

**Town of Bon Accord  
AGENDA  
Regular Council Meeting  
March 17, 2020 8:30 am  
Council Chambers**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. DELEGATION**

3.1. Auditor – Metrix Group, Phil Dirks

**4. ADOPTION OF MINUTES**

4.1. Regular Meeting of Council – March 3, 2020 (enclosure)

**5. DEPARTMENT REPORTS**

5.1. Finance (enclosure)

5.2. Community Services (enclosure)

5.3. Operations (PW) (enclosure)

5.4. Planning and Economic Development (enclosure)

5.5. Chief Administrative Officer (CAO) (enclosure)

**6. UNFINISHED BUSINESS**

6.1. Snow Removal discussion (enclosure)

**7. NEW BUSINESS**

7.1. Transportation Master Plan (enclosure)

7.2. Water Master Plan and Sanitary Master Plan (enclosure)

7.3. Stormwater Master Plan (enclosure)

7.4. Council Laptop Quotes (enclosure)

7.5. Library Board Trustees (enclosure)

7.6. Sturgeon Regional Partnership Committee (enclosure)

7.7. Bon Accord School Districts 125<sup>th</sup> Anniversary (enclosure)

**8. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

8.1 Municipal Borrowing Bylaw – Capital; Bylaw #2020-06 – 3<sup>rd</sup> reading (enclosure)

8.2 Cemetery Bylaw; Bylaw #2020-04 – 3<sup>rd</sup> reading (enclosure)

8.3 Taxation Bylaw; Bylaw #2020-14 (enclosure)

**POLICIES**

8.4 Extreme Weather Policy (enclosure)

8.5 Council Chambers Usage Policy (enclosure)

**AGREEMENTS**

8.6 Sturgeon Regional Emergency Management Partnership Agreement – Spending Authority Amendment (enclosure)

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**March 17, 2020 8:30 am**  
**Council Chambers**

- 9. WORKSHOPS/MEETINGS/CONFERENCES**
  - 9.1. Debbie Turner Retirement ([enclosure](#))
  - 9.2. Redwater Mayor's Breakfast ([enclosure](#))
  - 9.3. Volunteer Appreciation night – April 21, 2020 ([enclosure](#))
  - 9.4. 16<sup>th</sup> Annual Yellow Ribbon Gala ([enclosure](#))
  - 9.5. 3<sup>rd</sup> Annual Mayor's Golf Tournament ([enclosure](#))
  - 9.6. 2020 Firefighter Long Term Service Awards Ceremony ([enclosure](#))
  - 9.7. 56<sup>th</sup> Annual Kinsmen Rainmaker Rodeo ([enclosure](#))
  
- 10. COUNCIL REPORTS**
  - 10.1. Mayor Hutton ([enclosure](#))
  - 10.2. Deputy Mayor Bidney ([enclosure](#))
  - 10.3. Councillor May ([enclosure](#))
  - 10.4. Councillor Laing ([enclosure](#))
  - 10.5. Councillor Holden ([enclosure](#))
  
- 11. CORRESPONDENCE**
  - 11.1. Incidents and Violations Reports ([enclosure](#))
  
- 12. CLOSED SESSION**
  
- 13. ADJOURNMENT**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**March 3, 2020**  
**7:00 p.m.**

**PRESENT**

**COUNCIL**

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

**ADMINISTRATION**

Joyce Pierce, Chief Administrative Officer  
Dianne Allen, Planning and Economic Development Manager  
Ken Reil, Operations Manager  
Jenny Larson, Community Services Coordinator

**ABSENT**

Councillor Lacey Laing

**CALL TO ORDER**

Mayor Hutton called the meeting to order at 7:00 P.m.

**ADOPTION OF AGENDA**

COUNCILLOR HOLDEN MOVED THAT the agenda for the March 3, 2020 Regular Meeting of Council be adopted as amended with the following addition:

***New Business – Notice of Motion; Milestone Events***

And the following deletion:

***Closed Session – CAO Evaluation, 2<sup>nd</sup> review***

**CARRIED RESOLUTION 20-080**

**DELEGATION**

Simon Boersma – Unification into Specialized Municipality

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the presentation from Simon Boersma regarding Unification into Specialized Municipality, as information.

**CARRIED RESOLUTION 20-081**

**ADOPTION OF MINUTES**

***Regular Meeting of Council minutes – February 18, 2020***

COUNCILLOR MAY MOVED THAT the minutes of the February 18, 2020 Regular Meeting of Council be accepted, as presented.

**CARRIED RESOLUTION 20-082**

**UNFINISHED BUSINESS**

***None***

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**March 3, 2020**  
**7:00 p.m.**



**NEW BUSINESS**

***Sturgeon Regional Assessment Review Board***

COUNCILLOR HOLDEN MOVED THAT Council direct administration to further discuss this opportunity with Sturgeon County Legislative Services and bring back additional information to Council at a future Council meeting.

**CARRIED RESOLUTION 20-083**

***Change in Council Meeting date***

MAYOR HUTTON MOVED THAT Council approve changing the April 7, 2020 Regular Meeting of Council at 7 p.m. to Tuesday, March 31, 2020 at 7 p.m. to avoid conflicts with the Alberta Seniors Communities and Housing Association (ASCHA) Conference.

**CARRIED RESOLUTION 20-084**

MOVED BY DEPUTY MAYOR BIDNEY THAT Council take a short break at 7:26 p.m.

**CARRIED RESOLUTION 20-085**

Mayor Hutton called the meeting back to order at 7:30 p.m.

***Public Hearing – Intermunicipal Development Plan Bylaw; Bylaw #2020-10***

MAYOR HUTTON OPENED THE Public Hearing for Intermunicipal Development Plan Bylaw; Bylaw #2020-10 at 7:30 p.m.

Elizabeth Armitage, from Vicinia Planning & Engagement Inc. provided background information regarding the Intermunicipal Development Plan Bylaw; Bylaw #2020-10.

There were no individuals pre-registered to speak, *in favor* of the proposal during the Public Hearing.

There were no individuals in attendance wishing to speak *in favor* of the proposal during the Public Hearing.

There were no individuals pre-registered to speak, *against* the proposal during the Public Hearing.

There were no individuals in attendance wishing to speak *against* the proposal during the Public Hearing.

Mayor Hutton declared the Public Hearing regarding Intermunicipal Development Plan Bylaw; Bylaw #2020-10 closed at 7:47 p.m.

MAYOR HUTTON called the Regular Meeting of Council back in session at 7:50 p.m.

***Appointment of Assessment Review Board Officials***

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the 2020 listing of qualified members to be appointed to the Capital Region Services Assessment Review Board (ARB) MGA 455.

**CARRIED RESOLUTION 20-085**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**March 3, 2020**  
**7:00 p.m.**



COUNCILLOR HOLDEN MOVED THAT Council accept the 2020 listing of the Clerk for the Assessment Review Board MGA 456.

**CARRIED RESOLUTION 20-086**

***Tender Process for 48<sup>th</sup> Avenue and 49a Street***

COUNCILLOR MAY MOVED THAT Council give approval to proceed with the tender process for the paving of 48 Avenue and 49a Street through Associated Engineering.

**CARRIED RESOLUTION 20-087**

***Truck and Combination Box Purchase***

COUNCILLOR HOLDEN MOVED THAT Council give approval to proceed with the purchase of a 2018 International truck and a 2021 Buyer's 11' MDS Stainless Combination body for \$126,540 plus GST.

**CARRIED RESOLUTION 20-088**

***Notice of Motion – Milestone Events***

COUNCILLOR HOLDEN MOVED THAT Council direct Administration to bring forward an RFD for the 125<sup>th</sup> anniversary celebration of the District of Bon Accord to the March 17, 2020 council meeting.

**CARRIED RESOLUTION 20-089**

**BYLAWS | POLICIES | AGREEMENTS**

**BYLAWS**

***Borrowing Bylaw – Capital #2020-06***

COUNCILLOR HOLDEN MOVED THAT Borrowing Bylaw – Capital, Bylaw #2020-06 be given second reading, as presented.

**CARRIED RESOLUTION 20-090**

***ICF Bylaw; Bylaw #2020-13***

DEPUTY MAYOR BIDNEY MOVED THAT Intermunicipal Collaboration Framework (ICF) Bylaw; Bylaw #2020-13 be given first reading, as presented.

**CARRIED RESOLUTION 20-091**

**WORKSHOPS | MEETINGS | CONFERENCES**

***Jessie's House Grand Opening Celebration***

DEPUTY MAYOR BIDNEY MOVED THAT Administration RSVP that Mayor Hutton, time permitting, will attend the March 9, 2020 Jessie's House Grand Opening Celebration.

**CARRIED RESOLUTION 20-092**

***16<sup>th</sup> Annual Yellow Ribbon Gala***

COUNCILLOR MAY MOVED THAT this item be tabled until the March 17, 2020 Regular Meeting of Council.

**CARRIED RESOLUTION 20-093**

**CORRESPONDENCE**

***Incidents and Violations Reports***

**Town of Bon Accord  
Regular Meeting of Council Minutes  
March 3, 2020  
7:00 p.m.**

***Municipal Essential Goods / Rail disruption***

***Alberta Municipal Affairs – Minister’s Award for Excellence in Public Library Service***

***SREMP Committee Meeting – Functional Exercise***

COUNCILLOR MAY MOVED THAT the correspondence by accepted as information.

**CARRIED RESOLUTION 20-094**

**CLOSED SESSION**

*None*

**ADJOURNMENT**

COUNCILLOR HOLDEN MOVED THAT the March 3, 2020 Regular Meeting of Council adjourn at 9:07 p.m.

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Mayor David Hutton

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Joyce Pierce, CAO

Unapproved

# Council Report

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**Date:** March 17, 2020

**Department:** Finance

**Submitted by:** Falon Fayant

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## **GENERAL MUNICIPAL**

General municipal revenue collected to date includes penalties on outstanding taxes of approximately \$24K collected on January 1, 2020 and franchise fees. The new ASFF (Alberta School) requisition is expected to be issued by March 31, 2020.

## **PUBLIC WORKS**

Roads are in line with budget. Snow removal expenses are \$3,300 to date within the \$10,000 budget for the year. Water, sewer, and garbage sales and expenses are in line with budget.

## **PROTECTIVE SERVICES**

The fire hall rental/grant payment has been received from Sturgeon County, slightly higher than budgeted (\$263 higher). Fire services support payment to Sturgeon County has been paid \$27K.

## **ADMINISTRATION**

The audit of the 2019 financial year is complete. The transition from Winfin to iCity is still ongoing with continued training as we learn the new system and its capabilities. With Council's approval of the e-mail billing policy and procedure, administration introduced email billing to residents. Since advertising the new option in the March newsletter, five residents have signed up for e-mail billing.

## **COMMUNITY SERVICES**

The first quarter payment of the FCSS grant has been received.

## **PARKS & RECREATION**

### **ARENA**

The arena is open and is generating operating revenue and expenses for the 2019-2020 season. The last day for the arena is March 20.

### **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 48<sup>th</sup> 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.

Information released with the provincial budget regarding ICIP programming indicated that the province endorsed 76 projects towards the federal funding stage for up to approximately \$750 million. Most of the newly provincial endorsed projects were green infrastructure related projects. \$216 million of ICIP funding remains committed for future projects, of which \$137.6 million is federally allocated to municipalities with regional transit authorities.

Current Projects:

*48<sup>th</sup> Avenue & 49A Street: Ongoing; Expenses to date = \$15,491*

*Solar Farm: Ongoing; Expenses to date = \$377,820*



## Town of Bon Accord

Year-to-Date Variance Report (*Unaudited*)  
for the month ending February 29, 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	73,833	370,087	-296,254	0	68,963	68,963	73,833	301,125	-227,292	75%
	<b>73,833</b>	<b>370,087</b>	<b>-296,254</b>	<b>0</b>	<b>68,963</b>	<b>68,963</b>	<b>73,833</b>	<b>301,125</b>	<b>-227,292</b>	
Public Works - Roads	0	4,614	-4,614	49,534	70,004	-20,470	-49,534	-65,390	15,856	24%
Storm Sewer & Drain	0	0	0	2,766	2,956	-190	-2,766	-2,956	190	6%
Water	48,280	45,146	3,135	56,893	103,745	-46,852	-8,613	-58,599	49,986	85%
Sewer	23,755	25,883	-2,128	27,438	51,533	-24,095	-3,683	-25,650	21,967	86%
Garbage	12,286	11,933	353	14,473	28,210	-13,737	-2,187	-16,277	14,090	87%
Cemetery	2,300	917	1,383	1,090	1,605	-515	1,210	-689	1,899	276%
	<b>86,621</b>	<b>88,493</b>	<b>-1,872</b>	<b>152,194</b>	<b>258,053</b>	<b>-105,859</b>	<b>-65,573</b>	<b>-169,560</b>	<b>103,987</b>	
Fire Department	9,015	8,752	263	29,065	23,812	5,254	-20,050	-15,060	-4,991	33%
Emergency Services	0	0	0	1,844	3,119	-1,275	-1,844	-3,119	1,275	41%
Bylaw	1,163	6,539	-5,376	10,102	10,197	-95	-8,939	-3,658	-5,282	144%
	<b>10,178</b>	<b>15,291</b>	<b>-5,113</b>	<b>41,011</b>	<b>37,128</b>	<b>3,884</b>	<b>-30,833</b>	<b>-21,836</b>	<b>-8,997</b>	
Administration	693	583	110	59,412	73,544	-14,132	-58,719	-72,961	14,242	20%
Election	0	0	0	0	833	-833	0	-833	833	100%
Library	0	1,747	-1,747	30,062	9,673	20,389	-30,062	-7,926	-22,136	279%
Council	0	0	0	16,544	17,503	-959	-16,544	-17,503	959	5%
	<b>693</b>	<b>2,330</b>	<b>-1,637</b>	<b>106,018</b>	<b>101,553</b>	<b>4,465</b>	<b>-105,325</b>	<b>-99,223</b>	<b>-6,102</b>	
Community Services	11,071	7,247	3,824	12,381	16,356	-3,975	-1,310	-9,109	7,799	86%
Recreation Programs	105	1,447	-1,342	7,640	14,162	-6,522	-7,535	-12,715	5,180	41%
Parks & Recreation	0	3,404	-3,404	13,857	25,511	-11,654	-13,857	-22,107	8,250	37%
Arena	34,300	36,479	-2,179	45,366	41,237	4,129	-11,066	-4,758	-6,309	133%
Municipal Planning	3,144	950	2,194	13,162	34,242	-21,080	-10,018	-33,292	23,274	70%
Economic Development	0	0	0	12,372	19,804	-7,432	-12,372	-19,804	7,432	38%
	<b>48,620</b>	<b>49,527</b>	<b>-907</b>	<b>104,778</b>	<b>151,312</b>	<b>-46,534</b>	<b>-56,158</b>	<b>-101,785</b>	<b>45,627</b>	
<b>TOTAL</b>	<b>146,112</b>	<b>155,641</b>	<b>-9,529</b>	<b>404,001</b>	<b>548,045</b>	<b>-144,044</b>	<b>-257,889</b>	<b>-392,404</b>	<b>134,515</b>	
<b>TOTAL (incl. Gen Mun.)</b>	<b>219,945</b>	<b>525,728</b>	<b>-305,783</b>	<b>404,001</b>	<b>617,007</b>	<b>-75,081</b>	<b>-184,056</b>	<b>-91,279</b>	<b>-92,777</b>	

\*\* Please note new formatting: budget values are comprised of the current time period, not the entire year.

# Council Report

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**Date:** March 9, 2020

**Department:** Community Services

**Submitted by:** Jenny Larson

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## **COMMUNITY SERVICES**

### **Pickleball**

Pickleball has seen a steady number of participants. Our volunteer Grethe has been enjoying the program and says the participants have been very helpful. Pickleball runs until April 27.

### **Spring/Summer Program Guides**

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

### **Summer Camp Employment**

Advertisement for the Summer Recreation Coordinator has been posted and several applications have been received. The Canada Summer Job grant application was submitted on February 21.

### **Plays in the Park**

Invitations have been sent to local drama classes and groups to participate in Bon Accord's first-- Plays in the Park. I will update Council on the response from invited groups.

### **Cemetery**

1 purchase of a plot  
3 burial inquires for Spring

## **Events/MEETINGS**

### **Bike Rodeo BACS**

Planning for the bi-annual Bike Rodeo on June 4, at BACS is in the works. Requests for door prizes have been mailed out to businesses. Thanks to Councilour Bidney for assisting in getting a representative from the Public Health Agency to lead the helmet fittings.

### **Community Services Advisory Board (CSAB)**

We are currently looking for members to join the CSAB committee. Posters have been added to our Facebook page and will be added to our website. According to the CSAB bylaw, 2 current members have forfeited their seats at the table, due to missing 3 or more consecutive meetings.

### **Community Mental Health Learning Immersion**

I attended a 2-day learning immersion workshop, regarding mental health and trauma. There were great conversations regarding stigma, how to reduce stigma, and how to identify signs and symptoms of trauma in children and adults.

**Preparation for Upcoming Events**

Ongoing preparation for events:

Volunteer Appreciate Night (April)

Shredding Event (April 15 – May 15)

Feed the Families Food Drive (May)

Bike Rodeo (June)

Seniors Week (June)

**UPCOMING MEETINGS/EVENTS**

SREMP Functional Exercise (March 18)

Weekly Management Meetings

Sturgeon Community Resource Network & Early Childhood Development Initiative Farewell (March 27)

SASEY EC Mapping Meeting (March 30)

FCSS Edmonton Evergreen Meeting (April 9)

FCSS Evergreen Neighbourhood Meeting (April 17)

# Council Report

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**Date:** February 2020 – March 2020

**Department:** Public Works

**Submitted by:** Operations Manager

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## **PUBLIC WORKS**

- Burnt Brush Pile at Lagoon.
- Attached options for snow removal.
- Gas lines along proposed paving project located. Depths confirmed for possible relocation by Atco.

## **ROADS**

- Intersections and streets were sanded numerous times.
- 2 full snow removals completed for winter season.

## **EQUIPMENT/VEHICLES**

- Regular maintenance continues on equipment and vehicles when necessary.
- Ordered truck. May be an issue with the used truck being sold.

## **CEMETERY**

- Plowed snow for visitation purposes as requested.

## **WATER**

- Monthly water reads occurred on March 2nd /20.
- Completed 3 Alberta 1<sup>st</sup> Calls in January.
- PLC reprogramming for pumps to be completed by end of April.
- 1 staff member attended the AWWOA conference in Banff.

## **SEWER**

## **ARENA/PARKS & RECREATION**

- Staff member will be returning from injury on March 14.
- Arena will be closed as of March 20<sup>th</sup>.

**SAFETY/TRAINING**

- Held weekly Public Works/Parks & Recreation Safety Meetings.
- 1 staff member attended Public Works Supervisor Level 1 training. Succession planning.

**SUMMARY**

This concludes the Public Works Report ending March 17, 2020.

*Respectfully submitted by:*

*Ken Reil*

*Operations Manager*

*Public Works/Utilities/Recreation*

**End of Report**

# Council Report

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**Date:** February 13/20 – March 11/20  
**Department:** Economic Development | Planning  
**Submitted by:** Dianne Allen, Manager

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## **ECONOMIC DEVELOPMENT**

### Emerging Trends in Municipal Law 2020

An annual workshop was hosted by Brownlee LLP facilitating topics of interest that Municipalities face on a daily basis:

- Environmental Compliance: Responding to Inspections and Investigations
- Judicial Reviews: Insulating, Mitigating, Successfully Litigating
- Council Code of Conduct in Practice
- Harassment Liability for Employees in the #MeToo Era
- Year in Review: Recent Cases and Legislative Amendments Impacting Municipalities
- Bear Pit Session

### Storefront Improvement Program

The Town of Morinville is launching the Town's Storefront Improvement Program. The Program is intended to provide business owners an opportunity to enhance their commercial storefront within the identified areas.

Objectives:

- Provide financial assistance to business owners to increase their street appeal through visual upgrades to their storefronts
- To improve visual aesthetics of the commercial properties identified in the improvement zone
- Increase business sales and create more foot traffic within the improvement zone
- Encourage long-term investment in the business community

Eligibility:

- Property must be within the identified improvement area
- Property must have a valid Town of Morinville business license
- Properties and buildings shall not have any tax arrears, outstanding utility charges or any other legal claim, lien or order
- Applicants must be the registered owner of the property and/or business or their legal representative
- Funding grant will cover up to 50% of eligible costs, up to a maximum of \$10,000 per property

Amount of grant will be determined based on the following criteria:

- Benefit to the business
- Size and scope of project
- Visual aesthetics of the project

Application period is February 5 to April 30, 2020. Work to be completed by December 31, 2020

### Sturgeon Public School Board

A meeting was conducted with the Superintendent regarding correspondence of February 6/2020 received by the Town. The correspondence expressed the School Board Trustee's position to the proposed development in close proximity to Lilian Schick School. The intent of the meeting with the Superintendent was to provide information to clarify the scope of the project.

To best facilitate this additional information directly to the Board Trustees, a request to be a delegate at the next Trustee Board meeting has been confirmed for March 11/2020. Follow-up correspondence has been provided to mitigate questions, along with schematics to demonstrate the scope of the project visually. Pictures speak a thousand words to eliminate misinterpretation of the project.

An open house for the residents is confirmed March 10/2020 from 7:00 PM to 9:00 PM in Council Chambers. The Project Team will be in attendance to answer questions presented.

### Council Workshop

Great discussion per department reflecting the expectations of the upcoming year. Council and Administration have a planned road map benefiting the Towns residents.

### Mix 107.9

The Town will engage Mix 107.9 in an advertising campaign similar to last year. The contract will be based on barter, benefiting and adding value for both parties. The electronic sign will continue with promoting Mix 107.9, plus their on-line department ([www.foresaskonline.ca](http://www.foresaskonline.ca)). Radio advertisement will continue at peak times (morning and the drive home) promoting Bon Accords investment (land) opportunities.

### Homeland Housing

A preliminary meeting was held with the CEO of Homeland Housing regarding senior housing for the Town of Bon Accord. Discussion provided clear direction on how to best approach senior housing and next steps moving forward. Recommendation is to consider 8-10 independent senior units to start, dependent on the 2020 Provincial Budget. A summary of the 2020 Provincial Budget announced on February 27, highlights Seniors and Housing dollars allocated (*refer to attachment*). As more discussion concludes, next steps will follow in the near future.

Of interest, Homeland Housing manages seniors housing facilities and offers four different living options: Independent Living (self-contained apartments), Supportive Living (lodge units), Supportive Housing (high-rise apartments and walk up apartments) and Affordable Housing (apartments). Homeland Housing is an amalgamation of Sturgeon Foundations and Westlock Foundation, with the region including St. Albert, Municipal District of Lesser Slave River No. 124, Sturgeon County, Bon Accord, Gibbons, Legal, Morinville, Redwater, Clyde and Westlock County.

### Regional Education Sessions Group (RESG)

The Regional Partners (Ministry of Labor, Bon Accord, Gibbons, Morinville, Redwater, Sturgeon County, Legal Chamber, Morinville Chamber and Redwater Chamber) met to discuss plans for 2020. The Group would like to continue with the educational workshops for small business. Legal Chamber has committed to workshops scheduled for 2020, which the Group will help promote and support. There is no need to duplicate the educational sessions in the region. The Breakfast is tentatively scheduled for October 21/20, at the Gibbons Cultural Centre. A memorandum of understanding is being drafted to provide the scope of the project, in-kind/dollar contributions and deliverables expected.

### Sturgeon County – Ag Tourism

Three county landowners have approached Sturgeon County Administration for a way to host commercial, non-farming events on their farmland. Administration is working on a new land use that would handle these and other ag-tourism requests. This proposed new land use would cover non-farming commercial events – typically weddings, but not bed and breakfasts, guest ranches or home-based businesses. Currently, anyone who would like to turn their farmland into an event venue would require a development permit, one that would specify hours of operations, on-site parking, noise mitigation measures, emergency response plans, and the anticipated number of visitors, which cannot exceed 300 per day.

### Villeneuve Airport – Water Line

Sturgeon County may borrow \$1.3 million to build a water line to the Villeneuve Airport, which currently trucks all water off-site being a significant barrier to growth. The loan would finance the construction of a 200 mm water line that would let the airport pipe in water from the Villeneuve Reservoir about 2 KM away allowing for future growth. Villeneuve has been identified as growth node in Sturgeon County, with other non-airport businesses that could hook into this line. Villeneuve Airport could become an economic driver for the Edmonton Metropolitan Region, as it is a major transportation/air logistics hub and host of the Edmonton Airshow. A 2017 study by Edmonton International Airport found that Villeneuve Airport added the equivalent of \$61.million and 230 full-time jobs to the regional economy each year.

Villeneuve Landing Network may contribute to this water line project; they are finalizing membership and yet to make decisions on cost sharing or shared investment.

### Edmonton & Metro Area – Property Taxes and Mill rates

Edmonton Commercial has assessed data that will formulate the 2020 tax rate. The review of non-residential mill rates in a few municipalities in 2019 reflected:

- Edmonton: 21.8496
- St. Albert: 14.5696
- Strathcona County (includes Sherwood Park): 13.2545
- City of Leduc: 12.96
- Spruce Grove: 12.6192
- Stony Plain: 11.4330
- Leduc County (includes Nisku): 10.737

An analysis to determine what current asking rates for industrial land in the Edmonton Metro Area:

- Edmonton: \$730,286 / acre
- Nisku and Leduc: \$517,203 / acre
- Parkland County and area: \$382,270 / acre

In gathering the tax rates for the area, the average taxes would have been last year (assuming the properties sold for their asking price:

- Edmonton: \$15,956.46 / acre
- Nisku and Leduc (using an average of the two tax rates): \$5,128.08 / acre
- Parkland County and area (using an average of Stony Plain and Spruce Grove tax rates):  
\$4,597.22 / acre



The data concludes that developers, investors and companies will ultimately make calculated decisions on where to place capitol. To note, comparing land is not straightforward. The land may or may not have full utilities, or close proximity to utilities. Other notable factors include if the land is raw land, rough graded or ready for development. Land values differ significantly depending on whether a geotechnical or environmental site assessment was performed and what the results revealed. To add more complexity, the offset development levies will vary considerably per municipality.

#### Backyard Hens and Bees

Leduc residents who want to get closer to nature by extending their backyard gardening can apply starting March 30/20 to participate in the backyard hen keeping or beekeeping pilot program. Interested residents can only apply to participate in hens or bees, not both; a limited number of participants will be chosen for each program.

Pilot program applicants must live in single-family homes with fenced backyards, participate in a training session and submit a detailed application to the City of Leduc in order to receive a license. Successful applicants must bear all program costs, follow all regulated legislation/bylaws and use the eggs or honey for personal consumption only. Participants must follow city guidelines designed to ensure the safety of themselves, their families, their neighbors and the hens or bees under their care.

The city is introducing hen keeping and beekeeping first through pilot programs to ensure the programs can be evaluated effectively before wide-spread implementation is considered. Neighbor consultation will be an important aspect of the pilot project.

#### Secretive Municipal Government – Canada

The Town of Erin, Ontario is the 2019 recipient of the Code of Silence Award for Outstanding Achievement in Government Secrecy in the category of Municipal Government. The award is given annually by The Canadian Association of Journalists, Center for Free Expression, News Media Canada and Canadian Journalists for Free Expression, to call public attention to government departments and agencies that put extra effort into denying public access to government information to which the public has a right under access to information legislation.

It has become commonplace for the Town of Erin to refuse transparency with the media and local residents on basic matters of public interest. Local officials regularly avoid interviews with the media, insist that all communication from media must go through the communications officer and CAO only by email. Those requests have been dodged or refused and officials have failed to inform the media of meetings at which major decisions have been made.

The jury also indicated five other municipalities of similar achievements in government secrecy, deserving honorable mentions: Cranbrook, BC; Morinville, AB; North Bay, ON; Cornwall, NT and Cote-Saint-Luc, QE.

#### Micro Cannabis Cultivation Project – Open House

The open house for the project was well attended by the residents and nonresidents of Bon Accord. ISL Engineering and Micro Developments provided detailed information outlining the project in whole. Overall comments from the attendees were very positive and supportive of this investment opportunity for the community.

**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	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
2	0	0	4	17	0	This Period
4	3	0	7	30	0	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings
- Council Workshop
- GEEDT – meeting
- Regional Education Sessions Group
- Sturgeon Public School Board – Superintendent
- Open House – Micro Cannabis Cultivation Project
- Municipal Planning Services – discuss / review permits / compliance certificates
- Investigation / Inspection – complaints
- Resident Meetings – development questions and inquiries

Respectfully Submitted – Dianne Allen

# 2020 Alberta Budget Summary

Prepared by ASCHA for Members

February 27, 2020



The 2020 Provincial Budget announced on February 27 shows the government's commitment to remaining "on track" with reducing the deficit and bringing things back to balance. Primary focuses rest on economic recovery, job creation and attracting business to Alberta. While public sector employee cuts are on the horizon (reductions of up to 2.1%), spending will be maintained in many areas, including health and education.

In the areas of Seniors and Housing, the Ministry itself is receiving a .5% increase, which is reassuring given hold-the-line budgets in other ministries and departments. There will be no further cuts to housing programs beyond what was announced in the 2019 Budget, and the government has provided some more direction on how it plans to transform approaches to housing through policy and program implementation.

There were also increases to continuing and community care, emphasizing this government's shift to care in the community, with reduction of acute care expenditures. Seniors should not have to live in hospital when more appropriate housing and support solutions are available. Budget 2020 also acknowledges growing societal challenges related to addictions and mental health, with a \$40 million dollar investment and the promise of 4000 new mental health spaces across the province.

ASCHA members will need to work with their communities to build the services and supports their residents need, partnering with private industry and exploring new sustainable housing models and investing in capital more wisely. As the association representing the sector, ASCHA will strive to provide the resources, best practices and advocacy seniors housing providers require to ensure appropriate supports for seniors are available, government capital investment decisions are transparent, policy decisions are outcome-driven, and the products we offer to Albertans are sustainable and best suited to their needs.

## **Key messages in this budget related to seniors housing are:**

- There are no further reductions to HMB operating budgets beyond the cuts (3.5% on average) announced in the 2019 Budget.
- Our government is bring back a "new and improved" version of the Affordable Supportive Living Initiative (ASLI). Funding will available to deliver more continuing care spaces.
- There will be no further funding for new capital projects. Capital expenditures detailed in the 2020 budget for housing are for projects that are currently underway. The government is exploring federal partnerships and ensuring that Alberta gets a "fair deal" when it comes to funding to the provinces. There are opportunities for capital investment, but they have not been detailed as of yet.
- Capital Maintenance & Renewal funding has been reduced from \$168 Million to \$115 Million, which is a 32% decrease over 3 years, beginning in 2021. No reductions have been announced for 2020. This means that housing organizations will have less dollars in the future to maintain existing buildings and ensure vacated spaces in need of repair can remain part of the province's inventory.
- The Alberta Seniors Benefit (ASB) program will undergo transformation to align Alberta's spending with that of other Canadian provinces. Currently 27% of Alberta seniors receive this benefit compared to the national average of 6-8%. Current seniors will not see a change in their benefits,

but some Albertans turning 65 after July 1, 2021 may no longer be eligible under the changes to the program.

- The government has reduced Special Needs Assistance spending, meaning that some seniors may no longer be eligible to receive funding under this program.
- With the government's emphasis on private-public partnerships (P3s) in 2019, there were questions about what this model might look like. Budget 2020 released specifics of its P3 model, which provides more clarity around what these partnerships might entail (page 156-157 of the Fiscal Plan)
- Implementation of the recommendations from the review of Alberta Health Services (AHS) are underway, with transformational changes coming to our provincial healthcare system. ASCHA will be monitoring the impacts, however, Budget 2020 shows that health spending will be maintained while they work on an implementation plan to incorporate recommendations from the Ernst & Young review.

## **RELEVANT BUDGET HIGHLIGHTS BY MINISTRY & CATEGORY:**

### **Alberta Seniors and Housing**

The overall Alberta Seniors and Housing Ministry's operating expenses received a .5% increase - a \$637 million budget in total. The details of the Ministry's budget show a decrease to the Special Needs Assistance program, which provide a savings of \$8.2 million which are reallocated to sustain seniors' financial assistance programs overall. Specific announcements highlighting the list of approved essential supports will be forthcoming. Program eligibility changes will be introduced to the Alberta Seniors Benefit Program in July of 2021 for new applicants. This will not affect seniors currently receiving the Alberta Seniors Benefit. This will need to be monitored to assess impacts to seniors and how rental and accommodation rates in seniors housing may need to align with personal affordability. Operational funding for affordable housing programs remains on course with no further reductions beyond those announced in Budget 2019, and applies only to programs owned and supported by the Alberta Social Housing Corporation. Operational surpluses will be reviewed to find cost savings, and in these cases, reductions may be considered in these cases. The intent of this budget is to work together to find efficiencies and ensure that the most vulnerable Albertans are the ones being supported through government programs.

While we don't see any new money allocated for capital expenditures in this Ministry's budget, we were told that Alberta Seniors and Housing is working on creating a capital plan and that funding may be found to support new projects. We recommend that housing providers keep their capital and redevelopment plans current and relevant.

Details and interpretations, to the best of our knowledge, are noted in the categories below:

#### **Seniors Benefits /Services**

There is a \$19 million increase (4.5%) to the Alberta Seniors Benefit. This reflects increases in the number of eligible seniors, not an increase in the benefit amount to individuals. Seniors will continue to retain \$322 per month in disposable income, but will not see any increases.

Special Needs Assistance (SNA) will be reduced by \$8.2 million and will be focused on the most essential supports. It is intended that it will continue to support seniors aging independently in their chosen communities. We will need to monitor the impact of this to our members tenants/residents.



### **Housing Management Bodies (HMB) – Housing Division**

The Housing Budget is maintained at the current funding levels. We know that this doesn't address increasing costs, and we will need to work together in creating innovative solutions.

Reductions in the Alberta Social Housing Corporation line item reflect the reductions to the Rent Supplement Program announced in Budget 2019. The total program reduction will be \$16 million by 2021-22. Messaging around the Rent Supplement Program continues to centre around program redesign, which is anticipated by spring of 2020. HMBs are directed to continue to halt intake and communicate that no new applications are being accepted during this temporary closure of the program, as phasing-in of the new redesign takes place. Future budget targets are currently forecasted to be slightly lower than the 2020 budget and we will need to track this very strategically.

### **Seniors Lodge Disposable Income and Lodge Assistance Program**

This budget will be maintained, with consistent lodge assistance rates at \$13.23 per day per eligible client. The minimum monthly disposable income amount for lodge residents will also remain at \$322.

### **Capital**

Capital Plan 2020 allocated \$417 million over three years to provide 2,000 new and regenerated affordable housing units and maintain the 26,700 units owned by the province. Of the overall capital budget, \$353 million has been allocated for family social supports and housing, including maintenance and renewal funding. Capital maintenance and renewal of existing buildings has been reduced by \$53 million (32%) in 2021 and 2022, however the current 2020 year budget will be maintained. We will need discuss solutions for capital renewals and maintenance our buildings and advocate accordingly. The budget shows a total of \$38.2 million over the next three years and most of this is for projects that are already underway; one exception is the Red Deer Integrated Emergency Shelter.

## **Alberta Health**

Overall Alberta Health's ministry expenses are set to decrease by 1% from the current forecast, and project a hold-the-line budget of approximately \$20.6 billion for the next few years. The Ministry wants to achieve better outcomes and align spending with other provinces. Alberta currently spends \$997 more per person than other provinces to achieve similar, if not poorer outcomes. There is a reduction to acute care spending and an increase to community care and continuing care, which supports an ongoing shift to care in the community approaches. The Ernst & Young review identified a potential savings between \$1.5 billion to \$1.9 billion annually, and AHS will develop a comprehensive implementation plan. While the implementation plan is underway, the budget will maintain a budget of \$15.4 billion for Alberta Health Services operations. Based on the information available, we highlight the following:

### **Continuing Care**

The continuing care budget shows a 1.6% increase from last year's budget for an overall budget of \$1,157 million. The budget is then reduced by \$20 million in 2021 and 2022. We will need to explore why there is a reduction in the future budget projections and advocate accordingly.



### **Acute Care**

Acute care shows a reduction of almost 4% from last year's budget. It is important to note that the forecast for 2019 is \$100 million more than last year's budget for acute care.

### **Home Care**

The home care budget has been increased by 4% from last year's budget, for an overall budget of \$711 million. The 2019 budget for home care was \$682 million with a forecast of \$709 million. This means an additional \$27 million was invested in home care and the 2020 budget will only be increased by \$2 million. Future home care budget targets are only set to increase by less than 1% per year in 2021 and 2022. It will be imperative for us to monitor this, as we know that home care is essential to aging well in community and demand for home care services is growing each year.

### **Capital Plan**

The capital plan includes \$164 million over three years to open new continuing care spaces as part of the new and improved version of the Alberta Supportive Living Initiative (ASLI). We anticipate a call for contracted spaces with no capital funding requirement to be the first step. Once this is done, we anticipate a call for proposals for projects that require capital investment. We have heard that this call will include refurbishing some existing buildings to meet changing continuing care needs requirements.

## **Community & Social Services**

The budget for this ministry is identical to the 2019 budget. This ministry is undertaking a full review of its programs to inform thoughtful and fiscally responsible changes. We will need to hear from members how stable services for vulnerable Albertans can best be designed to meet the current and future need. Based on the information available, we provide the following highlights:

- The Family and Community Support Services (Community Supports and Family Safety) budget has increased to \$135 million. This is a 7.4% increase from the 2019 budget, although only \$108 million of the \$125 million budget from 2019 is forecasted for spending. This line item includes a new \$7 million Civil Society Empowerment Fund to support non-profit organizations and charities addressing pressing social challenges. We look forward to exploring opportunities with this new fund.
- Assured Income for the Severely Handicapped (AISH) increased to \$1,290 million, which is only a slight increase from last year's budget. This does not signal an increase per person, but rather an increase in program demand.
- Homeless and Outreach Support Services will decrease by .5% and is targeted to decrease by 1% in each of the following years.
- The Disabilities Services budget increased by 2.5% from last year's budget.



# Council Report

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**Date:** March 2020  
**Department:** Administration  
**Submitted:** Joyce Pierce, CAO

## **Administration**

Held management meetings in March which has included discussion and planning for the upcoming spring thaw, taxation planning, business continuity planning in light of the COVID 19 virus, ICF/IDP meetings, Public open houses and public hearings on the Micro cultivation project, solar farm project and auditor presentations.

## **Training**

Some members of staff are participating in the Regional mock disaster coming up on Mar 18 & 19, 2020. DEM training has been taken and more training for this course is happening in April.

## **RMA**

Rural Municipalities Association conference was to run from Mar 16-18,2020 has been cancelled due to COVID-19.

## **AUMA Spring Caucus**

AUMA spring caucus will be in Edmonton on Mar 25-26, 2020. Council is registered to attend.

## **SREMP Agency Meeting**

I hosted the SREMP agency meeting here on Mar 9, 2020. Discussion was held on 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 withing 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 has been brought to Council as an amendment to the Emergency Services Agreement for today's meeting.

## **ICF/IDP**

We hosted the Public open house for the IDP Bylaw on February 24, 2020, 30-35 people attended the open house, lots of good discussion was had. Areas of concern were discussed, and information was shared. This was the largest turnout of attendees at the regional open houses in Sturgeon County on the IDP's this year. The public hearing on the IDP was held at the Mar 3, 2020 regular meeting of Council, there were no registered speakers in favor or opposed and there were no guests in the gallery. The Bylaw will be presented to Council for 2<sup>nd</sup> and final readings on Mar 31, 2020 at the regular meeting of Council.

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.

***EMRB Broadband Workshop***

Attended an information sharing workshop at Gibbons Mar 9, 2020 with consultant's that were working on behalf of EMRB to discuss the challenges that rural municipalities face on broadband service. The report will be coming out in August of the findings.

***SUB REGIONAL SUPPER MEETING***

Attended the sub regional supper meeting in Morinville on Mar 9, 2020 hosted by Sturgeon County and the Town of Morinville. Approximately 40 delegates attended the informal information sharing meeting. I felt the meeting was a very good information and history sharing meeting with a very positive tone also providing interesting items to consider going forward. I have provided an RFD for this meeting for Council to consider continuing staying involved with the committee moving forward. I especially liked the comments by Mayor Barry Turner, when he shared the meaning of the dirty "A" being AUTONOMY not AMALGAMATION.

***Meetings Attended***

Management Meetings

Regular Meeting Council

ICF/IDP meeting

***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 at all and we are excited about our future. Here we are in the third month of the year starting to wrap up a couple of projects and heading into the beginning of some very exciting and new projects for spring. Trying to address the COVID-19 pandemic in a manner that will reduce the risk of the spread of the virus and still be able to maintain operation of the organization to the very best of our abilities.



## Snow Removal Costs and Possible Options

Bon Accord does keep a separate line item for snow removal. The costs in this line item are for fuel and contractors used for snow hauling.

Total snow removal does not save money in respect to snow plowing when it comes to Spring run off. Storm sewer water leaves the community through gravity flow. Total snow removal for one cycle requires approximately 2000 litres of diesel fuel, at least 200 man hours if only utilizing staff and no contractors. Equipment used is the grader, wheel loader, skid steer and at least 2 trucks.

Snow depths in other communities have been reviewed. Bon Accord, Redwater, Westlock and Hinton use 15 cm as a base line for removal in residential areas. Wetaskiwin and Lamont use 20 cm as a baseline in residential. Morinville (5-10 cm), St. Albert (6-9 cm) and Gibbons (6-30 cm) have a range. Not all communities remove all snow. Some plow and some remove.

Lamont dictates that 5 cm will be left on all road surfaces to help protect infrastructure. Other communities like Bon Accord attempt to clear as close to the road surface as possible.

Budget has the most influence on removal or plowing. If money is not an issue all snow could be removed but I do not feel this is fiscally responsible.

Overtime can be worked

Each hour of overtime adds 50% to the labor cost. For 4 men the labor rate goes from \$150/hr to \$225/hr. No overtime for snow removal has been budgeted at this time.

A contractor to haul snow is \$90/hr. A 7.5 hour day adds \$675/day. Numerous trucks could be hired if so desired.

Snow can be pushed to one side of a road instead of windrowing down the middle. I would suggest the people living on the side with the windrow would not be impressed.

No hauling of snow until all snow is windrowed would cause problems for garbage pick up. Some roads are wide enough for this practice but the majority are too narrow. This could be an option and would allow for all areas to be plowed in about 3 days. Snow hauling would then take another 2-3 days.

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** *Regular Council Meeting*

**MEETING DATE:** **March 17, 2020**

**AGENDA ITEM:** **Transportation Master Plan**

**RECOMMENDATION:**

**THAT....** Council approves the Transportation Master Plan as part of the Master Servicing Plans for the Town of Bon Accord.

**BACKGROUND:**

Associated Engineering has completed a Transportation Master Plan (TMP) for the Town of Bon Accord. The TMP is a strategic document that is intended to serve as a guide to how the Town will address its current and future transportation needs for the next few decades. Transportation not only includes the movement of private vehicles but also considers transit, cyclists and pedestrians.

The primary mode of transportation for the Town's residents is by vehicle, either to get around the Town or to access destinations outside of Bon Accord. Some residents also choose to walk or cycle within the Town. Due to its small size, there are currently no public transit options within the Town, though there are school bus routes that serve the two schools. Due to its south boundary being along Hwy 28, there is a fair amount of regional traffic that passes by Bon Accord.

Based on these and other factors, Associated Engineering proceeded to develop the TMP in the following stages:

- Reference to and review of existing policies to date
- Consideration of proposed land use concepts, future development plans and annexed area
- Consultation with the Town and Alberta Transportation
- Establishment of proposed future network to support efficient movements within the Town with consideration given to accommodating cyclists and pedestrians

The Town of Bon Accord now has a guide for an efficient future transportation system that considers the overall vision for the Town and can be shared with developers. This extensive Transportation Master Plan manages the future road network of arterials and collectors for a planned road network that will safely and efficiently move all modes of traffic including vehicles cyclists and pedestrians mitigating potential and existing concerns. The Transportation Master Plan is a critical planning document for the Town to confidently execute sound decisions that do not impact the residents of today and into the future.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:** None

**Prepared and Submitted By:**  
Dianne Allen, Manager, Economic Development

**Reviewed By:** Joyce Pierce, CAO  
**Date:** **March 17, 2020**

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** *Regular Council Meeting*

**MEETING DATE:** **March 17, 2020**

**AGENDA ITEM:** **Water Master Plan and Sanitary Master Plan**

**RECOMMENDATION:**

**THAT....** Council approves the Water Master Plan and Sanitary Master Plan as part of the Master Servicing Plans for the Town of Bon Accord.

**BACKGROUND:**

Recent interest in new development within the Town of Bon Accord has triggered a need for the Town to update the current utility information. The Town would like the ability to provide potential developers a framework in which to plan their developments while meeting the Towns vision for growth. As such, the Town has engaged Associated Engineering to develop Water, Sanitary, Storm and Transportation Master Plans for the Town.

The Master Plans are intended to provide guidance for system planning and operation, to identify and prioritize capital upgrades and to establish a high level of servicing concepts to guide future development.

The scope of work for each utility involves the following major tasks:

- Review background information
- Establish design criteria
- Evaluate the existing system
- Propose recommended upgrades to the existing system
- Develop an ultimate development servicing concept
- Establish a high-level capitol cost estimate
- Prepare a comprehensive report complete with conclusions and recommendations

The Town of Bon Accord has an extensive Water Master Plan and Sanitary Master Plan to manage existing water distribution and wastewater/lift stations in planning for the future, as well as, mitigating potential and existing concerns. The Water Master Plan and Sanitary Master Plan are critical planning documents for the Town to confidently execute sound decisions that will not impact residents of today and into the future.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:** None

**Prepared and Submitted By:** Dianne Allen

Manager, Economic Development

**Reviewed By:** Joyce Pierce, CAO

**Date:** **March 17, 2020**

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** *Regular Council Meeting*

**MEETING DATE:** **March 17, 2020**

**AGENDA ITEM:** **Stormwater Master Plan**

**RECOMMENDATION:**

**THAT....** Council approves the Stormwater Master Plan as part of the Master Servicing Plans for the Town of Bon Accord.

**BACKGROUND:**

The Town of Bon Accord currently operates and maintains a stormwater drainage system. This system is comprised of ditches and culverts, which convey overland flow and underground storm pipes to capture flows. Typically, the major system is comprised of infrastructure that conveys overland stormwater runoff (ditches, culverts) and the minor system includes underground infrastructure (storm pipes).

A previous drainage study was completed by UMA in 2005. The Town retained Associated Engineering to complete a Storm waste Master Plan in 2019 to identify existing drainage issues, provide mitigation options and develop a stormwater management plan for future development.

Associated Engineering undertook the following tasks to complete the Stormwater Master Plan:

- Background review of existing reports and as-built drawings
- Reviewed various design standards and provided a recommendation
- Assessed the existing minor and major systems with the Town, based on current land use
- Identified existing drainage issues and proposed upgrades
- Assessed the minor and major systems, based on future development
- Assessed the proposed upgrades based on future development
- Developed a stormwater management plan for future development
- Provided preliminary cost estimates (Class D) for proposed system upgrades

The Town of Bon Accord has an extensive Stormwater Master Plan to manage existing natural areas, catchment areas and all future development, mitigating potential and existing concerns. The Stormwater Master Plan is a critical planning document for the Town to confidently execute sound decisions that will not impact the residents of today and into the future.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:** None

**Prepared and Submitted By:**  
Dianne Allen  
Manager, Economic Development

**Reviewed By:** Joyce Pierce, CAO

**Date:** **March 17, 2020**

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** *Regular Meeting of Council*

**MEETING DATE:** **March 17, 2020**

**AGENDA ITEM:** **Council Laptops Quotes**

**RECOMMENDATION:**

**THAT ...** Council direct administration to proceed with the quote from Trinus in the amount of \$xxx for Council laptops.

**BACKGROUND:**

In 2017, the five (5) members of Council received laptops to assist with Town business. It has come to administration's attention that the laptops are slowing down. Further investigation through the Town's IT agency, Trinus, has determined this is due not only to depleting memory (RAM), but also the age of the laptops.

Two options were discussed:

1. Purchasing an additional 4GB of memory (bringing each laptop up to 8GB of memory) for a one-time payment of \$630.00 (\$120.00 per unit); and
2. Purchasing new laptops, which would cost an additional \$210.00 per month (\$40.00 per unit) on our current agreement with the option to donate old laptops to a school or community group.

Trinus advised that the purchase of additional memory may only be a temporary fix, since we would be adding more storage but not upgrading anything else. The laptops are currently three (3) years old, so they are nearing the end of their lifespan. Most new computers begin to slow down and eventually become obsolete as new technology is introduced into the marketplace. Life expectancy for new laptops is three (3) to five (5) years.

It was made clear to administration that Trinus was not trying to sway us one way or another but wanted to ensure we had all the information to make an informed decision.

Our current agreement expires July 31, 2024 with the laptop warranties expiring July 22, 2023.

**FINANCIAL IMPLICATIONS:**

Five (5) new laptops – additional \$210.00 per month until July 31, 2024)

**OR**

Five (5) 4GB upgrades of memory (RAM) – one-time payment of \$630.00

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. Council direct administration to proceed with the quote from Trinus in the amount of \$xxx for Council laptops.
2. Council direct administration to decline quotes for Council laptops.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce

**Date:** February 27, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b> Regular Council Meeting <b>MEETING DATE:</b> March 17, 2020 <b>AGENDA ITEM:</b> Library Board Trustees
<b>RECOMMENDATION:</b>  <b>THAT....</b> Council direct administration to approve Library Board Trustees Melanie Philbrick for a second term and Shannon Loehr for a third term.
<b>BACKGROUND:</b>  On March 6, 2020, Mayor and Council received letters on behalf of the Town of Bon Accord Library Board requesting approval for Melanie Philbrick and Shannon Loehr to renew their terms as Library Board Trustees. Shannon has been a secretary with the board for the last six years and this would be her third term as a trustee. Melanie has held the position of treasurer for two years and this would be her second term as a trustee.
<b>FINANCIAL IMPLICATIONS:</b> N/A
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b>  <ol style="list-style-type: none"><li>1. Council direct administration to approve Library Board Trustees Melanie Philbrick for a second term and Shannon Loehr for a third term.</li><li>2. Council direct administration to ...</li></ol>
<b>Prepared and Submitted By:</b> Jessica Caines  <b>Reviewed By:</b> Joyce Pierce - CAO  <b>Date:</b> March 9, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b> Regular Council Meeting <b>MEETING DATE:</b> March 17, 2020 <b>AGENDA ITEM:</b> Sturgeon Regional Partnership Committee
<b>RECOMMENDATION:</b>  <b>THAT....</b> the Town of Bon Accord continue to be a member of the Sturgeon Regional Partnership Committee.
<b>BACKGROUND:</b> <p>The Sturgeon Regional Partnership Committee is an advisory board to the member municipalities (Sturgeon County, Towns of Bon Accord, Gibbons, Legal, Morinville and Redwater) that provide recommendations to each of the participating Councils for their consideration.</p> <p>The Committee consists of the Mayor or designate, from each of the municipalities and each member municipality is encouraged to have a member of their administration attend. Administration cannot vote on any matter unless authorized as the representative of Council.</p>
<b>FINANCIAL IMPLICATIONS:</b> N/A
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. The Town of Bon Accord continue to be a member of the Sturgeon Regional Partnership Committee.</li><li>2. The Town of Bon Accord no longer be a member of the Sturgeon Regional Partnership Committee.</li></ol>
<b>Prepared and Submitted By:</b> Julia Miller <b>Reviewed By:</b> Joyce Pierce - CAO <b>Date:</b> March 12, 2020

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

<p><b>MEETING:</b> Regular Council Meeting</p> <p><b>MEETING DATE:</b> March 17, 2020</p> <p><b>AGENDA ITEM:</b> Bon Accord School Districts 125<sup>th</sup> Anniversary</p>
<p><b>RECOMMENDATION:</b> THAT ... Council provides administration, clear directions on events for Bon Accord School District's 125<sup>th</sup> anniversary in 2021.</p>
<p><b>BACKGROUND:</b></p> <ul style="list-style-type: none"><li>• In 1896, Bon Accord School district was formed-- 2021 will be the 125<sup>th</sup> anniversary. In 1996 Bon Accord community groups recognized the 100<sup>th</sup> anniversary with events throughout the year.</li><li>• The municipality was incorporated in 1964.</li><li>• Every month this year there is a Town event or program planned except for March. Projected planning for 2021 appears to look the same. During these already scheduled programs, the Town could recognize the anniversary with a banner and opening speech.</li><li>• Community Services could ask community groups to participate in recognizing the anniversary in their own way, through their own events.</li><li>• The Town could offer free advertising for said events on the Town's social media platforms, Town's website, Free Press article, newsletter, and e-newsletter.</li><li>• The Town could incorporate a special event with an already scheduled event, such as a street dance during Harvest Days or a long table dinner before Music in the Park.</li><li>• Some challenges that we already incur for events are the lack of volunteers and the costs of events.</li></ul>
<p><b>FINANCIAL IMPLICATIONS: All prices are based on 2020 rates</b></p> <p>Large outside banner- \$330 + gst</p> <p>One-time, ½ page colour Free Press ad for Community event- \$385.00 + gst</p> <p>Long Table Dinner- \$25.97/plate. \$120 for linen, \$60 décor, \$45 coffee/tea, porta potty, \$55 supplies, \$125/each and staff overtime hours for set up and take down \$1341.84*.</p> <p>Based on charging \$30/plate per person with 80ppl in attendance: \$1895.34</p> <p>Street Dance- \$500-\$1100 for DJ, \$125/porta potty. Staff OT hours for set up and take down, \$503.19**.</p> <p>Total estimated with no entry fee: \$1920.69</p> <p>*based on average OT rate of 4 staff at 6 hours **based on average OT rate of 3 staff at 3 hours</p>
<p><b>LEGISLATIVE HISTORY:</b> N/A</p>
<p><b>ALTERNATIVES:</b></p> <ol style="list-style-type: none"><li>1. Council provides administration clear directions on events for Bon Accord School District's 125<sup>th</sup> anniversary in 2021.</li><li>2. Council decides not to recognize Bon Accord School District's 125<sup>th</sup> anniversary.</li></ol>
<p><b>Prepared and Submitted By:</b> Jenny Larson</p> <p><b>Reviewed By:</b></p> <p><b>Date:</b> March 5, 2020</p>



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

**MEETING:** *Regular Council Meeting*  
**MEETING DATE:** **March 17, 2020**  
**AGENDA ITEM:** **Municipal Borrowing Bylaw - Capital**

**RECOMMENDATION:**

**THAT ...** Council review and give third and final reading to Municipal Borrowing Bylaw - Capital 2020-06.

**BACKGROUND:**

The Municipal Borrowing Bylaw gives the Town authorization to borrow the sum of \$691,065 for completion of the solar micro-generation project (Bon Accord Solar Farm) capital project approved for the 2020 budget. The total project cost is estimated to be \$1,162,521. Grant funding in the amount of \$471,456 has been approved, so the remaining expenditures will need to be funded through debenture.

Council gave first reading to the Municipal Borrowing Bylaw – Capital 2020-06 on January 21, 2020. The value was amended from \$560,065 to include the cost of required fencing for the project not originally included in the quote. Following first reading, the intent to borrow was advertised for two consecutive weeks and municipal ratepayers had the opportunity to express any concerns during a 15-day petition period following the advertisement period.

Council gave second reading to the Municipal Borrowing Bylaw – Capital 2020-06 on March 3, 2020. The value has been amended from \$591,065 to \$691,065 to include payment to Fortis for this third and final reading.

**FINANCIAL IMPLICATIONS:**

Principal sum: up to \$691,065

Term of the loan is not to exceed TEN (10) years at a rate of interest per ACFA rates, current 10-year rate is 1.945% as of March 1, 2020.

**LEGISLATIVE HISTORY**

Municipal Government Act – Section 258

**ALTERNATIVES:**

1. Council gives 3<sup>rd</sup> and final reading to Municipal Borrowing Bylaw – Capital 2020-06
2. Council directs Administration to investigate alternative sources of financing.

**Prepared and Submitted By:** Falon Fayant

**Reviewed By:** Joyce Pierce

**Date:** March 6, 2020

**TOWN OF BON ACCORD  
BYLAW – 2020-06  
MUNICIPAL BORROWING BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$691,065 FOR THE PURPOSE OF CONSTRUCTING THE SOLAR MICRO-GENERATION PROJECT (BON ACCORD SOLAR FARM).**

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WHEREAS the Council of Town of Bon Accord (hereinafter called the "Municipality") has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize financing, undertaking, and completion of the solar micro-generation project (Bon Accord Solar Farm).

Plans and specifications have been prepared and the total cost of the project is estimated to be \$1,162,521 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$0
Provincial Grants	\$471,456
Debenture(s)	\$691,065
<b>TOTAL COST</b>	<b>\$1,162,521</b>

In order to complete the project it will be necessary for the Municipality to borrow the sum of \$691,065, for a period not to exceed TEN (10) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of TEN (10) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2019 is \$1,205,201 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of constructing the solar micro-generation project (Bon Accord Solar Farm) the sum of SIX HUNDRED NINETY-ONE THOUSAND AND SIXTY-FIVE DOLLARS (\$691,065) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of \$691,065 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the construction of the solar micro-generation project (Bon Accord Solar Farm).
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payment of combined principal and interest installments not to exceed TEN (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority, or another authorized financial institution, on the date of the borrowing, and not to exceed EIGHT (8) percent.
4. The Municipality shall levy and raise each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by the bylaw.
7. This bylaw comes into force on the date it is passed.

**TOWN OF BON ACCORD  
BYLAW – 2020-06  
MUNICIPAL BORROWING BYLAW**

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READ A FIRST TIME THIS 21<sup>st</sup> day of January 2020.

\_\_\_\_\_  
Mayor David Hutton

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

READ A SECOND TIME THIS 3<sup>rd</sup> day of March 2020

\_\_\_\_\_  
Mayor David Hutton

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

READ A THIRD TIME THIS 17<sup>th</sup> day of March 2020

\_\_\_\_\_  
Mayor David Hutton

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

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

**MEETING:** Regular Council Meeting

**MEETING DATE:** March 17, 2020

**AGENDA ITEM:** Cemetery Bylaw #2020-04

**RECOMMENDATION:**

**THAT ...** Council approves 3<sup>rd</sup> 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 3<sup>rd</sup> and final reading of the Cemetery Bylaw #2020-04, as presented.
2. Council gives Cemetery Bylaw #2020-04 3<sup>rd</sup> reading and directs administration to amend, bringing back to Council for final reading.

**Prepared and Submitted By:** Jenny Larson Community Services

**Reviewed By:**

**Date: March 10, 2020**

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

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**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.**

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**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**

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- 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 the 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

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

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plans of the cemetery herein referred to and all interments shall be made and records kept by the Town in 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 ornaments 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**

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- 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.



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

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**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.
- 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.

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

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**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.

**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.

**10. Other**

This bylaw repeals:  
2011 – 08 Cemetery bylaw  
2014 - 08 Cemetery bylaw

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

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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 17th DAY OF, March 2020.

\_\_\_\_\_  
Mayor David Hutton

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

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

**SCHEDULE "A"**

**CEMETERY FEES**

**Plots**

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

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

Summer	\$850	<del>\$3</del> 250/burial	\$450
Winter	\$850	<del>\$4</del> 350/burial	\$450

**Cremation Plots – Individual (Single Burial)**

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

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

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

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**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"

DRAFT

**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>100.00</u>
Subtotal	\$_____
GST	\$_____
<b>Total</b>	<b>\$_____</b>

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Signature of Purchaser

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Printed Name of Purchaser

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Address of Purchaser

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Telephone No. of Purchaser

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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.

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Town of Bon Accord Representative

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**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 &amp; Closing Fee: Weekdays Regular Hours \$ \_\_\_\_\_

Weekday Overtime &amp; Weekend &amp; Holiday Additional Charges \$ \_\_\_\_\_



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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 ApplicantFee: \$100.00 plus GST as per schedule "A" **SCHEDULE "D"**



TOWN OF BON ACCORD  
BY-LAW 2020-04  
CEMETERY BYLAW

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**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"

DRAFT

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

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**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.**

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**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**

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- 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 the 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

**TOWN OF BON ACCORD**  
**BY-LAW 2020-04**  
**CEMETERY BYLAW**

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plans of the cemetery herein referred to and all interments shall be made and records kept by the Town in 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 ornaments 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**

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- 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.

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

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**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.
- 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.



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

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**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.

**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.

**10. Other**

This bylaw repeals:

2011 – 08 Cemetery bylaw

2014 - 08 Cemetery bylaw

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

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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 17th DAY OF, March 2020.

\_\_\_\_\_  
Mayor David Hutton

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

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

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**SCHEDULE "A"**

**CEMETERY FEES**

**Plots**

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

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

Summer	\$850	\$350/burial	\$450
Winter	\$850	\$450/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		\$450	\$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**

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**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"

DRAFT

**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>100.00</u>
Subtotal	\$ _____
GST	\$ _____
<b>Total</b>	<b>\$ _____</b>

---

Signature of Purchaser

---

Printed Name of Purchaser

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---

Address of Purchaser

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Telephone No. of Purchaser

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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 &amp; Closing Fee: Weekdays Regular Hours \$ \_\_\_\_\_

Weekday Overtime &amp; Weekend &amp; Holiday Additional Charges \$ \_\_\_\_\_

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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 ApplicantFee: \$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"

DRAFT

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** *Regular Meeting of Council*

**MEETING DATE:** **March 17, 2020**

**AGENDA ITEM:** **Taxation Bylaw # 2020-14**

### **RECOMMENDATION:**

**THAT** ... the Taxation Bylaw – Bylaw #2020-14 be given 1<sup>st</sup> reading, as presented.

### **BACKGROUND:**

Overall assessments for 2020 have decreased by 1% from 2019, however due to increased costs and the new policing framework model, the amount of revenue required from municipal taxes has increased by 1%. The tax rates presented within this bylaw represent a slight increase of 2.5% for each tax assessment area.

To date, the Alberta School Foundation (ASFF) requisition has not been released for 2020, therefore the rates presented in this bylaw for first reading are based on 2019 rates. These will be updated as new information is received. The ASFF requisition includes an under-levy from 2019. At the time of passing the 2019 Taxation Bylaw the ASFF requisition for 2019 had not been released and therefore values from 2018 were used and collected from ratepayers. When the school foundation released their information in October 2019, they increased their requisition value and collected more funds, thereby resulting in an under-levy for the year of \$10,616.

To date, the Homeland Housing requisition value has not been released for 2020. Administration expects to have this value updated prior to final reading.

To date, the designated industrial property requisition has not been released by the government. Information will be updated as received.

**FINANCIAL IMPLICATIONS: N/A**

### **LEGISLATIVE HISTORY**

Property Tax Bylaw Sec 353 MGA

(1) Each Council must pass a property tax bylaw annually.

(2) The property tax bylaw authorizes the Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of

(a) the expenditures and transfers set out in the budget of the municipality, and

(b) the requisition

**ALTERNATIVES:**

1. That...Council gives 1<sup>st</sup> reading to Taxation Bylaw 2020-14.
2. That...Council declines 1<sup>st</sup> reading of Taxation Bylaw 2020-14 and directs administration to...

**Prepared and Submitted By:** Falon Fayant

**Reviewed By:** Joyce Pierce

**Date:** March 13, 2020

**TOWN OF BON ACCORD  
2020 RATES OF TAXATION BYLAW  
BYLAW 2020-14**

---

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BON ACCORD FOR THE 2020 TAXATION YEAR.**

---

**WHEREAS**, the Town of Bon Accord has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the council meeting held December 17, 2019; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Town of Bon Accord for 2020 total \$5,084,046 and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$3,084,276 and \$1,552,696 is to be raised by general municipal taxation; and

**WHEREAS**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$383,752
Non-residential	\$24,495
Homeland Housing	\$15,994
Designated Industrial Property (Including M&E)	\$136.54

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

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

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

	<u>Assessment</u>
Residential	\$137,329,900
Farmland	\$63,000
Non-residential vacant	\$300,600
Machinery & Equipment	\$45,640
Non-residential	\$5,982,610
Residential – Annexed	\$1,311,710
Farmland – Annexed	\$99,100
Machinery & Equipment - Annexed	\$39,030
	<u>\$145,171,590</u>

**TOWN OF BON ACCORD  
2020 RATES OF TAXATION BYLAW  
BYLAW 2020-14**

---

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

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

	TAX LEVY	ASSESSMENT	TAX RATE
<u>General Municipal</u>			
Non-Residential (including M&E)	\$114,787	\$6,028,250	.01904147
Residential	\$1,418,277	\$137,329,900	.01032752
Farmland	\$3,118	\$63,000	.04948654
Non-Residential Vacant	\$10,393	\$300,600	.03457485
Annexed Non-Residential/M&E	\$401	\$39,030	.01028080
Annexed Residential	\$4,781	\$1,311,710	.00364490
Annexed Farmland	\$938	\$99,100	.00947000
	\$1,552,696	\$145,171,590	
<u>Education</u>			
Residential/Farmland	\$383,752	\$142,456,024	.00269382
Non-residential	\$24,495	\$5,938,121	.00412501
	\$408,247	\$148,394,145	
<u>Homeland Housing</u>	\$15,994	\$151,045,136	.00010589
<u>Designated Industrial Property (Including M&amp;E)</u>	\$136.54	\$1,737,090	.00007860

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

**TOWN OF BON ACCORD  
2020 RATES OF TAXATION BYLAW  
BYLAW 2020-14**

---

READ A FIRST TIME THIS 17<sup>th</sup> DAY OF March 2020.

\_\_\_\_\_  
Mayor David Hutton

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

READ A SECOND TIME THIS 31<sup>st</sup> DAY OF March 2020.

\_\_\_\_\_  
Mayor David Hutton

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

READ A THIRD TIME THIS 31<sup>st</sup> DAY OF March 2020.

\_\_\_\_\_  
Mayor David Hutton

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

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



2020 DRAFT Tax Requisition Scenarios

General Municipal Levy Information

2020 Municipal Levy Budget \$ 1,551,830

**2019 Actual**

**Scenario A  
2020 Estimate**

	Assessment	Tax Rate	Levy	Assessment	Tax Rate	Levy
Non-Residential/M&E	\$ 5,772,730	0.01857704	\$ 107,240	\$ 6,028,250	0.01904147	\$ 114,787
Residential	\$ 139,334,170	0.01007563	\$ 1,403,880	\$ 137,329,900	0.01032752	\$ 1,418,277
Farmland	\$ 63,000	0.04827955	\$ 3,042	\$ 63,000	0.04948654	\$ 3,118
Non-Residential Vacant	\$ 300,600	0.03373156	\$ 10,140	\$ 300,600	0.03457485	\$ 10,393
Annexed - Non-Residential/M&E	\$ 38,840	0.01028080	\$ 399	\$ 39,030	0.01028080	\$ 401
Annexed - Residential	\$ 1,333,410	0.00364490	\$ 4,860	\$ 1,311,710	0.00364490	\$ 4,781
Annexed - Farmland	\$ 99,100	0.00947000	\$ 938	\$ 99,100	0.00947000	\$ 938
<b>TOTAL PROPERTY TAX REVENUE</b>	<b>\$ 146,941,850</b>		<b>\$ 1,530,499</b>	<b>\$ 145,171,590</b>		<b>\$ 1,552,696</b>
				-1%	<i>Change over 2019</i>	\$ 22,197
Alberta School Foundation (ASFF)				1%	<i>Budget variance</i>	\$ 866
Residential/Farmland	\$ 142,456,024	0.00256	\$ 364,687	\$ 142,456,024	0.002693828	\$ 383,752
Non-Residential	\$ 5,938,121	0.00376	\$ 22,327	\$ 5,938,121	0.004125012	\$ 24,495
	<b>\$ 148,394,145</b>		<b>\$ 387,015</b>	<b>\$ 148,394,145</b>		<b>\$ 408,247</b>
Homeland Housing	<b>\$ 152,567,054</b>	0.00009434	<b>\$ 14,393</b>	<b>\$ 151,045,136</b>	0.00010589	<b>\$ 15,994</b>
Designated Industrial Property	\$ 1,737,090	0.0000786	\$ 136.54	\$ 1,737,090	0.0000786	\$ 136.54
<b>TOTAL TAX REVENUE &amp; REQUISITIONS</b>			<b>\$ 1,932,043</b>			<b>\$ 1,977,073</b>





2020 DRAFT Tax Requisition Scenarios

General Municipal Levy Information

2020 Municipal Levy Budget \$ 1,551,830

**2019 Actual**

**Scenario B  
2020 Estimate**

	Assessment	Tax Rate	Levy	Assessment	Tax Rate	Levy
Non-Residential/M&E	\$ 5,772,730	0.01857704	\$ 107,240	\$ 6,028,250	0.01857890	\$ 111,998
Residential	\$ 139,334,170	0.01007563	\$ 1,403,880	\$ 137,329,900	0.01035775	\$ 1,422,428
Farmland	\$ 63,000	0.04827955	\$ 3,042	\$ 63,000	0.04840025	\$ 3,049
Non-Residential Vacant	\$ 300,600	0.03373156	\$ 10,140	\$ 300,600	0.03373493	\$ 10,141
Annexed - Non-Residential/M&E	\$ 38,840	0.01028080	\$ 399	\$ 39,030	0.01028080	\$ 401
Annexed - Residential	\$ 1,333,410	0.00364490	\$ 4,860	\$ 1,311,710	0.00364490	\$ 4,781
Annexed - Farmland	\$ 99,100	0.00947000	\$ 938	\$ 99,100	0.00947000	\$ 938
<b>TOTAL PROPERTY TAX REVENUE</b>	<b>\$ 146,941,850</b>		<b>\$ 1,530,499</b>	<b>\$ 145,171,590</b>		<b>\$ 1,553,737</b>
				-1%	<i>Change over 2019</i>	\$ 23,238
Alberta School Foundation (ASFF)				1%	<i>Budget variance</i>	\$ 1,907
Residential/Farmland	\$ 142,456,024	0.00256	\$ 364,687	\$ 142,456,024	0.002693828	\$ 383,752
Non-Residential	\$ 5,938,121	0.00376	\$ 22,327	\$ 5,938,121	0.004125012	\$ 24,495
	<b>\$ 148,394,145</b>		<b>\$ 387,015</b>	<b>\$ 148,394,145</b>		<b>\$ 408,247</b>
Homeland Housing	<b>\$ 152,567,054</b>	0.00009434	<b>\$ 14,393</b>	<b>\$ 151,045,136</b>	0.00010589	<b>\$ 15,994</b>
Designated Industrial Property	\$ 1,737,090	0.0000786	\$ 136.54	\$ 1,737,090	0.0000786	\$ 136.54
<b>TOTAL TAX REVENUE &amp; REQUISITIONS</b>			<b>\$ 1,932,043</b>			<b>\$ 1,978,114</b>

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

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> March 17, 2020
<b>AGENDA ITEM:</b> Extreme Weather Policy
<b>RECOMMENDATION:</b> <b>THAT</b> ...Council approves the Extreme Weather Policy as presented and accepts the Extreme Weather procedure, as information.
<b>BACKGROUND:</b> In the past, the Town has not had a policy or procedure for extreme weather. Having a policy and procedure in place will provide guidelines for our volunteers and participants.
<b>FINANCIAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. Council approves the Extreme Weather Policy as presented and accepts the Extreme Weather procedure, as information.</li><li>2. Council declines the Extreme Weather Policy as presented and declines the Extreme Weather procedure.</li></ol>
<b>Prepared and Submitted By:</b> Jenny Larson, Community Services Coordinator <b>Reviewed By:</b> <b>Date:</b> February 7, 2020

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Community Services

**POLICY RESOLUTION NO.:**

**SUBJECT:** Extreme Weather Policy

**RESPONSIBLE AUTHORITY:** Community Services Department

**REVIEWED & APPROVED BY COUNCIL:**

**PURPOSE AND INTENT:**

To establish safety guidelines for recreation programs and town events in extreme weather.

**POLICY STATEMENT:**

Alberta sees extreme weather throughout the year, and Bon Accord is committed to ensuring the safety of our volunteers and participants.

**TOWN OF BON ACCORD COMMUNITY SERVICES**  
**Extreme Weather Procedure**

**SECTION:** Community Services

**SUPPORTED BY POLICY NO.:**

**SUBJECT:** Extreme Weather Procedure

**RESPONSIBLE AUTHORITY:** Community Services Department

**REVIEWED & APPROVED BY COUNCIL:**

**DEFINITIONS:**

Extreme Weather: when a weather event is significantly different from the average or usual weather pattern.

Facilitator: Bon Accord staff or volunteer hosting a recreation program or town event.

**PROCEDURE:**

The facilitator will refer to the Canadian Weather Network website for updates and warnings for all events and programming. If the facilitator feels it to be unsafe for the event or program to take place due to weather, they can discuss options with the Community Services Coordinator or CAO. Changes of programs or events will be advertised as soon as possible.

Lightning Procedures: If event/program is held outside and lightning is seen, the facilitator will follow the 30-30 rule. The 30-30 rule states after you see lightning, start counting to 30. If you hear thunder before you reach 30, go indoors. Suspend outdoor activities for at least 30 minutes after the last clap of thunder.

Extreme Heat: If the Weather Network issues a heat warning for the Town of Bon Accord, the facilitator will use extreme caution. Activities will be scheduled for the morning or evening. If the facilitator believes that it is unsafe to continue with the activity outdoors, the event will be moved indoors, if available. Parents/guardians are expected to ensure anyone under the age of 18 are prepared for the heat. (i.e.: water, hats, light clothing, and sunscreen.)

Extreme Cold: If the Weather Network issues an Extreme Cold warning, all outdoor activities will be postponed or cancelled. Indoor activities can be postponed or cancelled, if the facilitator does not feel it safe to continue with the event/program. Parents/guardians are expected to ensure anyone under the age of 18 are prepared for the cold. (i.e.: Gloves, toques, boots etc.)

Air Quality Advisories: Outdoor programs can be postponed, moved indoors, or cancelled due to Air Quality advisories.

For all weather warnings, extreme caution will be used to ensure the safety of the participants, volunteers, and staff.

\*Recommendations cited from: Centres for Disease Control and Prevention & Alberta Health Services websites.

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

<b>MEETING:</b> Regular Council Meeting	
<b>MEETING DATE:</b> March 17, 2020	
<b>AGENDA ITEM:</b> Council Chambers Usage Policy	
<b>RECOMMENDATION:</b>  THAT ...Council approves the Council Chambers Usage policy as presented.	
<b>BACKGROUND:</b>  This is a new policy. Community groups and public have rented Council Chambers in the past. Unfortunately, there has been damage and vandalism to Chambers and Council's desks during these rentals.	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> N/A	
<b>ALTERNATIVES:</b>  1. Council approves the Council Chambers Usage policy as presented.  2. Council declines the Council Chambers Usage policy as presented and directs Administration to make changes to the policy.	
<b>Prepared and Submitted By:</b> Jenny Larson	<b>Reviewed By:</b>  <b>Date:</b> March 5, 2020

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Administration

**POLICY NO.:** 20.xxx

**SUBJECT:** Council Chambers Usage

**RESPONSIBLE AUTHORITY:** Administration Department

**REVIEWED & APPROVED BY COUNCIL:**

**PURPOSE AND INTENT:** To establish clear guidelines and procedures for the usage of Council Chambers.

**POLICY STATEMENT:** Council Chambers is to be considered a room where Council, Administration, and Council committees meet.

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	<b>Regular Council Meeting</b>
<b>MEETING DATE:</b>	<b>March 17, 2020</b>
<b>AGENDA ITEM:</b>	<b>Sturgeon Regional Emergency Management Partnership (SREMP) Agreement – Spending Authority Amendment</b>
<b>RECOMMENDATION:</b>	
<b>THAT....</b> Council approve the Sturgeon Regional Emergency Management Partnership Agreement, as amended.	
<b>BACKGROUND:</b>	
<p>The Towns of Redwater, Gibbons, Morinville, Bon Accord, Legal and Sturgeon County entered into an agreement November 14, 2016 to collectively provide joint emergency management. As a result, a ministerial order was obtained to create the Sturgeon Regional Emergency Management Partnership.</p> <p>At the February 3<sup>rd</sup> SREMP advisory meeting, the issue of spending authority as part of an initial response was identified; especially if a DEM from another municipality was coordinating a response on behalf of a municipality. The advisory committee recommended a \$100,000 threshold be established to ensure DEMs have the proper authority to make the necessary expenditures.</p> <p>The current agreement does not provide any authority for spending by a DEM, and many municipal procurement agreements having minimal spending allocations for a CAO and are silent on another DEM’s ability to act on behalf of the community.</p> <p>This matter was discussed further at the March 9<sup>th</sup> SREMP Agency meeting with the attached amendment to the agreement being the result.</p> <p>The SREMP advisory committee recommends that an amendment to the agreement be developed, providing a DEM the authority to spend up to \$100,000 for an initial emergency response. A DEM will be required to obtain further spending approvals from the affected Council. While provincial disaster assistance and recovery support programs may provide financial aid after a municipal response, this is not guaranteed; as such municipalities should have a contingency plan.</p> <p>Benefits: Approving the attached amendment will ensure any DEM, either for the municipality or acting on its behalf, may plan for the necessary initial response to an emergency. Councils will still need to be consulted prior to further expenditures, ensuring proper financial controls and MGA requirements.</p>	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> N/A	
<b>ALTERNATIVES:</b>	

1. Council approve the Sturgeon Regional Emergency Management Partnership Agreement, as amended.
2. Council reject the recommendation of the Sturgeon Regional Emergency Management Agency.

**Prepared and Submitted By:** Julia Miller

**Reviewed By:**

**Date:** March 12, 2020



**STURGEON REGIONAL EMERGENCY  
MANAGEMENT PARTNERSHIP AGREEMENT**

THIS AGREEMENT made this 14 Day of November 2016, Amended March 09, 2020

**BETWEEN:**

**STURGEON COUNTY**

- and -

**TOWN OF BON ACCORD**

- and -

**TOWN OF GIBBONS**

- and -

**TOWN OF LEGAL**

- and -

**TOWN OF MORINVILLE**

- and -

**TOWN OF REDWATER**

(collectively, the "Parties")

**INTRODUCTION**

**1. WHEREAS:**

- a) The Municipalities of **Bon Accord, Gibbons, Legal, Morinville and Redwater and Sturgeon County** are local authorities situated within the Province of Alberta;
- b) Each of the Parties have appointed a Director of Emergency Management ('DEM') as head of its own emergency management agency pursuant to the provisions set out in *The Emergency Management Act R.S.A. 2000, c E-6.8*;

- c) The Parties recognize that many of the local resources controlled by each of the parties could be required by more than one (1) municipality in order to cope with a Disaster or Emergency that affects one (1) or more of the Parties;
- d) The Municipalities have agreed to adopt a Regional Emergency Management Plan and to develop a Regional Framework for Emergency Management within the Region ;
- e) Pursuant to S. 11.3(1)(b) of the Act, if authorized by Ministerial Order, a local authority may delegate its powers and duties under the Act to a joint committee representing two (2) or more local authorities that is composed of one or more members appointed by each of the local authorities; and
- f) The Minister responsible for the Act will be requested to issue a Ministerial Order to authorize the Parties to establish a Regional Emergency Advisory Committee empowered to declare a “Regional State of Emergency”.

NOW THEREFORE the parties hereto agree as follows:

#### DEFINITIONS

- 2. For the purpose of this Agreement, the following words and terms shall have the following meanings:
  - a. **Act** means The Emergency Management Act of Alberta, Chapter E-6.8, Revised Statutes of Alberta 2000, c. E-6-8;
  - b. **Assisting Party** means a Party to this Agreement providing aid, in the form of resources or services to another Party of this Agreement;
  - c. **Director of Emergency Management** (DEM) means an individual appointed by resolution of Council, or the CAO or their designate.
  - d. **Disaster** means an event that results in serious harm to the safety, health or welfare of people, the environment or in widespread damage to property;
  - e. **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people, or to limit damage to property and the environment;

- f. **Emergency Social Services** (ESS) means services including but not limited to Registration and Inquiry, Emergency Food Services, Emergency Lodging, Emergency Clothing and Emergency Personal Services;
- g. **Local Authority** means, where a municipality has a Council within the meaning of the *Municipal Government Act*, RSA 2000 c.M-26;
- h. **Minister** means the Minister charged with administration of the Act;
- i. **Municipal Emergency Coordination Centre** (MECC) means the location that functions as a point of coordination, addressing the needs of the municipality as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites within the municipality;
- j. **Parties** means the **Municipalities of Bon Accord, Gibbons, Legal, Morinville, Redwater and Sturgeon County**;
- k. **Regional Emergency Advisory Committee** herein referred to as the Regional Committee; means a regional committee comprised of one (1) Councillor, or alternate, from each of the partnering municipalities of the Sturgeon Regional Emergency Management Partnership, as established by this Agreement and the by-laws of the respective municipal Councils of the Parties hereto;
- l. **Regional Emergency Management Agency** (REMA) means a regional agency comprised of the Director of Emergency Management or Deputy or the Chief Administrative Officer, from each of the partnering municipalities of the Sturgeon Regional Emergency Management Partnership as established by this Agreement and the by-laws of the respective municipal councils of the Parties hereto;
- m. **Regional Emergency Management Plan** (REMP) means the Regional Emergency Management Plan prepared by the Sturgeon Regional Emergency Management Agency to co-ordinate the response to an emergency or disaster; the training program to ensure stakeholders are equipped to manage an incident/event of scale and the governance/administrative functions that empower stakeholders to take whatever measures necessary to protect lives, property and environment;
- n. **Regional Emergency Coordination Centre** (RECC) means the location that functions as a point of coordination, addressing the needs of the municipality and/or the Sturgeon Region as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites;
- o. **Regional Framework for Emergency Management** means the Municipalities participating in this Agreement supporting and assisting each other when requested

and when able to provide that support and assistance in the event of a major emergency or disaster;

- p. **Requesting Party** means a Party to this Agreement requesting aid in the form of resources or services from another Party to this Agreement;
  - q. **Sturgeon Region** means the geographical area within the boundaries of Sturgeon County including the Municipalities Towns of Bon Accord, Gibbons, Legal, Morinville and Redwater; and
  - r. **Sturgeon Region Emergency Management Partnership** is a partnership comprising the Municipalities of Bon Accord, Gibbons, Legal, Morinville and Redwater and Sturgeon County who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs.
3. The Regional Emergency Advisory Committee shall consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) member, each of whom shall have one (1) vote regarding any matter coming before the Committee. Each party shall also appoint at least one (1) alternate Council member to the Committee to attend and vote when the serving member is unable to do so. Other non-voting members who may participate in an advisory capacity include the Chair, or Vice-Chair of the Sturgeon Regional Emergency Management Agency and any other representative responsible for administering the regional program. Members will be appointed on an annual basis.
  4. No member of Sturgeon Regional Emergency Management Partnership shall be permitted to withdraw from this Agreement during a declared state of local or regional emergency or disaster.
  5. The municipal councils of each of the Parties to this Agreement have passed a bylaw to establish the Sturgeon Regional Emergency Management Agency (the "Agency") and delegated certain powers and duties under the Act to the Agency, subject to the issuance of a Ministerial Order pursuant to 11.3(1)(b) of the Act.
  6. The Sturgeon Regional Emergency Management Agency is charged with keeping the Sturgeon Regional Emergency Management Plan current and operationally sound. The Sturgeon Regional Emergency Management Agency will:
    - a) work collaboratively with partnership communities, Alberta Emergency Management Agency and other government departments or agencies, as necessary to develop, implement, and maintain all emergency plans and programs for the Region;

- b) engage relevant stakeholders, such as business and industry, government agencies, and regulatory bodies to ensure emergency plans are aligned and integrate with stakeholder plans;
  - c) support the coordination of training and exercises on the Sturgeon Regional Emergency Management Plan;
  - d) ensure regional training and exercise documentation and records are maintained;
  - e) plan, execute and review exercises to validate the Sturgeon Regional Emergency Management Plan;
  - f) review the impact of incidents on the program;
  - g) publish information, as necessary, on the Sturgeon Regional Emergency Management Plan with:
    - i. municipal departments; and
    - ii. industrial and municipal neighbours.
  - h) liaise with external agencies and surrounding municipalities who have a role in emergency response at regional facilities; and
  - i) ensure the Sturgeon Regional Partnership has appropriate resources and equipment available.
7. It is recognized that the Regional Emergency Management Agency or parts of the Agency may be called upon from time to time to provide emergency response or services in areas outside of the Sturgeon Region. The Regional Agency will assess the current situation and a response to those incidents will:
- i. Only be committed after an assessment of what resources can reasonably be made available without endangering the Sturgeon Region and its residents.
  - ii. Only be committed after ensuring that reasonable care will be provided to the staff being deployed; if the requesting organization cannot provide care for staff, resources will only be deployed once the Regional Agency has been able to arrange for reasonable care.
  - iii. Committed to, if applicable, upon receipt of a tasking number from the Provincial Operations Centre or Office of the Fire Commissioner.
  - iv. Recover costs for resources from the requesting organization. Costs for those services will be billed according to the policy of each individual department or party.
8. Parties shall not be required to provide anything other than municipally- owned equipment, employees and volunteers normally used by the Parties when responding to a regional emergency or assisting in a Regional Emergency Coordination Centre.
9. The Parties will at all times comply with the requirements of all applicable Federal, Provincial and Municipal legislation.
10. Each of the Parties agree to share emergency management related information.

11. Each of the Parties will agree to implement the concepts and principles of the Incident Command Systems and strive to utilize common communications systems and technologies.
12. This Agreement does not in any way amend or replace those agreements that may already be in existence or shall come into existence in the future between any of the Parties, as a whole or otherwise, with respect to the provision of firefighting or other services.

#### SHARED COST OF REGIONAL COLLABORATION

13. The Sturgeon Regional Emergency Management Advisory Committee shall develop and adopt an annual operating budget to cover the costs and funding of Regional Emergency Management program as per the scope outlined in the attached Schedule "A". The Parties to this Agreement agree to fund Sturgeon Regional Emergency Management Partnership emergency program in accordance with the funding formula enumerated in the attached Schedule "A".
14. The costs incurred by any Party to this Agreement in responding to a State of Local Emergency in another municipality shall be the sole responsibility of the affected Party or Parties in which the emergency or disaster occurs.
15. The Sturgeon Regional Emergency Management Advisory Committee has agreed that with the onset of any emergency or state of local emergency designated staff ie: Director of Emergency Managers (DEMS), Deputy Director of Emergency Managers (D/DEM), are approved to spend up to one-hundred thousand (\$100,000.00) dollars in order to commence and support initial operations in any of the partnering municipalities. Initial response costs will be the responsibility of the affected municipality.

#### INSURANCE & INDEMNITY

16. No action lies against the Party with jurisdiction or any responding Party or a person acting under that Parties direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under the *Emergency Management Act* or the regulations during a State of Local Emergency.
17. A requesting Party indemnifies each responding Party against any expense incurred by that responding Party by reason of any damage to its equipment in the course of responding to a call and against any cost or expense incurred by the responding Party by reason of personal injury or death caused to any of its personnel in the course of responding to a call unless such damage, injury or death results from the gross negligence of the responding Party.

18. A requesting Party agrees to save and hold harmless the responding Party, any of its departments, agencies, officers or employees from all cost, injury and damage occurred and from any other injury or damage to any person or property as a result of their actions in assisting the requesting Party. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of action, court costs, expenses of litigation and reasonable legal fees.
19. All costs and expenses associated with responding to an incident shall be the responsibility of the Party or Parties where the incident occurs.
20. During the term of this Agreement, the Parties shall each, at their own respective cost and expense, maintain in full force and effect General Liability Insurance in an amount not less than FIVE MILLION (\$5,000,000.00) DOLLARS per occurrence for personal injury and/or property damage and any other insurance that is mutually agreed to by the Parties and reasonably obtainable by both. Notwithstanding the foregoing, it is agreed that the aforementioned policy limits do not define or limit a Party's liability to indemnify the other Party under this Section.
21. Each Party agrees to forward a copy of this Agreement to their municipal insurer and to be responsible for the costs of any increase in insurance premiums which may result.

#### TERM AND TERMINATION

22. Any member of the Regional Emergency Advisory Committee may withdraw their membership from Sturgeon Regional Partnership and this Agreement, by providing all other Parties hereto with twelve (12) months advance written notice. The withdrawal of any party from this Agreement shall in no way impact the remaining Parties hereto, and this Agreement shall continue in full force and effect as between the remaining Parties and any investment in joint assets shall remain with the partnership.
23. This Agreement shall come into force when it has been signed by all of the Parties hereto, and the Ministerial Order referred to herein has been issued and has come into effect. The term of this Agreement shall be for a period of ten (10) years thereafter, or until such time as the Parties mutually agree otherwise (the "Term").
24. Twelve (12) months prior to the expiration of the Term of this Agreement the parties shall initiate the process to automatically renew this agreement for successive periods of ten (10) years and all of the Terms of this Agreement shall remain in force.

#### GOVERNING LAW

25. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta. The Parties hereby agree to the exclusive jurisdiction of the Courts of

the Province of Alberta, and all courts competent to hear appeals therefrom, to hear any matter or thing relating to or arising from this Agreement.

**SEVERABILITY**

26. If any one or more of the provisions contained in this Agreement should be invalid, illegal or unenforceable in any respect, the remaining provisions contained herein shall not in any way be affected or impaired thereby, unless, as a result of such determination, this Agreement would fail in its essential purpose.

**NON-ASSIGNMENT**

27. No Party may assign its rights under this Agreement without the prior written consent of all of the other Parties hereto.

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING PARTIES, BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

**Sturgeon County:**

\_\_\_\_\_  
Mayor

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

**Town of Morinville:**

\_\_\_\_\_  
Mayor

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

**Town of Gibbons:**

\_\_\_\_\_  
Mayor

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

**Town of Redwater:**

\_\_\_\_\_  
Mayor

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

**Town of Bon Accord:**

\_\_\_\_\_  
Mayor

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

**Town of Legal:**

\_\_\_\_\_  
Mayor

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



**Schedule "A"**  
**Scope of Operational Costs and Funding for the**  
**Sturgeon Regional Emergency Management Partnership**

**SCOPE OF ANNUAL OPERATING BUDGET**

1. STURGEON REGIONAL EMERGENCY MANAGEMENT AGENCY
  - a. Agency Meetings
  - b. Plan preparation and distribution
  - c. Hiring temporary staff, consultants and other workers
2. PREPAREDNESS
  - a. Training/Courses
  - b. Table tops
  - c. Exercises
3. HAZARD ASSESSMENT
  - a. Conducting assessment
4. Regional Emergency Management Coordination Function

**MATTERS OUTSIDE THE SCOPE OF THE ANNUAL OPERATING BUDGET**

5. Emergency Operations and Logistics
6. MECC creation and maintenance
7. Mitigation of Hazards
8. Recovery

**ANNUAL BUDGET**

9. All Parties agree that funding for the SRPEMP should be a shared responsibility. The funding formula will be approved by the Advisory Committee and forwarded to each member Council for approval.
10. Once approved, the formula will only go forward to each Council again if there are amendments.

## **PROCESS FOR DETERMINING ANNUAL BUDGET**

11. Budget process will be as follows:
  - a. The Sturgeon Regional Emergency Management Program budget will be drafted by July for the following budget year.
  - b. Any requests to change next fiscal's year's budget must be submitted by August 15. Request to change the budget will be handled as follows:
    - i. The request will be sent to the Chair of the Sturgeon Regional Emergency Management Agency
    - ii. The Sturgeon Regional Emergency Management Agency will review the request and make recommendations.
    - iii. Recommendations will be submitted to the Regional Emergency Advisory Committee for a mid-September meeting.
    - iv. The Sturgeon Regional Emergency Management Program budget will be approved by the Regional Emergency Advisory Committee.
    - v. Recommendations from the Regional Emergency Advisory Committee will be submitted to the municipalities by the end of September so that they are received in time for the municipal budget process.
12. Once the process for determining the budget is complete and has been approved by the Regional Emergency Advisory Committee and the Parties to this Agreement, the budget shall be binding on all member Municipalities that are party to this Agreement.
13. Members will be requisitioned once a year, by March 31, for their contribution to the Sturgeon Regional Emergency Management Program.
14. Costs related to "Emergencies" are to be considered outside the scope of the annual operating budget. The partnership through agreement of the Committee agrees that designated staff ie: Director of Emergency Managers (DEMS), Deputy Director of Emergency Managers (D/DEM), are approved to spend up to one-hundred thousand (\$100,000.00) dollars in order to commence and support initial operations in any of the partnering municipalities. Initial response costs will be the responsibility of the affected municipality.

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> March 17, 2020
<b>AGENDA ITEM:</b> Debbie Turner Retirement
<b>RECOMMENDATION:</b>  <b>THAT....</b> Council direct administration to RSVP those wishing to attend the retirement celebration for Debbie Turner March 31, 2020.
<b>BACKGROUND:</b>  Debbie Turner has been assistant to the CAO for the Town of Gibbons for many years. Council and staff have been invited to a retirement celebration at the Gibbons Town Office Tuesday March 31, 2020 1:30pm – 4:30pm to wish her farewell.
<b>FINANCIAL IMPLICATIONS:</b> N/A
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b>  <ol style="list-style-type: none"><li>1. Council direct administration to RSVP those wishing to attend the retirement celebration for Debbie Turner March 31, 2020.</li><li>2. Council direct administration to decline attendance at the retirement celebration for Debbie Turner.</li></ol>
<b>Prepared and Submitted By:</b> Jessica Caines
<b>Reviewed By:</b> Joyce Pierce - CAO
<b>Date:</b> February 28, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> March 17, 2020
<b>AGENDA ITEM:</b> Redwater Mayor's Breakfast
<b>RECOMMENDATION:</b>  <b>THAT....</b> Council direct administration to register those wishing to attend the Redwater Mayor's Breakfast April 17 <sup>th</sup> , 2020.
<b>BACKGROUND:</b>  The Town of Redwater has invited Council to attend their 12 <sup>th</sup> Annual Mayor's Breakfast to be held at Pembina Place on Friday April 17 <sup>th</sup> , 2020. Doors open at 7am with a buffet-style breakfast from 7:30am – 9:30am. Tickets are \$20 per person and the registration deadline is April 10 <sup>th</sup> , 2020.  The event's webpage states this will be an opportunity to "hear local and regional updates while taking the opportunity to network".
<b>FINANCIAL IMPLICATIONS:</b> \$20 per person
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b>  <ol style="list-style-type: none"><li>1. Council direct administration to register those wishing to attend the Redwater Mayor's Breakfast April 17<sup>th</sup>, 2020.</li><li>2. Council direct administration to decline attendance to the Redwater Mayor's Breakfast.</li></ol>
<b>Prepared and Submitted By:</b> Jessica Caines <b>Reviewed By:</b> Joyce Pierce - CAO  <b>Date:</b> March 2, 2020

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

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> March 17, 2020
<b>AGENDA ITEM:</b> Volunteer Appreciation Night
<b>RECOMMENDATION:</b> THAT ... Council confirms attendance for Volunteer Appreciate Night on April 21, 2020.
<b>BACKGROUND:</b>  Every year our volunteers are celebrated during Volunteer Appreciation week. This year, the event will take place on Tuesday, April 21 <sup>st</sup> between 6 – 8 pm in the Arena mezzanine.  In the past Council has volunteered their time for this event, helping scoop ice cream and/or saying a quick speech thanking our wonderful volunteers.
<b>FINANCIAL IMPLICATIONS:</b> Budgeted event \$500
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. Council confirms attendance for Volunteer Appreciate Night on April 21, 2020</li><li>2. Council is unable to attends Volunteer Appreciation Night on April 21, 2020</li></ol>
<b>Prepared and Submitted By:</b> Jenny Larson Community Services <p style="text-align: right;"><b>Reviewed By:</b> <b>Date: March 10, 2020</b></p>

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> March 17, 2020
<b>AGENDA ITEM:</b> 16 <sup>th</sup> Annual Yellow Ribbon Gala
<b>RECOMMENDATION:</b> <b>THAT....</b> Council direct administration to RSVP to the 16 <sup>th</sup> Annual Yellow Ribbon Gala being held on May 2 <sup>nd</sup> , 2020.
<b>BACKGROUND:</b> The Edmonton Garrison Military Family Resource Centre (MFRC) is a non-profit organization that provides programs and services to military families – supporting our troops both home and abroad.  The 16 <sup>th</sup> Annual Yellow Ribbon Gala includes a dinner and silent auction. The Gala is a formal event to take place Saturday May 2 <sup>nd</sup> , 2020 at the Edmonton Garrison Officers’ Mess, with reception at 6:00pm and dinner to follow at 7:00pm.  Proceeds from the Gala will benefit military families in the following areas: <ul style="list-style-type: none"><li>- Deployment support</li><li>- Mental health and wellness</li><li>- Child and youth development</li><li>- Parenting support</li><li>- Community development and integration</li></ul> RSVPs are requested by April 24 <sup>th</sup> , 2020. Alternately, donations are welcomed if attendance is not an option. At the March 3, 2020 RMC, this item was tabled to March 17, 2020 RMC.
<b>FINANCIAL IMPLICATIONS:</b> \$150 per ticket OR \$1,500 per table of ten (10)
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. Council direct administration to RSVP to the 16<sup>th</sup> Annual Yellow Ribbon Gala May 2<sup>nd</sup>, 2020</li><li>2. Council direct administration to provide a one-time monetary donation in the amount of \$___ to the MFRC in lieu of attendance.</li><li>3. Council direct administration to decline attendance at the 16<sup>th</sup> Annual Yellow Ribbon Gala May 2<sup>nd</sup>, 2020.</li></ol>
<b>Prepared and Submitted By:</b> Julia Miller <b>Reviewed By:</b> Joyce Pierce - CAO <p style="text-align: center;"><b>Date:</b> March 4, 2020</p>

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> March 17, 2020
<b>AGENDA ITEM:</b> 3 <sup>rd</sup> Annual Mayor's Golf Tournament
<b>RECOMMENDATION:</b> <b>THAT....</b> Council direct administration to RSVP to the 3rd Annual Mayor's Golf Tournament being held on June 19 <sup>th</sup> , 2020.
<b>BACKGROUND:</b> Sturgeon County Mayor, Alanna Hnatiw, has invited Council and CAO to attend the 3rd Annual Mayor's Golf Tournament on Friday June 19 <sup>th</sup> , 2020 at the Sturgeon Valley Golf and Country Club. The fee for the day is \$160 per person. The day will feature a round of golf (green fees and shared power cart included), a full breakfast, gourmet dinner, networking opportunities and a chance to win prizes. Proceeds raised will support local organizations, both the Jessica Martel Memorial Foundation and West Sturgeon Aging in Place Foundation. Sponsorship opportunities are also available ranging from \$350 to \$7,500.
<b>FINANCIAL IMPLICATIONS:</b> \$160 per ticket
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. Council direct administration to RSVP to the 3rd Annual Mayor's Golf Tournament being held on June 19<sup>th</sup>, 2020.</li><li>2. Council direct administration to provide a one-time monetary donation in the amount of \$___ to the 3rd Annual Mayor's Golf Tournament being held on June 19<sup>th</sup>, 2020.</li><li>3. Council direct administration to decline attendance at the 3rd Annual Mayor's Golf Tournament being held on June 19<sup>th</sup>, 2020.</li></ol>
<b>Prepared and Submitted By:</b> Jessica Caines
<b>Reviewed By:</b> Joyce Pierce - CAO
<b>Date:</b> March 5, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	<b>Regular Council Meeting</b>
<b>MEETING DATE:</b>	<b>March 17, 2020</b>
<b>AGENDA ITEM:</b>	<b>2020 Firefighter Long Term Service Awards Ceremony</b>
<b>RECOMMENDATION:</b>	
<b>THAT....</b> Council direct administration to RSVP those wishing to attend the 2020 Firefighter Long Term Service Awards Ceremony being held on September 8 <sup>th</sup> , 2020.	
<b>BACKGROUND:</b>	
<p>Sturgeon County Fire Chief and Manager of Protective Services, Pat Mahoney, has invited Council and CAO to attend the Sturgeon County Emergency Services Long Term Service Awards Ceremony. This event will be held at the Sturgeon County Protective Services Headquarters building on September 8<sup>th</sup>, 2020 at 7:00pm. Business attire must be worn, and attendees are to be seated no later than 6:50pm. Reception to follow.</p> <p>RSVPs must be made no later than August 28<sup>th</sup>, 2020.</p> <p>Two (2) members of Council attended this event last September.</p>	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> N/A	
<b>ALTERNATIVES:</b>	
<ol style="list-style-type: none"><li>1. Council direct administration to RSVP those wishing to attend the 2020 Firefighter Long Term Service Awards Ceremony being held on September 8<sup>th</sup>, 2020.</li><li>2. Council direct administration to decline attendance at the 2020 Firefighter Long Term Service Awards Ceremony being held on September 8<sup>th</sup>, 2020.</li></ol>	
<b>Prepared and Submitted By:</b> Jessica Caines	<b>Reviewed By:</b> Joyce Pierce - CAO
	<b>Date:</b> March 5, 2020



# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting  
**MEETING DATE:** March 17, 2020  
**AGENDA ITEM:** 56<sup>th</sup> Annual Kinsmen Rainmaker Rodeo Parade and Post-Parade Reception

**RECOMMENDATION:**

**THAT....** Council direct administration to RSVP to the 56th Annual Kinsmen Rainmaker Rodeo Parade and Post-Parade Reception on May 23<sup>rd</sup>, 2020.

**BACKGROUND:**

The City of St. Albert Mayor, Cathy Heron, has invited Council or their designate to attend the 56th Annual Kinsmen Rainmaker Rodeo Parade and Post-Parade Reception on Saturday May 23<sup>rd</sup>, 2020. The parade will begin at 9:30am on St. Vital Ave. in St. Albert. The post-parade reception will be hosted by City Council at approximately 11:30am in the Douglas Cardinal Boardroom, 3<sup>rd</sup> Floor of St. Albert Place.

If Council would like to enter a float into the parade, the registration form must be completed and returned no later than May 14<sup>th</sup>, 2020 and attire should be rodeo/western themed. Entrants will also be required to arrive at the parade site by 8:15am the day of the parade. The City of St. Albert has offered to provide car and/or vehicle signage, if we wish.

Alternately, Council may attend the post-parade reception only. RSVPs must be received no later than May 14<sup>th</sup>, 2020.

**FINANCIAL IMPLICATIONS:** Cost to create a float.

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. Council direct administration to RSVP to the 56th Annual Kinsmen Rainmaker Rodeo Parade **AND** Post-Parade Reception on May 23<sup>rd</sup>, 2020.
2. Council direct administration to RSVP to the 56th Annual Kinsmen Rainmaker Rodeo **Parade only** on May 23<sup>rd</sup>, 2020.
3. Council direct administration to RSVP to the 56th Annual Kinsmen Rainmaker Rodeo **Post-Parade Reception only** on May 23<sup>rd</sup>, 2020.
4. Council direct administration to decline attendance at the 56th Annual Kinsmen Rainmaker Rodeo Parade and Post-Parade Reception on May 23<sup>rd</sup>, 2020.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce - CAO

**Date:** March 5, 2020



*TOWN OF BON ACCORD  
Mayor's Report  
for the period Feb. 17, 2020 to Mar. 11, 2020*

Feb. 04, 2020	Attended regular meeting of Council
Feb. 17, 2020	Attended Meeting with CAO Pierce
Feb. 18, 2020	Attended regular meeting of Council
Feb. 20, 2020	Attended Council Workshop
Feb. 21, 2020	Attended Council Workshop
Feb. 24, 2020	Attended IDP Open House
Feb. 26, 2020	Attended Admin Meeting
Feb. 28, 2020	Attended Alberta Budget Webinar Meeting
Mar. 03, 2020	Attended regular meeting of Council
Mar. 06, 2020	Attended Bruderheim Mayor's Supper
Mar. 09, 2020	Attended Sub-regional Supper Meeting
Mar. 10, 2020	Attended Land-use Bylaw Public Open House
Mar. 11, 2020	Attended Meeting with CAO Pierce

Notes:

Council Workshop:

The workshop was very productive with each Department presenting a detailed report on the anticipated requirements for the coming year. We have had a very successful year and I believe that the Town will achieve the development to create employment without commuting!

Congratulations to all.

Bruderheim Mayor's Supper

The Guest speaker was Mayor Choy from the Town of Stony Plain. He spoke of the Humbolt, Sask. bus crash and the impact it had on the town. Their hockey team had a player on the bus that did not survive - Parker Tobin.

Sub-regional Supper Meeting

This meeting was arranged by Mayor's Turner and Hnatiw to restart the idea of a Partnership between the Communities that comprise Sturgeon County. There was good dialog and ideas presented to the group. Most of the Councillors were present as well as all of the Mayors and CAOs. It was a good productive meeting.

Land Use Bylaw Open House

This is probably one of the more successful open houses that Council has organized. The attendees received a good explanation of what was planned for the Town's immediate future. The proposed Cannabis Facility will bring employment to our Town and will hopefully kickstart future development.

*David J. Hutton*  
*Mayor*

**TOWN OF BON ACCORD**

*Deputy Mayor Report – for Feb 13 – Mar 11, 2020*

February 13	Attended Emerging Trends by Brownlee LLP
February 17	Attended Family Day activities and enjoyed a hot dog lunch and visiting with residents.
February 18	Attended the Regular Meeting of Council
February 20, 21	Attended Council Workshop
February 25 – 28	Attended the Utility Management Conference hosted by the Water Environment Federation.
March 3, 2020	Attended the Public Hearing (IDP) and Regular Meeting of Council
March 4, 2020	Attended a meeting with Raymond Cormie, CEO of Homeland Housing. Cao Pierce and Economic Development Manager Allen was also in attendance. We wanted some ideas about how to get underway with developing some more seniors housing in town. Raymond made many good suggestions and gave us a preliminary idea of how to accomplish this. He will talk with the province on our behalf to see what funding is available. The next step may be to involve Dale Nally to advocate for us.
March 6, 2020	Attended the Bruderheim Mayor’s Supper. Great networking event and great food!
March 9, 2020	Attended the Sub Regional Committee supper meeting hosted by Morinville
March 10, 2020	Attended the Public Open House for the Land Use Bylaw/Redistricting.
March 11, 2020	Attended the Gibbons Regular Meeting of Council to support the Gibbons Preschool. Over the past year they have seen a considerable increase in their rent. The enrolment is made up of 11 students from Gibbons, 6 from Bon Accord, 6 from Sturgeon County, and 1 from Redwater. Sturgeon County does support preschools in Namao and Calihoo. During the lengthy discussion there was mention that this is something we should be looking at in our ICFs. The treasurer herself lives in the county in Karen Shaw’s division and Patrick Tighe is the Bon Accord Division councillor. These Sturgeon Councillors are on the County ICF committee. Approximately 25% of the students are from the county and it was recognized that Gibbons is where these families identify with. They access services in the community, attend events there, and belong to sports teams in that community. Approximately 25% of the elementary students in Landing Trail have gone through the Gibbons Preschool Program. Lorraine Berry stated how very important early childhood education is and noted that many of the FCSS supports are being cut back or eliminated. Perhaps Sturgeon County support for some of our programs is an appropriate discussion to have regarding ICFs and programs.



*Lynn Bidney*  
Deputy Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
**Council report**

***February 15 – March 15,2020***

- February 18      Attended Regular Meeting of Council.
- February 20      Attended Council Workshop.
- February 21      Attended Council Workshop.
- February 24      Attended IDP Meeting.
- February 29      NLLS  
Stable provincial funding for libraries and systems.  
Plan of service is due by the end of the year.  
Due to cancellation of government courier NLLS requires a new van for delivery. A vote was carried out supporting the purchase.  
Next Meeting May 23,2020
- March 2            Community Service Advisory Board  
Board is looking for new members.  
Our local fire department will be handing out the food bags on May 29, 2020. For the Feed the families food drive.  
Lots of great events coming our way:  
Volunteer Appreciation – Tuesday April 21  
Feed the Families food drive – Friday May 29  
Seniors week BBQ – Wednesday June 3  
Flag Planting – Tuesday June 30  
Canada Day – Wednesday July 1  
Music in the park – Tuesdays July 7 – September 8  
Harvest Days Parade - Saturday August 8  
Meet the community night – Thursday September 10  
Aging people day – Thursday October 1  
Remembrance Day – Wednesday November 11  
Winter Wonderland – Saturday December 5
- March 03          Regular Meeting of Council / IDP Public Hearing
- March 06          Attended Bruderheim Mayor's Supper
- March 9            Attended Sub Regional Discussion in Morinville
- March 10          Attended Library Board Meeting
- March 10          Attended the Open house for LUB

Councillor  
Tanya May  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councillor Report – for period February 13- March 11, 2020*

February 13, 2020	Emerging Trends Expo- Found this very useful as a council member and for the whole of town management and talking about roles and responsibilities, in terms of employment and employee standards. Worker Rights etc.
February 18, 2020	Regular Meeting of Council
February 20, 2020	Council Workshop
February 21, 2020	Council Workshop
February 24, 2020	IDP open house in BA Chambers- good opportunity of meeting some of the surrounding residents.
March 6, 2020	Mayors Supper- Bruderheim- that was an enjoyable event, meeting and talking to surrounding town councilors as well as other groups of people.

Note:

Lacey Laing  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD***Councillor Report – for period February 13 – March 11, 2020*

- February 13, 2020 Attended Merging Trends conference in Edmonton*
- February 13, 2020 Attended Roseridge meeting. Lots of good discussion regarding Waste to Resource*
- February 18, 2020 Attended Regular Meeting of Council*
- February 20–21, 2020 Attended Council Workshop. 2 good days of discussion with Administration as well as an informative session with Municipal Affairs.*
- February 24, 2020 Attended Intermunicipal Development Plan Open House. Good evening with lots of information for residents and surrounding land owners. Great turnout!*
- February 25, 2020 Attended Seniors Pancake Supper at Jewel Box. Great time for conversation with our seniors*
- February 26, 2020 Attended Administration Briefing*
- March 3, 2020 Attended IDP Public Hearing & Regular Meeting of Council. No one came to the hearing which tells me that all of the questions from the large group were answered at the Open House.*
- March 6, 2020 Attended Bruderheim Mayor’s Supper. This was a great evening for networking and hearing about the things that are happening in Bruderheim. There were over 100 people there.*
- March 9, 2020 Attended the Sub-Regional Discussion Meeting in Morinville. There were many good discussions about the possible re-start of the Sturgeon Regional Partnership.*
- March 10, 2020 Attended Land Use By-Law / Micro Cultivation Cannabis Facility Information Session. Awesome turnout with many positive comments from our residents.*

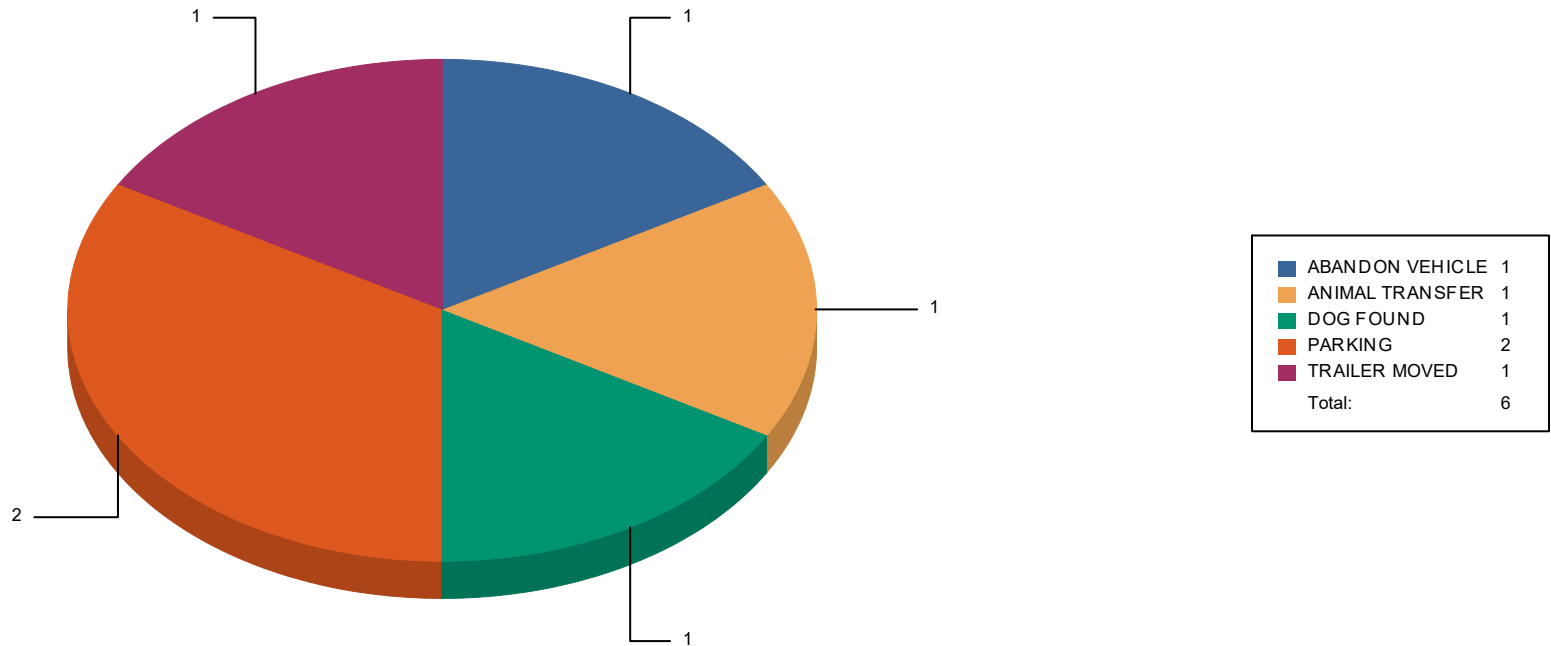
*Brian Holden*  
Councillor  
Town of Bon Accord

# Sturgeon County

Statistics from Occurred Date: 2/1/2020 12:00:00AM to 2/29/2020 11:59:00PM

## Incident Report

### Count of Incident Types



ABANDON VEHICLE: 1 17%



**Incident Report**

**ANIMAL TRANSFER: 1 17%**

**DOG FOUND: 1 17%**

**PARKING: 2 33%**

**TRAILER MOVED: 1 17%**

**Grand Total: 100.00% Total # of Incident Types Reported: 6**

**Sturgeon County**

Statistics from: 2/1/2020 12:00:00AM to 2/29/2020 11:59:00PM

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**Citation Printout Report by Violation**

Total Citations of (MOVES/ROADS): 2  
Total Mandatory Appearances: 0

Total Citations of (ROR S.15(1)(A) IMPROPERLY CROSS DOUBLE SOLID LINES): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 1  
Total Mandatory Appearances: 0

**Grand Total**

Total Number of Citations Reported: **5**  
Total Fine Amounts Reported: **\$669.00**  
Total Money Collected:  
Total Money Still Due: **\$669.00**  
Total Mandatory Appearances: **0**