

**Town of Bon Accord
AGENDA
Regular Council Meeting
March 31, 2020 7:00 pm
Council Chambers**

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. PROCEDURAL BYLAW; BYLAW #2020-15 – 1st 2nd AND 3rd READINGS
(ENCLOSURE)**
- 4. ADOPTION OF MINUTES**
 - 4.1.** Regular Meeting of Council – March 17, 2020 (enclosure)
- 5. PUBLIC HEARING**
 - 5.1.** Public Hearing – MDP Bylaw #2020-11; 7 pm
 - 5.2.** Public Hearing – LUB Bylaw #2020-12
- 6. UNFINISHED BUSINESS**
 - 6.1.** Bon Accord Volunteer Appreciation Night, Postponement (enclosure)
- 7. NEW BUSINESS**
 - 7.1.** 2019 Audited Financial Statements (enclosure)
 - 7.2.** Utility Billing – COVID-19 Pandemic (enclosure)
 - 7.3.** Off Leash Dog Park (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**

BYLAWS

 - 8.1.** Bylaw #2020-11; Amendment to Municipal Development Plan Bylaw #2016-08 – 2nd and 3rd readings (enclosure)
 - 8.2.** Bylaw #2020-12; Amendment to Land Use Bylaw #2016-03 – 2nd and 3rd readings (enclosure)
 - 8.3.** Taxation Bylaw; Bylaw #2020-14 – 2nd reading (enclosure)
 - 8.4.** Records Retention and Disposition Bylaw; Bylaw #2020-08 (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**

None
- 10. CORRESPONDENCE**

None
- 11. CLOSED SESSION**

None
- 12. ADJOURNMENT**

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING:	Regular Council Meeting
MEETING DATE:	March 31, 2020
AGENDA ITEM:	Procedural Bylaw #2020-15
RECOMMENDATION: THAT ... Council gives Procedural Bylaw 2020-15 1 st reading, as presented. THAT ... Council gives Procedural Bylaw 2020-15 2 nd reading, as presented. THAT ... Council gives unanimous consent to hear three readings of Procedural Bylaw 2020-15 in one meeting. THAT ... Council gives Procedural Bylaw 2020-15 3 rd and final reading, as presented.	
BACKGROUND: Alberta's Minister of Health has stressed the importance of social distancing to avoid close contact with others during the COVID-19 pandemic. As of March 18, 2020, the Town has been closed to the public, and the Town office has been taking proactive measures to ensure business can continue during this difficult time. Administration has been working with the Town's IT company, Trinus, to set up remote electronic means of holding Council meetings. The procedural bylaw has been updated in order to maintain compliance – specifically to make exceptions to section 8.1, 8.2, 8.3, and 8.4 during extenuating circumstances, to ensure professionalism is maintained, and to allow public to virtually attend these meetings via the internet.	
FINANCIAL IMPLICATIONS: N/A	
LEGAL IMPLICATIONS: N/A	
LEGISLATIVE HISTORY MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw.	
ALTERNATIVES: N/A	
Prepared and Submitted By:	Jessica Caines Reviewed By: Joyce Pierce, CAO Date: March 25, 2020

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW ~~2019-12~~2020-15**

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

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

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

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

1. DEFINITIONS

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

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2. APPLICATION

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

3. SEVERABILITY

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

4. DEPUTY MAYOR

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

5. MEETINGS

- 5.1 The regular meetings of council shall be established by resolution of Council at its annual organizational meeting.
- 5.2 Regular Meetings of Council will be held on the 1st and 3rd Tuesday of each month, unless otherwise posted. The 1st meeting of the month shall commence at 7pm and stands to adjourn no later than 10:30pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 10:00pm. The 2nd meeting of the month shall commence at 8:30am and stand to adjourn no later than 12pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 11:30am.
- 5.3 As soon as there is a Quorum of Council after the hour fixed for the meeting, the presiding officer must take the chair and begin the meeting.
- 5.4 Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Recording Secretary shall record the names of the Members of Council present at the expiration of the 30 minutes time limit.
- 5.5 Council may change the time, date or location of any meeting by Special Resolution and any Committees may change the time, date or location of any of its meetings provided that in both cases at least twenty-four (24) hours notice of the change is given to the public.

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

6. GENERAL PROCEEDINGS OF MEETINGS

- 6.1 Council must vote to adopt the agenda prior to transacting other business and may:
- 6.1.1 add new items to the agenda but only by Special Resolution; or
 - 6.1.2 delete any matter from the agenda but only by Special Resolution
- 6.2 The minutes of each meeting must be circulated to each Member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited, to ensure that the minutes are accurate. If there are errors or omissions, Council must:
- 6.2.1 pass a resolution to amend the minutes; and
 - 6.2.2 adopt the minutes as amended and if there are not errors or omissions, council must adopt the minutes as circulated.
- 6.3 Delegations appearing before council may be addressed by any Member of Council through the Presiding Officer, by asking the delegation or the Chief Administration Office relevant questions but may not debate the matter or the answers. The presentation by a delegation may only be:
- 6.3.1 received as information without debate;
 - 6.3.2 referred without debate to a Committee or the Chief Administrative Officer for a report, or debated if a Special Resolution is passed to allow a motion to be made without notice;
 - 6.3.3 limited to 15 minutes unless there is a Special Resolution to extend the allotted time.
- 6.4 Reports from the Chief Administrative Officer or other management personnel which request a decision by Council may be debated and Council may:
- 6.4.1 vote on the request, or

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

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

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

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

7. CONDUCT OF MEETINGS

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

7.2 A motion does not require to be seconded.

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

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

7.3.2 a motion to postpone or refer;

7.3.3 a motion for adoption of, rejection of, referral back or further consideration of a report to council, or a motion arising out of any matter dealt with in a report to Council;

7.3.4 a motion for the second or a motion for the third reading of a Bylaw;

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- 7.3.5 a motion for an appointment or dismissal of a committee member, or referral to a committee of any matter before the Council;
- 7.3.6 a motion for Council to hold a Committee of the Whole Meeting
- 7.3.7 a motion for amendment to any Bylaw properly before the Council, or to any matter arising directly out of a Bylaw properly before the Council;
- 7.3.8 any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with "Roberts Rule of Order";
- 7.3.9 where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Presiding Officer so directs;
- 7.4.0 whenever the Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his/her reasons applicable to the case without argument or comment.
- 7.4.1 in all cases not provided for in the proceedings of the council, a majority of council shall determine to uphold the ruling of the Presiding Officer or not as the case may be.
- 7.4.2 this bylaw shall not be repealed, amended or suspended except so far as the terms thereof themselves permit unless it is repealed, amended or suspended:
 - a. by a bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
 - b. by a bylaw passed at a regular meeting of Council pursuant to a notice in writing given and openly announced at the preceding meeting of the council and setting out the terms of the substantial effect of the proposed bylaw.

8.0 ELECTRONIC MEETING ATTENDANCE

- 8.1 The Presiding Officer cannot use electronic means to attend a Regular Meeting of Council.
- 8.2 Electronic means cannot be used for Special Meeting of Council.
- 8.3 Quorum must be attained through physical presence at the meeting, additional members may attend through electronic means.
- 8.4 Use of attendance through electronic means is being provided to allow for periodic flexibility, attending in person must be done so at a minimum of every third meeting.
- 8.5 Electronic attendance will be conducted through the use of video conferencing, secure platforms and telephone.
- 8.6 An effective method of data transfer must be available, if attending electronically, for review and voting on bylaws, ASP's, and others documents that require council review.
- 8.7 Should connectivity of electronic means cease to exist at any point during the meeting, the attendee will be deemed absent for that portion of the meeting, just as the case when attending in person.
- 8.8 Closed Session items cannot be discussed through electronic means.
- 8.9 When attending electronically, the attendee must obtain access to the meeting material prior to the start of the meeting through a secure means.
- 8.10 The attendee must be connected prior to the meeting being called to order.

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8.11 Should the electronically connected member be found to be out of order, per items 11.1 and 11.2 of this bylaw, the member connection will be terminated.

8.12 Notwithstanding sections 8.1, 8.2, 8.3, and 8.4, in extenuating circumstances, all meetings may be held and attended via electronic means and shared to the public via the internet.

8.13 Attendees are expected to act and dress as though they are attending in person and ensure no background noise that will interfere with the meeting.

9.0 AGENDAS

9.1 The agenda for each regular and special meeting shall be prepared by the CAO and emailed, together with copies of all pertinent correspondence, statements and reports to Council by the end of the day on the Friday prior to each regular or Special meeting. In order to do so, the CAO shall receive all documentation prior to 4:00 pm on the Wednesday preceding the Council meeting.

9.2 The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.

9.3 The business intended to be dealt with shall be stated in an agenda per the Council Agenda policy.

9.4 The order of business established in the Council Agenda Policy shall apply unless altered by the Presiding Officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

9.5 Standing Committees of Council shall be established and governed by policy or bylaw approved by council. Where appropriate authority is delegated to a Standing committee, such committee and its mandate shall be established by bylaw.

9.6 Criteria for any written communication intended for Council or a Committee which reached the Chief Administrative Officer must:

9.6.1 be legible and coherent

9.6.2 be signed by at least one person who provides a printed name and address

9.6.3 be on paper and

9.6.4 not be libelous, impertinent or improper.

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

10.0 CLOSED SESSIONS

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

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

11.0 MAINTAINING ORDER IN COUNCIL

Order in Council - Council

Members of Council shall not:

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

Order in Council – Public

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

12. NOTICE OF MOTION

- 12.1 A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined and should be used to give notice when an extended period of time is advisable prior to considering a subject.
- 12.2 A Notice of Motion may be received by the Chief Administrative Officer prior to the closing of the meeting. In this event, the Member of Council shall read the Notice of Motion which shall be recorded in the minutes and shall form part of the Agenda for the subsequent meeting.
- 12.3 A Member of Council may present and describe a Notice of Motion for consideration at the next meeting or other meeting date as specified by the mover.
- 12.4 A Member of Council who hands a written Notice of Motion to the Chief Administrative Officer to be read at any regular meeting need not necessarily be present during the reading of the Motion.

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- 12.5 When a notice has been given, the Chief Administrative Officer will include the proposed motion in the agenda of the meeting for the date indicated in the notice. If a motion is not made at the meeting indicated in the notice it will be removed from the agenda and may only be made by a new notice of motion.

13. VOTING – PECUNIARY INTEREST

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

14. RECORDED VOTE

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

15. PUBLIC HEARINGS

- 15.1 The conduct of any Public Hearing shall be governed by the MGA and this Bylaw.
15.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Council Recording Secretary prior to the Public Hearing.
15.3 The Presiding Officer shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
15.4 The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.
15.5 The Presiding Officer shall request those who wish to make presentations to identify themselves. The Presiding Officer shall then open the floor to public presentations.
15.6 The Presiding Officer shall call upon those persons who have registered with the Council Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
15.7 Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Council Recording Secretary and retained for information purposes.
15.8 Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.
15.9 Following public presentations, the Presiding Officer shall close the Public Hearing.
15.10 If no one is present to speak to a proposed bylaw which requires a Public Hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the Public Hearing.

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- 15.11 After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing and may;
- a) pass the bylaw or resolution, or
 - b) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.
- 15.12 When a Public hearing on a proposed Bylaw or resolution is held, a Member;
- a) must abstain from voting on the Bylaw or resolution if the member was absent from
all of the Public Hearing, and
 - b) may abstain from voting on the Bylaw or resolution if the member was only absent
from a part of the Public Hearing.

16. REPEALING BYLAWS

This Bylaw shall repeal Bylaw 2019-~~05-12~~ and any amendments thereto.

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

Read a first time this ~~15th-31st~~ day of ~~October 2019~~March 2020.

Read a Second time this ~~5th-31st~~ day of ~~November 2019~~March 2020.

Read a third and final time this ~~19th-31st~~ day of ~~November 2019~~March 2020.

Mayor David Hutton

Joyce Pierce, Chief Administrative Officer

SCHEDULE A

Council Standing Policy Committees

Council Briefing Committee

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

1. Terms of Reference

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

- 1.1.1 to brief Councillors on specific topics
- 1.1.2 to provide a context for documents they have or will be receiving
- 1.1.3 to respond to detailed questions of clarification of material presented

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

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

2. Composition

2.1 A Council Briefing Committee shall consist of:

- 2.2.1 All members of the Town of Bon Accord Council
- 2.2.2 The CAO and any staff members that may be required

3. Terms of Office

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

4. Duties and Responsibilities

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

5. Procedures

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

Town of Bon Accord
Regular Meeting of Council Minutes
March 17, 2020
8:30 a.m.



PRESENT

COUNCIL

Mayor David Hutton
Deputy Mayor Lynn Bidney
Councillor Tanya May
Councillor Lacey Laing
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
Falon Fayant, Corporate Finance Officer

CALL TO ORDER

Mayor Hutton called the meeting to order at 8:32 a.m.

ADOPTION OF AGENDA

COUNCILLOR HOLDEN MOVED THAT the agenda for the March 17, 2020 Regular Meeting of Council be adopted as amended with the following additions:

New Business – Asset Management

Correspondence – Office Closure

Correspondence – Information from Sturgeon Regional Emergency Management Partnership (SREMP)

CARRIED RESOLUTION 20-095

DELEGATION

Auditor – Metrix Group, Phil Dirks (via telephone)

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the presentation from Phil Dirks, Auditor, as information.

CARRIED RESOLUTION 20-096

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – March 3, 2020

COUNCILLOR MAY MOVED THAT the minutes of the March 3, 2020 Regular Meeting of Council be accepted, as presented.

CARRIED RESOLUTION 20-097

DEPARTMENT REPORTS

Finance (attached report #1)

Community Services (attached report #2)

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Operations (PW) (attached report #3)

Planning and Economic Development (attached report #4)

Councillor May left Council Chambers at 9:50 a.m.

Councillor May returned to Council Chambers at 9:51 a.m.

Chief Administrative Office (CAO) (attached report #5)

Due to COVID 19 Pandemic many, if not all, upcoming meetings and events have been cancelled or postponed.

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

CARRIED RESOLUTION 20-098

MAYOR HUTTON MOVED THAT Council take a short break at 10:15 a.m.

CARRIED RESOLUTION 20-099

MAYOR HUTTON called the meeting back to order at 10:24 a.m.

UNFINISHED BUSINESS

Snow Removal discussion

COUNCILLOR MAY MOVED THAT Council accept the Snow removal discussion, as information.

CARRIED RESOLUTION 20-100

NEW BUSINESS

Transportation Master Plan

COUNCILLOR HOLDEN MOVED THAT Council approves the Transportation Master Plan as part of the Master Servicing Plans for the Town of Bon Accord, as presented.

CARRIED RESOLUTION 20-101

Water Master Plan and Sanitary Master Plan

DEPUTY MAYOR BIDNEY MOVED THAT Council approves the Water Master Plan and Sanitary Master Plan as part of the Master Servicing Plans for the Town of Bon Accord.

CARRIED RESOLUTION 20-102

Stormwater Master Plan

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

CARRIED RESOLUTION 20-103

Council Laptop Quotes

COUNCILLOR LAING MOVED THAT Council direct administration to decline quotes for Council laptops.

CARRIED RESOLUTION 20-104

Library Board Trustees

COUNCILLOR MAY MOVED THAT Council direct administration to approve Library Board Trustees Melanie Philbrick for a second term and Shannon Loehr for a third term.

CARRIED RESOLUTION 20-105

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Sturgeon Regional Partnership Committee

COUNCILLOR LAING MOVED THAT the Town of Bon Accord continue to be a member of the Sturgeon Regional Partnership Committee.

CARRIED RESOLUTION 20-106

Bon Accord School Districts 125th Anniversary

COUNCILLOR MAY MOVED THAT Council decides not to recognize the Bon Accord School District's 125th Anniversary and forward the information to the Harvest Days Committee and the local schools for their consideration.

CARRIED RESOLUTION 20-107

MAYOR HUTTON MOVED THAT Council extend the Regular Meeting Council beyond 12:00 p.m. (noon).

CARRIED RESOLUTION 20-108

Asset Management Program

COUNCILLOR HOLDEN MOVED THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Bon Accord, Policies and System project. Be it therefore resolved that the Municipality commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program with the following three activities:

- Development of an Asset Management Policy, Strategy, and Plan
- Collect and compile asset information into one central database
- Municipal Workshops: Asset Management principles, in-house Asset Management capacity, data collection in the field.

Be it further resolved that the Municipality commits \$12,500 from its budget towards the cost of this initiative.

CARRIED RESOLUTION 20-109

COUNCILLOR MAY MOVED THAT Council take a short break at 11:45 a.m.

MAYOR HUTTON called the meeting back to order at 11:50 a.m.

BYLAWS | POLICIES | AGREEMENTS

BYLAWS

Municipal Borrowing Bylaw – Capital; Bylaw #2020-06

DEPUTY MAYOR BIDNEY MOVED THAT Council give 3rd and final reading of the Municipal Borrowing Bylaw-Capital; Bylaw #2020-06, as presented.

CARRIED RESOLUTION 20-110

Cemetery Bylaw; Bylaw #2020-04

COUNCILLOR HOLDEN MOVED THAT Council give 3rd and final reading of the Cemetery Bylaw; Bylaw #2020-04, as presented.

CARRIED RESOLUTION 20-111

Taxation Bylaw; Bylaw #2020-14

Taxation examples; FOIP Act 17(1) – Disclosure harmful to personal privacy

COUNCILLOR LAING MOVED THAT Council go into Closed Session at 12:15 p.m.

CARRIED RESOLUTION 20-112

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COUNCILLOR MAY MOVED THAT Council come out of Closed Session at 12:27 p.m.

CARRIED RESOLUTION 20-113

COUNCILLOR HOLDEN MOVED THAT the Taxation Bylaw; Bylaw #2020-14 be given 1st reading, as presented.

CARRIED RESOLUTION 20-114

POLICIES

Extreme Weather Policy

COUNCILLOR MAY MOVED THAT Council approves the Extreme Weather Policy as presented and accepts the Extreme Weather procedure, as information.

CARRIED RESOLUTION 20-115

Council Chambers Usage Policy

COUNCILLOR HOLDEN MOVED THAT Council approves the Council Chambers Usage policy as presented. Councillor Laing requested a recorded vote.

In favor: Mayor Hutton, Deputy Mayor Bidney, Councillor Holden

Opposed: Councillor Laing, Councillor May

CARRIED RESOLUTION 20-116

AGREEMENTS

Sturgeon Regional Emergency Management Partnership Agreement – Spending Authority Amendment

DEPUTY MAYOR BIDNEY MOVED THAT Council approve the Sturgeon Regional Emergency Management Partnership Agreement, as amended.

CARRIED RESOLUTION 20-117

WORKSHOPS| MEETINGS| CONFERENCES

Debbie Turner Retirement

COUNCILLOR HOLDEN MOVED THAT Council direct administration to RSVP that Mayor Hutton, Deputy Mayor Bidney, and Councillor Holden will attend the retirement celebration for Debbie Turner on March 31, 2020, dependent of the COVID-19 restrictions and further directs administration to purchase a card.

CARRIED RESOLUTION 20-118

Redwater Mayor's Breakfast

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to register Mayor Hutton, Deputy Mayor Bidney, Councillor May, Councillor Holden and CAO Pierce to the attend the Redwater Mayor's Breakfast for April 17, 2020 and that registration occur on April 10, 2020.

CARRIED RESOLUTION 20-119

Volunteer Appreciation Night – April 21, 2020

DEPUTY MAYOR BIDNEY MOVED TO table this to the March 31, 2020 Regular Meeting of Council.

CARRIED RESOLUTION 20-120

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16th Annual Yellow Ribbon Gala

COUNCILLOR MAY MOVED THAT Council direct administration to decline attendance at the 16th Annual Yellow Ribbon Gala scheduled for May 2, 2020.

CARRIED RESOLUTION 20-121

3rd Annual Mayor's Golf Tournament

COUNCILLOR HOLDEN MOVED THAT Council direct administration to RSVP that Deputy Mayor Bidney, Councillor Holden and CAO Pierce attend the 3rd Annual Mayor's Golf Tournament being held on June 19th, 2020.

CARRIED RESOLUTION 20-122

2020 Firefighter Long Term Service Awards Ceremony

COUNCILLOR LAING MOVED to table this item to the August 18, 2020 Regular Meeting of Council.

CARRIED RESOLUTION 20-123

56th Annual Kinsmen Rainmaker Rodeo

COUNCILLOR HOLDEN MOVED THAT Council direct administration to RSVP that Mayor Hutton will attend the 56th Annual Kinsmen Rainmaker Rodeo Parade and Post-Parade Reception scheduled for May 23, 2020.

CARRIED RESOLUTION 20-124

COUNCIL REPORTS

Mayor Hutton (attached report #6)

Deputy Mayor Bidney (attached report #7)

Councillor May (attached report #8)

Councillor Laing (attached report #9)

Councillor Holden (attached report #10)

COUNCILLOR MAY MOVED THAT the Council reports be accepted as information.

CARRIED RESOLUTION 20-125

CORRESPONDENCE

Incidents and Violations Reports

DEPUTY MAYOR BIDNEY MOVED THAT the Incidents and Violations Reports be accepted as information.

CARRIED RESOLUTION 20-126

Announcement of Office Closure

COUNCILLOR HOLDEN MOVED THAT Council accept the Office Closure announcement as information.

CARRIED RESOLUTION 20-127

Information from Sturgeon Regional Emergency Management Partnership (SREMP)

CLOSED SESSION

None

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ADJOURNMENT

COUNCILLOR MAY MOVED THAT the March 17, 2020 Regular Meeting of Council adjourn at 1:35 p.m.

Mayor David Hutton

Joyce Pierce, CAO

Unapproved

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REPORT #1

FINANCE
MARCH 2020

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 48th Avenue & 49A Street Rehabilitation Road Project, the Sidewalk Replacement Program, the Parkside Road Rehabilitation Project, and the Solar Farm project were not selected to proceed to the federal application stage.

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.

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Current Projects:

48th Avenue & 49A Street: Ongoing; Expenses to date = \$15,491

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

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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%
	73,833	370,087	-296,254	0	68,963	68,963	73,833	301,125	-227,292	
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%
	86,621	88,493	-1,872	152,194	258,053	-105,859	-65,573	-169,560	103,987	
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%
	10,178	15,291	-5,113	41,011	37,128	3,884	-30,833	-21,836	-8,997	
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%
	693	2,330	-1,637	106,018	101,553	4,465	-105,325	-99,223	-6,102	
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%
	48,620	49,527	-907	104,778	151,312	-46,534	-56,158	-101,785	45,627	
TOTAL	146,112	155,641	-9,529	404,001	548,045	-144,044	-257,889	-392,404	134,515	
TOTAL (incl. Gen Mun.)	219,945	525,728	-305,783	404,001	617,007	-75,081	-184,056	-91,279	-92,777	

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

Falon Fayant
Finance Manager
Town of Bon Accord

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REPORT #2

COMMUNITY SERVICES
MARCH 2020

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. **Due to COVID 19 this activity has been cancelled. We are hoping to reopen in September 2020.**

Spring/Summer Program Guides

Preparations for the program guides have begun. They are scheduled to be mailed out at the beginning of April. **Due to COVID 19 the mailing of this guide has been postponed due to most programs being cancelled until further notice.**

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. **We have received a number of good resumes. We will be contacting applicants advising that we are postponing hiring and interviews until we hear further from the Provincial Government regarding Canada Summer Jobs grant.**

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. **At this time, this is still a planned activity, will continue to monitor situation and advise Council accordingly.**

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 Deputy Mayor Bidney for assisting in getting a representative from the Public Health Agency to lead the helmet fittings. **Due to COVID 19 this event has been cancelled. Look to hold again in 2021.**

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.

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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) – postponed until further notice

Shredding Event (April 15 – May 15) – postponed until the Town Office is open to the public again

Feed the Families Food Drive (May) – leave as scheduled, at this time

Bike Rodeo (June) - cancelled

Seniors Week (June)

UPCOMING MEETINGS/EVENTS

SREMP Functional Exercise (March 18) cancelled

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)

Jenny Larson

Community Services Coordinator

Town of Bon Accord

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REPORT #3

**OPERATIONS
MARCH 2020**

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 1st Calls in January.
- PLC reprogramming for pumps to be completed by end of April.
- 1 staff member attended the AWWOA conference in Banff.

ARENA/PARKS & RECREATION

- Staff member will be returning from injury on March 14.
- Arena will be closed as of March 20th. **Due to COVID 19 the Arena was closed March 13**

SAFETY/TRAINING

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

Ken Reil
*Operations Manager
Town of Bon Accord*

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REPORT #4

**PLANNING & ECONOMIC DEVELOPMENT
MARCH 2020**

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

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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.fortsaskonline.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.

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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

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The data concludes that developers, investors and companies will ultimately make calculated decisions on where to place capital. 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.

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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

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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,

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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.

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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.

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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.

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Dianne Allen

*Planning & Economic Development
Town of Bon Accord*

Unapproved

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REPORT #5

CHIEF ADMINISTRATIVE OFFICER (CAO)
MARCH 2020

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 within the first 12 –24 hour period of an emergency if required. If the event would go beyond this amount or hours the Council would be required to declare the finances that would be required beyond this number. This course of action 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 2nd 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.

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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.

Joyce Pierce

Chief Administrative Officer

Town of Bon Accord

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REPORT #6

MAYOR REPORT
MARCH 2020

February 4, 2020	Attended regular meeting of Council
February 17, 2020	Attended Meeting with CAO Pierce
February 18, 2020	Attended regular meeting of Council
February 20, 2020	Attended Council Workshop
February 21, 2020	Attended Council Workshop
February 24, 2020	Attended IDP Open House
February 26, 2020	Attended Admin Meeting
February 28, 2020	Attended Alberta Budget Webinar Meeting
March 3, 2020	Attended regular meeting of Council
March 6, 2020	Attended Bruderheim Mayor's Supper
March 9, 2020	Attended Sub-regional Supper Meeting
March 10, 2020	Attended Land-use Bylaw Public Open House
March 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 Hutton

Mayor

Town of Bon Accord

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REPORT #7

DEPUTY MAYOR REPORT
MARCH 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.

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

Lynn Bidney
Deputy Mayor
Town of Bon Accord

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REPORT #8

COUNCILLOR REPORT
MARCH 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 May29,2020. 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 Brunerheim Mayor's Supper
March 9	Attended Sub Regional Discussion in Morinville
March 10	Attend Library Board Meeting
March 10	Attended the Open house for LUB

Tanya May
Councillor
Town of Bon Accord

**Town of Bon Accord
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REPORT #9

**COUNCILLOR REPORT
MARCH 2020**

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

Lacey Laing
*Councillor
Town of Bon Accord*

Town of Bon Accord
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REPORT #10

COUNCILLOR REPORT
MARCH 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 Mayors 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

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING:	Regular Council Meeting
MEETING DATE:	March 31, 2020
AGENDA ITEM:	Postponement of the Volunteer Appreciation Night
RECOMMENDATION: THAT ... Council accepts this RFD as information.	
BACKGROUND: Due to the Covid-19 pandemic, the Volunteer Appreciate night will be postponed indefinitely. An ad will be placed in the Free Press to recognize our volunteers and a Thank you note will be added in our utility newsletter. Plans to host the appreciate night will be looked at once the self-distancing protocol has been lifted.	
FINANCIAL IMPLICATIONS: Budgeted event \$500	
LEGAL IMPLICATIONS: <i>N/A</i>	
LEGISLATIVE HISTORY: <i>N/A</i>	
ALTERNATIVES:	
Prepared and Submitted By: Jenny Larson, Community Services <div style="text-align: right;">Reviewed By: Date: March 26, 2020</div>	

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Meeting of Council*

MEETING DATE: **March 31, 2020**

AGENDA ITEM: **Approve 2019 Audited Financial Statements**

RECOMMENDATION:

THAT ... Council approve the 2019 audited financial statements as presented at the regular meeting of council on March 17, 2020.

BACKGROUND:

The Town's auditor presented the 2019 financial statements during the regular meeting of council on March 17, 2020.

FINANCIAL IMPLICATIONS:

Annual financial statements are a requirement of the MGA and provide financial transparency to residents.

LEGISLATIVE HISTORY:

Section 276 (1) of the MGA states that each municipality must prepare annual financial statements of the municipality for the immediately preceding year...

ALTERNATIVES:

1. That...Council approve the 2019 audited financial statements as presented at the regular meeting of council on March 17, 2020.
2. That...Council does not approve the 2019 audited financial statements as presented at the regular meeting of council on March 17, 2020 and directs administration to...

Prepared and Submitted By: Falon Fayant

Reviewed By: Joyce Pierce

Date: March 18, 2020

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Meeting of Council*

MEETING DATE: **March 31, 2020**

AGENDA ITEM: **Utility Billing – COVID-19 Pandemic**

RECOMMENDATION:

THAT ... Council discuss the Utility billing information presented and direct administration to...

BACKGROUND:

With the recent COVID-19 pandemic situation, many residents and businesses in the Town of Bon Accord may find themselves in a financially constrained situation. In relation to our utility services, administration has been researching ways to alleviate some of the strain residents and businesses may be facing in these unprecedented times.

The following options are being presented for Council's discussion:

1. Allow residents and businesses the option of deferring their bill payment for up to three months
2. Defer the Town's service charges for a period of three months
3. Lower the Town's service charges for a period of three months
4. Forgive entirely the Town's service charges for a period of three months
5. Forgive penalties for a period of three months
6. Combination of any of the above

FINANCIAL IMPLICATIONS:

The following is information regarding the financial implication of each option:

1. Allow residents and businesses the option of deferring their bill payment for up to three months
 - a. Financial implication to the Town: The Town receives approximately \$39,000 in cash flow revenue each month from utility billing. Administration has determined that impact to the Town's cash flow for these three months, while not minimal, would not significantly hinder the sustainability of the municipality's operations.
 - b. An advantage to residents and businesses: not having the worry of their water bill during this time and being able to manage their finances accordingly.
 - c. A disadvantage to residents and businesses: deferral would result in a larger bill three months from now that would then need to be paid.
2. Defer the Town's service charges for a period of three months
 - a. Residential service charges are \$22 per month, commercial service charges are \$32 per month, and institutional are \$42 per month
 - b. Financial implication to the Town: The Town receives \$12,929 in service charges per month; total of \$38,787 for the three-month period.
 - c. The advantage to the residents is a savings in deferral on their monthly bill and a smaller amount that would need to be paid in three months.
 - d. A disadvantage is that this may not be enough of a savings in these difficult times.

3. Lower the Town's service charges for a period of three months
 - a. The Town's service charges could be lowered by an amount determined by Council, resulting in slight savings to residents and businesses. Total service charges per month the Town receives are \$12,929.
4. Forgive entirely the Town's service charges for a period of three months
 - a. Financial implication to the Town: The Town receives \$12,929 in service charges per month, and this would result in a loss of revenue of \$38,787 over the three-month period. This revenue could potentially be made up by a combination of the following budgetary considerations:
 - i. Decrease the water reserve 2020 transfer currently budgeted to be \$80,000
 - ii. A decrease in mileage, subsistence, and membership through a decrease in conference and event travel and registration. \$10,000
 - iii. Decrease roads and arena contracted services by \$10,000 each
 - iv. Decrease FCSS contracted services by \$6,700
 - v. Recreation programs, remove large item pickup \$2,500
 - b. The impact of forgiving the service charges decreases our cash flow by \$12,929 monthly but, this would not significantly impact operations at this time.
5. Forgive penalties for a period of three months
 - a. Financial implication to the Town: The Town receives approximately \$600 monthly in penalties on unpaid utility bills.
 - b. By forgiving these penalties, it gives residents and businesses the opportunity to pay their bill as they can during the month without risk of penalty.

LEGISLATIVE HISTORY N/A

ALTERNATIVES:

1. That... Council discuss the Utility billing information presented and direct administration to...
2. That...Council accept the Utility Billing – COVID-19 as information.

Prepared and Submitted By: Falon Fayant

Reviewed By: Joyce Pierce

Date: March 27, 2020

Starting date	Mar-20
Cash balance alert minimum	

CASH RECEIPTS		April	May	June	July	August	September	October	November	December	Column1	Column2	Column3	Total
Franchise Fees		19,500	19,500	19,500	19,500	19,500	19,500	19,500	19,500	19,500				175,500
Utility Billing - Cash Receipts		39,000	39,000	39,000	39,000	39,000	39,000	39,000	39,000	39,000				351,000
Truckfill Sales		9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000				81,000
Interest, other income		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000				9,000
FCSS Grant		3,540	3,540	3,540	3,540	3,540	3,540	3,540	3,540	3,540				31,860
TIPPS/AR Payments EFT		35,727	35,727	35,727	35,727	35,727	35,727	35,727	35,727	35,727				321,540
Debenture				691,065										
TOTAL CASH RECEIPTS		107,767	107,767	798,832	107,767	107,767	107,767	107,767	107,767	107,767	0	0	0	969,900
Total cash available	1,126,087	1,233,854	1,130,506	1,660,138	1,421,006	1,157,820	1,064,112	796,238	676,530	582,947	242,305	242,305	242,305	

[illegible]

Starting date	Mar-20
Cash balance alert minimum	

	Beginning	April	May	June	July	August	September	October	November	December	January	February	March	Total
Cash on hand (beginning of month)	1,126,087	1,126,087	983,739	783,306	1,196,239	972,053	917,345	688,471	568,763	475,180	242,305	242,305	242,305	

CASH PAID OUT		April	May	June	July	August	September	October	November	December	Column1	Column2	Column3	Total
ASFF Requisitions				99,408			99,408			99,408				298,224
Homeland Housing Requisition			15,994											15,994
Payroll		52,000	78,000	52,000	52,000	52,000	52,000	78,000	52,000	52,000				520,000
Debtenture Payments				28,084			50,049			44,975				123,108
Major Payables:														0
Capital Region Water		15,900	15,900	15,900	15,900	15,900	15,900	15,900	15,900	15,900				143,100
Capital Region Sewer		9,100	9,100	9,100	9,100	9,100	9,100	9,100	9,100	9,100				81,900
Roseridge		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500				13,500
GFL		10,400	10,400	10,400	10,400	10,400	10,400	10,400	10,400	10,400				93,600
Trinus		6,050	6,050	6,050	6,050	6,050	6,050	6,050	6,050	6,050				54,450
Sturgeon County - Bylaw				9,809			9,809			9,809				29,427
Library Grant					21,600									21,600
AUMA Power/Gas		21,525	21,525	21,525	21,525	21,525	21,525	21,525	6,500	6,500				163,675
Monthly Payables		85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000				765,000
Solar Project		9,640	10,831	8,123										28,594
Diamond International					132,979									132,979
48th Avenue and 49A Street														0
RRSP Payments			14,900		14,900		14,900		14,900					59,600
Defer Utility Bills		39,000	39,000	39,000										117,000
														0
														0
														0
														0
														0
														0
														0
TOTAL		252,145	268,856	238,828	270,024	264,125	285,014	267,125	234,000	240,910	0	0	0	2,061,752

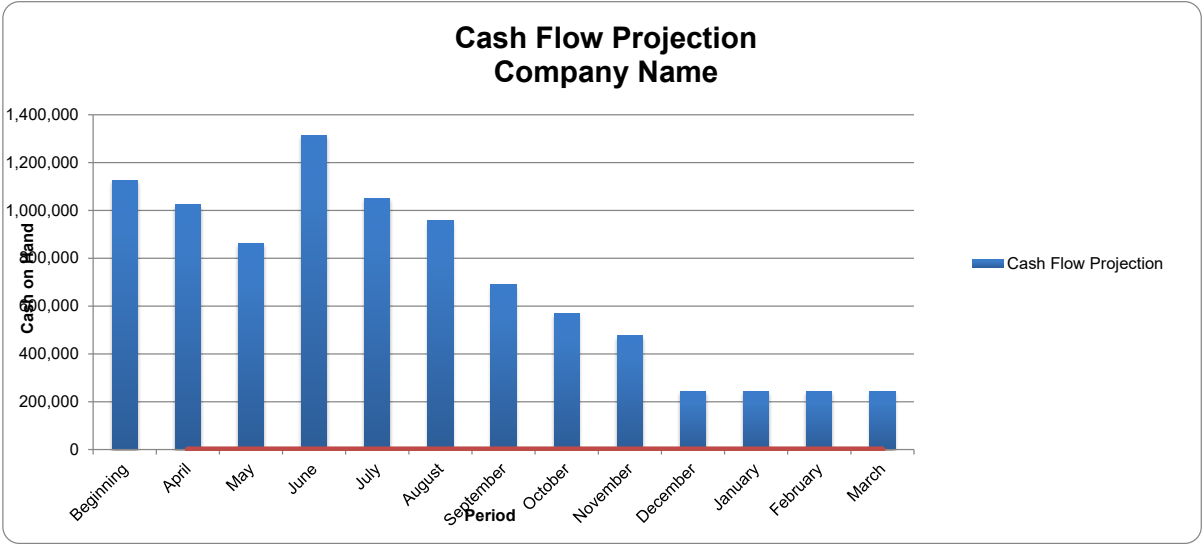
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Starting date	Mar-20
Cash balance alert minimum	

Option 2 - Forgive Service Charges

CASH RECEIPTS		April	May	June	July	August	September	October	November	December	Column1	Column2	Column3	Total
Franchise Fees		19,500	19,500	19,500	19,500	19,500	19,500	19,500	19,500	19,500				175,500
Utility Billing - Cash Receipts		39,000	39,000	39,000	39,000	39,000	39,000	39,000	39,000	39,000				351,000
Truckfill Sales		9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000				81,000
Interest, other income		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000				9,000
FCSS Grant		3,540	3,540	3,540	3,540	3,540	3,540	3,540	3,540	3,540				31,860
TIPPS/AR Payments EFT		35,727	35,727	35,727	35,727	35,727	35,727	35,727	35,727	35,727				321,543
Debiture				691,065										
TOTAL CASH RECEIPTS		107,767	107,767	798,832	107,767	107,767	107,767	107,767	107,767	107,767	0	0	0	969,903
Total cash available	1,126,087	1,233,854	1,117,577	1,634,280	1,382,219	1,119,033	1,025,325	757,451	637,743	544,160	203,518	203,518	203,518	

[illegible]



Cash balance alert minimum

\$0

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Council Meeting*

MEETING DATE: **March 31, 2020**

AGENDA ITEM: **Off Leash Dog Park**

RECOMMENDATION:

THAT.... Council approves the following as information and for discussion purposes.

BACKGROUND:

As per Council request, Administration was directed to provide information on an off-leash dog park.

With pet ownership on the rise communities have introduced special amenities such as “dog parks”. Enjoyable for both residents and their pets, these safe, clean and fenced areas allow dogs to run and play off-leash, while socializing with other canines and their owners. Dog parks, which are sometimes managed by park users in conjunction with Town officials, offer benefits to dogs, dog owners and the community. As with benefits, there are also responsibilities, cost and liabilities to be considered.

Steps for Creating a Dog Park

- Survey residents – demonstrate there is need and support
- Hold a public meeting
- Educate dog owners on the responsibilities of a dog park and cost
- Clear mission statement that details need and purpose of the dog park
- Choose a site
- Create a budget

Rules and Design

The key to future and continued success of a dog park will lie in the responsibility of the users in cleaning up after their dogs, quieting excessive barking and curtailing aggressive behavior. Issues will arise in which there requires a mechanism to settle disputes in a responsive manner. Maintenance is an important consideration in the development of a successful dog park.

An ideal dog park should include:

- One acre or more of land surrounded by a five-to-six-foot-high chain link fence. Preferably, the fence should be equipped with a double-gated entry to keep dogs from escaping and to facilitate wheelchair access.
- Cleaning supplies, including dog waste stations and dog waste bags. There needs to be sufficient bag dispensers and trash cans to encourage owners to pick up after their pet.
- Shade and water for both dogs and owners, along with benches and tables are important and a safe, accessible location with adequate drainage and a grassy area that is mowed routinely.
- Signs that specify park hours and rules.
- Parking close to the site.

Users of a dog park are responsible:

- Owners are legally responsible for their dogs and any injuries caused by them.
- Puppies and dogs must be properly licensed, inoculated and healthy.
- Animals should wear a collar and ID tags at all times.
- Owners must clean up after their dogs. Waste stations to be provided for their convenience.
- Dogs showing aggression towards people or other animals will be removed from the park. Animal Control Bylaw Officer will need to be involved.
- Animals who exhibit a history of aggressive behavior will not be permitted.
- Puppies using the park must be at least four months old.

- Owners should not leave their dogs unattended or allowed out of sight. If young children are permitted in the dog park, they too should be under constant supervision.
- Dogs in heat will not be allowed inside the park.
- Dogs are to be controlled by a person of suitable size, strength and maturity, using a leash to be able to control the movements of an animal if in the event the animal becomes excited or agitated.
- Owners must carry a leash at all times. Dogs should be leashed before entering and prior to leaving the park.
- Violations will be subject to removal from the park and suspension of park privileges.

Costs to Consider

- Land
- Fencing (1 acre) – approximately \$40,000 + materials and construction (clearing areas, preparation for fence)
- Gravel
- Landscaping
- Annual maintenance fee – daily general clean-up spring through fall, winter 3 x per week, weekly mowing, turf renovation spring and fall.
- Staffing Resources
- Animal Control and Bylaw Enforcement Resources
- Managing Waste
- Water stations, bag stations, benches, tables
- Revisions / changes to Bylaws (no cost incurred)

FINANCIAL IMPLICATIONS:

Budget costs for start-up and yearly maintenance

LEGAL IMPLICATIONS: Injuries incurred to animals or owners

LEGISLATIVE HISTORY: N/A

ALTERNATIVES: N/A

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

Reviewed By: Joyce Pierce, CAO

Date: March 31, 2020

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: March 31, 2020

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

RECOMMENDATION:

THAT.... Council approves Second reading of Bylaw 2020-11, being a bylaw to amend the *Municipal Development Plan 2016-08*, Map 9.2 Future Land Use Map.

THAT.... Council approves Third reading of Bylaw 2020-11, being a bylaw to amend the *Municipal Development Plan 2016-08*, Map 9.2 Future Land Use Map.

BACKGROUND:

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

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

The parcel, legally described as:

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

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

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

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

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

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

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

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

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

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

An Open House for Bylaw 2020-12 was held March 10/20 from 7:00 PM to 9:00 PM in Council Chambers. Further, Council directed Administration to schedule a Public Hearing for Bylaw 2020-12 in accordance with the requirements of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, and notify adjacent landowners and stakeholders of the Public Hearing scheduled March 31/20.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

LEGISLATIVE HISTORY

N/A

ALTERNATIVES:

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

Prepared and Submitted By: Dianne Allen
Manager, Economic Development

Reviewed By: Joyce Pierce
CAO

Date: March 31, 2020

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

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

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

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

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

READ A FIRST TIME THIS 18th DAY OF February, A.D. 2020,

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

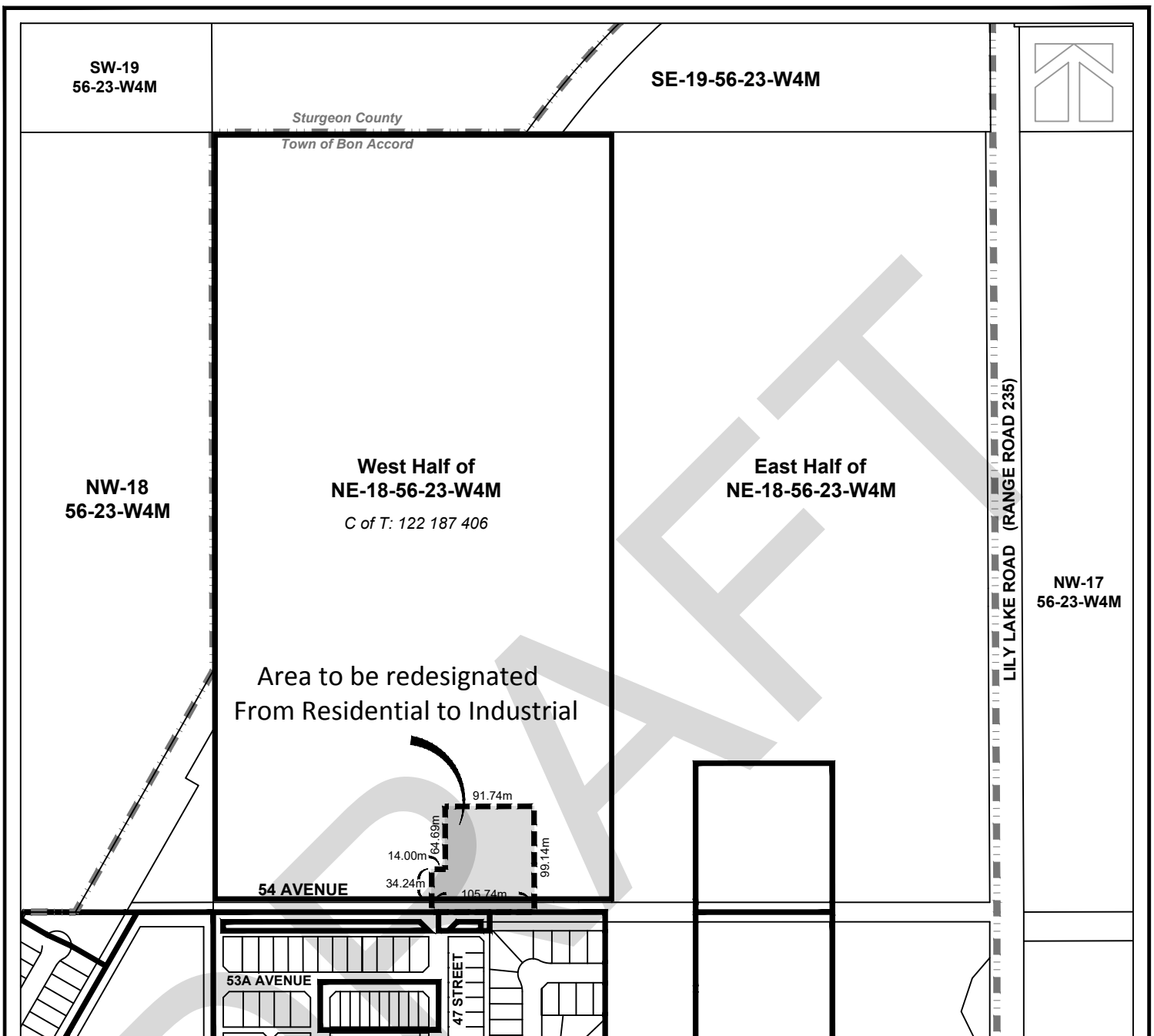
READ A THIRD TIME THIS ____ DAY OF _____, A.D. 2020,

Mayor

Chief Administrative Officer

Date Signed

Schedule A



LEGEND



Lands to be Redistricted



Town Boundary

TOWN OF BON ACCORD

MUNICIPAL DEVELOPMENT PLAN AMENDMENT

FROM: Residential

TO: Industrial

SCALE

0 50 100 150 200 Metres

BYLAW 2020-11

January 23, 2020

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: March 31, 2020

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

RECOMMENDATION:

THAT.... Council approve Second reading of Bylaw 2020-12 being a bylaw to amend the *Land Use Bylaw 2016-03*.

THAT.... Council approve Third reading of Bylaw 2020-12 being a bylaw to amend the *Land Use Bylaw 2016-03*.

BACKGROUND:

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

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

The parcel, legally described as:

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

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

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

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

In order for Council to approve the proposed amendment to the *LUB* the amendment must be consistent with the Town's *MDP*, in order to ensure no conflicts between the Town's planning documents is created. Bylaw 2020-11 is being considered by Council in order to ensure that the proposed *LUB* amendment is consistent with the *MDP*.

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

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

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

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

An Open House for Bylaw 2020-12 was held March 10/20 from 7:00 PM to 9:00 PM in Council Chambers. Further, Council directed Administration to schedule a Public Hearing for Bylaw 2020-12 in accordance with the requirements of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, and notify adjacent landowners and stakeholders of the Public Hearing scheduled March 31/20.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

LEGISLATIVE HISTORY

N/A

ALTERNATIVES:

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

Prepared and Submitted By: Dianne Allen
Manager, Economic Development

Reviewed By: Joyce Pierce
CAO

Date: March 31, 2020

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

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

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

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

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

READ A FIRST TIME THIS 18th **DAY OF** February, A.D. 2020,

READ A SECOND TIME THIS **DAY OF** , A.D. 2020,

READ A THIRD TIME THIS **DAY OF** , A.D. 2020,

Mayor

Chief Administrative Officer

Date Signed

SCHEDULE A

15 | Direct Control (DC1) District

1) Area of Application

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

2) Purpose

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

3) Permitted Uses

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

4) Development Regulations

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

SCHEDULE A

provided.

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

- f. Minimum Required Rear Yard

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

- g. Maximum Height

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

- h. Parking and Loading

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

- i. Landscaping

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

- j. Storm Water Management Facility

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

- k. Screening Fence

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

- l. Upkeep of Site

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

5) Additional Regulations

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

SCHEDULE A

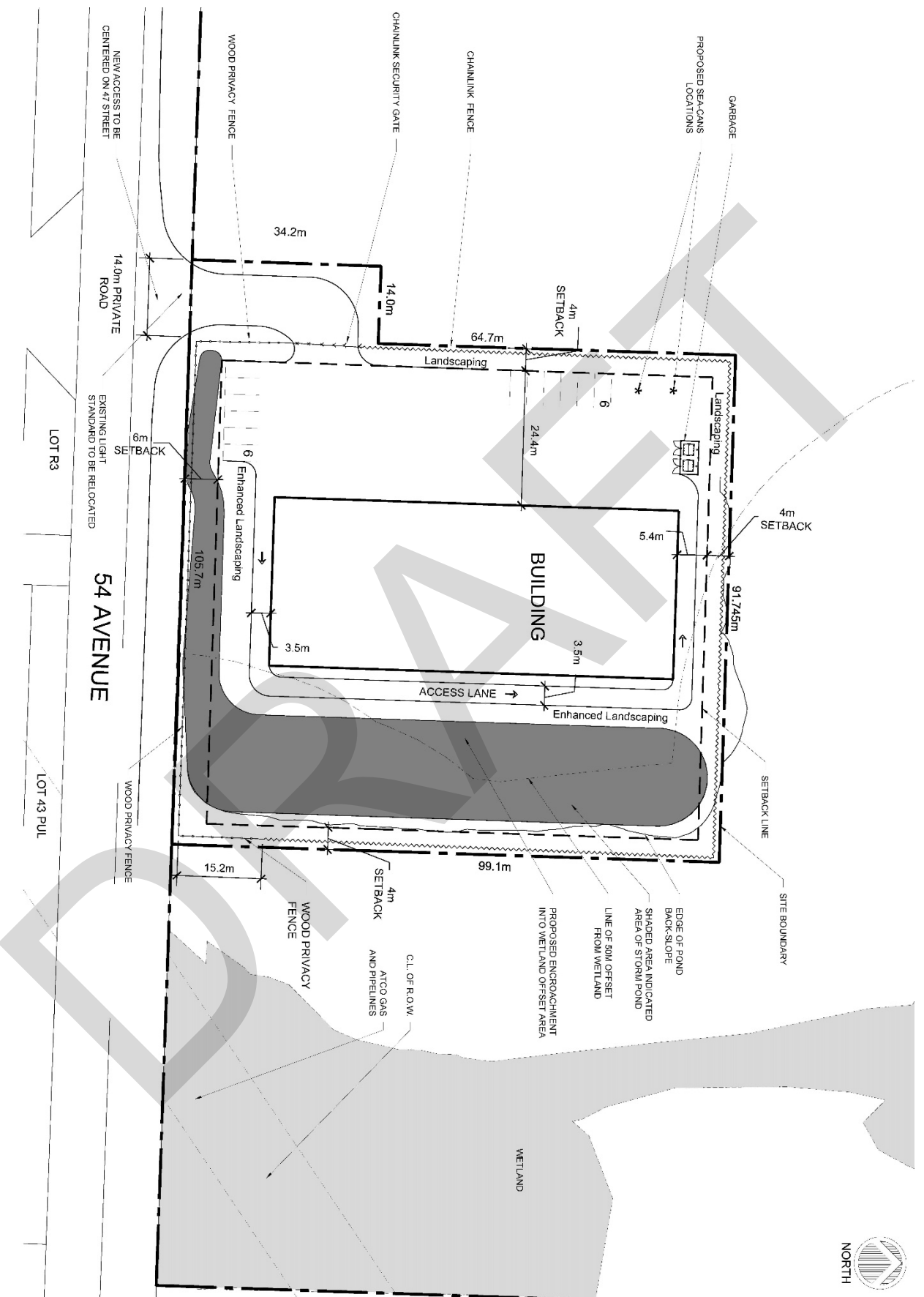
- b. Landscaping shall be provided in accordance with Part 7, Section 14 of this Bylaw and in general accordance with the site Plan in Appendix A.
- c. Grading and drainage of the site shall be provided in accordance with Part 7, Section 11 of this Bylaw.
- d. Accessory buildings shall be developed in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

Attachments:

Appendix "A" – Site plan

Appendix "B" – Elevations

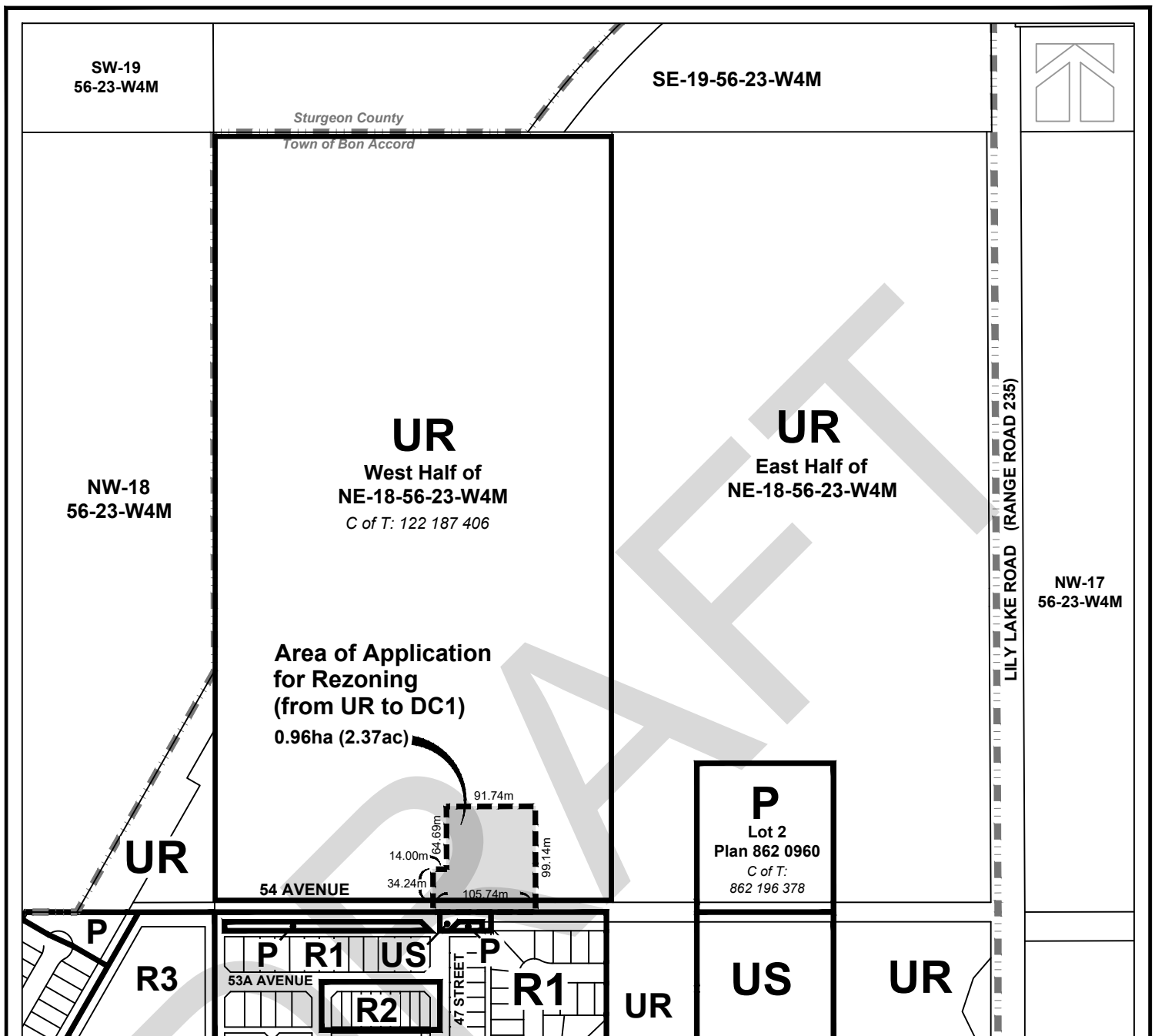
Appendix A – Site Plan



Appendix B – Elevations



Schedule B



LEGEND



Lands to be Redistricted



Town Boundary

R1

Low Density Residential

R2

Medium Density Residential

R3

High Density Residential

P

Park

UR

Urban Reserve

US

Urban Services

DC1

Direct Control

TOWN OF BON ACCORD

LAND USE BYLAW AMENDMENT

FROM: Urban Reserve (UR) District

TO: Direct Control (DC1) District

SCALE

0 50 100 150 200 Metres

BYLAW 2020-12

January 23, 2020

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Meeting of Council*

MEETING DATE: **March 31, 2020**

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

RECOMMENDATION:

THAT ... the Taxation Bylaw – Bylaw #2020-14 be given 2nd 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.

The Government of Alberta will maintain the Alberta School Foundation Fund Requisition values at last years' (2019) rates. In addition, the government announced plans to defer the non-residential portion of the requisition for six months in order to maintain liquidity and help keep businesses viable. 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.

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 2nd reading to Taxation Bylaw 2020-14.
2. That...Council declines 2nd reading of Taxation Bylaw 2020-14 and directs administration to...

Prepared and Submitted By: Falon Fayant**Reviewed By:** Joyce Pierce**Date:** March 27, 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&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 17th DAY OF March 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 31st DAY OF March 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS 31st 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.

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: March 31, 2020

AGENDA ITEM: Records Retention and Disposition Bylaw #2020-08

RECOMMENDATION:

THAT.... Council approve 1st reading of Records Retention Bylaw #2020-08, as presented.

BACKGROUND:

In order to ensure the proper disposition and retention of records held at the Town of Bon Accord, the Records Retention Bylaw #2020-08 has been revised in accordance with:

the Canada Revenue Agency (CRA) website, which states records must be kept *“for a period of six years from the end of the last tax year they relate to”*; and in the case of records and supporting documents concerning *“long-term acquisitions and disposal of property, the share registry, or other historical information that would have an effect on the sale, liquidation or wind-up of the business”* they are to be kept *“indefinitely.”*

the Municipal Government Act (MGA);

214(1) A council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the originals to be made.

(2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality.

(3) A bylaw under subsection (2) must provide that if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

the Freedom of Information and Protection of Privacy Act (FOIP);

35 If an individual's personal information will be used by a public body to make a decision that directly affects the individual, the public body must

(b) retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it...

and the Limitations Act;

3(1) Subject to subsections (1.1) and (1.2) and sections 3.1 and 11, if a claimant does not seek a remedial order within

(b) 10 years after the claim arose, ... the defendant, on pleading this Act as a defence, is entitled to immunity from liability in respect of the claim.

Revisions include grammatical corrections and changes for clarification, removal of redundant categories from Schedule “A”, removal of “Calendars/Day timers” from Schedule “A”, the addition of “Audio Recordings” to Schedule “A”, and updated Disposition Periods for various categories to better align with the needs of the Town and the MGA's suggested retention schedule. All Town department managers have been consulted in these revisions.

FINANCIAL IMPLICATIONS: N/A	
LEGAL IMPLICATIONS: N/A	
LEGISLATIVE HISTORY: MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw.	
ALTERNATIVES: <ol style="list-style-type: none">1. Council approve 1st reading of Records Retention Bylaw #2020-08, as presented.2. Council gives of Records Retention Bylaw #2020-08 1st reading and directs administration to amend, bringing back to Council for 2nd and 3rd readings.	
Prepared and Submitted By: Jessica Caines	Reviewed By: Joyce Pierce Date: March 24, 2020

TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
BYLAW ~~2013-09~~2020-08

BEING A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, RESPECTING THE RETENTION AND DESTRUCTION OF MUNICIPAL DOCUMENTS.

WHEREAS, Section 214 of the Municipal Government Act, Chapter M-26.1, R.S.A., ~~1994~~2000, as amended, provides that a Council may pass a bylaw respecting the retention and destruction of records and documents of the municipality;

WHEREAS, it is the desire of the Town of Bon Accord to provide regulations and procedures with respect to the retention and disposal of records including, but not limited to, correspondence, records, vouchers, receipts, instruments and other documents in the custody or control of the Town of Bon Accord.

WHEREAS, it is the desire of the Town of Bon Accord to establish the necessary authority to release municipal records to the Alberta Archives or other Archival Centres on either a permanent loan or retention basis, and

WHEREAS, the authority for such regulations and authorities must be consistent with other Federal and Provincial Statutes and Regulations, in particular the Freedom of Information and Protection of Privacy Act, Chapter F-~~18-525~~, R.S.A., ~~1994~~2000 and the Limitations Act, Chapter L-12, R.S.A. 2000.-

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

TITLE

This Bylaw shall be called the "Records Retention and Disposition Bylaw" of the Town of Bon Accord.

Part I. DEFINITIONS AND SYMBOLS

1. In this Bylaw, unless the content otherwise requires, the word, term or expression:
 - a) "CAO" means the Chief Administrative Officer and shall be the Administrator duly appointed by the Council of the Town of Bon Accord.
 - b) "Records" shall mean ledgers, receipts, vouchers, instruments, correspondence, maps, rolls, or other information in the custody or control of the Town of Bon Accord in any form or format.
 - c) "Disposition" means the disposal of Records via destruction or transfer of Records of enduring value to Archives.
 - d) "Confidential" shall mean any records which contains personal information about individuals, third-party, commercial, financial, scientific or technical information supplied either explicitly or implicitly in confidence or other sensitive information as described in the Freedom of Information and Protection of Privacy Act.
 - e) "General Records" shall mean those records, which are used in day to day operations and are required to formulate recommendations, are used for scheduling and as information to assist in the efficient operation of the Town of Bon Accord.
 - f) "Transitory Records" shall mean records that have short-term, immediate or no value and will

TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
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not be required for future reference. Refer to "Schedule B" for a more detailed definition of Transitory Record.

2. When used in this Bylaw and the Schedules attached, as well as, in the operation of any Records Management Systems established consistent with this Bylaw, the following symbols shall be used to designate the form of retention or disposal required.
 - D - Destroy
 - P - Permanent Retention
 - A - Permanently Held in Alberta or other Archival Center
 - T - Transfer to Appropriate Authority
 - R - Review at a Later Date

Part II. RECORDS RETENTION AND DESTRUCTION

1. All Transitory Records, which do not contain confidential information, shall be disposed of at any time, when they no longer serve any valid purpose.
2. All Transitory Records containing potentially confidential information shall be disposed of in a manner so that the information contained within it is completely obliterated, at any time, when they no longer serve any valid purpose.
3. All General Records of the Town of Bon Accord shall be destroyed in accordance with "Schedule A".
4. Should an individual's personal information be used by the Town of Bon Accord to make a decision that directly affects the individual, the Town of Bon Accord shall retain the personal information for at least one (1) year from the date it was used to make the determination, so that the individual has a reasonable opportunity to obtain access to it.
5. Where, in this Bylaw and "Schedule A" and "Schedule B" attached hereto, it is provided that particular records in the custody or control of the Town of Bon Accord shall be:

Destroyed (D);

Such records shall be destroyed, so that the information contained ~~in it~~ is completely obliterated, without any copy being retained or another approved long-term storage media: and

Permanent (P);

Such original records shall be preserved and never destroyed, excepting original records which have been recorded on microfilm; and

Permanently Held in Archives (A):

Such records shall be released to either of Provincial Archives or other local archives upon decision and direction of the CAO. A copy of the transferred record index shall be permanently retained on file; and

Transferred to an Appropriate Authority (T):

TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
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Such records shall be transferred to the authority responsible for the records upon decision and direction of the CAO, when they are no longer under the authority or responsibility of the Town of Bon Accord. A copy of the transferred record index shall be permanently retained on file by the Town.

Reviewed at a Later Date (R):

Such records are those where retention or destruction cannot be determined at the time the record originated. These records will be retained for a period of two (2) years then reviewed for a final retention or destruction decision.

6. The CAO shall always have the discretion to retain records longer than the period provided for in the Bylaw and shall do so where the CAO deems it appropriate. Such decisions to retain the records longer than the period provided for herein must be recorded.

Where the CAO has received an indication that there will be litigation involving any records scheduled for destruction the CAO is obligated to retain the said records until such litigation is complete. Such decisions to retain the records longer than the period provided for herein must be recorded.

7. Where the CAO has received an indication that there is or may be a FOIPP request involving any record scheduled for destruction, that CAO is obligated to retain said records for a period of two (2) years after the FOIPP request has been made. Such decisions to retain the records longer than the period provided for herein must be recorded.

8. When records have been destroyed under this Bylaw, with the exception of records destroyed under Part II, Section 1 and 2, the CAO shall so certify in writing. Such certification shall refer to the relevant schedule and item of this Bylaw and must identify the records destroyed.

9. The CAO shall keep an index of:
- Records Destroyed
 - Records Transferred to Archives
 - Records Transferred to Another Authority.

10. Where records are destroyed under this bylaw, the proper and complete destruction is the responsibility of the CAO.

11. When records are recorded on microfilm, and /or any other electronic means of capture, the CAO shall ensure that such recordings are properly prepared, identified and indexed.

12. Destruction of all records shall be carried out in the presence of a witness. The person destroying the records shall provide a statement in writing attesting to the date and location of the destruction of the records, together with a list of records destroyed and also the names of the persons who witnessed the destruction. The statement of disposition shall be permanently filed with the Town of Bon Accord.

13. Election material that has been locked/sealed in ballot boxes may be destroyed in accordance with the provisions of the Local Authority Election Act, RSA.

**TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
BYLAW ~~2013-09~~2020-08**

14. The CAO will ensure that the retention schedule shall be adhered to and that annual audits of the records will be conducted to ensure compliance with this Bylaw.
15. All general records, those records held in the general filing system of the Town of Bon Accord (~~-excluding~~ rolls, receipts, vouchers, invoices, any financial ledgers of this means), shall be stamped or labelled "Retain To:"
 - a) The records to be retained as outlined in "Schedule A" shall also ~~illustrate~~ indicate the date in which it is to be retained to.
 - b) All records to be permanently retained shall have no date but shall indicate (P) - Permanent Retention.
16. Files are to be held until the appropriate time frame after the date of last file activity. (Ie. If a file is ATIP'd, FOIPP'd or in litigation the countdown starts over)
17. Bylaw ~~1999-07~~2013-19 is hereby repealed.
18. This Bylaw comes into force on the final passing thereof.

READ A FIRST TIME THIS XX DAY OF XX 2020th ~~DAY OF November A.D. 2013~~

READ A SECOND TIME THIS ~~18th~~ xX DAY ~~XX OF~~ November A.D. 2013

READ A THIRD TIME AND FINALLY PASSED THIS XX18th DAY OF xXX November A.D. ~~2013~~

Mayor, ~~Randolph Boyd~~David Hutton

Chief Administrative Officer, ~~Vicki Zinyk~~Joyce Pierce

**TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
BYLAW ~~2013-09~~2020-08**

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**TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
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Schedule A DISPOSITION

SCHEDULE

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P" (permanent retention) or expressed by a figure in years such as 5 (five years), or other specified comments such as Superseded (replaced or take the place of) or Obsolete (no longer in use) identified as "S/~~00~~".

File -Type	Description	Suggested Disposition Period in Years
Accountants	Working Papers	7
Accounts Paid	Summary Sheet	p P (filed with minutes)
	Payable Vouchers	7
	Receivable Duplicate	7
Administration	Reports (not part of minutes)	7
Advertising	General	2
	As per Legislation	7
Agendas	Part of Minutes	p P
Agenda Packages	File Copy	2 (original documents of package filed elsewhere)
Agreements/Contracts	Development	7 S/O +12
	Forms	12 S/O+5
	General	S/O+5 12
	Government	S/ 00 +5
	Major Legal	S/O +12 S/O+7
	Minor <u>Legal</u>	S/O +12 S/O+5
	Mutual Aide	S/ 00 +7
	Service	S/ 00 +5
Annexations	All Correspondence	7
	Final Order	p P
Announcements	General	3
Annual Reports	Municipal	7
	Local Boards	5

TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
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File -Type	Description	Suggested -Disposition Period in Years
Applications	Employment	(see Personnel)
	Site Plan Approval	2
	Subdivision (after final approval)	7 3
Appointments	Other than those in minutes	3
Approvals	Government	S/ 00 + 7
Architect Drawings	Buildings, Park Sites, etc.	P
Assessment	Appeals	12 7
	Assessment Review Board Minutes	P
	Assessment Review Records	7
	Balancing Records	7
	Equalized Assessments	P
	Pipeline	P
	Rolls	P
Assets	Ledger	P
	Record of Surplus	5
	Temporary Files	2
<u>Audio Recordings</u>		<u>Once minutes approved</u>
Bank	Deposit/Pass Books	7
	Deposit Slips	7
	Memos (Debit & Credit)	7
	Reconciliation	7
	Statements	7
Boards	Authority & Structure	<u>S/O + 5</u>
	Minutes	P
	Routine Correspondence	5
Briefs/Reports	To Council	P (filed with minutes)
Budgets	Estimates Working Papers	3
	Final Capital	P (filed with minutes)
	Final Operating	P (filed with minutes)
Building Permits		(see Permits)
Bylaws	All	P
Calendars/Daytimers	All Staff	5

TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
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File Type	Description	Suggested Disposition Period in Years
Cash	Disbursements Journal	7
	Duplicate -Receipts	7
	Receipt Journal	7
Certificates	Compliant	P (filed in land files)
	Tax	7
	Of Title	P (filed in land files)
Census	Reports	10 12
Cheques	Paid (cancelled)	7
	Register	7
	Stubs	7
Claims	Notice of	S/O +12 10
	Statement of	S/O +12 10
Committee	Council Committee Minutes	P
Compensation	Records	7 10
Complaints	Citizen	3 in binder; P as digitized files in iCity7
Compliant Certificates		(see Certificates)
Computer Cards		1
Contracts		(see Agreements)
Construction Projects		S/ 00 +7
Council	Minutes	P
Courses & Conference Material		35
Court Cases		S/O +12 7 years after-
Debentures		S/ 00 +7
Destroyed Records Index		P
Development Permits		(see Permits)
Easements		P (file in land files)

TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
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File -Type	Description	Suggested Period - i n Years
Elections	Nomination Papers	As per LAEA
	Records	As per LAEA
Engineering	Drawings	S/0 +7P
Employee Benefits	ARC, EHC, Dental, etc. files	7 5
	Local Authorities Pension Plan	P- (annual summary)
	W.C.B. Claims	P- (file in personnel files) 5-7
Employees	Job Applications (hired)	(see Personnel)
	Job Applications (not hired)	(see Personnel)
	Job Descriptions	(see Personnel)
	Oaths of Office	P 1 after position vacated
	Personnel Files	(see Personnel)
Financial Statements	Final/Year End	P (file with minutes)
	Interim	7
	Month End	P (filed with minutes)
	Working Papers	3
Franchises		P
Government Corr. esp.	General in Nature	5
Historical	Awards	P
	First s -of s	P/A
	Special Events directly related to Village	P
Income Taxes	Deductions	7
	TDI Forms	S/0 +1
	T4 Slips	7
	T4 Summaries	7
Inquiries	From the Public	3
Insurance	Accident Reports (no claim filed)	10
	Accident Reports (claim filed)	5 (after settled)
	Claims	5 -12 (after settled)
	General Info/Annual Reports & Listings	S/ 00 +3
Inventory Listings	Annual reports	7
Investment Notes		S/ 0 - 0 +7

TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
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File -Type	Description	Suggested Disposition Period In Years
Invoices		7
Job Descriptions		(see -Personnel)
Lab Reports	Water, Sewer, Gas, etc.	5
Land	Appraisals	1 (after sold)
	Files	P
	Titles	P (file in land files)
Leases	All	S/ 00 + 7
Legal	Opinions	7
	Proceedings	7
Legislation	Act	S/ 00 + 1
Licenses	Applications	3
	Business	S/0+35 after expired
	Literature	2
Loans	From Bank	S/ 00 + 7
	To Other Organizations	S/ 0-0 + 7
Local Improvements	Records	P
Maps	Base (original)	P
	Contour	P
Maintenance Reports	To Administration and/or council	(see Reports)
Minutes	Board	P
	Council	P
	Committee	P
	Third Party Copies (ie: Lodge)	3
Municipal Affairs		(See Gov't Corresp.)
Newsletters	Public	3
Newspapers	Local only	1
Organization	Structure & Records	5 S/O

**TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
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File _Type	Description	Suggested Disposition Period in Years
Payroll	Absentee Records	7
	Employment Insurance Records	p (filed in personnel 5 after cessation of employment files)
	Garnishees	3 after garnish removed
	Individual Earnings Record	P 6
	Journal	6 P
	Pension - Annual Summary	P
	Remittance Records	7
	Time _Cards	4
	Time Sheets—Daily—	7
	TD1	S/O+1
	T4's and T4 Summaries	7
Permits	Development/Building	P (file in land files @YE)
Personnel	Employee Personnel Files	P 1 after cessation or 6
	Employment	1
	Employment Applications (hired)	P (file in Personnel files) 3
	Job Descriptions	(see Policy) 3 after position abolished
	Record of Employment	P (file in Personnel files)
	Salary Grids	S/ O +5
	Salary Surveys	5
Petitions		7 10
Plans	Official	P
	Official (amendments)	P
	Subdivision	P
Policy		S/ 0 -Q + 5
Progress Reports	Project	7
Property Files		P until sold + 10
Prosecution	All	7
Publications	Local Reports	3
	Newspapers	1
Public Auction		(see Taxes)
Purchase	Land	S/O—+7 until sold + 12
	Orders	7

TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
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File- Type	Description	Suggested Disposition Period in Years
Quotes		5
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non- H historic)		3
Reference Material		3 (or as long as relevant)
Reports	Accident	10 <u>S/O + 12</u>
	Admin/P.W./FCSS -- to CAO	7
	-to Council	P (filed with minutes)
	Accident Statistics	<u>S/O + 12</u> 7
	Field	<u>S/O + 12</u> 7
	<u>Safety</u>	<u>Refer to OH&S Act</u>
Requisitions	Annual	P (filed with budget)
	Duplicate - general files	7
Resolutions	Minutes	P
Record of Employment		P (filed in Personnel file)
Right of Ways		(see Easements)
Salary Grids		(see Personnel)
Salary Surveys		(see Personnel)
Signs	Inventory Register	P
Studies	Produced Specific for Village	P
Subdivision	After Final Approval	7 <u>12</u>
Tax Recovery	Records (All)	P

TOWN OF BON ACCORD
RECORDS AND RETENTION DISPOSITION BYLAW
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File Type	Description	Suggested Period In Years
Taxes	Arrears Cards	10 7
	Arrears Notifications	10 7
	Final Billing	10 12
	Grant i n Lieu Records	7
	Municipal -Credits	7
	Public Auction Documentation	P
	Receipts	7
	Rolls	P
	Sale Deeds	P
	Tax Certificates	(see Certificates)
	Trial Balance Reports	7
Termination	Employees	P
Tenders	Files	7 12
	Successful	7 12
	Purchase Quotations	7 12
	Unsuccessful	5
Timesheets		(see Payroll)
Traffic	Streets	7
Trial Balances	Monthly	2-3 (if YE recap report avail)-avail)
	Yearly	(see Year End)
Utility Billings		2 (if YE recap report avail)
Vendors	Acknowledgement To	2
	Contracts	(see Agreements)
	Suppliers Files	3
Vouchers		7
Vendors	Acknowledgement To	2
	Contracts	(see Agreements)
	Suppliers -Files	3
Writs		10 12
Weed Control -Reports		31 until updated

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RECORDS AND RETENTION DISPOSITION BYLAW
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File Type	Description	Suggested Disposition Period in Years
Year End Files	Accounts Payable	7
	Accounts Receivable	7
	Assessment	P
	General Ledger	10
	Financial Statements	P
	Payroll	P
	Tax Account Payment Recap	7
	Trial Balances	7
	Utility Account Payment Recap	7
Zoning	Applications to Amend & follow-up procedures	10
	Bylaws	P

In the event that a document to be retained is not specifically listed, the CAO may determine as to what file type category the document is similar and follow that suggested retention period.

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Schedule B TRANSITORY

RECORDS

Definition of Transitory Record:

Transitory records are records such as memos, letters, reports, computer files, voice or e-mail messages, etc. that you create or receive while doing your job that have only short-term, immediate or no future value to the municipality.

~~Transitory records can legally and routinely be destroyed~~

Transitory records can legally and routinely be destroyed.

There are no firm rules as to what is and is not a transitory record. The decision will be based on the judgment of each employee.

If the information in a record will have some future administrative, financial, legal, research or historical value to the municipality then it is not transitory and should be filed. (refer to "Schedule A" of this Bylaw). For example, e-mail messages that record approvals, recommendations, opinions, decisions or government business transactions. These have future value and are not transitory.

Categories of Transitory Records:

Part I. Temporary Information

This includes telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages (either paper, voice or electronic) where the information has only immediate or very short-term value. Once they have been used to perform the required activities, the records have no further value.

On occasion, records such as these must be kept. Envelopes might be kept because the time and date of receipt are stamped on them. A telephone message slip may have to be filed as it provides evidence of an individual calling at a certain time and date. If there is any doubt as to whether recorded information will have any future reference value, file the record.

Part II. Duplicates

This includes exact reproductions of a master document. Common examples are photocopies, or extra copies printed from a computer system or by a commercial printer. After the master version has been filed, the duplicate may be destroyed. Clearly identify duplicates that are circulated strictly for reference purposes, so they are not filed.

Someone adding handwritten comments, notes or initials to it can sometimes alter a duplicate. This action creates a new record. If this added information will have future value to the

**TOWN OF BON ACCORD
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municipality, file the document.

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Part III. Draft Documents and Working Material

This includes source material used in the preparation of documents and earlier versions of final documents. Usually, drafts and working materials, where paper or electronic, do not have long-term value and can be destroyed as transitory records.

Some exceptions include drafts and working papers related to the preparation of legislation, legal documents, budgets, policies, standards, guidelines and procedures. These documents may not be transitory if the municipality was primarily responsible for their creation. This information may have some future value to the municipality that warrants filing it.

Part IV. Publications

This includes books, magazines, periodicals, pamphlets, brochures, journals, newspapers and software documentation obtained from sources *outside* the municipality. If they have no future value and their usefulness is finished, they can be discarded in accordance with the municipality's guidelines.

Master copies of publications produced by or for the municipality are not transitory and should be filed. Extra copies are transitory once the publication is obsolete and may be destroyed. If it is believed that an obsolete publication has some historical significance, the Provincial Archives of Alberta or the local Archives may be contacted.

Part V. Direct Mail

This includes solicited or unsolicited information received from organizations or individuals advertising their products or services. If it is directly relevant to the operation of the municipality, this material may be filed for future reference. The vast majorities of these types of documents are "junk mail" and can routinely be destroyed.

Part VI. Blank Information Media

This includes anything that was created or acquired for the purpose of collection or storing information but which has not been used and has become obsolete. Example: blank forms.

This category can be used when storage media information must be physically destroyed such as videos, audio or dictation tapes, diskettes, magnetic tapes, disk drives, or optical disks, where:

- Sensitive or confidential information was previously stored
- Where that information was erased according to an approved records retention and disposition schedule; and
- Where it is possible that someone could recover the erased information by technical means.

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RECORDS AND RETENTION DISPOSITION BYLAW
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Part VII. Process for Transitory Records Disposal:

Disposal of transitory records depends on two factors:

- Whether or not the records are confidential, and
- The physical format or medium of the records.

Part VIII. Confidentiality

Many transitory records do not contain confidential information, but some include personal information about individuals, third-party business information, cabinet confidences, or other sensitive information. Section 15 - 28 of the Freedom of Information and Protection of Privacy Act provides guidance on what could be considered sensitive or confidential.

Obsolete blank forms that could be misused should be treated as confidential transitory records. Example: purchase orders.

Part IX. Physical Format

The two most common record formats are paper and electronic media. Paper records can be recycled, pulped or shredded. Records on electronic media can be deleted through a specific action or erased automatically after a specified period of time. Information obtained from Alberta Public Works, Supply and Services: "A Guide to Identifying and Disposing of Transitory Records" brochure.