see individual councils vote through February and March whether to participate in a formal request to the province for the creation of a new Regional Transit Commission. The Commissions launch would be anticipated sometime in 2022.

Alberta Industrial Heartland 2020 Annual Stakeholder Event

The event was a full-day networking conference offering attendees an opportunity to engage with industry experts and elected officials. The program was designed to highlight activity in the Industrial Heartland region, to offer policy related insights on topics important to the industry and to provide information on investment opportunities. Total attendees 1100-1200.

Safety Codes Internal Audit

Administration has implemented an internal audit system for all building permits. The internal audit is an additional checklist to ensure the appropriate inspections are completed as per work involved, dollar value of project and within the specific time frame per discipline. The internal audits are a part of the Quality Management Program (QMP), in which Bon Accord, Sturgeon County, Redwater, Legal and Gibbons are a part of.

Future Proofing – Village of Wabamum and Town of Bon Accord (Edmonton Journal Article Saturday, Feb 8/2020)

An interesting article (*refer to attachment*) published in the Edmonton Journal highlighting how the Village of Wabamum is looking at ways to reinvent itself with loss of coal-fired generating plant. The Village is demonstrating a mixed-use development with a variety of options, premised on affordability incorporating single and multi-family residential, recreational and commercial development, following a master development plan.

Bon Accord is in a similar position, posed for transformation in the development and planning for future growth. Located just North of Edmonton, Bon Accord presents an ideal lifestyle with numerous opportunities!

PLANNING AND DEVELOPMENT

Development / Investment

- Inquiry on available commercial lands
- Inquiry on available commercial buildings to purchase or lease
- Application submitted for redistricting

Business and Development Inquiries

- Commercial Business

Complaints

Complaints received and investigated for this reporting period include:

- No complaints reported for this reporting period
- Ongoing monitoring of residential property (unsightly)

Business Inquiries	Compliance Certificates	Development Permits	Business Licenses	Bylaw Complaints	
1	0	0	13	0	This Period
1	0	0	13	0	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- UDI
- Council Meetings
- GEEDT – meeting
- Alberta Industrial Heartland 2020 Annual Stakeholder Event

- Alberta Association of Architects - Compliance for Alberta Municipalities Permitting Design Projects
- Municipal Planning Services – discuss / review permits / compliance certificates
- Investigation / Inspection – complaints
- Resident Meetings – development questions

Respectfully Submitted – Dianne Allen

A. MEDICAL HOME SUPPORT

The PCN provides financial and staff supports to assist individual physician members to advance their medical home.

Physicians will be supported to advance their medical home from their unique starting point and practice interests.

Physicians will be provided with a Clinical Improvement Facilitator, Physician Champion and an EMR & Billing Facilitator to support the development and implementation of their medical home advancement plan.

1.1. Financial Support

Physicians will be provided with financial support for:

- Individual physician medical home assessment.
- Medical home advancement meetings with Clinical Improvement Facilitator and/or Physician Champion.
- Clinic wide medical home advancement meetings.
- Education or equipment as outlined in the medical home advancement Resource/Training Plan.
- Support staff funding as outlined in the medical home advancement Resource/Training Plan.

1.2. Clinical Improvement Facilitator

Physicians will be provided the support of a Clinical Improvement Facilitator to:

- Assist individual physicians in assessing their individual practice (modified medical home assessment).
- Assist individual physicians to determine opportunities to advance their medical home (physician determined or PCN suggestions depending on physician preference).
- Determine alignment points between co-located individual physician medical home advancement plans to identify clinic wide improvements.
- Develop a Resource/Training plan to support the achievement of individual physician and clinic wide advancement plans.
- Act as a medical home advancement plan 'project manager' through regular meetings with individual physicians and clinics, as well as host or organize training and clinic events as required.
- Assist with collecting data (EMR, external, process improvement, etc.) as it pertains to the individual and clinic wide advancement plans.
- Assist with reporting of progress on individual or clinic wide advancement plans.

1.3. Physician Lead

Physicians will be provided with the support of a Physician Lead to:

- Assist with determining ways to advance individual physician medical homes (i.e. increase EMR use and automation, assignment of duties, data collection to inform practice, etc.).
- Assisting with identifying solutions to barriers to encourage participation.
- Provide mentorship.
- Ensure communication of successes/issues to Medical Home Committee to assist with adjustment to the medical home advancement approach.

1.4. EMR & Billing Facilitator

Physicians will be provided with the support of an EMR & Billing Facilitator to:

- Assist with billing optimization.
- Assist with EMR template development, EMR utilization and EMR best practices.

- Assist with data extraction for both individual physician and clinic wide advancement plans as well as PCN funding required data.

B. CLINICAL SUPPORT

SASPCN supports collaborative care by focusing on both physician clinic-based services, as well as centralized clinical and educational services. The PCN encourages the majority of patient encounters to occur within the clinics where team members are integrated into the physician's care team.

2.1. Centralized Clinical & Educational Services

The PCN provides specialty clinical services centrally to all referred patients. Referrals are submitted via physicians, referral coordinator or decentralized clinical staff member, and triaged to the appropriate service.

Dietitians	Social Workers	Psychologists (contract)	Psychiatrists (contract)
<ul style="list-style-type: none"> • Assessment • Knowledge transfer • Nutrition counselling • Assist patient with goals for health change • Develop patient centred resources • Patient conference with other care providers • Collaborative care planning with care partners • Service coordination 	<ul style="list-style-type: none"> • Assessment • Treatment planning • Knowledge transfer • Applications • Advocacy • Referrals • Service provider collaboration 	<ul style="list-style-type: none"> • Cognitive behavior therapy • Strategies to cope with stress and depression • Complicated grief 	<ul style="list-style-type: none"> • Diagnosis confirmation • Medication review • Treatment recommendations

2.1.1. Low Risk Maternity Program

The SASPCN Low Risk Maternity Clinic provides prenatal care and delivery services to mothers with low risk pregnancy planning to deliver at the Sturgeon Community Hospital. The maternity team includes a group of family physicians, registered primary care nurses and administrative support staff. The team may collaborate or refer to a specialist or obstetrician as needed. Mothers and newborns return to their medical home following delivery.

2.1.2. Anticoagulation Program

The SASPCN Pharmacist provide a comprehensive anticoagulation program for SASPCN patient who require therapy initiation, bridging prior to invasive procedures, unstable INRs management, and switching between anticoagulation therapies.

2.1.3. Geriatric Evaluation and Management Clinic (Gem)

The GEM clinic is an outpatient consultative clinic that provide a comprehensive specialized geriatric assessment for patients 65+ years of age, referred by a SASPCN physician. The team includes a Care of the Elderly Physician, a primary care nurse, a pharmacist and clinical and administrative support staff. Patients may be seen once for a consult appointment or have ongoing appointments at three, six or twelve months. The team works in collaboration with the patient's primary care physician and providers to assist older adults and care partners navigate age-related care challenges.

2.1.4. Patient Education and Group Intervention

The PCN provides a variety of patient education and group intervention sessions.

Patient education is delivered by PCN and or AHS staff, through knowledge transfer.

Group intervention is delivered by PCN staff by providing treatment in a group setting.

The PCN offers a variety of patient education and group intervention sessions (see handout).

3.1. Decentralized Clinical Supports (Clinical staff based in physician clinics)

Annually in November, the PCN calculates expenses to maintain PCN operations, Board functions, Medical Home Enhancement and centralized programs for the following fiscal year, then allocates the remaining funding to be divided amongst PCN physician members for clinic based Staff Allocation.

Member physicians/clinics complete Staff Allocation for selection of clinical staff designation and FTE for clinic based team members. Staff Allocation budget is determined by the Staff Allocation Policy¹ based on the October Alberta Health Panel Report, to support clinics in providing comprehensive, coordinated primary care services.

Other Staff Allocation Policies detail include:

- Allocation is by individual physician, Alberta Health reported panel size, but clinics may choose to combine Staff Allocation to have clinical supports accessible to the entire clinic
- Physicians select clinical staffing to meet the needs of the practice population (ex. RN, LPN, BHC, Pharmacist and Referral Coordinator)
- Each clinic is responsible for optimizing the scope of each team member to promote the principle of the most appropriate level of care by the most appropriate care provider.
- Team members may be PCN paid or clinic-hired PCN paid as determined during the Staff Allocation process
- Clinical team members are expected to complete appointment booking and charting within the clinic EMR to promote continuity of care.
- For clinics that are unable to house team members, the PCN will coordinate with the clinic and the team member to obtain remote EMR account access, to ensure effective documentation and communication of patient information.
- Clinical staff attend clinical meetings and complete PCN required data entry for measurement and evaluation;
- Clinic submit collect and submit clinical staff TTNA's.

3.1.1. Health Management

The Health Management team of pharmacists, registered nurses and licensed practical nurses provide patient interventions within the physician clinics and the SASPCN clinical site. Using a person centred approach, the team assists patients to increase self-management and support health behavior change through knowledge transfer (individual and group). The team members assist patients to set achievable goals to impact chronic disease management and healthy living.

Chronic disease management may include diabetes, COPD, asthma, hypertension, CHF, obesity and complex comorbidities. Through a triage assessment process, patients are matched with the most appropriate team member and a team approach is often used for patients with complex needs.

Primary Care Nurses	Pharmacists
<ul style="list-style-type: none">• Assessment• Referral/coordination• CDM knowledge transfer• Assist patient with goals for health change• Medication interventions• Patient conference with other care providers• Collaborative care planning with care partners• Complex care plan• Health screening• Procedures and treatments	<ul style="list-style-type: none">• Initiate drug therapy• Drug therapy adjustment• Manage/prevent ADR• Patient, physician and allied health professional medication information• Assist patient with goals for health change• Medication review• Transition medication reconciliation• Follow-up and monitor• Opioid patient contract• Complex care plan

3.1.2. Mental Health

The Mental Health Management team includes mental health registered nurses and a social worker. The mental health nurses are located within the physician clinics and the SASPCN clinical site. The social worker receives referrals through the centralized triage process.

The mental health nurses use the Behavioral Health Consultation method to help patients focus on current behaviors that can use to self-management symptoms from conditions such as anxiety and depression. Social work interventions

focus on partnering with patients to decrease negative health outcomes related to social determinates of health.

Mental Health Nurses
<ul style="list-style-type: none">• Behavioral Health Consultation®• Knowledge transfer• Referral to other services• Screening assessments• Medication consult

C. ADMINISTRATIVE SUPPORT

The PCN provides the clinic with administrative funding for clinic staff attendance at Electronic Medical Records (EMR) optimization working groups, orientation and updates to PCN programs and services and PCN Clinic Managers meetings.

4.1. Employee Policies

- Support clinic policy development such as work hours, harassment, time and group benefits, dress codes, information security, privacy breach response etc.

4.2. Performance Management

- Support clinic performance manage tools such as evaluation tools, goals setting and reflection, and discipline.

4.3. Benefit Planning

- Support navigating options and choosing a provider.

4.4. Recruiting/Interviewing

- Support recruitment through posting on PCN website, and social media as well as assist with interview process by offering feedback on candidates or providing interview templates.

4.5. Inventory Management/Purchasing/Vendor Selection

- Support selection and developing working relationships with vendors for medical equipment, disposables and office supplies as well as offering some techniques on inventory management.

4.6. Staff Development/Training

- Support clinic staff development through participation n PCN hosted events such as self -reflection, crucial conversations, Netcare, and EMR training.

4.7. Certification Training ie: CPR/N95

- Support clinic staff completion through PCN hosted certification and training for CPR and N95 mask sizing.

4.8. Infection Control

- Support development of IPAC (Infection Prevention and Control) manuals.

4.9. OHS

- Support training and provide resources and templates of OHS program implementation.

4.10. Clinic Manager Meetings

- Host quarterly Clinic Manager meetings.

4.11. EMR Optimization Groups

- EMR specific working groups offered quarterly.

4.12. PCN Orientation

- SASPCN orientation offered annually.

D. MEASUREMENT & DATA

The PCN collects data and creates reporting for the following purposes:

- Support a clinic based culture for quality improvement and patient centered quality of care
- Determine program and service gaps, needs, efficiency, and effectiveness

- PCN Grant Agreement required reporting to demonstrate accountability

5.1. Team Reporting

Data retrieved from the clinic and team members will include quarterly team member activity data to provide PCN management with an overview of staff/service workload. Data collected will be obtained from the clinic EMRs and an annual patient surveys. Team data will be analyzed and reported to the Medical Home and Clinical Committees, and twice per year to the PCN Board.

5.2. Access

Clinic staff will track the Third Next Available appointment (TNA) for each physician and for clinical team staff weekly. This TNA data will be reported to the PCN once per month. Access reports will be provided to the clinic, the Medical Home Committee and the PCN Board twice per year.

5.3. Panel Management

Panel data will be retrieved from clinic EMRs by the EMR & Billing Facilitator. Data collected for each physician's panel will include panel size, panel verification rate, and Alberta Screening and Prevention rates (see Appendix E) for panel patients.

The PCN recognizes that different EMRs facilitate the documentation and retrieval of certain data elements to different degrees. Panel Management Reports will be provided to the clinic, the Medical Home Committee and the PCN Board twice per year. Aggregate screening data for the entire PCN will be reported to Alberta Health in the PCN's Annual Report, as required by the Funding Agreement with Alberta Health.

Panel data will be retrieved from clinic EMRs by the EMR & Billing Facilitator or by a clinic designated super user. Data collected for each physician's panel will include panel size, panel verification rate, and screening rates for panel patients.

The PCN recognizes that different EMRs facilitate the documentation and retrieval of certain data elements to different degrees.

Panel Management reports will be provided to the clinic, Medical Home Committee and the PCN Board twice per year.

5.4. Patient Experience Surveys

Once per year, each clinic will be provided with 120 patient experience surveys per physician to distribute to patients. The surveys will be analyzed by the PCN and results reported back to the clinic. Aggregate responses from one survey question from the entire PCN will be reported to Alberta Health in the PCN's Annual Report, as required by the Funding Agreement with Alberta Health.



Total Registered Participants	127
Total Check-In Attendees	110
Eventbrite Event Page Views	588
Attendee Location Information	
Barrhead	1
Bon Accord	9
Bruderheim	1
Calgary	1
Edmonton	8
Fort Saskatchewan	1
Gibbons	36
Legal	6
Morinville	26
Nisku	1
Redwater	11
Sherwood Park	2
Spruce Grove	1
Stony Plain	2
Sturgeon County	10
Thorhild	5
Unknown	6
TOTAL	127
How Did Attendees Hear About the Event <i>(Survey – 55 Respondents. Some respondents chose more than one communication method)</i>	
Email	42%
Social Media	31%
Word of Mouth	31%
Other	10%



Cost	
Venue	\$ 0
Food	\$ 1,989
Speaker- Doug Griffiths	\$7,522
Marketing (design + Postcard	\$ 2,208
Lanyards	\$ 267.45
Promotional – Fairmont Card	\$ 1,000
Total Cost	\$12,986.45
Revenue- LMP Grant	\$7,600.00
Revenue- Municipalities	\$5,000
Revenue – Ticket Sales	\$1227.28
Total Staff Hours	50
Survey Results (68 Responses)	
Average out of 5 - Speaker	4.9
Average out of 5 – Resource Tables	4.4
Was This Event Worth My Time?	100%





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MIGHTY BUSINESS BREAKFAST BASH | OCT 25 2019



From left, Mike Chadi, Sid Chadi and Frank Florkewich of the Fourcha Group join Wabamun Mayor Charlene Smylie near the site of the new Discovery Wharf development in Wabamun. Smylie says the village has decided to capitalize on its setting, proximity to Edmonton and affordability to embrace "more of a tourism base." **WALTER TYCHONOWICZ/WIREIMAGE PHOTOGRAPHY**

FUTURE PROOFING

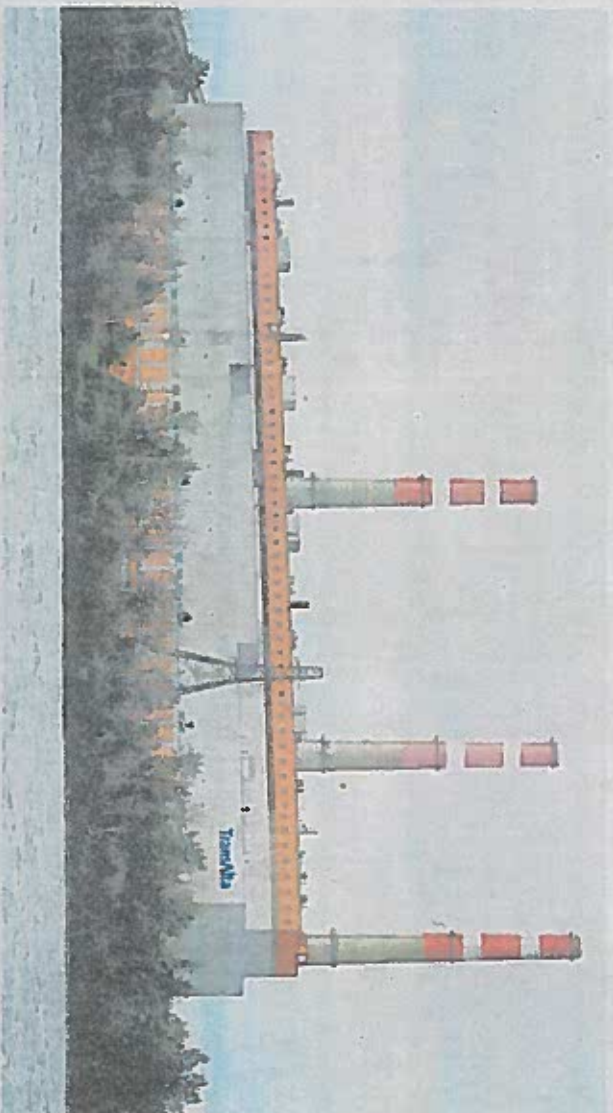
Village of Wabamun looks at ways to reinvent itself with loss of coal-fired generating plant

CINDY STEPHEN

It's about 68 kilometres west from downtown Edmonton to the Village of Wabamun, population 700. It took some convincing when Charlene Smylie's better half wanted to move the family from their comfortable inner-city home in Bonnie Doon to this very small centre that she thought didn't have a grocery store, a pizza joint or perhaps, a nice park.

It also didn't help that energy giant TransAlta had just completed the final shut down of the coal-fired power plant that had been the village's economic engine for 50 years.

"I really did like living in the city, but my spouse wanted something smaller. Wabamun actually had all the services we needed plus a lake and a provincial park," says Smylie, who settled into the village so well that she was appointed mayor in 2015. "This place is adorable. It's clean and well kept. Now, my kids are eight and 10. They can walk to the library or the store — I don't think



The TransAlta generating plant was the economic engine of Wabamun for decades. **LARRY WONG**

I would have been as comfortable with that living in the city. Here, it's peaceful living."

As mayor, Smylie is working with her council to prepare Wabamun for a robust future, brushing off the coal dust and capital-

izing on its location by one of Alberta's most popular lakes.

"We're transitioning from a one-horse town to more of a tourism base. I see us being a hub in the region. Our arts community is growing, our festival season is

expanding. I can see us being the next Sylvan Lake. It's a great place to raise a family but also a great place to visit," she says.

The village purchased the plant site and the former employee housing land from TransAlta.

It upgraded water lines, installed underground electrical and updated the existing sewer lines. Reclamation of the brown-field site is nearly complete and Edmonton-based Fourcha Group has launched a major waterfront project called Discovery Wharf. The developer is also re-imaging the old residential site, Osprey Estates.

"Wabamun had a large tax base. In order to bring some economic prosperity back to the community, why not showcase their crown jewel and repurpose this land into a mixed-use development with a variety of options, premised on affordability with the lake a primary attraction," says Sid Chadi, Fourcha CEO and president of Discovery Wharf Developments.

The waterfront project will incorporate single and multi-family residential, recreational and commercial development and Osprey Estates, following the master development plan, will offer mixed housing styles, including manufactured homes.

SEE WABAMUN ON E2

Renovator of the Year



activity.

"I get my inspiration by attending trade shows and meeting other professionals. I invest time online — Instagram is a good resource. Our suppliers have the latest and greatest online, too, so resources are literally at our fingertips," she says.

Polny's work can be seen in the Jayman show homes in the Hills of Charlesworth, Keswick, Riverview, Secord, McConachie, Trumpeter and Desrochers, as well as Summerwood in Sherwood Park and Southfork and Edgewater in Leduc.

"Our 40th anniversary model, the Sapphire, is opening this summer in Edgewater and it will be a showstopper," she says.

Here are a few of her thoughts on planning a kitchen in 2020.

STORAGE

There's never any hint of clutter in a show home. Of course, real life doesn't happen there, but the quest for perfect home

"Adding more drawers is a good start. You can add drawers to a tall or deep cabinet to access items that get lost forever in the back," she says.

She recommends dedicated spice drawers, garbage pullouts and suggests extending cabinets to the ceiling to effectively use space.

"My advice to new home buyers that come through the Jayman Design Centre is to go through your current home and see what's working and what's not."

ISLANDS

Islands have become the main event in nearly every kitchen. It's a counter and table all rolled into one with a multitude of uses.

"Islands are definitely here to stay — the bigger the better," Polny says. Jayman's largest island in its Lauren model home is 60 square feet.

Wood as a surface material can



This pantry offers loads of storage.

be a beautiful option, bringing warmth to the space, but Polny advises homeowners to research the maintenance involved before committing to it.

In other 2020 trends, double islands are floating this way, offering twice the storage solutions for household dilemmas like recycling and garbage.

COUNTERTOPS

Polny says granite and quartz

glossy white will be replaced by cooler, neutral tones.

"It really depends on the client's esthetic and lifestyle. Quartz is a far less porous option.

Granite requires more maintenance but has a more natural, organic look," she says.

The move away from white will bring a less glossy, more matte finish in both countertops and backsplashes with cupboards taking on a darker tone.

APPLIANCES

Because kitchens are right in the middle of primary living space, appliances are blending in or complementing hardware finishes throughout the home.

"Integrated appliances are also on the rise, keeping the appliances hidden. That way you can avoid committing to a particular finish or trend," she says.

Overall, classic stainless appliances are here to stay Polny says, with the greatest evolution in her

fridges and microwaves, smart fridges that scan items from the inside and add them to a grocery list," she says, noting that Jayman provides four levels of appliances.

PANTRIES

A pantry in the 1990s was a more of a closet. Today, they're an entire room where groceries, awkward appliances and cookware that doesn't fit into a regular cupboard can be stored.

There could be the option for a glass door — good for the super organized homeowner — or in Jayman's case, the door can be integrated with the rest of the cabinetry.

"Open the door and, surprise! Another space to explore," says Polny.

She explains that some of Jayman's floor plans have an option to add a spice kitchen for homeowners who like to cook fragrant foods in a separate space.

'Residents recognize the huge contribution that migration can bring'

WABAMUN FROM 251

It will be a significant contribution to affordable housing within the Edmonton Metropolitan Region where just 12.5 per cent of housing outside of the City of Edmonton is multi-family.

As a developer, Chadi says it's critical that municipalities like Wabamun review future infrastructure needs and remain open minded when it comes to housing options.

"You can't get pigeonholed into

a single-family perspective. You have to offer different living arrangements and a variety of homes to make the community an enticing option. Communities have to key in on the affordability aspect," he says.

Bon Accord is a town with agricultural roots 40 kilometres north of Edmonton. Of the town's 1,549 residents, approximately half commute to Edmonton for work. Dianne Allen, manager of planning and economic development, estimates another 30 per cent of the

population is connected to nearly CFB Edmonton.

According to the EMR growth plan published in 2017, the population of the entire region is expected to hit 2.2 million by 2044. Bon Accord is in Sturgeon County, which is predicting growth from within rather than through migration. The town is prepared, either way.

"We have enough land annexed for 100 years of growth. We did a master servicing plan on the annexed lands to see what the stan-

dards would be and how it would link into our existing infrastructure. If we have a developer interested in purchasing the land from the current landowners, we'll know what the pricing is. We're ahead of the game," Allen says.

Whether growth occurs naturally or through Edmontonians escaping the city, resistance may be futile.

"Residents recognize the huge contribution that migration can bring in terms of economic growth. People are in search of a better life-

style and Bon Accord is very open to share that vision," Allen says.

With Wabamun on the brink of extensive transformation, Smylie says the locals are on board.

"The village never had to think about planning for the future because we had a coal plant that paid for a good portion of the services in the village. Without that, we had to decide where we were going. Were we going to grow or were our taxes going to go through the roof without the services to go with it? Nobody wants that."

Council Report

Date: February 2020
Department: Administration
Submitted by: Joyce Pierce, CAO

Administration

Held management meetings in February which has included discussion and planning for the 2020 Council Workshop planned for Feb 20 & 21, 2020.

Council is all aware of the devastating fire that happened on the evening of Jan 14, 2020 at the Rednex Liquor Store and Honey's BBQ. An article was published in the Feb 12, 2020 edition of the Free Press newspaper on an interview with business owner Cheryl McCausland, of RedNex Liquor Store. She remains positive that she wants to rebuild but is waiting on direction from her insurance company.

Training

Some members of administration will be attending FOIP training in early March to become knowledgeable on the processes and procedures that are required for the Freedom of Information and Privacy and how that relates to the municipality.

Emerging Trends Brownlee LLP

The emerging trends in law workshop that Brownlee LLP puts on every year was attended on Feb 13, 2020. This workshop provides insight into new trends and how municipalities can avoid any pitfalls that may be coming up with new legislations and regulations. It is an opportunity to ask legal questions that would affect all municipalities in Alberta in an open forum.

Break and Enter Town Office/ Library

At 8:20 pm the oncall staff received an alarm from Town office. Upon arrival it was determined someone had broken into the library and lobby of the office. Police were called and responded. RCMP have taken video footage, it appears the perpetrator rummaged through a cash box at the library and took nothing from our office. A window was broken in the door to the library and one door into the office. Glass repair people came out to repair the doors.

AUMA Summit Finance

Deputy Mayor Bidney and I attended this informative presentation hosted by AUMA. It was interesting to listen to how other municipalities some much larger than Bon Accord are managing the cuts to MSI funding and increasing costs such as Police funding. It was clear to me that Bon Accord is on the right path on navigating this turbulent financial time.

SREMP Committee Meeting

I hosted the SREMP committee meeting along with Deputy Mayor Bidney here on February 3, 2020. Discussion was held in regard to partner municipalities providing \$100,000 as bridge funding in the

event of an emergency authorizing any DEM in charge of an emergency this limit to spend within the first 12 –24 hour period of an emergency, if required. If the event would go beyond this amount or hours the Council would be required to declare the finances that would be required beyond this number. This course of action, if approved, will be an amendment to the Emergency Services Agreement that is currently in place and will be consistent throughout the regional partnership.

ICF/IDP

Administration continues to work with the regional member administration and consultant to move toward getting approval and details worked out prior to the April 2020 deadline.

Industrial Heartland Event

This event was well attended and a good networking opportunity. The outcomes of this meeting and how it pertains to the Town are very difficult to measure.

Meetings Attended

Management Meetings
ICF/IDP meeting

Regular Meeting Council

Upcoming Meetings

Regional CAO Mtg

As you can see, we have hit the ground running in the new year and are looking forward to many new programs and developments coming forward in 2020. The second month of the new year has not slowed down any and we are excited about our future.

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: February 18, 2020
AGENDA ITEM: Reschedule Public Hearing

RECOMMENDATION:

THAT.... Council reschedule the public hearing for the Chief Elected Official Bylaw #2020-09 to May 5th, 2020.

BACKGROUND:

At the February 4, 2020 RMC, Council resolved the following:

DEPUTY MAYOR BIDNEY MOVED THAT Chief Elected Official Bylaw #2020-09, be given first reading, as presented AND THAT the date of March 3, 2020 be chosen for the public hearing. Councillor May asked for a recorded vote.
Opposed: Councillor May
CARRIED RESOLUTION 20-057

In accordance with the MGA, a public hearing must

- take place at a regular or special meeting of council before 2nd reading, and
- be advertised at least once a week for 2 (two) consecutive weeks in a local newspaper or publication.

To allow for adequate advertising time, administration would like to reschedule the March 3rd, 2020 public hearing to May 5th, 2020. Results of the public hearing would be presented at the May 19th, 2020 RMC with 2nd and 3rd readings of the Chief Elected Official Bylaw #2020-09 to be held at June 2nd, 2020 RMC.

FINANCIAL IMPLICATIONS: N /A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: 230(2)(a)(b), and 606(2)(a) MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time

ALTERNATIVES:

1. Council reschedule the public hearing for the Chief Elected Official Bylaw #2020-09 to May 5th, 2020.
2. Council reschedule the public hearing for the Chief Elected Official Bylaw #2020-09 to ...

Prepared and Submitted By: Jessica Caines

Reviewed By: Joyce Pierce - CAO

Date: February 7, 2020

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: February 18, 2020

AGENDA ITEM: Cemetery Bylaw #2020-04

RECOMMENDATION:

THAT ... Council approves 2nd reading of the Cemetery Bylaw #2020-04, as presented.

THAT ... Council approves 3rd and final reading of the Cemetery Bylaw #2020-04, as presented.

BACKGROUND:

The Cemetery bylaw enables the Town to change fees, charges, and standards for the improvement and operation of the Cemetery. All plots fees, open and closing fees, as well as overtime charges will increase and will be comparable to surrounding municipalities, but still be competitive with larger city cemeteries.

The cemetery is a costly endeavor to maintain and the increase will help offset those costs for future improvements, maintenance (land and equipment), and overtime salaries.

FINANCIAL IMPLICATIONS:

Maintain overhead costs to service the cemetery.

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 Bylaw.

Province of Alberta Cemeteries Act

Province of Alberta Cemeteries General Regulation

ALTERNATIVES:

1. Council approves 2nd and 3rd readings of the Cemetery Bylaw #2020-04, as presented.
2. Council gives Cemetery Bylaw #2020-04 2nd reading and directs administration to amend, bringing back to Council for 3rd reading.

Prepared and Submitted By:

Jenny Larson Community Services

Reviewed By:

Date: February 10, 2020

**TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATION OF THE TOWN OF BON ACCORD MUNICIPAL CEMETERY.

WHEREAS the Town of Bon Accord is the owner and operator of the Town of Bon Accord Municipal Cemetery; and

WHEREAS the Municipal Government Act RSA 2000, Chapter M-26 authorizes Council to pass such a Bylaw;

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

1. DEFINITIONS

- a) **“Artificial Ornaments”** means any cut flowers, silk flowers or wreaths.
- b) **“Caretaker”** means the Town employee working at the cemetery under the instruction and supervision of the Town Manager.
- c) **“Cemetery”** means the cemetery in the Town of Bon Accord known as the Municipal Cemetery owned and operated by and under the control of the Town and named “Bon Accord Cemetery”
- d) **“Council”** means the Council of the Town of Bon Accord.
- e) **“Family Plot”** means a plot or several plots which lie adjacent to one another and which are to be reserved for the burial of more than one deceased member of the family.
- f) **“Flowering Ornamental”** means any perennial, annual, and biannual flowering plant.
- g) **“Grave”** means a plot or columbarium niche used as a place of burial.
- h) **“Manager”** means the Manager for the Town or CAO, or any person acting under his or her instructions, or other persons designated by the Town of Bon Accord.
- i) **“Marker”** means a memorial which shall be flat and not exceed the surface of the ground.
- j) **“Plot”** means a plot as shown on a plan of subdivision on record in the Town Office.
- k) **“Public Works Department”** means the Department of Public Works, including Parks and Recreation, of the Town of Bon Accord.
- l) **“Summer”** means May 1 to October 31.
- m) **“Town”** means the Town of Bon Accord.

TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW

- n) **“Winter”** means November 1 to April 30.
- o) **“Greenery”** means any living trees, shrubs, creepers and climbers.

2. GENERAL

- a) The Manager shall have charge of the cemetery and shall exercise control over all persons employed therein.
- b) The Town shall have authority to remove any weeds, or grass, funeral designs or floral pieces which, may become wilted, or any other article or thing, which is, in its opinion, unsightly.
- c) If, in the opinion of the Town, any greenery situated on or about the cemetery shall become, by means of their roots or branches, prejudicial to the general appearance to the ground or dangerous or inconvenient to the public, the Town shall have the right to remove such greenery, or any parts thereof.
- d) No person shall disturb the quiet or good order of the cemetery by improper noise, improper conduct or otherwise. A member of the Royal Canadian Mounted Police, Special Constable or a representative appointed by the Town to be in charge of the cemetery may evict there from, using such force as is reasonably necessary, or deny entrance to any person who contravenes this Bylaw.
- e) No person shall turn loose or allow going at large or feed any cattle, swine, horses, dogs or any other animal in the cemetery.
- f) Any Society desiring to hold a memorial service shall give the Town at least three (3) business days’ notice in writing of their intention to do so.
- g) No persons shall destroy damage, deface or write upon any marker, tablet or other structure or object in any cemetery.
- h) No person shall deposit any paper, sticks, or refuse of any sort on any portion of the land within the boundaries of the cemetery except in receptacles provided for the purpose and as excepted by the Town Public Works department.
- i) All grading, seeding of grass, and sod work shall be done under the direction of the Town by employees of the Town.
- j) Benches of a style approved by the Town may be permitted in the cemetery under such conditions as the Town may order.

3. PLOTS

- a) The plans of subdivision of the lands made available by the Town for burial purposes on record at the Town Office, together with all subsequent plans of subdivision of such lands approved by the Town, shall be the plans of the cemetery herein referred to and all interments shall be made and records kept by the Town in

TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW

accordance with such plans. Copies of all such plans shall be available for inspection free of charge at the Town Office during normal office hours.

- b) The Manager shall supervise all sales of plots.
- c) Plots in the cemetery shall be sold by the Town upon the purchaser paying in advance the amounts shown in Schedule "A" of the resolution in support of this Bylaw, and subsequent Bylaws pertaining to the Cemetery, and on completion of an application to purchase a burial deed in the form of Schedule "B". One individual may purchase a maximum of eight (8) plots at any one time.
- d) The Council may from time to time, by resolution, amend the fees and charges for plots and service shown on Schedule "A" of this Bylaw.
- e) The owner of a plot may transfer the burial deed only upon payment of the necessary fees as shown on schedule "A" and make the necessary application to the Town as shown on Schedule "D"
- f) No plots shall be used for any purpose other than burial grounds for human bodies, and the cremated remains of human bodies.
- g) No person other than an employee of the Town or its designate, or the owner of a plot or his agent, shall be permitted to care for any plot in the cemetery.
- h) Fences, railings, walls, cooping, hedges, greenery, and flowering ornamentals in or around the plots are prohibited.
- i) The top of plots or graves shall be kept level with the surrounding ground.
- j) The purchaser(s), or its legal representative(s), of a single or family plot will have direct control over the burial access rights of said plot, unless a transfer of title is obtained per Schedule "D".

4. BURIALS

- a) Disinterment of a body or ashes shall not take place until a permit for disinterment is issued by the Provincial Director of Vital Statistics and delivered to the Town. All disinterment's are to be conducted using an approved contractor under the supervision of the Town
- b) No interment shall be permitted until a burial application and permit in the form of Schedule "B", hereto annexed, has been completed and given to the Town. Such permit shall contain the following particulars:
 - Name of Deceased
 - Date and Time of Burial
 - Description of Burial Plot
 - Name of Undertaker or Person Responsible for Burial
 - Name of Applicant for Burial Permit

TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW

- c) (i) Orders for all burials must reach the office of the Town Manager three (3) business days, before the burial is to take place, unless the Town, for emergent reasons, otherwise allows.
- (ii) Additional charges in respect of burials carried out on a weekend, Statutory holiday, a declared holiday or after 3:00 p.m. weekdays shall be in accordance with the rates as established in Schedule "A" attached hereto.
- d) The owner of a plot, or the person instructing the Town to open a grave, shall give complete and precise instructions regarding the location of the grave, and the Town shall not be responsible for any errors resulting from the lack of proper instruction.
- e) Graves shall be opened and closed, and interments made only by persons authorized to do so by the Town.
- f) No grave for the burial of a deceased shall be less than five (5) feet in depth from the surface of the ground surrounding the grave.
- g) No grave for the burial of cremated remains shall be less than twenty-four (24) inches in depth from the surface of the ground surrounding the grave.
- h) Cremated remains may be interred in a plot or in the same plot with a full burial or in a plot with other cremated remains. A maximum of two (2) cremated remains may be interred in the same plot as a body. A maximum of eight (8) cremated remains may be interred in one regular plot.
- i) The full burial of a person shall not be interred in the same grave in which another full body has previously been interred.
- j) No second inurnment shall be permitted in any plot in the cemetery on which there are unpaid charges due and payable to the Town.
- k) All burials within the limits of the cemetery shall be under the supervision and control of the Town.
- l) Concrete liners or vaults are required for the burials of a body.

5. MARKERS

- a) All markers will be flat markers (i.e. not to exceed ground surface) except in the old section (initial phase) of the cemetery grounds where pillow markers are allowed (Upright markers may be allowed in the old section, upon written permission).
- b) All persons employed in the construction and erection of markers or doing other work in the cemetery shall be subject to the direction and control of the Town.
- c) No markers shall be erected in the cemetery until an application is made to the Town and a permit in the form of Schedule "C", hereto annexed, has been issued. Permit fees shall be charged in accordance with the amounts shown on Schedule "A" of this Bylaw.

TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW

- d) When cremated remains are placed in a plot where a body has been interred, flat markers shall be placed over top of the plot marking the cremated remains.
- e) When up to eight (8) cremated remains are placed in a plot, flat markers shall be placed at the top of each of the burial sites.
- f) No markers shall be erected on Saturdays, Sundays or holidays unless permission in writing has been granted by the Town.
- g) All persons erecting markers shall insure that such markers are firmly secured to a foundation.
- h) All persons erecting markers shall insure that the surrounding areas are left in the same condition as found.
- i) No work shall be done upon any marker, nor shall any marker be removed from any grave or plot without permission from the Town.
- j) No permanent marker shall be placed on any grave plot prior to the interment of human remains in such grave plot unless it is a double and one of the persons are interred in the plot or is placed so as not to interfere with future burials (e.g. cremations). If a double marker is erected prior to both interments, the Town of Bon Accord will not be responsible for the removal of the marker. Families will need to have the marker removed before Town staff will begin the excavation. Extra notice maybe required for the burial.
- k) No grave cover is allowed in any portion of the cemetery.

6. VISITORS

- a) No persons shall enter or remain in the cemetery between the hours of 11:00 p.m. of any day and 6:00 a.m. of the next day following.

7. VEHICLES IN CEMETERY

- a) No person shall drive any vehicles through the cemetery at a greater rate of speed than 10 km per hour on designated roadways.
- b) The Town may prohibit the driving of vehicles in any part of the cemetery.
- c) Unless authorized by the Town, no bicycle, motorcycle or horse shall be allowed in the cemetery except when it is a part of a funeral procession.
- d) The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the cemetery.

8. PROVISIONS FOR RULES AND REGULATIONS

- a) The Council may make rules and regulations consistent with this bylaw for the effectual carrying out of this bylaw and for the efficient management, control and regulation of the cemetery.

**TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW**

9. PENALTY

- a) Any person who is guilty of an offence is liable
 - 1. to a fine of \$250.00 or
 - 2. on summary of conviction, to a fine not exceeding \$10,000.00 or to an order of imprisonment for not more than 1 year, or both.

**TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW**

READ A FIRST TIME THIS 21st DAY OF January 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 18th DAY OF February 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS 18th DAY OF February 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

**TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW**

SCHEDULE "A"

CEMETERY FEES

Plots

	Grave	Weekday Open & Close	Weekday Overtime & Weekend & Holiday Additional Charges for Open & Close
<u>Regular Plot</u>			
Summer	\$850	\$550	\$450
Winter	\$850	\$650	\$450

Cremation Plots – Family (one plot will accommodate up to 8 urns)

Summer	\$850	\$250/burial	\$450
Winter	\$850	\$250/burial	\$450

Cremation Plots – Individual (Single Burial)

Summer	\$250	\$350	\$450
Winter	\$250	\$450	\$450

Cremation Plots – Interred with previous casket (two interments can be made in one site where a casket is interred).

Summer	-	\$350	\$450
Winter		\$350	\$450

Columbarium

Single Niche

Summer	\$950	\$150	\$450
Winter	\$950	\$150	\$450

A damage deposit fee in the amount of \$500, must be received prior to the interment or removal of Columbarium door, for graving (if done by family). The damage deposit is taken to cover the cost of lost key or damage to the Columbarium door. The damage deposit will be returned within 14 business days after interment or replacement of the door.

**TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW**

Other Charges

1. Transfer of Burial Deed - \$250
2. Disinterment (on production of certificate from Vital Statistics) - Flow through of external contractor costs plus 10%, if billed through the Town
3. Re-interments shall be at burial costs
4. Grave Marker Permit Fee \$100.00
5. Inscription on Columbarium Doors: Damage Deposit fee as per schedule "A"

SCHEDULE "B"

PART I - PURCHASE OF BURIAL DEED

In making this application, and in consideration of the Town of Bon Accord selling to the undersigned, the undersigned acknowledges and agrees:

1. This application shall constitute a binding contract between the parties for the purchase of the lot(s) specified, and all of the provisions of the Cemetery Bylaw, as amended from time to time hereafter shall be deemed to be included as terms and conditions of this contract.
2. That the title deed issued for the lot shall not be a title in fee simple but shall be an easement or license only to use the burial plot.
3. That this agreement shall be binding upon the parties hereto, their respective heirs, executors, administrators, successors and, where permitted, their assigns.
4. The undersigned hereby waives, releases, and discharges the Town, its officers, agents and employees from all claims demands and rights of action which the undersigned may hereafter have against the Town for loss or damages, howsoever caused, resulting from the theft or vandalism to the grave markers situated with, upon or under the lots howsoever caused.
5. The undersigned understands that any/all grave markers will not exceed the surface of the ground, unless Section 5a. of the Bylaw applies. The applicant further understands that they will abide by the rules and regulations for the installation of grave markers.
6. The owner of a Burial Deed may sell, re-assign or dispose of the deed. The deed holder shall file with the CAO/Delegate a transfer of assignment in writing and the CAO/Delegate shall issue a new contract of Burial Deed as required.
7. The opening and closing fees will be charged at the rate in effect on the date of interment or inurnment.

Regular Grave () Family Grave () Section () Plot ()	\$ _____
Cremation Grave () Section () Plot ()	\$ _____
Columbarium () Niche ()	\$ _____
Administration Fee	\$ <u>100</u>
Subtotal	\$ _____
GST	\$ _____
Total	\$ _____

Signature of Purchaser

Printed Name of Purchaser

Address of Purchaser

Telephone No. of Purchaser

Date of Purchase

In consideration of the payment made by the Applicant, the Town hereby grants to the Applicant a burial lot deed entitling the Applicant to a license or easement to use the burial lot herein described and has access thereto.

Town of Bon Accord Representative

PART II - BURIAL APPLICATION AND PERMIT

Date: _____

Name of Deceased: _____

Maiden Name: _____

Age: _____

Sex: M / F

Date of Death: _____

Date of Birth of Deceased: _____

Residence at time of death: _____

Date of Burial: _____

Time of Burial: _____

Service from: _____ Church/Chapel

Funeral Home in Charge: _____

Name of Applicant: _____

Address of Applicant: _____

Phone No. of Applicant: _____

Lot Description Section: _____ Plot No: _____

Regular Grave (_____) with Concrete Liner (____) Vault (____)

Cremation Grave (_____) Columbarium (_____) Other (_____)

Opening & Closing Fee: Weekdays Regular Hours \$ _____

Weekday Overtime & Weekend & Holiday Additional Charges \$ _____

Subtotal	\$ _____
GST	\$ _____
TOTAL	\$ _____

The Applicant acknowledges and agrees that a permit for burial is issued subject to the provisions of the Town of Bon Accord Cemetery Bylaw and amendments thereto.

Signature of Applicant

PERMIT FOR BURIAL

The Town of Bon Accord grants permission for the burial of the above deceased in the Bon Accord Cemetery this _____ day of _____, 20____.

Town of Bon Accord

SCHEDULE "C"**GRAVE MARKER PERMIT**

Permit No: _____

Name of Monument Company: _____

Address of Monument Company: _____

Phone No. of Monument Company: _____

Name of Purchaser: _____

Address of Purchaser: _____

Name of Deceased: _____

Location: Section: _____ Plot: _____

Type of Marker: Not to exceed ground surface

Material Used: Granite _____ Other _____

Size of Monument: Width _____ Height _____ Foundation Proposed: Yes ____ No ____

Inscription on Monument: _____

Date of Application: _____ Est. Date of Placement: _____

Permit Fee: _____ Cash _____ Cheque _____

Application Completed by_____
Signature of Applicant

Fee: \$100.00 plus GST as per schedule "A"

SCHEDULE "D"**TRANSFER OF DEED FROM OWNER TO ANOTHER PERSON**

Name of Current Owner: _____

Name of Person Receiving the Transfer: _____

Address of Person Receiving the Transfer: _____

Phone No. of Person Receiving the Transfer: _____

Date of Transfer: _____

Section: _____ Plot No: _____ Niche No: _____

Signature of Transferor_____
Signature of Transferee**NOTE:** TRANSFER FEES MUST BE PAID IN ACCORDANCE WITH SCHEDULE "A"

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: February 4, 2020

AGENDA ITEM: Parental Leave for Council Bylaw #2020-05

RECOMMENDATION:

THAT.... Council approve 2nd reading of Parental Leave for Council Bylaw #2020-05, as presented.

THAT.... Council approve 3rd reading of Parental Leave for Council Bylaw #2020-05, as presented.

BACKGROUND:

The Parental Leave for Council Bylaw #2020-05 has been created in accordance with the Municipal Government Act as follows:

144.1(1) A council of a municipality may, by bylaw, having regard to the need to balance councillors' roles as parents with their responsibilities as representatives of residents, establish whether councillors are entitled to take leave prior to or after the birth or adoption of their child.

144.1(2) If a bylaw under subsection (1) entitles councillors to take leave, the bylaw must contain provisions

(a) respecting the length of the leave and other terms and conditions of the leave entitlement, and

(b) addressing how the municipality will continue to be represented during periods of leave.

and the Employment Standards Code Division 7.

The ability for Council to pass a bylaw with regards to parental leave came into effect October 26, 2017.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY:

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

ALTERNATIVES:

1. Council approve 2nd and 3rd readings of Parental Leave for Council Bylaw #2020-05, as presented.

2. Council gives Parental Leave for Council Bylaw #2020-05 2nd reading and directs administration to amend, bringing back to Council for 3rd reading.

Prepared and Submitted By: Jessica Caines

Reviewed By: Joyce Pierce

Date: February 10, 2020

**TOWN OF BON ACCORD
THE PARENTAL LEAVE FOR COUNCIL BYLAW
BYLAW 2020-05**

A BYLAW OF THE TOWN OF BON ACCORD TO ESTABLISH TERMS AND CONDITIONS FOR A COUNCILLOR TO TAKE PARENTAL LEAVE.

WHEREAS, the Council of the Town of Bon Accord considers it desirable to establish terms and conditions for a Councillor to take parental leave prior to or after the birth or adoption of their child;

WHEREAS, the Municipal Government Act, Chapter M-26, R.S.A 2000, as repealed and amended from time to time, allows Council to pass such a bylaw; and

WHEREAS, the Employment Standards Code, Chapter E-9, R.S.A. 2000, as repealed and amended from time to time, allows parental leave for employees in the Province of Alberta;

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

This bylaw shall be cited as the **“Parental Leave for Council Bylaw”** of the Town of Bon Accord.

1. DEFINITIONS

- 1.1 “Councillor” means a member of Council including the Mayor elected pursuant to the provisions of the Local Authorities Act.
- 1.2 “Council” means the Town’s council.
- 1.3 “CAO” means the Chief Administrative Officer or his/her delegate, for the Municipality.
- 1.4 “Parental Leave” means a period of time during which a Councillor may be absent from all Council, Standing Committee, and Council Committee meetings, and any other duties assigned to the Councillor by Council.
- 1.5 “Remuneration” includes salaries, indemnities, honorariums, and allowances paid to a Councillor.

2. INTERPRETATION

- 2.1 If the Mayor takes parental leave, any references in this bylaw will be deemed to refer to the Deputy Mayor.

3. SEVERABILITY

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

4. PARENTAL LEAVE

- 4.1 Subject to this bylaw, a Councillor may take parental leave prior to or after the birth or adoption of their child.

5. LENGTH OF LEAVE

- 5.1 Parental leave permitted by this bylaw shall not exceed 26 weeks.

TOWN OF BON ACCORD
THE PARENTAL LEAVE FOR COUNCIL BYLAW
BYLAW 2020-05

6. NOTICE OF LEAVE

6.1 Unless exigent circumstances exist, a Councillor must provide 6 weeks written notice to the Mayor and CAO that the Councillor intends to take parental leave.

6.2 The written notice required by subsection 6.1 must include:

- 6.2.1 the start date of the parental leave;
- 6.2.2 the anticipated length of parental leave; and
- 6.2.3 if the Councillor was unable to provide 6 weeks written notice, the general nature of the exigent circumstances.

7. WRITTEN COMMITMENT

7.1 After providing written notice as required by section 6, and before commencing parental leave, a Councillor must submit a signed written commitment to the Mayor and CAO that includes:

- 7.1.1 The duties, as described in section 12.2 that the Councillor intends to continue to perform and receive remuneration for during all or part of the parental leave; and
- 7.1.2 Any workplace accommodations requested by the Councillor to balance their role as a parent with their responsibilities as a Councillor during or following parental leave.

8. If the Councillor's written commitment includes another Councillor providing coverage during parental leave, the written commitment must also be signed by the Councillor providing coverage to confirm that Councillor's acceptance of responsibilities on behalf of the Councillor taking parental leave.

9. No Councillor, pursuant to section 7, may revise their written commitment during parental leave unless exigent circumstances arise. Any revisions must be resubmitted pursuant to section 7.

10. At any time after a written commitment is given to the Mayor and CAO until the end of a parental leave, any person may request to view the written commitment during regular business hours in the presence of the CAO.

11. The CAO may publish a written commitment received pursuant to this bylaw on the Town's website.

12. REMUNERATION

12.1 During the first 10 weeks of parental leave, a Councillor will receive the full remuneration that the Councillor would have otherwise received.

12.2 For any weeks following the first 10 weeks of parental leave, a Councillor will receive a percentage of the remuneration that the Councillor would have otherwise received as follows:

- 12.2.1 0% if the Councillor does not perform any duties during parental leave;
- 12.2.2 30% if the Councillor prepares for and attends, either in person or using a communication facility, all Council meetings;

TOWN OF BON ACCORD
THE PARENTAL LEAVE FOR COUNCIL BYLAW
BYLAW 2020-05

12.2.3 25% if the Councillor attends constituency events and regularly responds to constituency matters by telephone or electronic mail; and

12.2.4 15% if the Councillor prepares for and attends meetings of all Town agencies, boards, or commissions, or Council initiatives, that the Councillor has been assigned to by Council.

13. DELEGATION

13.1 The CAO may delegate any power, duty, or function under this bylaw.

14. PROVIDING ASSISTANCE

14.1 On request, the CAO will provide assistance to a Councillor to prepare the written commitment required by section 7.

15. VERIFICATION

15.1 For the limited purpose of confirming that the Councillor is performing duties in order to receive partial remuneration during all or part of the parental leave, the CAO may make reasonable inquiries of the Councillor during parental leave.

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

Read a first time this 4th day of February 2020.

Read a Second time this 18th day of February 2020.

Read a third and final time this 18th day of February 2020.

Mayor David Hutton

Joyce Pierce, Chief Administrative Officer

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Council Meeting*

MEETING DATE: February 18, 2020

AGENDA ITEM: Bylaw 2020-11 (Municipal Development Plan Amendment)

RECOMMENDATION:

THAT.... Council give consideration to first reading of Bylaw 2020-11, being a bylaw to amend the *Municipal Development Plan 2016-08*, Map 9.2 Future Land Use Map; and

Further, that Council direct Administration to schedule a Public Hearing for Bylaw 2020-11 in accordance with the requirements of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, and notify adjacent landowners and stakeholders of the Public Hearing.

BACKGROUND:

This parcel was previously subject to the *Northeast Bon Accord Area Structure Plan Bylaw 2004-06* (ASP), which had a predominately residential land use concept. This was largely reflected by the future land uses identified for the lands on the Future Land Use Map in the *Municipal Development Plan 2016-08* (MDP). The Town repealed this ASP due to the age of the document, its inconsistency with existing planning documents, and lack of current engineering information for on site or off-site servicing required to connect to the site to Town services.

In addition, the Town completed an annexation of approximately 194.25 ha (480 ac.) from Sturgeon County in 2018, and has identified those lands being primarily for residential purposes, allowing the Town to reallocate lands previously identified as future residential to other uses, enhancing the sustainability of the Town over the long term.

The parcel, legally described as:

MERIDIAN 4 RANGE 23 TOWNSHIP 56
SECTION 18
THE MOST WESTERLY 411 METRES IN PERPENDICULAR
WIDTH THROUGHOUT OF THE NORTH EAST QUARTER
CONTAINING 33.04 HECTARES (81.64 ACRES), MORE OR LESS
EXCEPTING THEREOUT:
(A) 0.413 HECTARES (1.02 ACRES), MORE OR LESS AS SHOWN
ON ROAD PLAN 870CL
EXCEPTING THEREOUT ALL MINES AND MINERALS

is currently identified as Residential on Map 9.2: Future Land Use Map within the Town's *MDP*. The proposed Bylaw would redesignate a portion of the parcel as Industrial on Map 9.2.

The Town has received a proposal to redistrict a portion of the parcel in the Town's *Land Use Bylaw 2016-03* (LUB) from the UR – Urban Reserve District to DC1 – Direct Control District to facilitate an industrial development (cannabis production and distribution, micro).

In order for Council to approve the proposed amendment to the *LUB* (Bylaw 2020-12) the amendment must be consistent with the Town's *MDP*. This amendment has been proposed in order to ensure consistency between the *MDP* and proposed amendment to the *LUB*.

Policy 50 in the *MDP* states that “[a]ll future industrial development shall occur on lands designated Industrial on the Future Land Use Map.”

In order to facilitate the proposed amendment to the *LUB*, the portion of the parcel being redistricted to DC1 – Direct Control must be redesignated to Industrial on the Future Land Use Map, in accordance with Policy 50.

The landowner has proposed the development of a micro “cannabis production and distribution” located on the north side of 54 Ave across from 47 Street. This would bring a much-needed economic diversification opportunity to the Town. This development is anticipated to provide local employment and diversify the tax base, while having minimal offsite impacts. The proposed facility would cultivate cannabis and distribute cannabis to the Alberta Gaming, Liquor, and Cannabis Commission, but does not involve a commercial retail sale of cannabis products.

The proposed amendment and development are consistent with the Town’s efforts to attract non-residential development which aligns with the vision of the Town presenting a concrete opportunity to materialize the Towns short and long-term development strategy.

Any further redesignation or redistricting within this area will require the submission of an Area Structure Plan and its adoption by Council.

In order to accommodate this facility on the proposed site, an amendment to both the *Land Use Bylaw 2016-03* and *Municipal Development Plan Bylaw 2016-08* is required.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

LEGISLATIVE HISTORY

N/A

ALTERNATIVES:

1. Council gives first reading to Bylaw 2020-11, being a bylaw to amend the *Municipal Development Plan Bylaw 2016-08*.
2. Council does not give first reading to Bylaw 2020-11, being a bylaw to amend the *Municipal Development Plan Bylaw 2016-08*.

Prepared and Submitted By: Dianne Allen
Manager, Economic Development

Reviewed By: Joyce Pierce
CAO

Date: February 18, 2020

BYLAW NO. 2020-11
A BYLAW OF THE TOWN OF BON ACCORD
TO AMEND THE MUNICIPAL DEVELOPMENT PLAN BYLAW 2016-08 OF
THE TOWN OF BON ACCORD

WHEREAS the Municipal Government Act, R.S.A. 2000, as amended ("the Act") provides that a Municipal Council may amend its Municipal Development Plan;

AND WHEREAS the Council of the Town of Bon Accord wishes to amend its Municipal Development Plan Bylaw 2016-08 as it affects certain lands;

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

1. That Map 9.2: Future Land Use Map is hereby amended by redesignating a portion of the following lands, which are currently identified as Residential within the Town of Bon Accord Municipal Development Plan Bylaw 2016-08 to Industrial:
 - a. that portion of Pt. NE 18-56-23-W4; as shown on the attached Schedule A, which is attached to and forms part of this bylaw.
2. This Bylaw comes into full force and takes effect on the date of third and final reading.

READ A FIRST TIME THIS ____ DAY OF _____, A.D. 2020,

READ A SECOND TIME THIS ____ DAY OF _____, A.D. 2020,

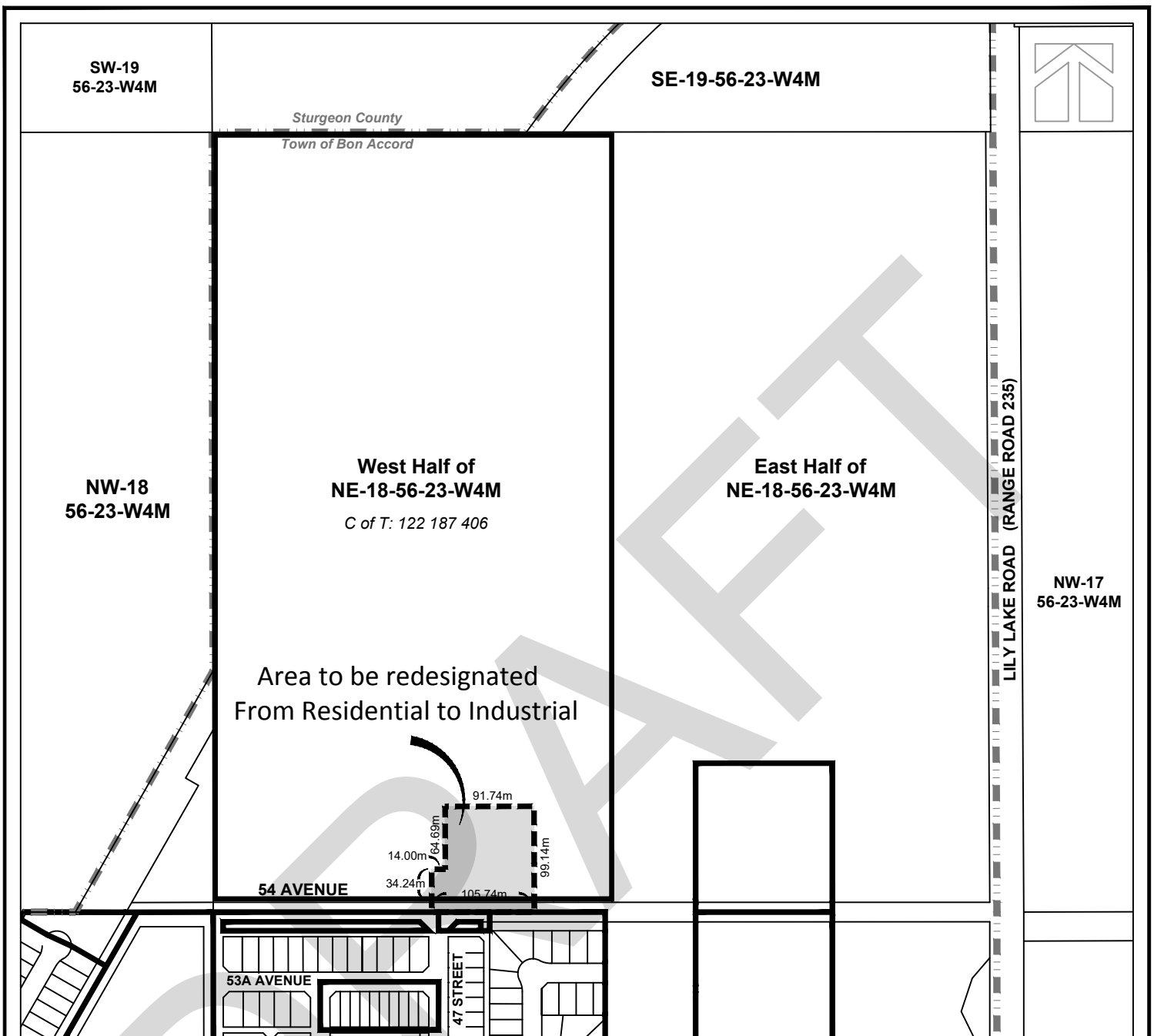
READ A THIRD TIME THIS ____ DAY OF _____, A.D. 2020,

Mayor

Chief Administrative Officer

Date Signed

Schedule A



LEGEND



Lands to be Redistricted



Town Boundary

TOWN OF BON ACCORD

MUNICIPAL DEVELOPMENT PLAN AMENDMENT

FROM: Residential
TO: Industrial

SCALE

0 50 100 150 200 Metres

BYLAW 2020-11

January 23, 2020

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: February 18, 2020

AGENDA ITEM: Bylaw 2020-12 (Land Use Bylaw Amendment)

RECOMMENDATION:

THAT.... Council give consideration to first reading of Bylaw 2020-12 being a bylaw to amend the *Land Use Bylaw 2016-03*; and

Further, that Council direct Administration to schedule a Public Hearing for Bylaw 2020-12 in accordance with the requirements of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, and notify adjacent landowners and stakeholders of the Public Hearing.

BACKGROUND:

This parcel was previously subject to the *Northeast Bon Accord Area Structure Plan Bylaw 2004-06* (ASP), which had a predominately residential land use concept. This was largely reflected by the future land uses identified for the lands on the Future Land Use Map in the *Municipal Development Plan 2016-08* (MDP). The Town repealed this ASP due to the age of the document, its inconsistency with existing planning documents, and lack of current engineering information for on site or off-site servicing required to connect to the site to Town services.

In addition, the Town completed an annexation of approximately 194.25 ha (480 ac.) from Sturgeon County in 2018, and has identified those lands being primarily for residential purposes, allowing the Town to reallocate lands previously identified as future residential to other uses, enhancing the sustainability of the Town over the long term.

The parcel, legally described as:

MERIDIAN 4 RANGE 23 TOWNSHIP 56
SECTION 18
THE MOST WESTERLY 411 METRES IN PERPENDICULAR
WIDTH THROUGHOUT OF THE NORTH EAST QUARTER
CONTAINING 33.04 HECTARES (81.64 ACRES), MORE OR LESS
EXCEPTING THEREOUT:
(A) 0.413 HECTARES (1.02 ACRES), MORE OR LESS AS SHOWN
ON ROAD PLAN 870CL
EXCEPTING THEREOUT ALL MINES AND MINERALS

is within the UR – Urban Reserve District on the Land Use District Map within the Town's *LUB*.

The proposed Bylaw would establish a new DC1 – Direct Control District and redistrict a portion of the parcel to DC1 to facilitate an industrial development (cannabis production and distribution, micro).

The proposed Bylaw would also add a definition to the *LUB*, "Creation and Production Establishment". This definition is being proposed in order facilitate the development of small scale, value added uses in Town. Examples of developments which may fall within this definition include such as artisan products, small scale coffee roaster, handi-crafts, etc. Many entrepreneurs are undertaking pursuits that meet this definition and new commercial/industrial developments for this use may encourage the establishment of new local business.

In order for Council to approve the proposed amendment to the *LUB* the amendment must be consistent with the Town's *MDP*, in order to ensure no conflicts between the Town's planning documents is created.

Bylaw 2020-11 is being considered by Council in order to ensure that the proposed *LUB* amendment is consistent with the *MDP*.

The landowner has proposed the development of a facility for small scale “cannabis production and distribution” located on the north side of 54 Ave across from 47 Street. This would bring a much needed economic diversification opportunity to the Town. This development is anticipated to provide local employment and diversify the tax base, while having minimal offsite impacts. The proposed facility would cultivate cannabis and distribute cannabis exclusively to the Alberta Gaming, Liquor, and Cannabis Commission. The use does not provide for commercial retail sale of cannabis products to the public.

The proposed amendment and development are consistent with the Town’s efforts to attract non-residential development which aligns with the Town’s short and long-term development strategy.

This amendment to the *LUB* will facilitate the first phases of development within the parcel. Any further development of (subdivision, LUB amendment, MDP amendment) will require the submission of an Area Structure plan and adoption by Council.

In order to accommodate this facility on the proposed site, an amendment to the *Land Use Bylaw 2016-03* and the *Municipal Development Plan Bylaw 2016-08* is required.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

LEGISLATIVE HISTORY

N/A

ALTERNATIVES:

1. Council gives first reading to Bylaw 2020-12, being a bylaw to amend the *Land Use Bylaw 2016-03*.
2. Council does not give first reading to Bylaw 2020-11, being a bylaw to amend the *Land Use Bylaw 2016-03*.

Prepared and Submitted By: Dianne Allen
Manager, Economic Development

Reviewed By: Joyce Pierce
CAO

Date: February 18, 2020

BYLAW NO. 2020-12
A BYLAW OF THE TOWN OF BON ACCORD
TO AMEND LAND USE BYLAW 2016-03 OF THE TOWN OF BON ACCORD

WHEREAS the Municipal Government Act, R.S.A. 2000, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw;

AND WHEREAS the Council of the Town of Bon Accord wishes to amend its Land Use Bylaw as it affects certain lands;

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

1. The following definitions are inserted in PART 1.3 in alphabetical order:
 - a. **“Creation and Production Establishment”** means development used for the custom creation or small-scale fabrication of goods or hand crafts produced in limited quantity. Accessory Uses may include the retail sale of goods produced on Site. Typical uses include value-added agriculture, activities involving the processing, cleaning, packing or storage of agricultural products, craft, design, and interdisciplinary arts studios. This use does not include abattoirs or cannabis retail sales establishments.
2. Part 9.1(1) is amended to insert Direct Control District to the list of District Names and DC1 as the corresponding Symbol.
3. Part 9 Land Use Districts is amended by adding DC1 Direct Control District, attached as Schedule A hereto and forming part of this Bylaw as Part 9.15.
4. The Land Use District Map is hereby amended by redistricting a portion following lands, which are currently within the UR – Urban Reserve District in the Town of Bon Accord Land Use Bylaw 2016-03 to DC1 – Direct Control District:
 - a. that portion of Pt. NE 18-56-23-W4; as shown on the attached Schedule B, which is attached to and forms part of this bylaw.
5. The entire Land Use Bylaw is revised to correct minor formatting, spelling and grammatical errors, where the correction will not impact the interpretation or intent of the regulations therein.
6. The table of contents and internal references to specific sections throughout the Land Use Bylaw are updated to reflect the insertions and deletions described herein.
7. This Bylaw comes into full force and takes effect on the date of third and final reading.

READ A FIRST TIME THIS ____ DAY OF _____, A.D. 2020,

READ A SECOND TIME THIS ____ DAY OF _____, A.D. 2020,

READ A THIRD TIME THIS ____ DAY OF _____, A.D. 2020,

Mayor

Chief Administrative Officer

Date Signed

SCHEDULE A

15 | Direct Control (DC1) District

1) Area of Application

- a. This District applies to the area specified on Schedule “B” attached to this Bylaw, approximately 0.96 hectares, within the West ½ of the North-East Quarter Section 18, Township 56, Range 23, West of the Fourth Meridian, Bon Accord.

2) Purpose

- a. The purpose of this District is to provide for small-scale cannabis and hemp production and distribution to suppliers of cannabis, and accessory uses required to support such operations which create little or no nuisance or hazard beyond the site upon which they are located, and is adequately buffered from adjacent uses, based upon the Industrial (M1) District.

3) Permitted Uses

- a. Cannabis production and distribution
- b. Creation and production establishment
- c. Greenhouses and plant nurseries
- d. Industrial hemp production facility
- e. Office uses
- f. Outdoor storage
- g. Sea cans
- h. Solar array
- i. Solar energy collection systems
- j. Solar panels, roof mounted
- k. Buildings and uses accessory to permitted uses
- l. Other uses which, in the opinion of Council, are similar to the above mentioned permitted uses

4) Development Regulations

- a. Development shall be in general accordance with the Site Plan and Elevations, as shown in Appendix A and Appendix B to this regulation.
- b. Notwithstanding any other regulations within this District, Council shall have the discretion to vary any Regulation of this District as they deem reasonable to accommodate the intended development with the exception of height and site coverage.
- c. Maximum Site Coverage: 25%
- d. Minimum Required Front Yard
 - i. A minimum Front Yard of 6.0 m (19.7 ft.) shall be provided. No loading, parking, or storage area shall be allowed within the required minimum front yard.
- e. Minimum Required Side Yard
 - i. A minimum Side Yard along the East site boundary of 4.0 m (13.1 ft.) shall be

SCHEDULE A

provided.

- ii. A minimum Side Yard along the West site boundary of 4.0 m (13.1 ft.) shall be provided.

- f. Minimum Required Rear Yard

- i. The minimum rear yard of 4.0 m (13.1 ft.) shall be provided.

- g. Maximum Height

- i. The maximum building Height shall be 10.0 m (32.8 ft).

- h. Parking and Loading

- i. A minimum of 12 Parking Spaces shall be required in order to accommodate employees and visitors, in accordance with Part 7, Section 20.4.b. of the Land Use Bylaw.
 - ii. 3 loading spaces shall be provided on site in general accordance with Appendix A in accordance with Part 7, Section 20.7 of this Bylaw.

- i. Landscaping

- i. All yards shall be landscaped with trees, shrubs and planted ground cover in general accordance with the Site Plan provided in Appendix A.
 - ii. Enhanced Landscaping shall be provided in the Front Yard and the East Side Yard. This shall be achieved by planting more of the site's required landscaping in these areas, and less along the other sides of the site.
 - iii. Landscaping may be provided inside the fenceline, in consideration of security for the site.

- j. Storm Water Management Facility

- i. A private storm water management facility will be provided on the site in general accordance with Appendix A.

- k. Screening Fence

- i. Notwithstanding Part 7.12 of this Bylaw the Front of the site, being the edge adjacent and parallel with 54 Avenue to the south, and a portion of the East side of the site in general accordance with Appendix A, shall be screened from view with a wood slat fence or similar to a minimum Height of 2.0 m (6.6 ft) and a maximum Height of 2.5 m (8.2 ft). The design, materials, colour, and general aesthetic of the screening fence shall be to the satisfaction of the Council.

- l. Upkeep of Site

- i. The entire site and all buildings shall be maintained in a neat and tidy manner to the satisfaction of the Development Authority. This shall include the trimming and upkeep of landscaped areas and the removal of debris and unsightly objects.

5) Additional Regulations

- a. Notwithstanding 4.k. above, all other Fences shall be developed in accordance with Part 7, Section 12 of this Bylaw.

SCHEDULE A

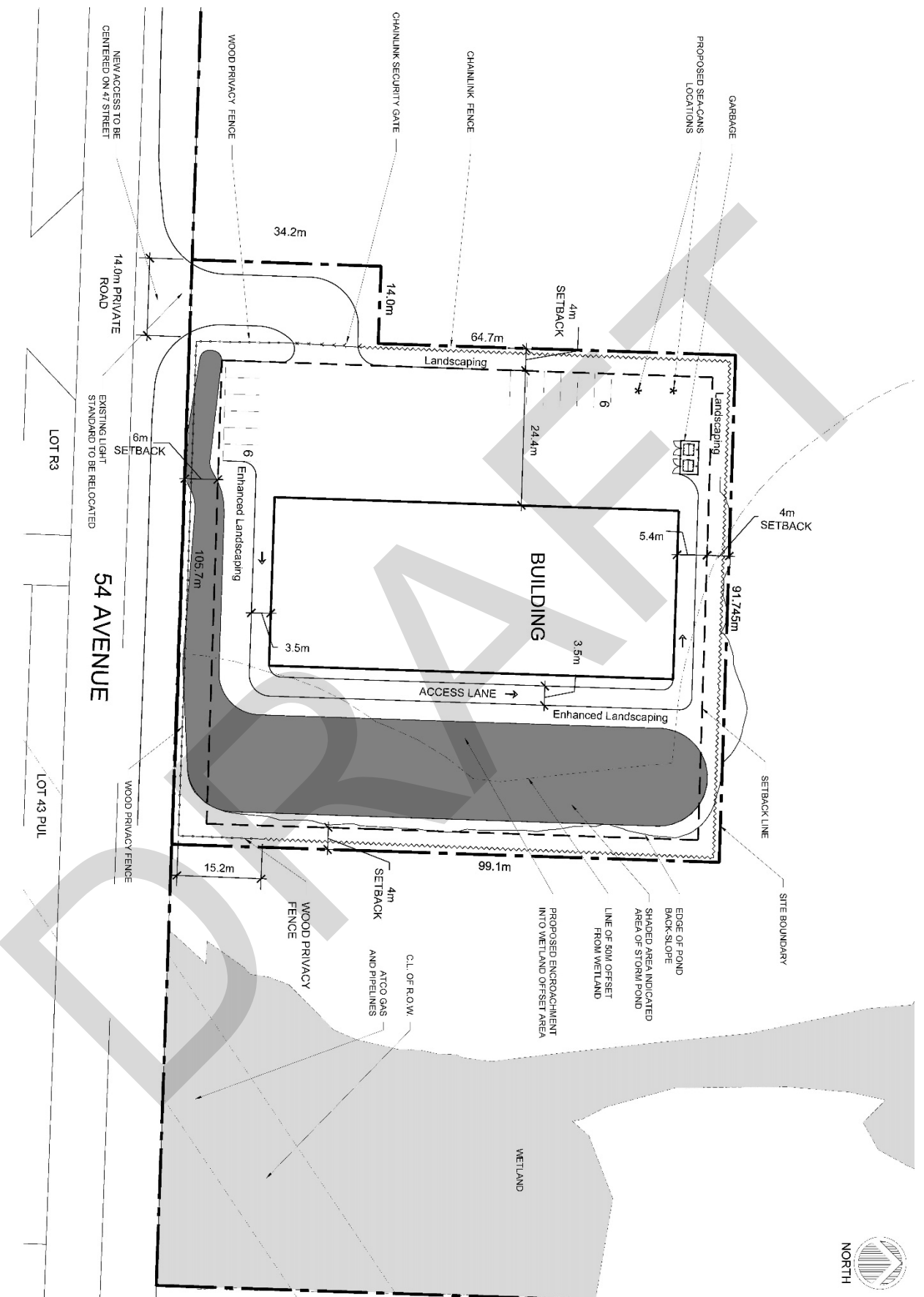
- b. Landscaping shall be provided in accordance with Part 7, Section 14 of this Bylaw and in general accordance with the site Plan in Appendix A.
- c. Grading and drainage of the site shall be provided in accordance with Part 7, Section 11 of this Bylaw.
- d. Accessory buildings shall be developed in accordance with Part 8, Section 1 and Part 8, Section 3 of this Bylaw.
- e. No signs shall be allowed except as provided for in Part 8, Section 34 of this Bylaw.

Attachments:

Appendix "A" – Site plan

Appendix "B" – Elevations

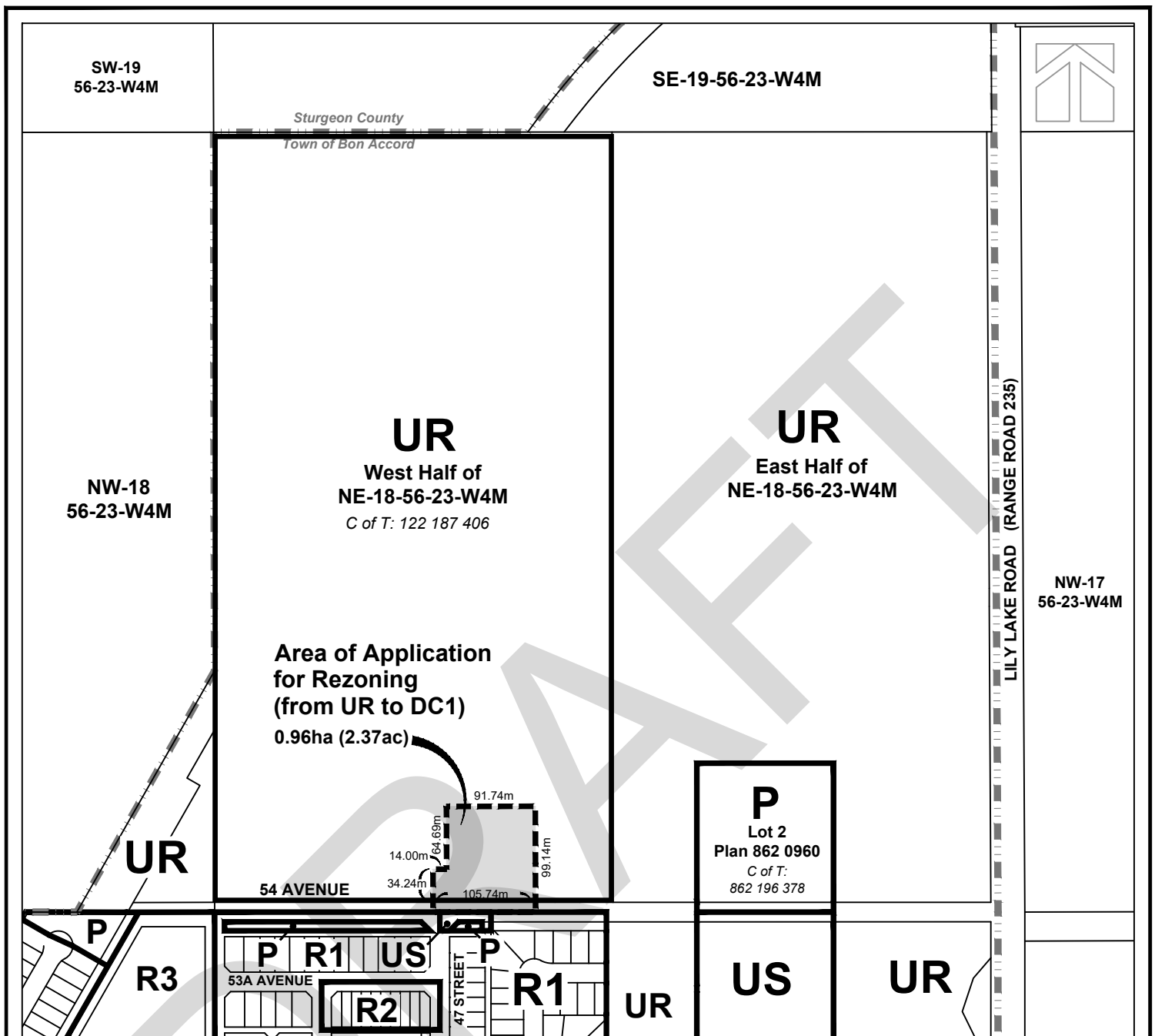
Appendix A – Site Plan



Appendix B – Elevations



Schedule B



LEGEND



Lands to be Redistricted



Town Boundary

R1

Low Density Residential

R2

Medium Density Residential

R3

High Density Residential

P

Park

UR

Urban Reserve

US

Urban Services

DC1

Direct Control

TOWN OF BON ACCORD

LAND USE BYLAW AMENDMENT

FROM: Urban Reserve (UR) District

TO: Direct Control (DC1) District

SCALE

0 50 100 150 200 Metres

BYLAW 2020-12

January 23, 2020

Planners Report

Proposed amendments to

Land Use Bylaw 2016-03 and Municipal Development Plan 2016-08



BYLAW NOs.:

Bylaw 2020-11 (to amend the *Land Use Bylaw 2016-03*, as amended)

Bylaw 2020-12 (to amend the *Municipal Development Plan Bylaw 2016-08*, as amended)

APPLICANT:

ISL Engineering and Land Service Ltd.

LANDOWNER:

1678462 Alberta Ltd

o/a Micro Developments

LEGAL DESCRIPTION:

Pt. NE 18-56-23-W4

(the Lands)

PROPOSED AMENDMENT:

1. The proposed amendment to the *Land Use Bylaw 2016-03 (LUB)* will result in:
 - a. a definition for “creation and production establishments.”
 - b. the establishment of a new Direct Control district, attached as **Schedule A**.
 - c. redistrict a portion of the Lands from the Urban Reserve (UR) District to a Direct Control district in order to enable the development of a microcultivation facility for cannabis cultivation, including ancillary uses to support the operations, as shown on **Schedule B**.
2. The proposed amendment to the *Municipal Development Plan 2016-08 (MDP)* will result in redesignating a portion of the Lands on the Future Land Use Map from “Residential” to “Industrial,” as shown on the attached **Schedule C**.

The proposed new Direct Control (DC1) District includes regulations to:

- Permit the following uses:
 - Cannabis production and distribution
 - Creation and production establishments
 - Greenhouses and plant nurseries
 - Industrial hemp production facility
 - Office uses
 - Outdoor storage
 - Sea cans
 - Solar array
 - Solar energy collection systems
 - Solar panels, roof mounted
 - Buildings and uses accessory to permitted uses
 - Other uses which, in the opinion of Council, are similar to the above-mentioned permitted uses.

BACKGROUND:

- Require landscaping of the site such that all yards are required to be landscaped with vegetation, with enhanced landscaping along 54 Avenue and the east boundary of the Site for screening purposes;
- Require a screening fence along the front of the site, abutting 54 Avenue, and a portion of the east side of the site are required to be screened from view to a minimum height of 2.0 m (6.6 ft) and a maximum height of 2.5 m (8.2 ft);
- Establish a maximum height for structures in the district to 10.0 m (32.8 ft.)
- Restrict the maximum site coverage to 25%;
- Require front yard (along 54 Avenue) setbacks of 6.0 m (19.7 ft.);
- Require side and rear yard setbacks of 4.0 m (13.1 ft.);
- Require parking spaces (12) and loading spaces (3);
- Prohibit development within 50 m (15.24 m) of the delineated boundary of a wetland.

The applicant (ISL Engineering and Land Services Ltd.) applied to amend the LUB on behalf of the registered owner.

The application and fee were received on 6 January 2020.

The application was circulated on 23 January 2020.

During review of the proposed amendment to the *LUB*, Administration noted that a concurrent amendment to the Town's *MDP* was required in order to ensure the Town's planning documents are consistent.

If Council gives first reading to the proposed amendments, Administration will circulate the proposed *MDP* and *LUB* amendment to adjacent landowners, as well as other stakeholders. A preliminary circulation of the proposed amendment was done in excess of the notification requirements outlined in the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended. This ensured agencies were aware of the proposal and provided with ample opportunity to request additional information about the proposed development.

As designed, all production activity within the proposed development areas must take place within a secure, enclosed building, and the site will be required to further comply with all Alberta Gaming, Liquor, and Cannabis (AGLC) as well as federal regulations.

Federal regulations for the security of the site are outlined in Part 4 of the *Cannabis Regulations*, SOR 2018/144, as amended. The *Regulations* require that, among other things:

- the site (all areas within the defined perimeter) be designed in a manner that prevents unauthorized access; and
- the perimeter of the site be monitored at all times by visual recording devices to detect any attempted or actual unauthorized access to the site.

Additional information may be found in the *Physical Security Measures Guide for Cannabis: Requirements under Part 4 of the Cannabis Regulations*, published by the Government of Canada.

To ensure the safety of adjacent landowners and students, the site was designed to also fence the stormwater management facility (pond) and additional vegetative buffering was required.

SITE SUITABILITY:

The Lands which are the subject of the proposed *MDP* and *LUB* amendment and where the development will take place are in the W½ NE 18-56-23-W4, located along the north side of 54 Avenue, across from a developed residential neighborhood.

The Lands contain a former Railway Plan (Plan 2011 BK) and by two (2) ATCO pipelines, none of which affect the subject site.

The Lands contain a dilapidated house, two garages, two (2) septic tanks, a burned house, a burned building, and a burned mobile home. The existing house and one (1) of the septic tanks are contained within the site subject (the Site) to this amendment proposal, and they will be demolished prior to commencing construction of the proposed facility.

There are no oil and gas wells or pipelines in the area, however the Lands are affected by an abandoned well (License # 0142220). The Alberta Energy Regulator lists the well as RecCertified.

The Site is 0.96 ha (2.37 ac.) in area and is located along the southern boundary of the parcel, adjacent to 54 Avenue, and approximately 80.0 m (262.5 ft.) from the eastern boundary of the parcel. Access to the Lands is from an existing driveway from 54 Avenue.

One (1) water course is identified from a review of existing provincial data. The water course enters the Site along the northern boundary and follows the existing road from the current residence to the southeast corner of the Site. A desktop wetland assessment has been prepared and the Site has been designed to avoid the wetlands identified. In order to ensure there is no impact on the wetland, a 50.0 m (164.0 ft.) buffer has been established between the wetland and the building pocket on the site (see Schedule D)

The Site will contain a Stormwater Management Facility (SWMF). The Town's engineer has reviewed the design of the SWMF and indicated that they do not have concerns with the location or capacity of the SWMF.

The Site is located approximately 246.0 m (807.1 ft.) to the west of Lilian Schick School (see Schedule E). The Site design has taken the proximity of the school into consideration, by requiring additional screening on the Site on the eastern and southern boundaries with the form of a vegetative buffer and fencing. The Site is also well removed from the school property by a large, natural wetland. To preserve the ecological integrity of the Site the development has been designed to avoid the wetlands and provide a buffer of 50.0 m (164.0 ft.) between wetlands and any building on the site.

The Site appears suitable for the proposed use (industrial; cannabis production and distribution).

STATUTORY COMPLIANCE:

The proposed amendment to establish a direct control district supports seven (7) specific Objectives outlined in the *Municipal Development Plan 2016-08*. The Objectives identified within the *MDP* provide specific targets and triggers for the community to collaboratively work towards over a period of 10 to 50 years and each objective has a number of policies and specific actions that have been identified to work towards achieving the objectives.

The Objectives outlined in the *MDP* which are supported by the proposed amendments to the *MDP* and *LUB* include:

**PUBLIC
NOTIFICATION AND
ADVERTISING:**

1. Objective 3: To ensure that future development is responsive to the changing needs of the community and both local and regional influences;
2. Objective 11: To ensure that there is an adequate supply of competitively priced commercial and industrial land to provide future opportunities for economic growth and diversification in appropriate locations;
3. Objective 13: To provide opportunities along collector and arterial roads for industrial development serving local residents and regional consumer markets;
4. Objective 14: To ensure new commercial and industrial development is compatible with adjacent land uses as well as local & regional infrastructure capacity;
5. Objective 18: To strengthen relationships with the regional agricultural community by encouraging local opportunities for the production and consumption of agricultural products;
6. Objective 34: To create employment opportunities for our residents and increase the Town's tax base by attracting and retaining businesses; and
7. Objective 37: To support local business and encourage balance between retention, growth and expansion of local businesses and services.

Notification in accordance with Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, (the *Act*) has not yet taken place, as Council has yet to consider the Bylaws for first reading. Upon receiving first reading, notification of the proposed amendments will be done in accordance with s. 692 of the *Act*.

In the interests of building strong relationships within the Town, Administration referred the proposed amendments to the following stakeholders for comment:

- Alberta Transportation
- Greater St. Albert Catholic School Division
- Sturgeon County
- Sturgeon School Division No. 24

Alberta Transportation has indicated that they have no concerns with the proposed amendments to the *MDP* and *LUB*.

The School Board indicated that they object to the proposed amendments, noting:

- that the proposed development is located in very close proximity to Lilian Schick School and will in fact be visible to our students; and
- they are concerned that the proposed amendments will negatively impact the safety and well-being of middle school students.

The proponents have made multiple attempts to contact the School Board and a meeting has been scheduled for 14 February 2020. If additional information becomes available, it will be provided to Council at the Public Hearing.

No response was received from Sturgeon County or Greater St. Albert Catholic School Division.

SUMMARY OF AGENCY RESPONSES:	WHAT WE HEARD	MPS RESPONSE/COMMENTS
	How many schools across Alberta have a small-scale cannabis cultivation, production, and distribution facility and related uses in close proximity?	<ul style="list-style-type: none"> • MPS does not have that information, but this development is a light industrial development, and will be screened from the road, both visually and physically. There are also federal security requirements for cannabis production facilities. These sites are generally not accessible to the public, and the perimeter of the site is required to be monitored at all times to ensure that unauthorized access does not take place. • The School Board was invited to contact MPS if they desired additional information.
RECCOMENDATION:	<p>The proposal is consistent with the Objectives in the Town’s <i>Municipal Development Plan 2016-08</i> and is consistent with the Town’s <i>Land Use Bylaw 2016-03</i>. The Site Plan, provided for information, has been carefully and thoughtfully prepared to mitigate negative impacts on all adjacent properties and municipal infrastructure.</p> <p>We recommend that Council give consideration to first reading of the proposed bylaws to amend the <i>Municipal Development Plan</i> and <i>Land Use Bylaw</i>.</p> <p>Once first reading has been given to the proposed bylaws, Council may direct Administration to schedule a Public Hearing in accordance with Section 692 of the <i>Municipal Government Act</i>, R.S.A. 2000, c. M-26, as amended, and proceed with additional notification.</p>	
ATTACHMENTS:	<ol style="list-style-type: none"> 1. Schedule A: draft Direct Control District 2. Schedule B: Lands to be redistricted to the Direct Control District 3. Schedule C: Lands to be redesignated as Industrial 4. Schedule D: Excerpt from Micro Developments Desktop Wetland Assessment 5. Schedule E: Location of the Site in Relation to Lilian Schick School 	
SUBMITTED BY:	Jane Dauphinee RPP, MCIP Senior Planner, Municipal Planning Services	

SCHEDULE A

15 | Direct Control (DC1) District

1) Area of Application

- a. This District applies to the area specified on Schedule “B” attached to this Bylaw, approximately 0.96 hectares, within the West ½ of the North-East Quarter Section 18, Township 56, Range 23, West of the Fourth Meridian, Bon Accord.

2) Purpose

- a. The purpose of this District is to provide for small-scale cannabis and hemp production and distribution to suppliers of cannabis, and accessory uses required to support such operations which create little or no nuisance or hazard beyond the site upon which they are located, and is adequately buffered from adjacent uses, based upon the Industrial (M1) District.

3) Permitted Uses

- a. Cannabis production and distribution
- b. Creation and production establishment
- c. Greenhouses and plant nurseries
- d. Industrial hemp production facility
- e. Office uses
- f. Outdoor storage
- g. Sea cans
- h. Solar array
- i. Solar energy collection systems
- j. Solar panels, roof mounted
- k. Buildings and uses accessory to permitted uses
- l. Other uses which, in the opinion of Council, are similar to the above mentioned permitted uses

4) Development Regulations

- a. Development shall be in general accordance with the Site Plan and Elevations, as shown in Appendix A and Appendix B to this regulation.
- b. Notwithstanding any other regulations within this District, Council shall have the discretion to vary any Regulation of this District as they deem reasonable to accommodate the intended development with the exception of height and site coverage.
- c. Maximum Site Coverage: 25%
- d. Minimum Required Front Yard
 - i. A minimum Front Yard of 6.0 m (19.7 ft.) shall be provided. No loading, parking, or storage area shall be allowed within the required minimum front yard.
- e. Minimum Required Side Yard
 - i. A minimum Side Yard along the East site boundary of 4.0 m (13.1 ft.) shall be

SCHEDULE A

provided.

- ii. A minimum Side Yard along the West site boundary of 4.0 m (13.1 ft.) shall be provided.

- f. Minimum Required Rear Yard

- i. The minimum rear yard of 4.0 m (13.1 ft.) shall be provided.

- g. Maximum Height

- i. The maximum building Height shall be 10.0 m (32.8 ft).

- h. Parking and Loading

- i. A minimum of 12 Parking Spaces shall be required in order to accommodate employees and visitors, in accordance with Part 7, Section 20.4.b. of the Land Use Bylaw.
 - ii. 3 loading spaces shall be provided on site in general accordance with Appendix A in accordance with Part 7, Section 20.7 of this Bylaw.

- i. Landscaping

- i. All yards shall be landscaped with trees, shrubs and planted ground cover in general accordance with the Site Plan provided in Appendix A.
 - ii. Enhanced Landscaping shall be provided in the Front Yard and the East Side Yard. This shall be achieved by planting more of the site's required landscaping in these areas, and less along the other sides of the site.
 - iii. Landscaping may be provided inside the fenceline, in consideration of security for the site.

- j. Storm Water Management Facility

- i. A private storm water management facility will be provided on the site in general accordance with Appendix A.

- k. Screening Fence

- i. Notwithstanding Part 7.12 of this Bylaw the Front of the site, being the edge adjacent and parallel with 54 Avenue to the south, and a portion of the East side of the site in general accordance with Appendix A, shall be screened from view with a wood slat fence or similar to a minimum Height of 2.0 m (6.6 ft) and a maximum Height of 2.5 m (8.2 ft). The design, materials, colour, and general aesthetic of the screening fence shall be to the satisfaction of the Council.

- l. Upkeep of Site

- i. The entire site and all buildings shall be maintained in a neat and tidy manner to the satisfaction of the Development Authority. This shall include the trimming and upkeep of landscaped areas and the removal of debris and unsightly objects.

5) Additional Regulations

- a. Notwithstanding 4.k. above, all other Fences shall be developed in accordance with Part 7, Section 12 of this Bylaw.

SCHEDULE A

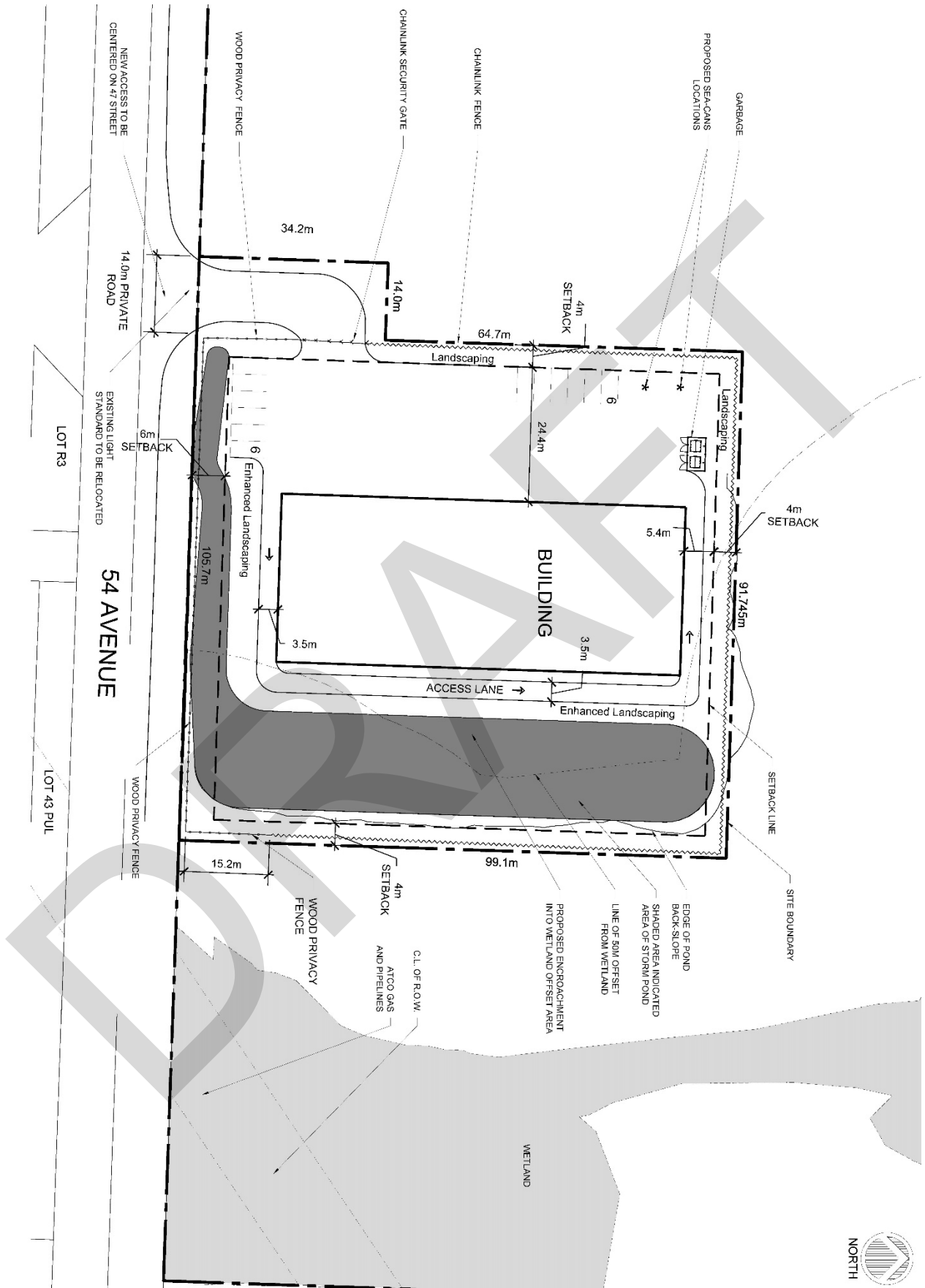
- b. Landscaping shall be provided in accordance with Part 7, Section 14 of this Bylaw.
- c. Grading and drainage of the site shall be provided in accordance with Part 7, Section 11 of this Bylaw.
- d. Accessory buildings shall be developed in accordance with Part 8, Section 1 and Part 8, Section 3 of this Bylaw.
- e. No signs shall be allowed except as provided for in Part 8, Section 34 of this Bylaw.

Attachments:

Appendix "A" – Site plan

Appendix "B" – Elevations

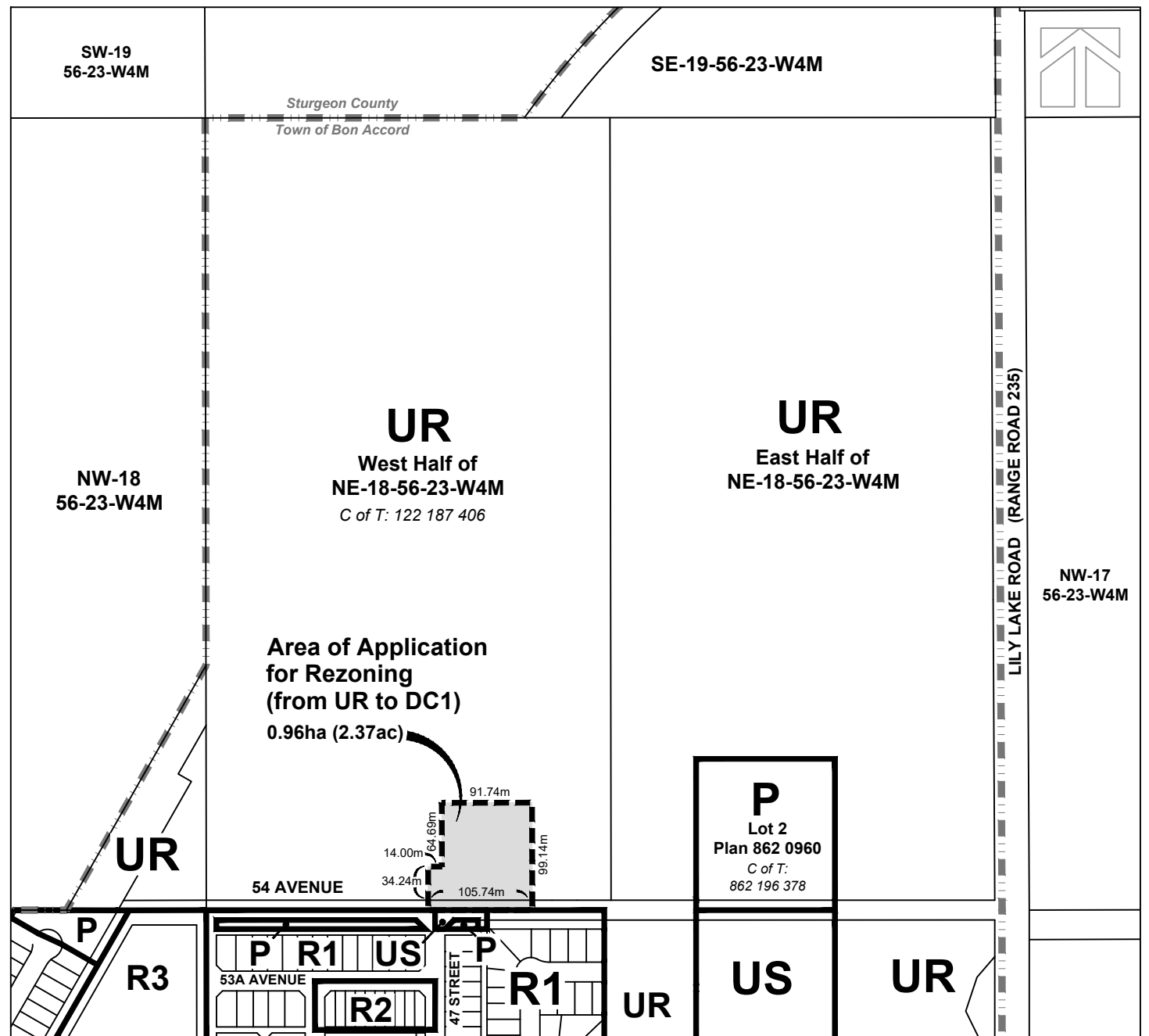
SCHEDULE A



SCHEDULE A



Schedule B



LEGEND



Lands to be Redistricted



Town Boundary

R1

Low Density Residential

R2

Medium Density Residential

R3

High Density Residential

P

Park

UR

Urban Reserve

US

Urban Services

DC1

Direct Control

TOWN OF BON ACCORD

PROPOSED LAND USE BYLAW AMENDMENT

FROM: Urban Reserve (UR) District

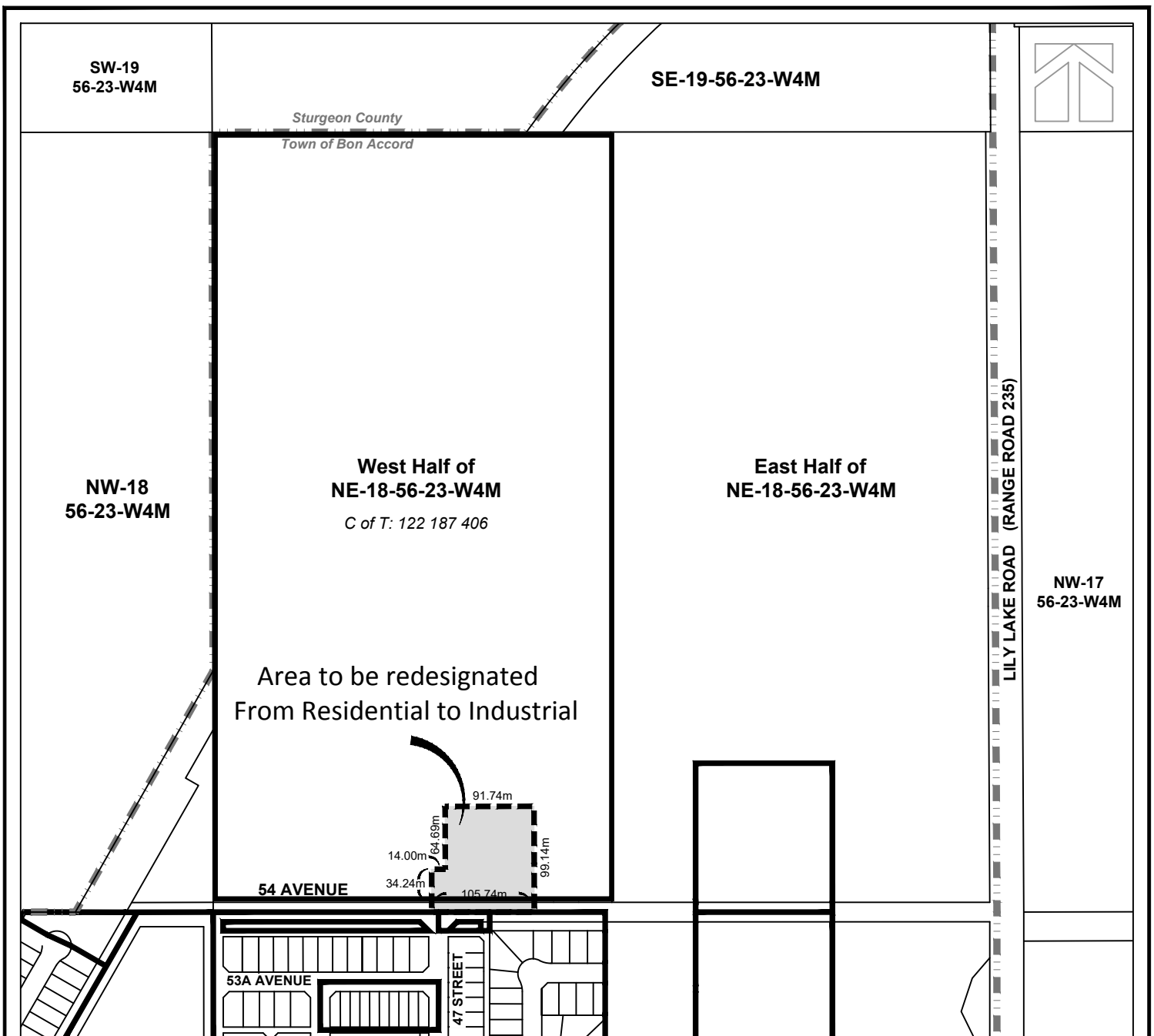
TO: Direct Control (DC1) District

SCALE

0 50 100 150 200 Metres

January 23, 2020

Schedule C



LEGEND



Lands to be Redistricted



Town Boundary

TOWN OF BON ACCORD

PROPOSED MUNICIPAL DEVELOPMENT PLAN AMENDMENT

FROM: Residential
TO: Industrial

SCALE

0 50 100 150 200 Metres

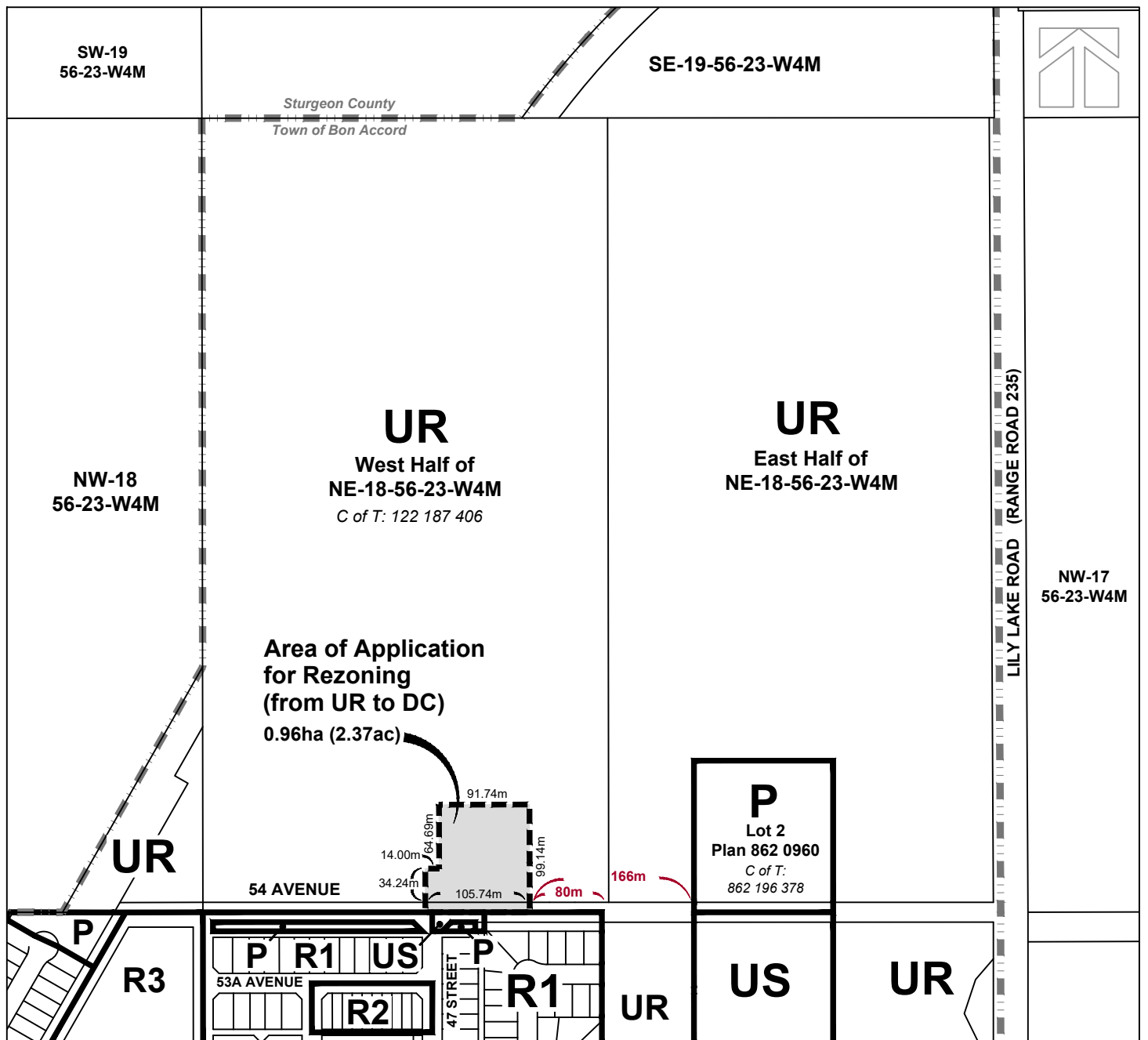
January 23, 2020

Schedule D



Excerpt from Micro Developments Desktop Wetland Assessment,

Schedule E



LEGEND



Lands to be Redistricted



Town Boundary

R1

Low Density Residential

R2

Medium Density Residential

R3

High Density Residential

P

Park

UR

Urban Reserve

US

Urban Services

DC

Direct Control

0 50 100 150 200 Metres

TOWN OF BON ACCORD

Location of Site in Relation to Lilian Schick School

January 23, 2020

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: February 18, 2020

AGENDA ITEM: Utility Email Billing

RECOMMENDATION:

THAT ...Council approves the Utility Email Billing Policy, as presented and accepts the Utility Email Billing Procedure, as information.

BACKGROUND:

Many of the Town of Bon Accord policies have not been reviewed in 5-10 plus years. All departments are reviewing existing policies and updating policies where necessary.

The Utility Email Billing Policy is a new policy, developed because the Town now has the ability to email utility bills with our new software program.

FINANCIAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council approves the Utility Email Billing Policy, as presented and accepts the Utility Email Billing Procedure, as information.
2. Council declines the Utility Email Billing Policy, as presented and declines the Utility Email Billing Procedure as information and directs administration to research other policies.

Prepared and Submitted By: Falon Fayant

Reviewed By: Joyce Pierce

Date: February 12, 2020

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: Administration

POLICY NO.: 20.XXX

SUBJECT: Utility Email Billing

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL:

February 18, 2020

PURPOSE AND INTENT:

To facilitate the details related to the administration of emailing monthly utility bills for the Town of Bon Accord to residents.

POLICY STATEMENT:

Town of Bon Accord residents may opt to receive their monthly utility bill by email as opposed to a paper copy.

TOWN OF BON ACCORD PROCEDURES

SECTION: Administration

POLICY NO.: 20.XXX

SUBJECT: Utility Email Billing

RESPONSIBLE AUTHORITY: Administration Department

PROCEDURE:

1. Residents may opt to receive their monthly utility bill by email as opposed to a paper copy.
2. To register for email billing a resident must:
 - a. Confirm their personal details (name, account number, and current billing address)
 - b. Specify the email address to be added to their file
3. Utility/Tax Administrator will send a confirmation email to the resident indicating that they must confirm the following:
 - a. Authorization for the utility bill to be emailed monthly
 - b. Acknowledgement that they will no longer receive a paper copy of the bill
 - c. Acknowledgement that it is their responsibility to notify the Town of any changes to their email address
 - d. Acknowledgment that if they would like to be removed from the e-billing list they must notify our office as soon as possible
4. Once the resident replies to the confirmation email, they will be added to the e-billing list.



*TOWN OF BON ACCORD
Mayor's Report
for the period Jan. 21, 2020 – Feb. 17, 2020*

Jan. 21, 2020	Attended Council Meeting
Jan. 24, 2020	Attended Dr. Okolie Open House
Jan. 24, 2020	Attended Council Special Meeting
Jan. 27, 2020	Attended Lilian Schick School Career Fair
Feb. 4, 2020	Attended Regular Council Meeting

Notes:

Lilian Schick Career Fair was very interesting. Briefly discussed the position of Mayor.

David J. Hutton
Mayor



TOWN OF BON ACCORD

Deputy Mayor Report – for Jan 15 – Feb 11, 2020

January 17, 2020	<p>Attended a Blanket Exercise hosted by Sturgeon County. Some participants found it a very moving experience. I thought it was a great way to teach the history of Canada's Indigenous Peoples.</p> <p>I also attended the ACRWC commission meeting. Please see attachments for the January newsletter. A barbeque is being planned for Sept 10, from 9:00 to 4:00. Tours of the plant will be offered to any/all municipality council and staff who attend.</p>
January 21, 2020	Attended the Regular Meeting of Council
January 22, 23 2020	<p>Attended the AUMA Presidents' Summit. It was a good chance to hear the challenges all municipalities are facing and the different strategies they are using to manage. Many are taking a careful look at their budgets, finding efficiencies, putting capital spending projects on hold, introducing franchise fees, and raising user fees. Municipalities are frustrated by the amount of crime in their communities and the new policing costs. A panel of various business leaders are cautiously optimistic that we are slowly starting to climb out of the current recession however it is felt that the "trickle down" effects are still impacting companies, employees and helping to increase costs.</p>
January 24, 2020	<p>Attended the open house for the Bon Accord Medical Centre and pharmacy. Everyone who attended had very positive remarks.</p>
February 3, 2020	<p>Attended the Sturgeon Regional Emergency Management Advisory Committee meeting. There was a discussion about what is an appropriate amount of money the DEM (Deputy Emergency Manager) should be allowed to spend in the first 12 – 24 hour period without calling an emergency meeting of Council. The SREMP will be amended with Schedule A to reflect the sum of \$100,000.00. A RFD will be brought forward for this. It is desirable that each municipality have the same limit. There was also discussion about whether it would be prudent to purchase a large regional portable generator to be moved around in the event of a power failure at the emergency reception centre. Pat Mahoney will look into the cost to modify each building to accommodate a generator.</p>
February 4, 2020	Attended the Regular Meeting of Council

Lynn Bidney
Deputy Mayor
Town of Bon Accord



Alberta Capital Region Wastewater Commission

Board Highlights - January 2020

- The Board adopted a Leadership Transition Policy for the General Manager's position to ensure the Commission has in place a plan for an anticipated or unanticipated absence of the General Manager as well as for a permanent leadership change. Along with the policy, an updated Position Description was approved. Bylaw #1 was also updated to reflect the new plan.
 - The Commission will be advertising for tenders for a Master Services Agreement to provide emergency sewer line replacement services. This will expedite the execution of sewer line collapses and will ensure the ACRWC receives competitive prices for the work.
 - The ACRWC will be scheduling a barbecue in the first or second week of September to celebrate our 35th anniversary. Invitations will be sent to all Mayors, Councils and Technical Staff of our member communities. Tours of the plant will be offered.
-

For more information, please contact [Mike Darbyshire](#)
or call (780) 467-8655

TOWN OF BON ACCORD
Council report
January 15 - February 15, 2020

January 21	Attended regular meeting of council.
January 23	<p>Public School Division Board Meeting.</p> <p>Great brain storming session on where we want to see our school system go. Discussions included Programs to help shape a child (dealing with life's lessons-how to handle stress), Bullying, Future Planning, and Community Involvement (being proud of your community, volunteering opportunities.</p> <p>Had a tour of Four Winds Public School. Very interesting to see the solar panel system they have. Helps to provide some of the power to school. Their classrooms also have garage style doors. It allows the classroom to "open" up and allow the student more room. There is so much to talk about from their many windows, wide open spaces, private little spaces, and green ideas. This school is well worth looking at.</p>
January 14	Attended special meeting of council
January 24	Attended the Grand Opening of the pharmacy and Dr's Office. We are truly a lucky community to get such a kind, knowledgeable, and respected Dr. He will be a great fit for our small little community.
February 4	Attended regular meeting of council.
February 4	Attended Peggy's Goodbye/Thank you party.
February 11	<p>Attended Library Board Meeting.</p> <p>There are 11,271 items in the Bon Accord library collection. This year they had a total of 2,097 people attend programs in or online in our library. They also had 10,000 visits this year, as well as 2,160 virtual visits. The inter library loan is also very successful 6,854 book were borrowed and 7,184 books were lent.</p> <p>We also received Penny Teneycke resignation from the library board. Her official letter was handed in on February 12 to the town office. She will be missed by staff and residents.</p>
February 13	Attended Emerging Trends in Municipal law.

Tanya May
Councillor
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report
for period January 16- February 12, 2020

January 17, 2020	Blanket Exercise Sturgeon County Very enjoyable experience, I feel that everyone should attend this. I also think that we could bring one of these to the community, we do have metis and aboriginals in our community as well. I think this opportunity, reaches for unity, compassion and understanding. An actual life changer.
January 21, 2020	Regular Meeting of Council
January 24, 2020	Closed Session meeting and DR Open house, I enjoyed meeting some of the residents and attending the open house. I think the Doctor is a wonderful addition to our town. Especially combined with our very friendly pharmacist.
January 24, 2020	Salutes Meeting canceled, on hiatus due to government scrutiny and observance.
February 4, 2020	Regular Meeting of Council Farewell for Peggy, enjoyed giving thanks to our beloved librarians.
February 8, 2020	Ride Along with RCMP constable Peter Tearle That was enjoyable and informative. RCMP do patrol here as often as they can, we just may not see it.

Lacey Laing
Councillor
Town of Bon Accord



TOWN OF BON ACCORD

Councillor Report – for period Jan 16 – Feb 12, 2020

January 20, 2020	Attended CRNWSC Meeting. This was our Orientation Board Meeting with commission Solicitor Orientation presentation as well as the Manager's report and Commission Engineer's report.
January 21, 2020	Attended Regular Meeting of Council
January 24, 2020	Attended Bon Accord Medical Clinic Grand Opening. It was great to spend some time with residents as well as with Dr. Okolie. He is quite excited about his new clinic and appreciative of how the town has supported him.
January 27, 2020	Gave presentation at Lilian Schick Career Fair. We should have a canned presentation for next year as we did not have enough time or information from the school to prepare a well thought out presentation.
February 4, 2020	Attended Regular Meeting of Council
February 7, 2020	Attended Morinville Boston Pizza Preview Party. Great time for networking. I spent quite some time in conversation with Saun Thompson, President of the Morinville Chamber of Commerce. Saun would like to connect with our Economic Development Manager to discuss a possible business mixer that would include all of our businesses including all of our Home Based businesses.

*Brian Holden
Councillor
Town of Bon Accord*