

Town of Bon Accord
AGENDA
Regular Council Meeting
May 5, 2020 7 pm
virtual meeting
live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1.** Regular Meeting of Council; April 21, 2020 (enclosure)
- 4. UNFINISHED BUSINESS**

NONE
- 5. BYLAWS/POLICIES/AGREEMENTS**

BYLAWS

 - 5.1.** Bylaw #2020-11; Amendment to Municipal Development Plan Bylaw #2016-08 – 2nd and 3rd readings (enclosure)
 - 5.2.** Bylaw #2020-12; Amendment to Land Use Bylaw #2016-03 – 2nd and 3rd readings (enclosure)
 - 5.3.** Intermunicipal Development Plan Bylaw #2020-10; 2nd and 3rd readings (enclosure)
 - 5.4.** Light Efficient Community Standards Bylaw #2020-18 - 2nd and 3rd readings (enclosure)
- 6. NEW BUSINESS**
 - 6.1.** Development Permit Approval – Micro Developments (enclosure)
- 7. WORKSHOPS/MEETINGS/CONFERENCES**
- 8. CORRESPONDENCE**
 - 8.1.** Minister of Community and Social Services (enclosure)
- 9. CLOSED SESSION**
 - 9.1.** Town Facilities; *FOIP Act 17(1) - Disclosure harmful to personal privacy*
- 10. ADJOURNMENT**

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April 21, 2020 8:30 am
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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

OTHERS PRESENT

Jane Dauphinee, Municipal Planning Services (MPS)
Kyle Miller, Municipal Planning Services (MPS)
Mark Holtom, Micro Developments
Mark Swaenepoel, Micro Developments
Sean Lee, ISL Engineering

All attendees participated in the meeting electronically and the meeting was streamed live on YouTube.

CALL TO ORDER

Mayor Hutton called the meeting to order at 8:30 a.m.

At 8:33 a.m. Mayor Hutton appointed Deputy Mayor Bidney as presiding officer for the remainder of the April 21, 2020 regular meeting of council.

ADOPTION OF AGENDA

COUNCILLOR HOLDEN MOVED THAT the agenda for the April 21, 2020 Regular Meeting of Council be adopted as amended with the addition of *New Business – 48th Avenue Tender*

CARRIED RESOLUTION 20-154

PUBLIC HEARING

Public Hearing – Municipal Development Plan Bylaw #2020-11

Public Hearing – Land Use Bylaw #2020-12

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DEPUTY MAYOR BIDNEY OPENED THE Public Hearing for Municipal Development Plan Bylaw #2020-11 and Public Hearing – Land Use Bylaw #2020-12 at 8:35 a.m.

Joyce Pierce, Recording Secretary/CAO provided the Public Hearing Procedure.

Joyce Pierce, Recording Secretary/CAO, introduced *Bylaw #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 and Bylaw #2020-12; A Bylaw of the Town of Bon Accord to Amend Land Use Bylaw 2016-03 of the Town of Bon Accord.*

Bylaw #2020-11 and #2020-12 were given first reading at the February 18, 2020 regular meeting of Council.

There were no questions or points of clarification from Council.

Jane Dauphinee, MPS Senior Planner, presented a report on the proposed amendments to the Land Use Bylaw and Municipal Development Plan Bylaw, and responses received from stakeholders.

There were no questions or points of clarification from Council.

Joyce Pierce, Recording Secretary/CAO read written submissions.

The following individuals written submission were in favour

- Logan Gray, Bon Accord resident
- Terry James, adjacent property owner

The following individuals written submissions did not indicated in favour or opposed. The written submissions contained points to consider.

- Alan Saunders, Bon Accord resident
- Claude Blais, Bon Accord resident

Persons signed up to call in were given the opportunity to speak.

The following individual called-in

- Claude Blais, Bon Accord resident

Mayor Hutton asked if MPS had received or seen the letter from Darren and Stephanie Lynch.

Jane Dauphinee confirmed, that yes MPS has seen the letter from the Lynch's. The letter was not read today, as it was not received as a public hearing submission, it was received as part of the circulation.

Sean Lee, ISL Engineering, provided an overview of what the rezoning enables.

Mark Swaenepoel, and Mark Holtom, of Micro Developments confirmed the commitment of Micro Developments on the project.

Council were given the opportunity to ask questions.

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Deputy Mayor Bidney closed the Public Hearing.

MAYOR HUTTON MOVED TO close the Public Hearing and schedule the matter for later council deliberation.
CARRIED RESOLUTION 20-155

ADOPTION OF MINUTES

Special Meeting of Council Minutes – April 7, 2020

COUNCILLOR HOLDEN MOVED THAT the minutes of the April 7, 2020 Special Meeting of Council be accepted, as presented.

CARRIED RESOLUTION 20-156

DEPARTMENT REPORTS

Finance (attached report #1)

Community Services (attached report #2)

Operations (PW) (attached report #3)

Planning and Economic Development (attached report #4)

Chief Administration Officer (CAO) (attached report #5)

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

CARRIED RESOLUTION 20-157

MAYOR HUTTON MOVED THAT COUNCIL TAKE A SHORT BREAK AT 10:00 a.m.

CARRIED RESOLUTION 20-158

DEPUTY MAYOR BIDENY called the meeting back to order at 10:05 a.m.

UNFINISHED BUSINESS

None

NEW BUSINESS

Bon Accord 2020 Beautification Plan

COUNCILLOR MAY MOVED THAT Council continue with the beautification of Bon Accord as it has in past years.

CARRIED RESOLUTION 20-159

Cancellation of Summer Camps

COUNCILLOR MAY MOVED THAT Council accepts the cancellation of Summer Camps, as information.

CARRIED RESOLUTION 20-160

Councillor Laing left the meeting at 10:16 a.m.

Postponement Seniors Week events

MAYOR HUTTON MOVED THAT Council accepts the postponement of Seniors Week events, as information.

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CARRIED RESOLUTION 20-161

Chief Elected Official Bylaw Public Hearing Postponement

MOVED THAT Council postpone the Public Hearing for the Chief Elected Official Bylaw; Bylaw 2020-09 until December 1, 2020.

CARRIED RESOLUTION 20-162

Councillor Laing returned to the Regular Meeting of Council at 10:23 a.m.

48th Avenue Tender

MAYOR HUTTON MOVED THAT Council accept the information as presented and a decision be made at the June 2, 2020 Regular Meeting of Council.

CARRIED RESOLUTION 20-163

BYLAWS | POLICIES | AGREEMENTS

BYLAWS

Taxation Bylaw; Bylaw #2020-14

COUNCILLOR HOLDEN MOVED THAT the Taxation Bylaw; Bylaw #2020-14 be given 3rd and final reading, as presented.

CARRIED RESOLUTION 20-164

Light Efficient Community Standards Bylaw; Bylaw #2020-18

MAYOR HUTTON MOVED THAT the Light Efficient Community Standards Bylaw; Bylaw #2020-18 be given 1st reading, as presented.

CARRIED RESOLUTION 20-165

Parental Leave for Council Bylaw; Bylaw #2020-05

COUNCILLOR MAY MOVED THAT the Parental Leave of Council Bylaw; Bylaw #2020-05 be given 2nd reading, as presented.

CARRIED RESOLUTION 20-166

COUNCILLOR HOLDEN MOVED THAT the Parental Leave of Council Bylaw; Bylaw #2020-05 be given 3rd and final reading, as presented.

CARRIED RESOLUTION 20-167

WORKSHOPS | MEETINGS | CONFERENCES

Sturgeon County Mayor's Golf Tournament – Cancelled

COUNCILLOR MAY MOVED THAT Council accept the cancellation of the Sturgeon County Mayor's Golf Tournament, as information.

CARRIED RESOLUTION 20-168

COUNCIL REPORTS

Mayor Hutton (attached report #6)

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Deputy Mayor Bidney (attached report #7)

Councillor May (attached report #8)

Councillor Laing (attached report #9)

Councillor Holden (attached report #10)

COUNCILLOR LAING MOVED THAT the Council reports be accepted as information, as presented.

CARRIED RESOLUTION 20-169

CORRESPONDENCE

Lieutenant Governor of Alberta; COVID-19

City of Fort Saskatchewan (ACRWC letter)

COUNCILLOR HOLDEN MOVED THAT Council accept the Correspondence, as information and file.

CARRIED RESOLUTION 20-170

CLOSED SESSION

COVID-19; FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations

MAYOR HUTTON MOVED THAT Council move to Closed Session at 11:15 a.m.

CARRIED RESOLUTION 20-171

DEPUTY MAYOR BIDNEY MOVED THAT Council return to Open Session at 11:26 a.m.

CARRIED RESOLUTION 20-172

DEPUTY MAYOR BIDNEY MOVED THAT Council take a short break at 11:27 a.m. so all public can reconnect to the meeting.

CARRIED RESOLUTION 20-173

Deputy Mayor Bidney called the meeting back to order at 11:32 a.m.

COUNCILLOR HOLDEN MOVED THAT Council accept the closed session discussion as information and directs Administration to move forward as discussed.

CARRIED RESOLUTION 20-174

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the April 21, 2020 Regular Meeting of Council adjourn at 11:33 a.m.

Mayor David Hutton

Joyce Pierce, CAO

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REPORT #1

FINANCE
APRIL 2020

GENERAL MUNICIPAL

General municipal revenue collected to date includes penalties on outstanding taxes and franchise fees. Cash flow is currently stable.

PUBLIC WORKS

Roads are projected to be in line with budget. Budgeted revenue includes a portion of MSI operating funds not yet received. Snow removal expenses are \$5,410 to date within the \$10,000 budget for the year. Water, sewer, and garbage sales and expenses are projected to be in line with budget for the year.

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

Administration is currently working on the application for the debenture for the Solar Farm project. A separate account has been created to track COVID-19 related expenditures/items. To date this account has \$1,596 and contains lost revenue from ice sale refunds due to early closure of the arena. The 2019 audit is now complete, and the invoice has been paid.

COMMUNITY SERVICES

FCSS grant payments are being received monthly versus quarterly.

PARKS & RECREATION

The Government of Canada announced changes to the Canada Summer Jobs (CSJ) Grant where up to 100% of summer staff salaries will be covered within the program. The Town has applied for two parks and rec summer student staff under this grant. These positions were initially within the 2020 budget for the portion not covered by the CSJ grant.

ARENA

The arena is closed for the 2019-2020 operating season. Refunds were issued for lost ice time for early closure due to COVID-19. (\$1,596).

ECONOMIC DEVELOPMENT

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

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CAPITAL

Sources of capital revenue will be MSI, GTF, debenture, and reserves.

Current Projects:

48th Avenue & 49A Street: Ongoing; Expenses to date = \$19,619

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

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

Department	2020 YTD Revenue		2020 YTD Revenue	2020 YTD Expense		2020 YTD Expense	2020 YTD Net	2020 YTD Net	2020 YTD Net	% Variance
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	93,890	555,131	-461,241	0	103,444	103,444	93,890	451,687	-357,797	79%
	93,890	555,131	-461,241	0	103,444	103,444	93,890	451,687	-357,797	
Public Works - Roads	0	6,921	-6,921	80,582	105,007	-24,425	-80,582	-98,086	17,504	18%
Storm Sewer & Drain	0	0	0	4,827	4,434	393	-4,827	-4,434	-393	9%
Water	83,439	90,291	-6,852	90,808	155,617	-64,809	-7,369	-65,326	57,957	89%
Sewer	46,041	51,767	-5,726	42,451	77,300	-34,849	3,590	-25,533	29,123	114%
Garbage	24,356	23,867	489	28,365	42,315	-13,950	-4,009	-18,448	14,439	78%
Cemetery	2,800	1,375	1,425	1,898	2,408	-510	902	-1,033	1,935	187%
	156,636	174,220	-17,584	248,931	387,080	-138,149	-92,295	-212,859	120,564	
Fire Department	9,015	8,752	263	32,535	47,623	-15,088	-23,520	-38,871	15,351	39%
Emergency Services	0	0	0	4,818	4,679	139	-4,818	-4,679	-139	3%
Bylaw	1,355	9,809	-8,454	10,182	15,295	-5,113	-8,827	-5,486	-3,341	61%
	10,370	18,561	-8,191	47,535	67,597	-20,062	-37,165	-49,036	11,871	
Administration	1,494	875	619	117,311	110,316	6,995	-115,817	-109,441	-6,376	6%
Election	0	0	0	0	1,250	-1,250	0	-1,250	1,250	100%
Library	0	2,620	-2,620	30,478	14,510	15,969	-30,478	-11,890	-18,589	156%
Council	0	0	0	26,229	26,254	-25	-26,229	-26,254	25	0%
	1,494	3,495	-2,001	174,018	152,329	21,689	-172,524	-148,834	-23,690	
Community Services	11,071	10,870	201	21,776	24,534	-2,758	-10,705	-13,664	2,959	22%
Recreation Programs	230	2,171	-1,941	14,030	21,243	-7,213	-13,800	-19,072	5,272	28%
Parks & Recreation	0	5,105	-5,105	23,753	38,266	-14,513	-23,753	-33,161	9,408	28%
Arena	35,170	54,719	-19,549	64,129	61,855	2,274	-28,959	-7,136	-21,823	306%
Municipal Planning	3,508	1,425	2,083	23,417	51,363	-27,946	-19,909	-49,938	30,029	60%
Economic Development	0	0	0	21,195	29,706	-8,511	-21,195	-29,706	8,511	29%
	49,979	74,290	-24,311	168,300	226,967	-58,667	-118,321	-152,677	34,356	
TOTAL	218,479	270,567	-52,088	638,784	833,973	-195,189	-420,305	-563,406	143,101	
TOTAL (incl. Gen Mun.)	312,369	825,697	-513,328	638,784	937,417	-91,745	-326,415	-111,719	-214,696	

** 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
APRIL 2020**

COMMUNITY SERVICES

Events Cancelled and/or Postponed

Pickleball
Shredding Event
Volunteer Appreciate Night
Bike Rodeo
Seniors Week (BBQ and Tea)
Summer Camp Programs

Community Services Advisory Board (CSAB)

We are currently looking for members to join our CSAB committee. Posters have been added to our Facebook page and our website. I have had 3 inquires regarding the board, and all 3 have been invited to join the next CSAB meeting on June 8. Requests for new board members will be brought forward to Council for approval.

Feed the Families Food Drive

I spoke with the Food Bank and their supply and demand is stable. The volunteers have requested that we continue with the food drive as scheduled on May 29. An RFD will be brought forward to Council to see who would be available to help.

SREMP ESS Response to COVID-19

The ESS SREMP group have been working together to create a regional plan on how to assist residents during the pandemic.

Photo Scavenger Hunt

I put together a Photo Scavenger Hunt to provide entertainment for our youth and families. We had 2 families participate in the first week. No one participated in the 2nd week; therefore, the program was cancelled.

Family Resource Network Funding

It was announced that Fort Saskatchewan Families First Society was selected to be one of the hubs in our region. They will work alongside of Fort Saskatchewan Boys and Girls clubs and the Creating Hope Society. Bon Accord and Families First have been working together for several years, and we hope to continue that relationship in the future.

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Canada Day Celebrations

At this time, preparations for Canada Day will continue. I will ensure that any entertainment and/or rentals booked will offer full refunds in the chance that the social distancing has not been lifted by July.

Upcoming Meetings/Events

SREMP Functional Exercise (cancelled)

Weekly Management Meetings (held remotely via TEAMS)

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

SASEY EC Mapping Meeting (cancelled)

FCSS Spring Directors Conference (cancelled)

Jenny Larson

Community Services Coordinator

Town of Bon Accord

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REPORT #3

OPERATIONS
APRIL 2020

PUBLIC WORKS

- Received tenders for 48th Ave project.
- Thawed storm sewers and opened ditches along 54th Ave
- Received permit approval from Alberta Transportation for Solar Farm. We are still waiting for Fortis to provide a cost for the connection between the Solar Farm and the Fortis Transmission line.

ROADS

- Cleared arterials one more time.
- Paving project is dependant on Atco moving some gas lines. The start date depends on the completion of their work.

EQUIPMENT/VEHICLES

- Regular maintenance continues on equipment and vehicles when necessary.
- Truck and Box may arrive sooner than expected.

CEMETERY

WATER

- Monthly water reads occurred on April 1 /20.
- Completed 4 Alberta 1st Calls in March.
- PLC reprogramming for pumps to be completed by end of April.
- One water leak was detected at 4936 – 52 Ave. The leak was on the residents side of the CC.

SEWER

ARENA/PARKS & RECREATION

- Maintenance and painting in the Arena is ongoing.
- Ice was removed

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SAFETY/TRAINING

- Staff have been split in to 2 shifts with 3 staff on each crew. This is an attempt to keep staff available to operate the facilities in the event of someone testing positive for Covid 19.
- Depending on the length of the Social Distancing directions decisions will need to be made on maintenance schedules. Some programs may not have their full scope completed.

Ken Reil
*Operations Manager
Town of Bon Accord*

Unapproved

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REPORT #4

PLANNING & ECONOMIC DEVELOPMENT
APRIL 2020

ECONOMIC DEVELOPMENT

Sturgeon County - Solar Project

Sturgeon County has installed its first solar array at Protective Services Headquarters building with the assistance of \$86,649 in grant funding from the Municipal Climate Change Action Centre (MCCAC). The local solar project includes 312 panels that will harness the sun's energy and help to reduce the County's environment footprint. The MCCAC was integral in providing funds to support the projects engineering and construction of the 255 X 385W modules on the roof and the 57 X 210W modules on the building exterior.

It is anticipated that the new infrastructure will produce 113,300 kWh per year and significantly reduce greenhouse gas emissions. The energy production gain associated with the building's solar panels is equivalent to supply electricity to 14.5 average Alberta households for a year or to powering an average electric vehicle that could drive across Canada 10 times (566,500 KM). Anticipation GHG emissions will be reduced by 64.5 tons per year.

Economic Recovery Council

Premier Jason Kenney has announced the membership of the Economic Recovery Council, created to provide advice to guide Alberta through the downturn that comes as a result of COVID-19 and the energy price crash.

The Council is made up of policy and industry experts who will provide insight and expert advice on how to protect jobs during the economic crisis and collapse in energy prices. The council will also focus on strategies for long-term recovery from the crisis, including efforts to accelerate diversification of the Alberta economy.

Premiers Economic Recovery Council consists of the following members:

Jack Mintz - Chair

Clive Beddoe – Former Chair, President and CEO, WestJet

Robert Blakely

Brent Belzberg – Founder and Senior Managing Partner, TorQuest Partners

Bob Dhillon – Founder, President and CEO, Mainstreet Equity Corporation

Chris Fowler – President and CEO, Canadian Western Bank

Rt. Hon. Stephen Harper – Canada's 22nd Prime Minister

Peter Kiss – Owner and President, Morgan Construction and Environmental

Zainul Mawji – President, Telus Home Solutions

Nancy Southern – Chair and CEO, ATCO Ltd.

Kevin Uebelein – CEO, AIMCo

Mac Van Wielingen – Founder, ARC Financial

Inspections Group

The Town of Bon Accord has a contractual agreement with the Inspections Group to provide services for Building Permits on development occurring in the Town. The value and service received from personnel within this company has been outstanding. The service received goes beyond issuing permits and inspections

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performed on work being done. The education component has been extremely helpful to manage building permits effectively.

Connecting with Business – COVID19

In the initial stages of the COVID-19 pandemic, a personal phone call was made to all businesses holding a valid business license with the Town of Bon Accord. The intent was to check-in on how businesses were coping with the new norm and if there were any major concerns that the Town should be aware of. Reaction of business was that of appreciation and the importance of business to the community. In the next upcoming weeks, the impact will be much greater on small business and residents, with recovery being top of mind.

Ministerial Order – Subdivision and Development

On Wednesday, March 25/20 the Minister of Municipal Affairs signed a Ministerial Order MDD 022/20 (the order) which amends and increases the legislative timeframes for planning approvals, appeal processes and enforcement procedures to October 1/20. The order has significant impacts on municipalities and developers and may in effect put a complete hold on a majority of development until after October 1/20.

These concerns and issues have been brought forward to the attention of Municipal Affairs, with the understanding that additional direction or guidance be forthcoming from the Ministers Office. There has been communication from AUMA stating revisions will be taken into consideration to continue with development time frames that were in effect prior to the order. Hopefully these revisions will take place within 14 days.

Conference Cancellations

Conferences scheduled for the first, second and third quarters have been cancelled. Economic Development Alberta has postponed the Annual EDA Conference to the end of November 2020.

Website

Information is being prepared to populate new website.

PLANNING AND DEVELOPMENT

Development / Investment

- Inquiry on available commercial lands

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)

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Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
1	1	0	4	17	0	This Period
5	4	0	7	30	0	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings - virtual
- Municipal Planning Services – discuss / review permits / compliance certificates
- Resident Meetings – development questions and inquiries

Dianne Allen

*Planning & Economic Development
Town of Bon Accord*

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REPORT #5

CHIEF ADMINISTRATIVE OFFICER (CAO)
APRIL 2020

Administration

Held management meetings in April 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.

Training

Most training has been cancelled until a later date unless it could be held virtually. Some staff have been working on webinar training, such as the new ICity programs, taxation primarily at the current time.

RMA

Rural Municipalities Association meeting was held virtually on April 20, 2020. The RMA is facing the same concerns and efforts as the AUMA at this unprecedented time of COVID-19.

AUMA Town Hall Meeting

Mayor Hutton and I attended the Town Hall teleconference on Apr 15, 2020. President, Barry Morishita spoke about the advocacy work that the Board is doing for municipalities at this time.

1. One item that is of importance is the deferral of development permits, and how this will affect our municipalities in getting our capital projects moving forward. An appeal has been made to the Province and the understanding is within 14 days this item will be changed back to the original process.
2. To assist in the cash flow concerns we have in the municipalities, an extended borrowing period was discussed.
3. Possible increases to the MSI funding is being discussed as a better way to assist municipalities rather than an increase in infrastructure funding, as it would then go to each municipality rather than on a first come first serve basis, with possibly only a few gaining any relief from this effort.
4. FCM is working on a request for an increase in the Gas Tax Fund that would help also.
5. Advocating to have the Police funding expense delayed for another year.
6. More efforts in the energy services aggregate purchasing for municipalities and insurance reform to assist municipalities in the utility payment deferrals many muni's have implemented.

Many good questions were asked by urban municipalities across the province and answers that were available were made, with further information coming in future meetings. Some concerns included worry that with the Borrowing Bylaw's having a 2 week appeal process for residents to stop the process, is there any consideration for putting in amendments to disallow this process. Should receive a response to this by Friday Apr 17, 2020.

Discussion on good ideas that could be shared by the AUMA to other municipalities about how deferrals and recovery processes will be handled in various places was agreed upon.

COVID-19 Recovery Task Forces are being set up in other municipalities and was considered a good idea by many moving forward.

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SREMP Agency Meeting

The SREMP agency has been having virtual meetings on a weekly basis to share and discuss how we are managing our municipalities during this pandemic. It has been a very good sharing and discussion on all the municipalities positions during these trying times.

ICF/IDP

An update from today's meetings provided information regarding the ICF/IDP bylaws and how the region is proceeding with them. Sturgeon County wishes to delay the process until after they have a better understanding of how impacts of the pandemic will affect the finances of Sturgeon County. The majority of the regional partners disagree with this plan, as it is felt that completing the Intermunicipal Collaboration Framework does not mean that the agreements cannot be held until a time that all municipalities have a better understanding of the outcomes of this current environment.

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

Meetings Virtually Attended

Management Mtg

Regular Meeting Council

SREMP Mtg

Provincial Town Hall Mtg

AEMA Mtg

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. The fourth month comes with the promise of spring, (maybe) and all efforts to control the spread of the virus. Hats off to all the frontline staff in the community, first responders, municipal staff and Council. The task load has increased immensely, but the spirit and positivity has increased along with that and should not go without being commended.

Joyce Pierce

*Chief Administrative Officer
Town of Bon Accord*

Town of Bon Accord
Regular Meeting of Council Minutes
April 21, 2020 8:30 am
Virtual meeting
Live streamed on Bon Accord YouTube Channel



REPORT #6

MAYOR REPORT
APRIL 2020

Mar. 12, 2020	Attended Roseridge Landfill Commission
Mar. 17, 2020	Attended regular meeting of Council
Mar. 27, 2020	Attended Virtual Meeting – Declaring Local State of Emergency by Albert Council (a Legal Law Firm)
Mar. 29, 2020	Attended Provincial Virtual Townhall Meeting Re: COVID-19
Mar. 31, 2020	Attended Meeting with CAO Pierce – Sign Documents
Mar. 31, 2020	Attended Virtual Council Meeting and MDP and IDP Public Hearing
Apr. 1, 2020	Attended TEAMS system test
Apr. 7, 2020	Attended Virtual Council Meeting
Apr. 8, 2020	Attended Conference Call: Sub Regional Mayors and CAOs

Notes:

This meeting, sponsored by Alberta Council lawyers, did not use a different direction of explaining the legalities and pitfalls of declaring a Local State of Emergency than was already explained in the Courses we took.

The Provincial Townhall covered the Alberta government's COVID-19 position and direction. The economic recovery is forecast to take a year or more. With the energy sector shutting down because of the price of oil the Provincial budget of a \$6.5 billion deficit going to an estimated \$15 - \$20 billion deficit is estimated to take a lot longer than anticipated. The department of Health will not be affected as much as the rest of Government. Minister Madu re-announced the change to the MGA allowing Municipalities and Commissions to hold meetings electronically with public participation. During the question period it was asked if OPEC oil could be shut down – it was stated that it could not. It was asked if tax deferrals by Municipalities could be Provincially funded but the reply was for Municipalities

The Council Meeting of March 31 was terminated because of technical difficulties and was rescheduled to April 7.

David Hutton

Mayor

Town of Bon Accord

Town of Bon Accord
Regular Meeting of Council Minutes
April 21, 2020 8:30 am
Virtual meeting
Live streamed on Bon Accord YouTube Channel



REPORT #7

DEPUTY MAYOR REPORT
APRIL 2020

March 17, 2020 Attended Regular Meeting of Council

March 20, 2020 Attended the Alberta Capital Region Wastewater Commission meeting. We discussed that the bylaw is quite firm about no forgiveness of sewer charges. If there is a need for this a municipality must make a formal request for consideration. In light of the “toilet paper crisis” it is felt that people may be flushing paper towel, wipes, or other substitutes. These all add to costs at the treatment plant.

March 23, 2020 Attended a virtual Special Meeting of Homeland Housing Board. There have been heightened visitor restrictions placed on our lodges. Westlock has now declared a state of local emergency. Seniors in the housing sites do not appear to be taking the pandemic seriously. The fiscal cost is huge. Heightened cleaning and sanitizing costs and replacing those who are sick or self isolating is contributing to an estimated cost of approximately \$226,000.00 per day. For the duration of 9 weeks that would be \$4,183,520.00. The board resolved to transfer the funds from reserves and hope to recover costs from the government.

March 24, 2020 Attended the Bon Accord Gibbons food bank to pack 17 hampers! The food bank has its own challenges with Covid 19. We are limited to only 5 volunteers working at one time. Spaces need to be sanitized, extra handwashing etc. all in place. While donations are still being accepted cash is now preferred so as to limit what is brought in.

March 25, 2020 Attended (virtually) the Sub-regional Mayors meeting

March 30, 2020 Attended (virtually) Homeland Housing meeting. Many thanks to Raymond Cormie CEO for keeping the board up to date with updates and the evolving situation. Although Premier Kenney has offered to send much needed PPE supplies to Ontario and Quebec, Homeland Housing is concerned that there really isn’t any abundance of these supplies for housing bodies. With so many precautions about anyone entering any seniors housing sites supplies of PPE are only enough for a few days.

March 31, 2020 Attended the (virtual) Regular Meeting of Council.

April 6, 2020 Attended the Special Meeting of Council.

We have had several practice virtual meetings and it seems we have ironed out most of wrinkles. This has become a necessary tool to do business these days. Keeping up with emails has helped to occupy more time than usual. Stay safe and healthy all!

Lynn Bidney
Deputy Mayor
Town of Bon Accord

Town of Bon Accord
Regular Meeting of Council Minutes
April 21, 2020 8:30 am
Virtual meeting
Live streamed on Bon Accord YouTube Channel



REPORT #8

COUNCILLOR REPORT
APRIL 2020

March 16	Attended virtual meeting for Municipal Virtual Meeting AUMA.
March 17	Regular Meeting of Council.
March 30	Attended test run for Virtual Council meeting.
March 31	Attended regular meeting of council (virtual).
April 1	Attended test board meeting (virtual).
April 7	Attended regular meeting of council (virtual).

Notes: The COVID has caused the cancellation of many board meetings/conventions. Now that everyone is getting use to going “virtual” I would expect meetings to return as normal.

Tanya May
Councillor
Town of Bon Accord

Town of Bon Accord
Regular Meeting of Council Minutes
April 21, 2020 8:30 am
Virtual meeting
Live streamed on Bon Accord YouTube Channel



REPORT #9

COUNCILLOR REPORT
APRIL 2020

March 17, 2020	Attended Regular Meeting of Council
March 30, 2020	Attended test run for virtual council meeting.
March 31, 2020	Attended Regular Meeting of Council (broadcast)
April 1, 2020	Test meeting #2 for Teams online meeting
April 7, 2020	Attended Special Meeting of council

Note:

All of my board meetings and events scheduled for the near future have been canceled at this point due to Covid-19

Lacey Laing

*Councillor
Town of Bon Accord*

Town of Bon Accord
Regular Meeting of Council Minutes
April 21, 2020 8:30 am
Virtual meeting
Live streamed on Bon Accord YouTube Channel



REPORT #10

COUNCILLOR REPORT
APRIL 2020

March 16, 2020	Attended AUMA Webinar - Emergency Management & Business Continuity for Local Government 101
March 17, 2020	Attended Regular Meeting of Council
March 27, 2020	Attended Alberta Council Virtual Town hall - Declaring a Local State of Emergency
March 31, 2020	Attended virtual LUB Hearing and Regular Meeting of Council. Unfortunately, this meeting was postponed part way through the due to technical issues.
April 7, 2020	Attended Special Meeting of Council
April 16, 2020	Attended Capitol Region Northeast Water Commission Virtual Sub Committee Meeting.

Brian Holden
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: May 5, 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.

Due to technical difficulties, the March 31, 2020 Public Hearing was rescheduled and held on April 7, 2020.

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: April 29, 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,

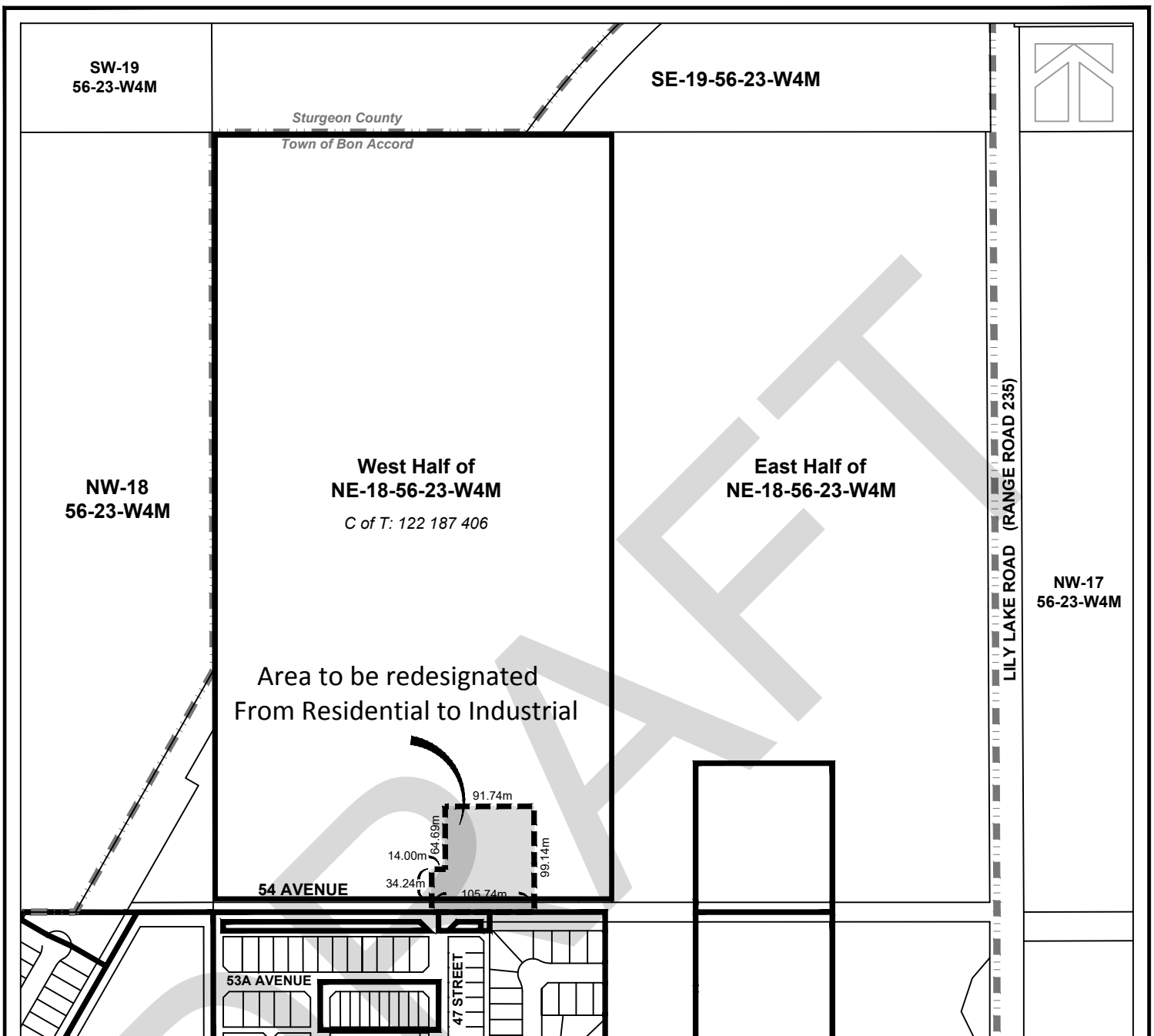
READ A THIRD TIME THIS ____ DAY OF _____, A.D. 2020,

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: May 5, 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.

Due to technical difficulties, the March 31, 2020 Public Hearing was rescheduled and held on April 7, 2020.

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: April 29, 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

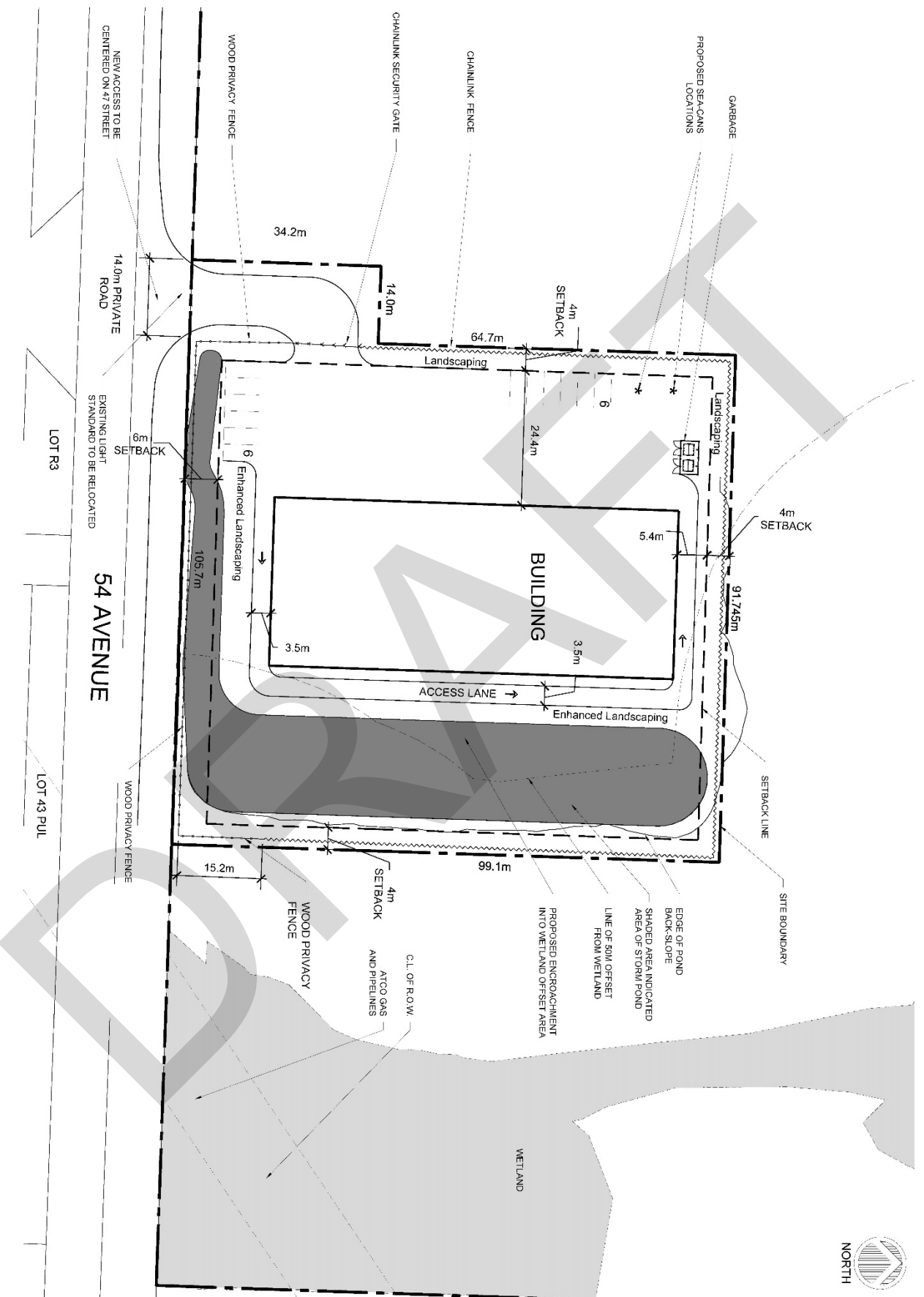
- b. Landscaping shall be provided in accordance with Part 7, Section 14 of this Bylaw and in general accordance with the site Plan in Appendix A.
- c. Grading and drainage of the site shall be provided in accordance with Part 7, Section 11 of this Bylaw.
- d. Accessory buildings shall be developed in 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:

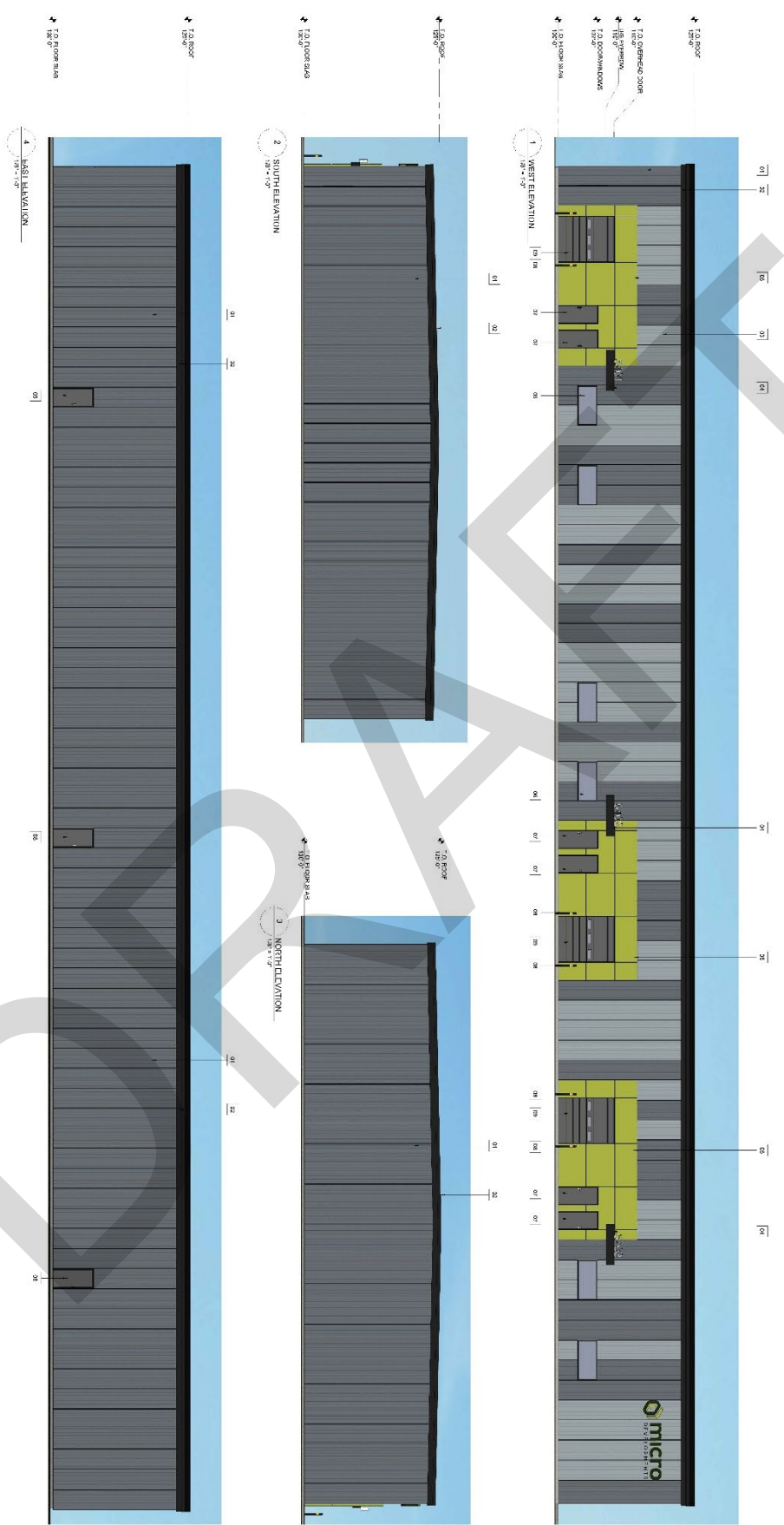
Appendix "A" – Site plan

Appendix "B" – Elevations

Appendix A – Site Plan



Appendix B – Elevations



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Direct Control

January 23, 2020

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: May 5, 2020

AGENDA ITEM: Intermunicipal Development Plan Bylaw #2020-10

RECOMMENDATION:

THAT.... Council approve 2nd reading of Intermunicipal Development Plan Bylaw #2020-10, as presented.

THAT.... Council approve 3rd reading of Intermunicipal Development Plan Bylaw #2020-10, as presented.

BACKGROUND:

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

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

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY

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

ALTERNATIVES:

1. Council approve 2nd and 3rd readings of Intermunicipal Development Plan Bylaw #2020-10, as presented.
2. Council gives Intermunicipal Development Plan Bylaw #2020-10 2nd reading and directs administration to amend, bringing back to Council for 3rd reading.

Prepared and Submitted By: Jessica Caines

Reviewed By: Joyce Pierce - CAO

Date: April 30, 2020

**TOWN OF BON ACCORD
BYLAW #2020-10
INTERMUNICIPAL DEVELOPMENT PLAN BYLAW**

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

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

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

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

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

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

READ A FIRST TIME THIS 4TH DAY OF FEBRUARY 2020

Mayor

Chief Administrative Officer

READ A SECOND TIME THIS 31ST DAY OF MARCH 2020

Mayor

Chief Administrative Officer

**TOWN OF BON ACCORD
BYLAW #2020-10
INTERMUNICIPAL DEVELOPMENT PLAN BYLAW**

READ A THIRD AND FINAL TIME THIS 31ST DAY OF MARCH 2020

Mayor

Chief Administrative Officer

DRAFT

Intermunicipal Development Plan

Town of Bon Accord / Sturgeon County

March 24, 2020



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A. INTRODUCTION

- 1) The Town of Bon Accord (Town) and Sturgeon County (County) have agreed to undertake the process for preparing and adopting an Intermunicipal Development Plan (IDP).
- 2) The Town and the County recognize that all municipalities are equals and have the right to growth and development.
- 3) The purpose of the IDP is to accomplish the following within the Plan Area:
 - a) Ensure orderly development, while protecting the area surrounding the Town for future expansion;
 - b) Establish a framework for attracting economic opportunities;
 - c) Improve opportunities to secure a long-term economic base for the region;
 - d) Ensure the municipalities are development-ready and future-oriented in their efforts to attract economic activity;
 - e) Ensure that the municipalities are developed in a manner that is equitable and fair to the residents of the municipalities; and
 - f) Identify areas for County growth and development.

B. MUNICIPAL PROFILES

Town of Bon Accord

The Town covers an area of approximately 211 hectares (521.4 acres), with a population of 1,529 (Federal Census, 2016). Bon Accord is a town located in central Alberta, approximately 40 km north of Edmonton, along Highway 28.



Sturgeon County

Sturgeon County covers an area of approximately 214,006 hectares (528,820 acres), with a population of 20,506 (Municipal Census, 2019). The County surrounds five urban municipalities – the towns of Bon Accord, Gibbons, Legal, Morinville and Redwater. The County also contains ten hamlets/urban service areas, and one first nation reserve, the Canadian Forces Base Edmonton and is bordered by ten additional municipalities. The County is a member of the Edmonton Metropolitan Board.



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

C. DEFINITIONS

- 1) In this Plan, unless the context otherwise states:
 - a) **Area Structure Plan** means a planning document, adopted by either municipal Council, that provides a framework for the subdivision and development of lands (as outlined in Section 633 of the MGA).
 - b) **Committee** means the Intermunicipal Committee as defined in the Intermunicipal Collaboration Framework.
 - c) **Development Permit** means a certificate or document permitting a specified development, which includes (where applicable) a plan or drawing or a set of plans or drawings, specifications or other documents.
 - d) **Environmentally Significant Lands** means all lands in Sturgeon County that are: (a) a swamp; (b) a gully, ravine or coulee; (c) an escarpment; (d) a natural drainage course; (e) riparian lands adjacent to the beds and shores of rivers, streams, creeks, watercourses and natural drainage courses; (f) wetlands; (g) lands subject to flooding, including Flood Risk Areas, floodways, and flood fringes; (h) unstable lands; (i) natural areas including forests, woodlands, meadows and prairies; or (j) contaminated lands.
 - e) **Intermunicipal Collaboration Framework** means the agreement entered into by Sturgeon County and Town of Bon Accord, pursuant to section 708.28 of the MGA.
 - f) **Land Use Bylaw** means a regulatory bylaw that divides a municipality into land-use districts and establishes procedures for processing and deciding upon development applications. It also sets out rules that affect how each parcel of land in a municipality may be used and developed and is adopted by either municipal Council.
 - g) **MGA** means the Municipal Government Act, RSA 2000, c M-26.
 - h) **Municipal Development Plan** means a planning document, adopted by either municipal Council, that provides land-use policy direction for planning and development activity over a prescribed period of time (as outlined in Section 632 of the Municipal Government Act).
 - i) **Municipal Service** means any service that conforms to the municipal standards provided by a municipality to landowners and residents. These services may be provided independently by each municipality or may be provided on an intermunicipal basis. Example services include, but are not limited to: water and wastewater systems, solid waste systems, recreation, transportation, emergency services, gas distribution system, etc.
 - j) **Municipality** means Sturgeon County and Town of Bon Accord.
 - k) **Parties** means Sturgeon County and the Town of Bon Accord.

- l) **Shall** means obligatory direction.

D. LEGISLATIVE REQUIREMENTS

- 1) The *Municipal Government Act* (MGA) identifies the following as matters to be addressed for lands within the boundary of the IDP:
 - a) Future land use;
 - b) Proposals for and the manner of future development;
 - c) Conflict resolution procedures;
 - d) Procedures to amend or repeal the plan; and
 - e) Provisions relating to the administration of the plan.

E. PLAN AREA

- 1) The Intermunicipal Development Plan Area (the Plan Area) are the lands located within the Sturgeon County surrounding the Town of Bon Accord, as shown on Map 3 in Section S.

F. GOALS

- 1) The following are goals that have been identified by the Town and the County for the Plan Area. Some of the goals are of an on-going nature, while some may be seen as time specific.
 - a) Identification of the Future Land Uses in the Plan Area. This is the IDP Plan Area in the County, within approximately 1.6 km of the Town, where the County will refer proposed subdivisions, land use bylaw redesignations, and statutory documents to the Town for review and comment.
 - b) Development of land use policies to provide for and in support of economic development that will benefit the two municipalities economically and socially.
 - c) Development of land use policies to protect agricultural lands from premature redesignation, subdivision and non-farm development in accordance with soil classifications identified in Sturgeon County's Municipal Development Plan
 - d) Development of a Plan for the provision of utility corridors within the Plan Area to provide for future growth and development of the IDP area, and to ensure oil and gas development/pipelines do not inhibit or restrict the future development of the region.

- e) Effective coordination of transportation systems and the protection of required land for future road and trail network developments.
- f) Development of land use policies to ensure that future sites for schools and recreation areas are protected.
- g) Identification and protection of physical features and environmentally sensitive areas.
- h) Effective referral mechanisms and dispute resolution mechanisms.
- i) Plan administration and implementation.

G. FUTURE GROWTH & ECONOMIC DEVELOPMENT

- 1) The Town and County have agreed to work together to promote and support economic development that benefits both municipalities. Should future innovative developments be proposed which may be mutually beneficial the municipalities agree to jointly evaluate the proposal in a timely and efficient manner.
- 2) The Town and County shall continue to encourage agricultural activity in the local area.
- 3) The Town and County will work together to promote the establishment of a diversified and sustainable assessment base within the Plan Area.
- 4) To encourage a diversified assessment base, the municipalities shall promote a land use pattern within the Plan Area which provides a range of parcel sizes and servicing options for commercial and industrial development.
- 5) The Town and County agree to encourage the development of businesses that support the needs of local residents and visitors to the region.
- 6) The Town and County shall explore options and where possible, implement cost-sharing arrangements in accordance with a mutually agreed Intermunicipal Collaborative Framework.

H. LAND USE POLICIES

- 1) The Town of Bon Accord and Sturgeon County agree that the long-term land use planning concept for the Plan Area is consistent with the land use designations depicted on Map 4. For up-to-date Land Use Designations please see Sturgeon County Land Use Bylaw.
 - a) The predominant land use shall remain Agricultural - General, as permitted by Sturgeon County's Land Use Bylaw.

- b) No amendments to this IDP are required for land use bylaw amendments which meet the criteria of Section H(1)(a), that both municipalities agree in writing are consistent with the provisions contained within the IDP, as amended from time to time.
- 2) The County's Land Use Bylaw governs existing land uses in the Plan Area.
 - 3) In considering subdivision and development proposals within the Plan Area, the County's Subdivision and Development Authorities will ensure that the proposed subdivision and/or development conforms to the intent of the Map 4 Land Use Concept and the land use policies contained herein.
 - 4) All development permit applications approved by the County's Development Authority shall be in accordance with the Sturgeon County Municipal Development Plan, Sturgeon County Land Use Bylaw and applicable Area Structure Plans. Any disputes shall be dealt with through the procedure outlined within Section Q of this document.
 - 5) Multi-lot subdivisions located within 1.6 km of the centre line of a provincial highway must be developed in accordance with Section 14, 15 and 16 of the Subdivision and Development Regulation. As such, Area Structure Plans may be required by Alberta Transportation for multi-lot subdivisions within this area.
 - 6) Buffers or similar mechanisms to mitigate potential conflict between incompatible uses shall be required by the County where appropriate.
 - 7) The Town and County agree to jointly discuss ways to cooperate with Provincial and Federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.
 - 8) Both municipalities agree that development of lands that are within the Plan Area may contain a historically significant site. Should an area be deemed to have some historical significance, the developer may be required to conduct a Historical Resource Impact Assessment (HRIA) and should contact the appropriate Provincial Government Department regarding the development.
 - 9) Existing developments that were approved through a subdivision or development process prior to the approval of this Intermunicipal Development Plan shall remain in place.
 - 10) No new Confined Feeding Operations within the Plan Area requiring registrations or approvals, or manure storage facilities requiring authorization under the Agricultural Operations Practices Act, shall be permitted within the Plan Area.
 - 11) An Area Structure Plan will be required for any multi-lot subdivisions in the Plan Area. Multi-lot subdivisions shall be considered to be any subdivision which will create five or more lots in addition to the remnant parcel, on a quarter section, excluding quarter sections containing both a farmstead/undeveloped country residential site and fragmented parcel. Area Structure Plans shall meet the requirements as outlined by Alberta Transportation including, but not limited to:

- a) Impacts on the transportation system.
 - b) Pedestrian accommodation.
 - c) Access management requirements for the provincial highways.
 - d) Future road right-of-way requirements.
- 12) All future Area Structure Plans should also contemplate:
- a) a regional trail network, connecting points of interest within the Town and County.
 - b) Environmental Reserve locations along water bodies, water courses and natural features.
 - c) Municipal Reserve locations to ensure future provision of schools and community amenities.
 - d) Additional land use planning considerations as deemed necessary by the County and Town.
- 13) In considering subdivision and development permit applications in the Plan Area, the County will ensure the proposed development is compatible with adjacent uses.
- 14) The following land use provisions will apply to all new reserve/public service developments within the Plan Area:
- a) Future municipal reserves are intended to be either:
 - i) part of the long term useable and accessible open space, park and trail system,
 - ii) future school sites, or
 - iii) future community/institutional developments which may include recreation centers, emergency and protective service, and/or medical centers.
 - b) Unless the Town requests otherwise in writing, Municipal Reserves due as a result of subdivision in the Plan Area will be deferred so that they can be taken later, at the time of re-subdivision into urban size lots. A deferred reserve caveat shall be registered on the Land Title at the time of initial subdivision.
 - c) Should future large Municipal Reserve sites be proposed, they shall be proposed as part of a comprehensive Area Structure Plan and should be determined based on consultation with the Town of Bon Accord and the local school boards.
 - d) Within the Plan Area, Environmental Reserve shall be dedicated to protecting lands not suitable for development and to reduce impacts on Environmentally Significant Lands in accordance with the appropriate environmental impact assessment or alternate study prepared by a qualified professional.
 - e) Decisions on municipal reserve and environmental reserves will be made in consultation with the Town.

- 15) Essential public and private utility services may be allowed throughout the Plan Area to provide the desired level of service in the Plan Area. An Area Structure Plan is not required for the development of essential public service or private utility services.
- 16) Development standards will be applied by the County to ensure that orderly development of the Plan Area occurs.

I. ENVIRONMENTAL MATTERS

- 1) All agricultural operators and other users are encouraged to continue best practices to maintain high standards of water quality.
- 2) Land use and development in flood prone areas are generally discouraged, but where it is considered by the host municipality, it shall be carefully regulated such that there is no negative effect on the adjacent municipality.
- 3) Landowners and residents are encouraged to follow water conservation practices, as established by their respective municipality.
- 4) Both municipalities will endeavour to ensure that all sources of potable water supply within their respective jurisdictions are protected and meet provincial guidelines for water quality.
- 5) The Town and the County agree that development of lands within the Plan Area may impact environmentally significant lands. Development proposals in these areas may be required to:
 - a) conduct an environmental impact assessment (EIA); and,
 - b) contact Alberta Environment and Parks regarding the development.
- 6) Within Sturgeon County, development setbacks from waterbodies and watercourses shall be enforced, as per the Land Use Bylaw and Municipal Development Plan.

J. MUNICIPAL SERVICES

- 1) Lands required for future utility and servicing right-of-way, as identified through the mutual agreement of the Town and County shall be protected at the time of subdivision and development. To this end, utility corridors shall be identified in future Area Structure Plans.
- 2) Natural and man-made drainage courses that support the overall management of storm water within the Plan Area shall be protected at the time of subdivision or development. To this end, storm water drainage courses shall be identified within future Area Structure Plans and the municipalities may require additional studies and drainage plans.

- 3) Should the Town require land located within the County for future utility expansion, the County will endeavour to protect the lands for that purpose.
- 4) For developments located within the Plan Area requiring or proposed to require municipal services including, but not limited to, water, wastewater and natural gas services from the Town, the County will submit the relevant portions of the development agreement, including full details on the water and wastewater servicing standards and anticipated volumes, for the Town's approval.
- 5) For developments requiring water, wastewater and natural gas services in the Plan Area, the Town and County agree to enter into a joint servicing agreement for said services.
- 6) The municipalities agree that potential for joint servicing and/or joint levies will be evaluated on the merits of the individual development proposal based on the business case presented.

K. TRANSPORTATION SYSTEMS

- 1) The Town and County will work together to ensure that a safe and efficient transportation network is developed and maintained to service residents and businesses within the IDP area. The Town and County will also cooperate on the development of all future Transportation Master Plans.
- 2) When subdivisions are approved in the Plan Area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.
- 3) In order to create more efficiently planned communities with less highway impacts, a Transportation Master Plan for the Plan Area may be developed in coordination with the Town of Bon Accord, Sturgeon County and Alberta Transportation.
- 4) Prior to subdivision and/or development Alberta Transportation may require the preparation of an Area Structure Plan and/or Traffic Impact Assessment for developments located 1.6 km of the centre line of a highway and within the Plan Area.
- 5) The Town and County agree to plan regional roads collaboratively. Road closure applications and road realignments will be discussed jointly prior to municipal approval.

L. RESOURCE DEVELOPMENT & UTILITY CORRIDORS

- 1) The municipalities will work with representatives from industry including, but not limited to, oil and gas and telecommunication industries to promote resource infrastructure development which does not negatively impact existing and/or future development within the Plan Area.
- 2) Both municipalities agree to refer all oil and gas infrastructure and telecommunication infrastructure related applications in the Plan Area to the other municipality for review and comment.

- 3) The municipalities support the development of broadband and communications infrastructure in the Plan Area and region. As such, the municipalities will work collaboratively to promote and encourage broadband and communications infrastructure.

M. SUBDIVISION AND DEVELOPMENT APPEAL BOARD

- 1) All appeals of developments and subdivisions within the Plan Area will be considered by the Sturgeon County's Subdivision and Development Appeal Board.
- 2) All appeals of developments and subdivisions within the Town will be considered by the Town of Bon Accord's Subdivision and Development Appeal Board.

N. COMMUNICATION AND REFERRAL PROCESS

- 1) All Municipal Development Plan amendments, subdivision applications, Land Use Bylaw redesignations, Area Structure Plans and development permit applications for discretionary uses within the Plan Area will be referred to the other municipality for comment. All development permit applications approved by Sturgeon County's Development Authority shall be in accordance with the provisions of this Plan. Any disputes shall be dealt with through the procedure outlined in Section Q of this document.
- 2) The Town of Bon Accord and Sturgeon County agree that the County will refer and respond to the following planning proposals within the Plan Area, as per the following chart:

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

- 3) The Town of Bon Accord and Sturgeon County agree that the Town will refer to Sturgeon County the following planning proposals as per the following chart:

Planning Proposal Type	Maximum Response Period
a) Municipal Development Plans and Municipal Development Plan amendments	21 calendar days
b) Area Structure Plans, Area Redevelopment Plans and amendments within 1.6 km of the municipal boundary	21 calendar days
c) Discretionary Development Permits directly adjacent to the municipal boundary	21 calendar days
d) Road Access/Use, Road Closures and Road Realignment	21 calendar days

- 4) The response period indicated in Section N(2) and Section N(3), may be extended upon notification in writing by the responding municipality.
- 5) Notwithstanding Section N(2) and Section N(3), either municipality may elect to circulate additional items to the neighbouring municipality for comment.
- 6) The responding municipality shall offer comments from the perspective of specific implications that have a high likelihood of impacting their own efforts around land use planning and provisions of municipal services and infrastructure.
- 7) Both municipalities shall strive, to the best of their ability and knowledge, to refer all notices of federal, provincial and municipal government projects within the Plan Area to the other municipality.
- 8) Within the Plan Area, both municipalities are encouraged to share with the other the results of all publicly available technical analysis, submitted as part of development applications.

O. PLAN ADMINISTRATION AND IMPLEMENTATION

- 1) Approving Authorities:
- a) In the hierarchy of statutory plans, the Intermunicipal Development Plan shall take precedence over the other municipal statutory plans.
 - b) Each Municipality shall be responsible for the administration and decisions on all statutory plans, land use bylaws, and amendments thereto within their boundaries.
- 2) Plan Amendments & Repeal:
- a) An amendment to this Plan may be proposed by either municipality. An amendment to the Plan proposed by a landowner shall be made to the municipality in which the subject land is located.

- b) An amendment to this Plan has no effect, unless adopted by both municipalities by bylaw in accordance with the Municipal Government Act, R.S.A., c M-26, as amended.
- c) In the event that either the Town or the County determines this Plan is no longer acceptable, either municipality may initiate the process to repeal this Plan. The following shall be followed to repeal the Plan:
 - i) The Town or County may give the other municipality written notice of its intention to repeal the plan.
 - ii) Within thirty days of the written notice, an Intermunicipal Committee meeting shall be convened.
 - iii) Following the Intermunicipal Committee meeting, the municipality initiating the repeal procedure may withdraw its intention to repeal the Plan by giving written notice to the other municipality.
 - iv) Once notice is given, the Town and County shall initiate the development of a subsequent Intermunicipal Development Plan in accordance with the Municipal Government Act.
 - v) The subsequent Intermunicipal Development Plan shall be adopted at the same time as the original Intermunicipal Development Plan is repealed.
 - vi) Once one municipality has passed a bylaw to adopt the subsequent Intermunicipal Development Plan and repeal the original Intermunicipal Development Plan the other municipality shall also proceed to pass the bylaws.

3) Intermunicipal Cooperation:

- a) The Intermunicipal Committee established under the Intermunicipal Collaboration Framework is the forum for reviewing the Intermunicipal Development Plan.

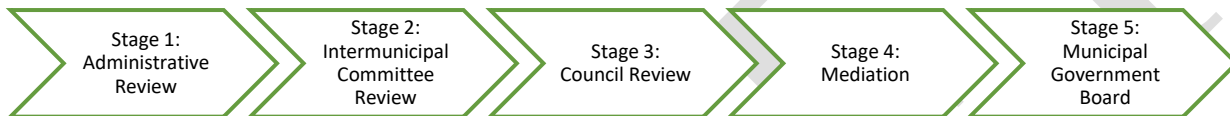
4) Plan Review:

- a) Annually, the County CAO and Town CAO, or designates, shall determine the advisability of any amendments to the Plan. If an amendment is deemed necessary by both municipalities, then the results of the review shall be presented to the Committee, within one month of the anniversary of the adoption of this Plan. The Committee review shall be done in a manner consistent with the process identified in the ICF. If an amendment is deemed necessary at the Committee level, the Committee shall seek formal approval and direction from their respective municipal Councils to direct municipal administration to commence with a public plan amendment process. If the Committee does not agree that a particular amendment shall proceed, then neither municipality shall proceed with that amendment.
- b) Once every four years, commencing no later than 2024, the IDP will be formally reviewed by the Committee in conjunction with the Intermunicipal Collaboration Framework in order to confirm or recommend amendment of any particular policy contained herein. The Committee will prepare recommendations for consideration by the municipal Councils.
- c) The IDP may be reviewed earlier than 2024, in accordance with Section O(4)(a).

P. ANNEXATION

- 1) At the time of this IDP preparation it was determined that the Town of Bon Accord had sufficient land within its currently boundaries to support anticipated growth for the foreseeable future. However, should circumstances change the Town may propose an annexation based on demonstrated need through the development of a Growth Study. The Town and County will endeavour to reach an intermunicipal agreement on the annexation prior to submitting the annexation application to the Municipal Government Board. The annexation request must comply with the requirements of the MGA and the process outlined by MGB and shall be submitted by the annexing municipality.

Q. DISPUTE RESOLUTION



- 1) The Parties commit to resolving any disputes under the Intermunicipal Development Plan in a non-adversarial, informal and cost-efficient manner.
- 2) The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) When a Party believes there is a dispute under the Intermunicipal Development Plan and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the Chief Administrative Officer of the other Party to attempt to negotiate a resolution to the dispute.
- 4) If a dispute cannot be resolved to the satisfaction of the Parties within thirty (30) calendar days of the dispute being referred to the Chief Administrative Officers, the dispute will be referred to the Committee to attempt to negotiate a resolution to the dispute.
- 5) If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Committee, the dispute will be referred to the Councils of both parties.
- 6) If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Councils of the Parties, the dispute will be referred to a mediator acceptable to both parties, unless the Parties mutually agree not to mediate the dispute. The costs of mediation shall be shared equally between the parties.
- 7) Mediation shall be completed in a timely and efficient manner. If the dispute has not been resolved to the satisfaction of the Parties within three (3) months after the appointment of a mediator, and the Parties have not mutually agreed to extend the term of mediation, the mediation is deemed unsuccessful and shall be terminated.

- 8) If a dispute cannot be resolved through the above noted process, a Party may, if applicable, appeal the matter to the Municipal Government Board in accordance with section 690 of the *Municipal Government Act*, or notify the Minister of Municipal Affairs of the dispute and request the Minister to refer the matter to the Municipal Government Board for its recommendations in accordance with Part 12 of the *Municipal Government Act*.

DRAFT

R. CORRESPONDENCE

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

a. In the case of the Sturgeon County to:

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

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

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

2) In addition to Section R(1), notices may be sent by electronic mail to the Chief Administrative Officer of each municipality.

IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties signed this _____ day of _____, 2020 at _____, Alberta.

STURGEON COUNTY

TOWN OF BON ACCORD

Mayor

Mayor

Chief Administrative Officer
Bylaw No. 1477/20

Chief Administrative Officer
Bylaw No.: 2020-10

S. MAPS

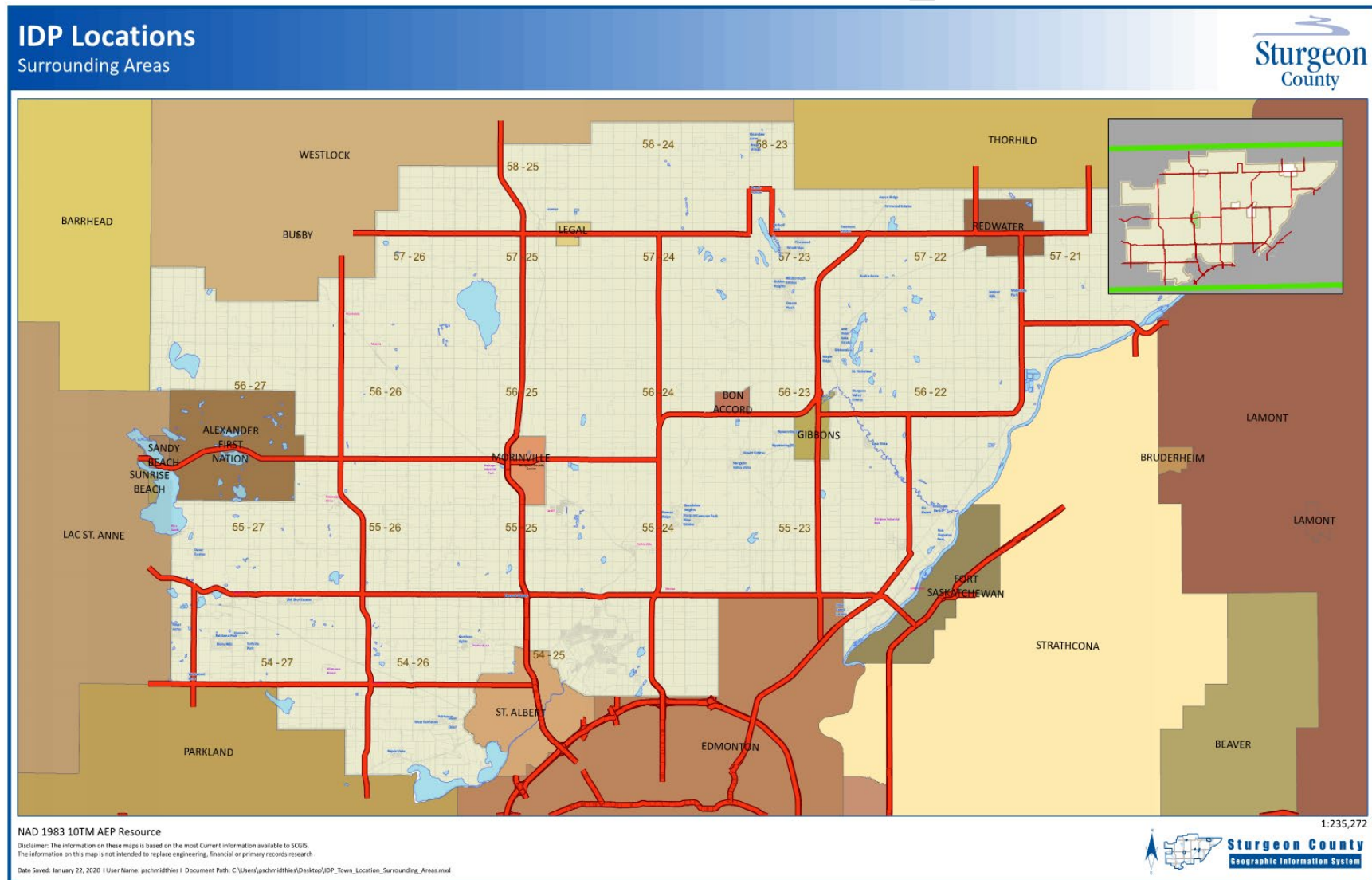
Map 1: Sturgeon County IDP Location Map

Map 2: Bon Accord Location Map

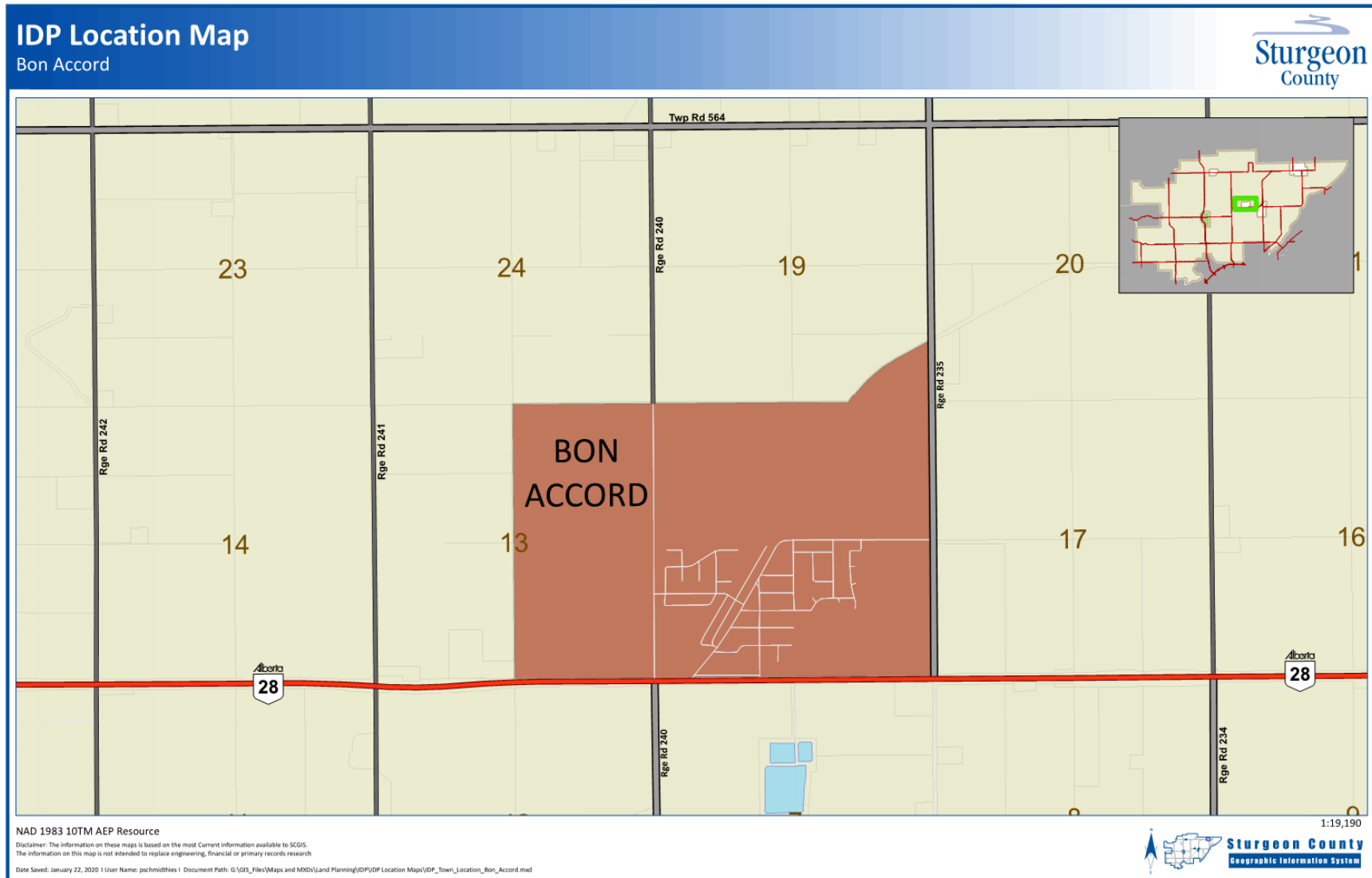
Map 3: Plan Area Map

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

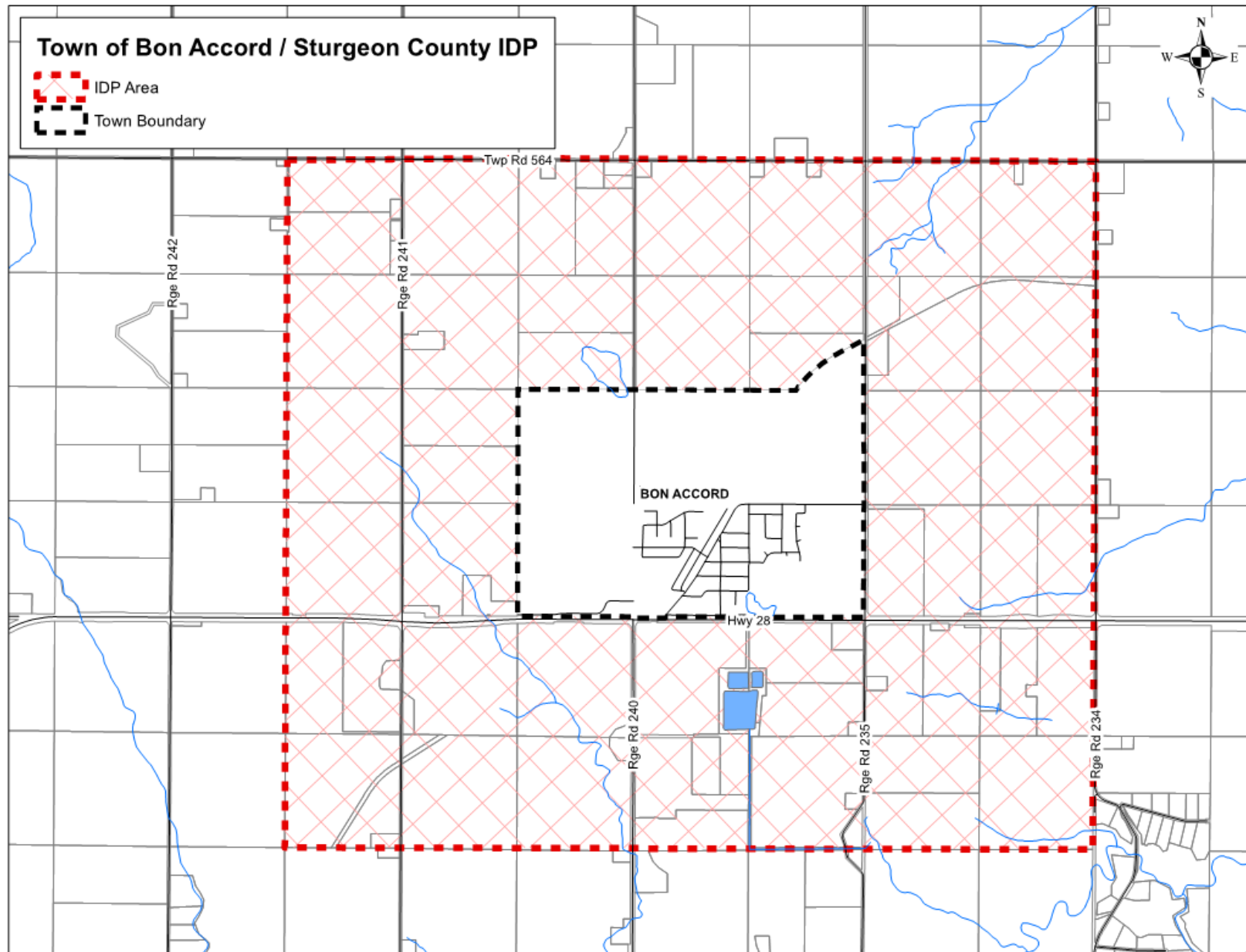
Map 1: Sturgeon County IDP Location Map



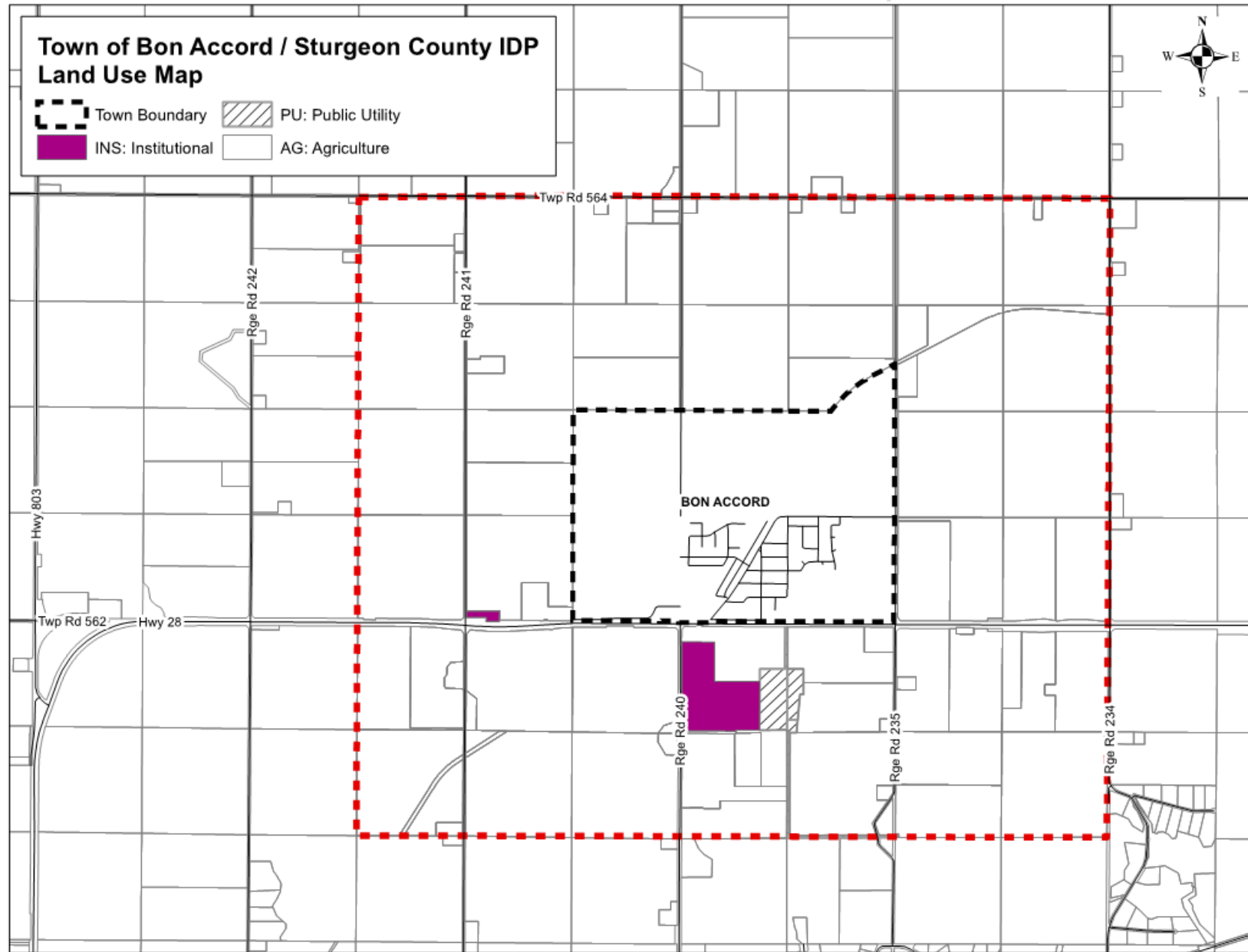
Map2: Bon Accord Location Map



Map 3: Plan Area Map



Map 4: Land Use Concept Map



TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Meeting of Council*

MEETING DATE: **May 5, 2020**

AGENDA ITEM: **Light Efficient Community Standards Bylaw # 2020-18**

RECOMMENDATION:

THAT.... Council approves second reading of the Light Efficient Community Standards Bylaw #2020-18.

THAT Council approves third reading of the Light Efficient Community Standards Bylaw #2020-18.

BACKGROUND:

The purpose of this *Bylaw* was to provide regulations for outdoor lighting in the Town of Bon Accord in accordance with an international standard. This lighting includes, but not limited to all lighting that is provided by the Town of Bon Accord for purposes of public safety and public information, as well as lighting on private property that encompasses commercial development, single family dwellings and property which has more than one resident on it. As a result of adopting this *Bylaw*, goals aligning with Bon Accords "*Building of Tomorrow*" strategy would be achieved, reducing adverse environmental impacts of outdoor lighting in two categories: carbon footprint (energy used in the life of a lighting product) and obtrusive light. The bylaw is based on and adopted from the Model Lighting Ordinance created by the Illuminating Engineering Society and the International Dark Sky Association.

Section 11-Existing Lighting states: Amortization allows existing lighting to gradually and gracefully come into compliance. Substantial changes or additions to existing properties are considered the same as new construction and must comply. Most outdoor lighting can be fully depreciated once it is fully amortized, usually not longer than 10 years, if not sooner, from the date of initial installation. Bon Accord administration may require compliance sooner for "easy fixes" such as re-aiming or lowering lumen output of lamps. Where lighting is judged to be a safety hazard, immediate compliance shall be required. Lighting installed prior to the effective date of the Bylaw shall comply with the following:

11.1 Amortization on or before January 1, 2023, all outdoor light shall comply with this Code.

The Light Efficient Community Standards Bylaw was established for good intentions of the day, to fulfill the International DarkSky Association Designation (IDA) mandate. Councils Strategic Plan does not identify the IDA as priority, but identifies a framework focusing on:

- Economy - steady, positive growth
- Community - safe, attractive community
- Infrastructure – maintaining and improving in a fiscally responsible manner
- Identity – strong, positive, recognizable
- Collaboration – sustainable relationships

In the best interests of the Towns residents, it would be unreasonable to mandate that all existing lighting must comply on or before January 1, 2023. Eliminating the date, would ultimately allow the resident the choice if they so desire to continue with this bylaw or impart. The other component is the enforcement cost of those who do not comply. Administration is recommending deleting 11.1 stating: Amortization on or before January 1, 2023, all outdoor light shall comply with this code.

FINANCIAL IMPLICATIONS:

Increased enforcement and legal costs for the Town; additional expense for the residents of the Town.

LEGISLATIVE HISTORY:

N/A

ALTERNATIVES:

1. Council approves second and third reading to the amendment of Light Efficient Community Standards Bylaw 2020-18.
2. Council does not approve second and third reading to the amendment to the Light Efficient Community Standards Bylaw 2020-18.

Prepared and Submitted By: Dianne Allen
Planning & Development

Reviewed By: Joyce Pierce

Date: May 5, 2020

**TOWN OF BON ACCORD
BYLAW 2020-18
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH TERMS FOR REDUCING LIGHT POLLUTION AND GLARE; ENHANCING THE WELL-BEING OF THE COMMUNITY THROUGH ENVIRONMENTAL ACTION

WHEREAS, pursuant to section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, a council may pass bylaws for municipal purposes respecting, inter alia, the following matters:

- a) the safety, health and welfare of people and the protection of people and property;
- b) nuisances, including unsightly property;
- c) businesses, business activities and persons engaged in business;
- d) the enforcement of bylaws made under this or any other enactment; and

WHEREAS, pursuant to section 8 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, a council may, in a bylaw, inter alia:

- a) regulate or prohibit;
- b) provide for a system of licenses, permits or approvals; and

WHEREAS, pursuant to section 640 (4) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, a Council may prohibit or regulate and control the use and development of land and buildings, inter alia:

- a) the design, character and appearance of buildings;
- b) the lighting of land, buildings or other things; and

WHEREAS, the safety and welfare of motorists, pedestrians, and cyclists depend upon the reduction of glare and the establishment of consistent and well-defined levels of lighting; and

WHEREAS, proper direction and use of light will minimize energy wasted on unnecessary and indiscriminate illumination; and

WHEREAS, the Town of Bon Accord recognizes the need to preserve the rural character, aesthetic value, and the unique quality of life of Bon Accord residents by preserving and enhancing the ability to view the night sky; and

WHEREAS, establishing a predetermined standard for outdoor illumination will provide residents, business owners, and developers with a clear set of guidelines by which to follow; and

WHEREAS, a clear set of guidelines for outdoor lighting will eliminate the need for commercial establishments to compete for visual attention by escalating outdoor lighting levels; and

WHEREAS, excessive illumination is harmful.

NOW THEREFORE, THE COUNCIL OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

TOWN OF BON ACCORD
BYLAW 2020-18
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW

SECTION 1 – SHORT TITLE

1.1. This Bylaw may be referred to as "The Light Efficient Community Standards Bylaw".

SECTION 2 - DEFINITIONS

- 2.1. **"Absolute photometry"** is a photometric measurement (usually of a solid-state luminaire) that directly measures the footprint of the luminaire. Reference Standard IES LM-79.
- 2.2. **"Astronomic Time Switch"** is an automatic lighting control device that switches outdoor lighting relative to time of solar day with time of year correction.
- 2.3. **"Backlight"** is a reference to an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the opposite direction of the intended orientation of the luminaire. For luminaires with symmetric distribution, backlight will be the same as front light.
- 2.4. **"BUG"** is luminaire classification system that classifies backlight (B), upright (U) and glare (G).
- 2.5. **"Canopy"** is a covered, unconditioned structure with at least one side open for pedestrian and/or vehicular access. (An unconditioned structure is one that may be open to the elements and has no heat or air conditioning.)
- 2.6. **"Common Outdoor Areas"** One or more of the following: a parking lot; a parking structure or covered vehicular entrance; a common entrance or public space shared by all occupants of the domiciles.
- 2.7. **"Correlated Colour Temperature"** or CCT is a measure of light source color appearance defined by the proximity of the light source's chromaticity coordinates to the blackbody locus, as a single number rather than the two required to specify a chromaticity.
- 2.8. **"Development Officer"** is an official of Bon Accord appointed, according to the procedures authorized by Town Council, to act as a development authority according to the *Municipal Government Act*.
- 2.9. **"Emergency Conditions"** is lighting that is only energized during an emergency; lighting fed from a backup power source; or lighting for illuminating the path of egress solely during a fire or other emergency situation; or, lighting for security purposes used solely during an alarm.
- 2.10. **"Footcandle"** The unit of measure expressing the quantity of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one foot square from a distance of one foot. One footcandle is equal to one lumen per square foot or approximately 10.76391 lux.

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- 2.11. “Forward Light”** For an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the direction of the intended orientation of the luminaire.
- 2.12. “Fully Shielded Luminaire”** is a luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.
- 2.13. “Glare”** is lighting entering the eye directly from luminaires or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.
- 2.14. “Hardscape”** is permanent landscape improvements to a site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways and non-vegetated landscaping that is three (3) metres or less in width. Materials may include concrete, asphalt, stone, gravel, etc.
- 2.15. “Hardscape Area”** is the area measured in square metres of all hardscape. It is used to calculate the Total Site Lumen Limit in both the Prescriptive Method and Performance Methods. Refer to Hardscape definition.
- 2.16. “Hardscape Perimeter”** is the perimeter measured in linear metres and is used to calculate the Total Site Lumen Limit in the Performance Method. Refer to Hardscape definition.
- 2.17. “IDA”** is the International Dark-Sky Association.
- 2.18. “IESNA”** is the Illuminating Engineering Society of North America.
- 2.19. “Illuminance”** is the total luminous flux incident on a surface, per unit area. It is a measure of how much the incident light illuminates the surface, correlated with brightness perception.
- 2.20. “Initial Lumens”** is the amount of light output from a lamp when it is new. For a metal halide lamp, these ratings are averages based on photometry at rated lamp watts after 100 hours of operation.
- 2.21. “Lamp”** is a generic term for a source of optical radiation (i.e. “light”), often called a “bulb” or “tube”. Examples include incandescent, fluorescent, high-intensity discharge (HID) lamps, and low pressure sodium (LPS) lamps, as well as light-emitting diode (LED) modules and arrays.
- 2.22. “Landscape Lighting”** is lighting of trees, shrubs, or other plant material as well as ponds and other landscape features.
- 2.23. “Light Efficient Community”** is a community that uses lighting responsibly. It uses the most effective and efficient artificial lighting available to minimize energy waste, glare, light

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trespass and pollution by employing designs, measures, legislation and good lighting practices. By doing so the community is able to reduce energy costs and its carbon footprint while preserving the natural environment and ensuring health, safety, and a high quality of life for all.¹

- 2.24. “Lighting Equipment”** is equipment specifically intended to provide gas or electric illumination, including, but not limited to, lamp(s), luminaire(s), ballast(s), poles, posts, or lens(es), and related structures, electrical wiring, and other necessary or auxiliary components.
- 2.25. “Light Pollution”** is excessive, misdirected, or obtrusive artificial light which competes with starlight in the night sky for urban residents. This light has adverse health effects on urban residents by interrupting the circadian rhythm as well as surrounding ecosystems.
- 2.26. “Light Trespass”** means the shining of light produced by a luminaire beyond the boundaries of the desired application or property on which it is located.
- 2.27. “Lighting Zone”** is an overlay zoning system establishing legal limits for lighting of particular parcels, areas, or districts in a community.
- 2.28. “Low Voltage Lighting”** is lighting powered at less than 15 volts and limited to luminaires having an initial rated luminaire lumen output of 525 lumens or less.
- 2.29. “Lumen”** is the photometric unit of light output and the unit of measure used to quantify the amount of light produced by a lamp or emitted from a luminaire (as distinct from ‘watt,’ a measure of power consumption).
- 2.30. “Luminaire”** is a complete lighting unit or fixture, consisting of a lamp (bulb), or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to a power supply.
- 2.31. “Luminaire Efficiency”** is a ratio of the light emitted by a luminaire to the light emitted by the lamps inside the luminaire.
- 2.32. “Luminaire Lumens”** is a calculated sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by luminaire efficiency. If the efficiency is not known for a residential luminaire, it shall be assumed to be 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.
- 2.33. “Lux”** is the International System of Units (SI) unit of illuminance. One lux is one lumen per metre squared. 1 Lux is a unit of incident illuminance approximately equal 1/10 footcandle.

¹This definition was adopted by Council on 07 February 2012 in Council Meeting-Resolution 12.29.

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- 2.34. “Model Lighting Ordinance (MLO)”** is a sample ordinance created by the International Dark-Sky Association (IDA) and the Illuminating Engineering Society (IES) which establishes ‘best practices’ in the use and applications of outdoor lighting. This ordinance suggests regulating the use of outdoor light to minimum recommended levels for night-time safety, utility, security, productivity, enjoyment and commerce. By achieving this safe minimum level of lighting the goals of reducing adverse offsite lighting such as light trespass, obtrusive light, light pollution, and sky glow are achieved.
- 2.35. “Mounting height”** is the height of the photometric centre of a luminaire above grade level. The horizontal spacing of luminaires is often measured in units of mounting height. For example, the luminaires can be spaced at 4 mounting heights apart.
- 2.36. “New lighting”** is lighting for areas not previously illuminated; newly installed lighting of any type except for replacement lighting or lighting repairs.
- 2.37. “Outdoor Lighting”** is lighting equipment installed within the property line and outside the building envelopes, whether attached to poles, building structures, the earth, or any other location; and any associated lighting control equipment.
- 2.38. “Partially shielded luminaire”** is a luminaire with an opaque top, translucent or perforated sides that is designed to emit most light downward.
- 2.39. “Pedestrian Hardscape”** is stone, brick, concrete, asphalt or other similar finished surfaces intended primarily for walking, such as sidewalks and pathways.
- 2.40. “Photometry”** is the science of the measurement of light, in terms of its perceived brightness to the human eye. In modern photometry, the radiant power at each wavelength is weighted by a luminosity function that models human brightness sensitivity.
- 2.41. “Photoelectric Switch”** is a control device employing a photocell or photodiode to detect daylight and automatically switch lights off when sufficient daylight is available.
- 2.42. “Premise”** is a house or building, together with its land and outbuildings, as legally described in a real property report as signed by a land surveyor in the Province of Alberta.
- 2.43. “Property line”** is the edges of the legally defined extent of privately owned property.
- 2.44. “Relative Photometry”** is photometric measurements made of the lamp plus luminaire, and adjusted to allow for light loss due to reflection or absorption within the luminaire. Reference Standard IES LM-63.
- 2.45. “Repair”** is reconstruction or renewal of any part of an existing luminaire for the purpose of its ongoing operation, other than re-lamping or replacement of components including capacitor, ballast or photocell. Note that retrofitting a luminaire with new lamp and/or ballast technology is not considered a repair and for the purposes of this *Bylaw* the

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luminaire shall be treated as if new. "Repair" does **not** include normal re-lamping or replacement of components including capacitor, ballast or photocell.

- 2.46. "Replacement Lighting"** is lighting installed specifically to replace existing lighting that is sufficiently broken to be beyond repair.
- 2.47. "Shielded Directional Luminaire"** is a luminaire that includes an adjustable mounting device allowing aiming in any direction and contains a shield, louver, or baffle to reduce direct view of the lamp.
- 2.48. "Sign"** is advertising, directional or other outdoor promotional display of art, words and/or pictures.
- 2.49. "Sky Glow"** is the brightening of the nighttime sky that results from scattering and reflection of artificial light by moisture and dust particles in the atmosphere. Sky glow is caused by light directed or reflected upwards or sideways and reduces one's ability to view the night sky.
- 2.50. "Temporary lighting"** is lighting installed and operated for periods not to exceed 60 days, completely removed and not operated again for at least 30 days.
- 2.51. "Time Switch"** is an automatic lighting control device that switches lights according to time of day.
- 2.52. "Unshielded Luminaire"** is a luminaire capable of emitting light in any direction including downwards.
- 2.53. "Uplight"** is a reference to an exterior luminaire, lumens emitted or radiated in the hemisphere at or above the horizontal plane.
- 2.54. "Vertical Illuminance"** is illuminance measured or calculated in a plane perpendicular to the site boundary or property line.
- 2.55. "Watt"** is a derived unit of power. The unit, "W" is defined as joule per second and can be used to express the rate of energy conversion to light with respect to time.

SECTION 3 - PREAMBLE

The problems of light pollution first became an issue in the 1970s when astronomers identified the degradation of the night sky due to the increase in lighting associated with development and growth. As more impacts to the environment by lighting are being identified, an international "dark sky" movement is advocating for the precautionary approach to outdoor lighting design. Many communities have passed anti-light pollution laws and ordinances. However, there is little or no agreement among these laws, and they vary considerably in language, technical quality, and stringency. This leads to ambiguity for designers, engineers, and code officials looking to meet these regulations. The lack of a common basis prevents the development of standards, educational

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programs, and other means of achieving the goal of effective lighting control. The purpose of this *Bylaw* is to provide regulations for outdoor lighting in the Town of Bon Accord in accordance with an international standard. This lighting includes, but is not limited to all lighting that is provided by the Town of Bon Accord for purposes of public safety and public information, as well as lighting on private property that encompasses commercial development, single family dwellings, and property which has more than one residence on it. As a result of adopting this *Bylaw*, goals aligning with Bon Accord's "*Building for Tomorrow*" strategy will be achieved, reducing adverse environmental impacts of outdoor lighting in two categories: carbon footprint (energy used in the life of a lighting product) and obtrusive light. This bylaw is based on and adopted from the Model Lighting Ordinance created by the Illuminating Engineering Society and the International Dark-Sky Association. These regulations will:

- 3.1 Permit the use of outdoor lighting that is consistent with the minimum levels specified in Illuminating Engineering Society of North America (IES) recommended practices for nighttime safety, utility, security, productivity, enjoyment, and commerce (Lighting Zones).
- 3.2 Minimize adverse offsite impacts of lighting such as light trespass, and obtrusive light.
- 3.3 Curtail light pollution, reduce skyglow, and improve the nighttime environment for astronomy.
- 3.4 Help protect the natural environment from the adverse effects of night lighting from gas or electric sources, while conserving energy and resources to the greatest extent possible.

SECTION 4 – LIGHTING ZONES

Lighting zones reflect the base (or ambient) light levels desired in Bon Accord. Lower lighting zone(s) be given preference when establishing zoning criteria. Using lighting zones allows a great deal of flexibility and customization without the burden of excessive regulation. Selection of lighting zone or zones should be based not on existing conditions but rather on the type of lighting environments the Town seeks to achieve. For instance, new development on previously rural or undeveloped land may be zoned as LZ-1. Additionally, the Town may choose to establish vertical lighting zones with the lighting zone at street level at a higher zone than the residential housing on upper levels. The Lighting Zone shall determine the limitations for lighting as specified by this *Bylaw*. Lighting Zones shall be defined as follows:

LZ0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished. This zone typically includes undeveloped areas of open space, wilderness parks and preserves, areas near astronomical observatories, or any other area where the protection of a dark environment is critical. This is the recommended default zone for wilderness areas, parks and preserves, and undeveloped rural areas.

LZ1: Low ambient lighting

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Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline. These typically include single and two family residential communities, rural town centers, business parks, and other commercial or industrial/storage areas typically with limited nighttime activity and may also include the developed areas in parks and other natural settings. This is the recommended default zone for rural and low density residential areas.

LZ2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline. This zone pertains to areas with moderate ambient lighting levels. These typically include multifamily residential uses, institutional residential uses, schools, churches, hospitals, hotels/motels, commercial and/or businesses areas with evening activities embedded in predominately residential areas, neighborhood recreational and playing fields and/or mixed use development with a predominance of residential uses. Can be used to accommodate a district of outdoor sales or industry in an area otherwise zoned LZ-1. This is the recommended default zone for light commercial business districts and high density mixed-use residential districts.

LZ3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline. These typically include commercial corridors, high intensity suburban commercial areas, town centers, mixed use areas, industrial uses and shipping and rail yards with high night time activity, high use recreational and playing fields, regional shopping malls, car dealerships, gas stations, and other nighttime active exterior retail areas. Recommended default zone for large cities' business districts. It is recommended this zone is not used in Bon Accord.

Tables providing maximum allowable lumens per Lighting Zone are included in this document.

SECTION 5 - CONFORMANCE WITH PROVINCIAL AND FEDERAL CODES

All outdoor lighting shall be installed in conformance with the provisions of this *Bylaw*, applicable Electrical and Energy Codes, and applicable sections of the Building Code.

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SECTION 6 - APPLICABILITY

Except as below, all outdoor lighting installed after the date of adoption of this *Bylaw* shall comply with these requirements. This includes, but is not limited to, new lighting, replacement lighting, or any other lighting whether attached to structures, poles, the earth, or any other location, including lighting installed by any third party.

6.1. Permanent Exemptions

6.1.1. Previously Existing Fixtures: All outdoor luminaires existing and lawfully in place prior to the adoption of this *Bylaw* are exempt from the requirements of *this Bylaw*, except that:

6.1.1.1. When existing luminaires become inoperable, replacement in compliance with this *Bylaw* is required.

6.1.1.2. This exemption shall cease to apply when the parcel is subject to a change in use or ownership.

6.1.1.3. Upon renewal of business license, the required fees can, at the discretion of the appropriate officials be reduced by a percentage of costs incurred to achieve compliance with this *Bylaw*.

6.1.1.4. Lighting exempted under Section 6.1.1 shall comply with Section 11 of this *Bylaw*.

6.1.2. Fossil Fuel Light: All outdoor light fixtures producing light ***directly*** by the consumption of fossil fuels (such as gas lamps, kerosene lanterns, etc.) are exempt from this *Bylaw*.

6.1.3. Federal and Provincial Facilities: Outdoor light fixtures on, in, or in connection with facilities and land owned by the Crown in right of Canada or the Crown in right of Alberta are exempt from this *Bylaw*. Voluntary compliance with the intent of this *Bylaw* is encouraged.

6.1.3.1. Regional or County Airports: Outdoor lighting not regulated by Provincial or Federal agencies or statute, such as lighting for parking lots and pedestrian access shall comply with the *Bylaw*.

6.1.3.2. Correctional Institutions: Outdoor lighting not regulated by Provincial or Federal agencies or statute, such as lighting for parking lots shall be fully shielded.

6.1.4. Emergency Conditions: Under any emergency, real or perceived, by local, provincial or federal authorities, any and all restrictions created by this *Bylaw* shall be, for the

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duration of the emergency, suspended in order that emergency responders and citizens may carry out their duties to the best of their abilities.

6.2. Special Requirements and Other Exemptions.

The following are not regulated by this *Bylaw*:

- 6.2.1. Lighting within the public right-of-way or easement for the principal purpose of illuminating roads and highways required by Provincial or Federal legislation. This exemption **shall not** apply to any street lighting installed under the jurisdiction and authority of Bon Accord, or to any lighting within the public right of way or easement when the purpose of the luminaire is to illuminate areas outside of the public right of way or easement.
- 6.2.2. Lighting used for public monuments and statuary.
- 6.2.3. Lighting solely for signs (lighting for signs is regulated by **Section 8, Outdoor Signs and Illumination** section of this *Bylaw*.).
- 6.2.4. Repairs to existing luminaires not exceeding 25% of total installed luminaires.
- 6.2.5. Temporary lighting for theatrical, television, sports areas, and performance areas, only with permit from the authority and recognizing that steps need to be taken to minimize glare and light trespass, and will utilize sensible curfews, as determined by appropriate Town authorities.
- 6.2.6. Intermittent and seasonal lighting required under Alberta Occupational Health and Safety (OH&S) codes for lighting required on construction sites. While not superseding or supplanting the Provincial OH&S code, all lighting shall be restricted to hours during which work is actively taking place and such lighting must be shrouded or shielded to prevent glare and light trespass outside of the property lines of the construction site.
- 6.2.7. Underwater lighting in swimming pools and other water features.
- 6.2.8. Temporary lighting and seasonal lighting provided that individual lamps are less than ten (10) watts and seventy (70) lumens, for the duration of the holiday season. The holiday season shall be defined as lasting from the first day of December to the end of the second week of January.
- 6.2.9. Lighting specified or identified in a specific use permit, which shall not grant permanent exception to this *Bylaw*.
- 6.2.10. Any other exceptions not covered by the above shall be dealt with by designated Town of Bon Accord officials or their assignees. All exceptions must comply with this *Bylaw*, Section 6.2.9.

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SECTION 7 - LIGHTING CONTROL REQUIREMENTS

Nothing in this section shall be interpreted to provide exemptions to the goals of this *Bylaw*. This section is intended to provide lighting controls which prohibit operation of outdoor lighting when sufficient outdoor lighting is available or such lighting is unnecessary. Additionally, this section will ensure that all outdoor lighting has the capability, either through circuiting, dimming, or alternating sources to guarantee the ability to reduce lighting without necessarily turning all lights off.

7.1. Automatic Switching Requirements. Controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic timer switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with batteries or similar backup power or device. If motion sensors are used to comply with this section, the range of the sensor shall not exceed the property line.

7.2. Automatic Lighting Reduction Requirements. The Council or Administration shall establish curfew time(s) for each lighting zone, after which total outdoor lighting lumens shall be reduced by at least 30% or extinguished. The following items are exceptions for which no reduction is required:

7.2.1. Lighting for residential properties including multiple residential properties not having common areas. This exemption shall not apply to landscape lighting, and all such lighting shall comply with all applicable BUG ratings.

7.2.2. When the outdoor lighting consists of only one luminaire. This does not circumvent the requirement that such luminaires will be shielded according to applicable BUG ratings.

7.2.3. Code required lighting for steps, stairs, walkways, and building entrances. All such luminaries installed under this provision shall be in compliance with this *Bylaw* and "Dark-Sky Friendly" and comply with all applicable BUG ratings.

7.2.4. When in the opinion of the Town, lighting levels must be maintained.

7.2.5. Motion activated lighting, where the light is extinguished no more than 5 (five) minutes after illumination.

7.2.6. Lighting governed by a special use permit in which times of operation are specifically identified.

7.2.7. Businesses that operate on a 24-hour basis.

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SECTION 8 - OUTDOOR SIGNS AND ILLUMINATION

This section deals with signs located in the Town, on public or private property. This section will ensure that the number, appearance, and location of signs balances the need for signs and expression, with safety and aesthetics while providing an adequate and flexible means of identification for commercial and industrial enterprises. This will improve the quality of sign design and upkeep, and minimize the adverse effect of signs on nearby property. It is the responsibility of the owner and the occupier of the lands that are subject to this *Bylaw* to ensure that signs conform to this bylaw.

8. All signs shall be maintained in good structural condition at all times so as to ensure that pedestrian and vehicular traffic are not compromised.
- 8.1. All sign copy shall be fastened securely to the sign structure. Where a portion of a copy area has been removed, it shall be replaced within a reasonable timeframe, either with new copy or filled in with material consistent with the sign, as determined by the Development Officer.
- 8.2. All burned out bulbs or damaged panels on a sign shall be replaced within a reasonable timeframe, not exceeding 60 days, or as determined by the Development Officer.
- 8.3. Where a panel is damaged or removed, it shall be replaced with a blank panel until such time as a new panel is installed.
- 8.4. The area within five (5) metres of a Freestanding Sign on private property shall allow access for maintenance. This standard does not exempt any landscaping requirements within this *Bylaw*; however, the landscaping shall allow access for maintenance.
- 8.5. It shall be the responsibility of the landowner to ensure maintenance of a sign is in compliance with the provisions of this *Bylaw*.
- 8.6. A sign with illumination or a sign with an electronic message feature shall not be allowed in agricultural or residential districts.
- 8.7. Any sign located within thirty (30) metres of a residence or a residential district shall not be illuminated between 10:00 p.m. and 6:00 a.m. unless dimmed to no more than 30% of its daytime operation.
- 8.8. Notwithstanding Section 8.8 of this *Bylaw*, a Development Officer may restrict the illumination of any sign, or place conditions on a development permit for a sign that would effectively mitigate any adverse effect as a result of the illumination of the sign on a residential development where, in the opinion of the Development Officer, the sign could cause an adverse effect on a residential development.
- 8.9. Signs that are illuminated shall not:

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- 8.9.1. shine or reflect light directly onto neighboring properties or, in the direction of oncoming traffic;
 - 8.9.2. create hazards for pedestrians or motorists;
 - 8.9.3. be of an intensity or brightness that would interfere with the space, comfort, convenience, and general welfare of residents or occupants of adjacent properties or, with vehicular traffic, in the opinion of the Development Officer.
- 8.10. To prevent “luminance creep,” and in accordance with Section 8.10.3, no sign shall be illuminated with an intensity or brightness greater than 200 lux.
- 8.11. Signs with an electronic message feature shall have automatic timers. These signs shall comply with Section 8.8 of this *Bylaw* and be subject to the same lighting curfew outlined in Section 8.8.
- 8.12. All illuminated signs shall have the capability to be dimmed to the satisfaction of the Development Officer.
- 8.13. Externally illuminated signs shall:
- 8.13.1. use full cut-off or, shielded and screened external light sources; and
 - 8.13.2. be positioned in a manner that directs the light directly onto the sign; and
 - 8.13.3. minimize any glare off-site.
- 8.14. Internal illuminated signs, where permitted, shall have the light source completely shielded from direct view.
- 8.15. Sign lighting shall be designed to prevent light spill into the sky.
- 8.16. Coloured lights shall not be used at a location or in a manner so as to be confused with, or construed as traffic control devices.
- 8.17. Where a sign is allowed with a changeable display feature for frequently changing messages, the message shall not change more than once every six (6) seconds with a one (1) second transition (hold time) between messages; and the messages on the changeable display feature shall relate to:
- 8.17.1. special event; or
 - 8.17.2. a use, business or occupant of the site where the sign is located.
 - 8.17.3. All signs regulated by this section of the *Bylaw* shall have a CCT which does not exceed 2,200° K, as determined by the manufacturer.

SECTION 9 -NON-RESIDENTIAL LIGHTING

This section addresses commercial and non-residential lighting, including multiple-family residences having common spaces, such as outdoor lobbies; internal roadways, walkways, or parking. Its intent is to:

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9. Limit the amount of light that can be used;
 - 9.1. Minimize glare by controlling the amount of light that tends to create glare;
 - 9.2. Minimize sky glow by controlling the amount of uplight; and
 - 9.3. Minimize the amount of off-site impacts or light trespass.

This section, and accompanying tables in this document provide two methods for determining compliance. The *prescriptive method* contains precise and easily verifiable requirements for luminaire light output and fixture design that limit glare, uplight, light trespass, and the amount of light that can be used. The *performance method* allows greater flexibility and creativity in meeting the intent of the *Bylaw*. Note that both the prescriptive and the performance method limit the *amount* of light that can be used, but do not control *how* the lighting is to be used. Most outdoor lighting projects that do not involve a lighting professional will use the prescriptive method, because it is simple and does not require engineering expertise. **Only one of the two outlined methods may be used.**

9.4. *Prescriptive Method*

- 9.4.1. Total Site Lumen Limit. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen shall be determined using *either* the Parking Space Method (Table A) or the Hardscape Area Method (Table B). Only one method shall be used per permit application, and for sites with existing lighting, all existing lighting shall be included in the calculation of total installed lumens.

The total installed initial luminaire lumens is calculated as the sum of the initial luminaire lumens for all luminaires.

- 9.4.2. Limits to Offsite Impacts. All luminaires shall be rated and installed according to Table C.
- 9.4.3. Light Shielding for Outdoor Illumination. All outdoor luminaires emitting more than 1000 lumens shall have no light emitted above ninety (90) degrees as illustrated in Figure 1.
- 9.4.4. Exception to this restriction is ornamental lighting permitted by special permit only, and shall meet the requirements of Tables C-1, C-2, and C-3 for Backlight, Uplight, and Glare, respectively, without the need for external, field-added modifications.

- 9.4.4.1. An example for application of the *Prescriptive* method is included in this *Bylaw*.

9.5 *Performance Method*

Total Site Lumen Limit. The total installed initial luminaire lumens of all lighting systems shall not exceed the allowed total initial site lumen. The allowed total initial site lumens shall be determined using Tables D and E. For sites with existing lighting, all existing lighting shall be included in the calculation of total installed lumens.

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9.6 The total installed initial luminaire lumens is calculated as the sum of the initial luminaire lumens for all luminaires.

9.6.1 Limits to Off Site Impacts. All luminaires shall be installed using either Option A or Option B. Only one option may be used per permit application.

Option A: All luminaires shall be rated and installed according to Table C.

Option B: The entire outdoor lighting design shall be analyzed using industry standard lighting software including inter-reflections in the following manner: Input data shall describe the lighting system including luminaire locations, mounting heights, aiming directions, and employing photometric data tested in accordance with IES guidelines. Buildings or other physical objects on the site within three object heights of the property line must be included in the calculations.

9.6.2 Analysis shall utilize an enclosure comprised of calculation planes with zero reflectance values around the perimeter of the site.

The design complies if:

- i. The total lumens on the inside surfaces of the virtual enclosure are less than fifteen (15%) percent of the total site lumen limit; and
- ii. The maximum vertical illuminance on any vertical surface is less than the allowed maximum illuminance per Table F.
 - a. An example application of the *Performance* method is included in this Bylaw.

SECTION 10 - RESIDENTIAL LIGHTING

This section applies to single family homes, duplexes, row houses, and low rise multi-family buildings of four (4) dwelling units or less. For residential properties including multiple residential properties not having common areas, all outdoor luminaires shall not exceed the allowed lumen output in Table G, row 2.

The following exceptions shall apply to this section:

- 10.1 One partly shielded or unshielded luminaire at the main entry, which shall not exceed the allowed lumen output in Table G, row 1;
- 10.2 Any other partly shielded or unshielded luminaires not exceeding the allowed lumen output in Table G, row 3;

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- 10.3 Low voltage landscape lighting aimed away from adjacent properties and not exceeding the allowed lumen output in Table G, row 4;
- 10.4 Shielded directional flood lighting aimed so that direct glare is not visible from adjacent properties and not exceeding the allowed lumen output in Table G, row 5;
- 10.5 Open flame gas lamps;
- 10.6 Lighting installed with a vacancy sensor, where the sensor extinguishes the lights no more than 5 minutes after the area is vacated;
- 10.7 Lighting controlled by movement or other sensors shall be positioned so the range of their trigger mechanism does not exceed the property line, as determined by the land title of the property;
- 10.8 All Residential Landscape Lighting shall:
 - 10.8.1 Comply with Table G of this *Bylaw*; and
 - 10.8.2 Shall not be aimed into adjacent properties.
- 10.9 Lighting exempt per Section 6 of this *Bylaw*.

An example of the application of this section can be found in this *Bylaw*.

SECTION 11 - EXISTING LIGHTING

Amortization allows existing lighting to gradually and gracefully come into compliance. Substantial changes or additions to existing properties are considered the same as new construction, and must comply. Most outdoor lighting can be fully depreciated once it is fully amortized, usually no longer than 10 years, if not sooner, from the date of initial installation. Bon Accord Administration may require compliance sooner for “easy fixes” such as re-aiming or lowering lumen output of lamps. Where lighting is judged to be a safety hazard, immediate compliance shall be required. Lighting installed prior to the effective date of this *Bylaw* shall comply with the following:

11.1 *New Uses or Structures, or Change of Use*

Whenever there is a new use of a property (zoning or variance change) or the use on the property is changed, all outdoor lighting on the property shall be brought into compliance with this *Bylaw* before the new or changed use commences.

11.2 *Additions or Alterations Major Additions*

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If a major addition occurs on a property, lighting for the entire property shall comply with the requirements of this Code. For purposes of this section, the following are considered to be major additions:

- 11.2.2 Additions of 25 percent or more in terms of additional dwelling units, gross floor area, seating capacity, or parking spaces, either with a single addition or with cumulative additions after the effective date of this *Bylaw*.
- 11.2.3 Single or cumulative additions, modification or replacement of 25 percent or more of installed outdoor lighting luminaires existing as of the effective date of this *Bylaw*.
- 11.2.4 Minor Modifications, Additions, or New Lighting Fixtures for Non-residential and Multiple Dwellings:
- 11.2.5 For non-residential and multiple dwellings, all additions, modifications, or replacement of more than 25 percent of outdoor lighting fixtures existing as of the effective date of this *Bylaw* shall require the submission of a complete inventory and site plan detailing all existing and any proposed new outdoor lighting. **Any new lighting shall meet the requirements of this *Bylaw*.**
- 11.2.6 Resumption of Use after Abandonment
 - 11.2.6.1 If a property with non-conforming lighting is abandoned for a period of 180 days or more, then all outdoor lighting shall be brought into compliance with this *Bylaw* before any further use of the property occurs.

SECTION 12 - PROCEDURAL REQUIREMENTS AND PLAN SUBMISSION

For all subdivision, land-development applications, and building permits where outdoor lighting is required or proposed, lighting plans shall be submitted to Town Administration for review and approval. Plan submission for residential renovations is voluntary; however any changes to lighting shall comply with this *Bylaw*. Field verification can be achieved by asking the applicant and/or owner to verify that the luminaire type, lamp type and wattages specified have been used. The applicant shall provide the photometric data for each luminaire, since the initial luminaire lumens and B-U-G ratings are stated on the photometric report. However, if a jurisdiction requires additional on-site verification, it may also request a point-by-point photometric plan. While this will not be a true measure of compliance with the criteria of this *Bylaw*, comparing the actual measured levels on site to the photometric plan can be an indication whether or not the installed lighting varies from the approved design. The minimum requirements for these plans shall include:

- 12.1 A site plan complete with all structures, parking spaces, building entrances, traffic areas (both vehicular and pedestrian), vegetation or landscape features that may interfere with lighting, and all adjacent uses. The site plan shall show, by location, and identify each existing and proposed luminaire and shall specify its installed height, pole foundation details, and mounting methods;

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- 12.2 A summary table identifying the maximum and minimum light levels for all parking entryways, signs, and walkways.
- 12.3 A description of each luminaire identified in the site plan including the manufacturer, model number, a photograph or catalog cut, photometric data verifying compliance requirements specified within this *Bylaw*, light output in initial lumens, shielding or glare reduction devices, lamp type, and on/off control devices.
- 12.3 If a developer or other entity is using the *Performance Method*, as outlined in Section 9, the following shall also be supplied:
- 12.3.1 Iso-footcandle plots illustrating each typical installation for all luminaire types, or 3m by 3m illuminance-grid plots for multi-fixture lighting installations, which demonstrate compliance with all applicable requirements set forth within this *Bylaw*. The plots shall indicate the location of each existing and proposed luminaire, the installed height of said luminaires, and the overall light levels in **foot-candles** on the entire zoned.

SECTION 13 - TABLES AND CALCULATIONS

Table A
Allowed Total Initial Luminaire Lumens per Site for Nonresidential Outdoor Lighting, Per Parking Space Method

May only be applied to properties up to 10 parking spaces (including handicapped accessible spaces).

LZ-0	LZ-1	LZ-2	LZ-3
300 lms/space	450 lms/space	630 lms/space	840 lms/space

Table B
Allowed Total Initial Lumens per Site for Nonresidential Outdoor Lighting, Hardscape Area Method

May be used for any project. When lighting intersects off site driveways and public streets or roads, a total of 55 square metres for each intersection may be added to the actual site hardscape area to provide for intersection lighting.

LZ-0	LZ-1	LZ-2	LZ-3
Base Allowance			
5.5 lumens per m ² of Hardscape	15 lumens per m ² of Hardscape	26.75 lumens per m ² of Hardscape	55 lumens per m ² of Hardscape

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Table B-1

Allowed Total Initial Lumens per Site for Nonresidential Outdoor Lighting, Hardscape Area Method

Lumen Allowances, in Addition to Base Allowance.

	LZ-0	LZ-1	LZ-2	LZ-3
Additional allowances for sales and service facilities. No more than two additional allowances per site. See accompanying notes.				
Outdoor Sales Lots	0	40 lumens per m ² .	85 lumens per m ² .	170 lumens per m ² .
Outdoor Sales Frontage	0	0	305 per linear metre	450 per linear metre
Drive Up Windows	0	2,000 lumens per drive up window	4,000 lumens per drive up window	8,000 lumens per drive up window
Vehicle Service Station	0	4,000 lumens per pump (based on 5fc horiz)	8,000 lumens per pump (based on 10fc horiz)	16,000 lumens per pump (based on 20fc horiz)

Notes accompanying Table B-1:

Outdoor Sales Lot refers to an allowance in lumens per square metre of uncovered sales lots used exclusively for the display of vehicles or other merchandise for sale and may not include driveways, parking or other non-sales areas. To use this allowance, luminaires must be within 2 mounting heights of sales lot area.

Outdoor Sales Frontage refers an allowance for linear metres of sales frontage immediately adjacent to the principle viewing location(s) and unobstructed for its viewing length. A corner sales lot may include two adjacent sites provided that a different viewing location exists for each side. In order to use this allowance, luminaires must be located between principle viewing location(s) and the frontage outdoor sales area.

Drive Up Windows refers to an allowance which require the luminaires to be within 6 horizontal metres of the centre of the window.

Vehicle Service Station refers to an allowance of lumens per installed pump.

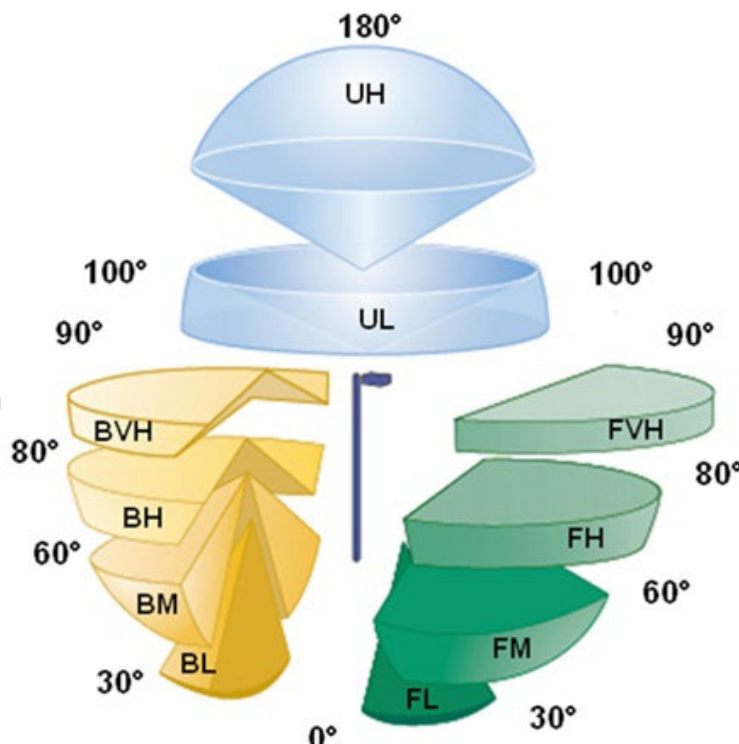
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Tables C1-C3

Maximum Allowable Backlight, Uplight and Glare (BUG) Ratings

May be used for any project. A luminaire may be used if it is rated for the lighting zone of the site or lower in number for all ratings B, U and G. Luminaires equipped with adjustable mounting devices permitting alteration of luminaire aiming in the field shall not be permitted. As this is a relatively new and not yet well-known rating system, more explanation of how the rating system works is provided here. For example, more traditional terms such as “full cutoff” are used in this *Bylaw*. It will be very important that all groups recognize that older terms and concepts are inadequate for the complex tasks of controlling light pollution. It is recommended that the new rating system adopted in TM-15, the *Luminaire Classification System for Outdoor Luminaires*, developed in 2005 by the IES and followed herein by the **Table C**, be used intact and exclusively. BUG requires downlight only with low glare (better than full cut off) in lighting zones (LZ) 0, 1 and 2, but allows a minor amount of uplight in lighting zone 3. In lighting zone 3, the amount of allowed uplight is enough to permit the use of very well shielded luminaires that have a decorative drop lens or chimney so that dark sky friendly lighting can be installed in places that traditional-appearing luminaires are required. BUG typically cannot be used for residential luminaires unless they have been photometrically tested. For non-photometrically tested residential luminaires, shielding description is used instead. The lumen limits established for each

lighting zone apply to all types of lighting within that zone. Lighting installed under **Section 9 and Section 10** shall comply with all necessary BUG ratings described below. This includes, but is not limited to, specialty lighting, façade lighting, security lighting and the front row lighting for auto dealerships. BUG rating limits are defined for each luminaire and are based on the internal and external design of the luminaire, its aiming, and the initial luminaire lumens of the specified luminaires. The BUG rating limits also take into consideration the distance the luminaire is



installed from the property line in multiples of the mounting height (See Table C).

The three components of BUG ratings are based on IES TM-15-07 (revised):

Figure 1

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Backlight, which creates light trespass onto adjacent sites. The B rating takes into account the amount of light in the BL, BM, BH and BVH zones, which are in the direction of the luminaire OPPOSITE from the area intended to be lighted.

Uplight, which causes artificial sky glow. Lower uplight (zone UL) causes the most sky glow and negatively affects both professional and academic astronomy. Upper uplight (UH) not reflected off a surface is mostly energy waste. The U rating defines the amount of light into the upper hemisphere with greater concern for the light at or near the horizontal angles (UL).

Glare, which can be annoying or visually disabling. The G rating takes into account the amount of frontlight in the FH and FVH zones as well as BH and BVH zones. BUG ratings apply to the Lighting Zone of the property under consideration.

Figure 1

Key:

UH=Uplight High	BVH=Backlight Very High	FVH=Forward Light Very High
UL=Uplight Low	BH=Backlight High	FH=Forward Light High
	BM=Backlight Medium	FM=Forward Light Medium
	BL=Backlight Low	FL=Forward Light Low

In general, a higher BUG rating means more light is allowed in solid angles, and the rating increases with the lighting zone. However, a higher B (backlight) rating simply indicates that the luminaire directs a significant portion of light behind the pole, so B ratings are designated based on the location of the luminaire with respect to the property line. A high B rating luminaire maximizes the spread of light, and is effective and efficient when used far from the property line. When luminaires are located near the property line, a lower B rating will prevent unwanted light from interfering with neighboring properties.

At the 90-180 degree ranges:

1. Lighting Zone 0 allows no light above 90 degrees.
2. Lighting Zone 1 allows only 10 lumens in the UH and UL zones, 20 lumens total in the complete upper hemisphere. (This is roughly equivalent to a 5W incandescent lamp).
3. Lighting Zone 2 allows only 50 lumens in the UH and UL zones, 100 lumens total (less than a 25W incandescent lamp).
4. Lighting Zone 3 allows only 500 lumens in the UH and UL zones, 1000 lumens total (about the output of a 75W incandescent bulb).

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**Table C-1
Maximum Allowable Backlight (BUG) Ratings**

Table C-1	LZ-0	LZ-1	LZ-2	LZ-3
Allowed Backlight Rating*				
Greater than 2 mounting heights from property line	B1	B3	B4	B5
1 to less than 2 mounting heights from property line and ideally oriented.**	B1	B2	B3	B4
0.5 to 1 mounting heights from property line and ideally oriented.**	B0	B1	B2	B3
Less than 0.5 mounting heights to property line and properly oriented.**	B0	B0	B0	B1

* For property lines that abut public walkways, bikeways, plazas, and parking lots, the property line may be considered to be 1.5 metres beyond the actual property line for purpose of determining compliance with this section. For property lines that abut public roadways and public transit corridors, the property line may be considered to be the centerline of the public roadway or public transit corridor for the purpose of determining compliance with this section.

NOTE: This adjustment is relative to Table C-1 and C-3 only and shall not be used to increase the lighting area of the site.

** To be considered 'ideally oriented', the luminaire must be mounted with the backlight portion of the light output oriented perpendicular and towards the property line of concern.

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Table C-2

Maximum Allowable Uplight (BUG) Ratings - Continued

Table C-2	LZ-0	LZ-1	LZ-2	LZ-3
Allowed Uplight Rating	U0	U1	U2	U3
Allowed Percentage (%) light emission above 90° for street or area lighting	0%	0%	0%	0%

Table C-3

Maximum Allowable Glare (BUG) Ratings - Continued

Table C-3	LZ-0	LZ-1	LZ-2	LZ-3
Allowed Glare Rating	G0	G1	G2	G3
Any luminaire not ideally oriented*** with 1 to less than 2 mounting heights to any property line of concern	G0	G0	G1	G1
Any luminaire not ideally oriented*** with 0.5 to 1 mounting heights to any property line of concern	G0	G0	G0	G1
Any luminaire not ideally oriented*** with less than 0.5 mounting heights to any property line of concern	G0	G0	G0	G0

***Any luminaire that cannot be mounted with its backlight perpendicular to any property line within 2x the mounting height of the luminaire location shall meet the reduced Allowed Glare Rating in Table C-3.

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Table D

Performance Method Allowed Total Initial Site Lumens

May be used for any project.

Lighting Zone	LZ 0	LZ 1	LZ 2	LZ 3
Allowed Lumens per m ²	5	12	25	50
Allowed Base Lumens per Site	0	3,500	7,000	14,000

Table E

Performance Method Additional Initial Luminaire Lumen Allowances.

All of the following are “use it or lose it” allowances. All area and distance measurements are in plan view unless otherwise noted.

Lighting Application	LZ 0	LZ 1	LZ 2	LZ 3
Additional Lumens Allowances for All Buildings except service stations and outdoor sales facilities. A MAXIMUM OF THREE (3) ALLOWANCES ARE PERMITTED.				
Building Entrance or Exits	400	1,000	2,000	4,000
Building Facades	0	0	85/m ²	170/m ²
Sales or Non-sales Canopies	0	30/m ²	60/m ²	130/m ²
Guard Stations	0	60/m ²	130/m ²	255/m ²
Outdoor Dining	0	10/m ²	50/m ²	110/m ²
Drive Up Windows	0	2,000 lumens per window	4,000 lumens per window	8,000 lumens per window
Additional Lumens Allowances for Service Stations only. Service stations may not use any other additional allowances.				
Vehicle Service Station Hardscape	0	40/m ²	85/m ²	170/m ²
Vehicle Service Station Canopies	0	85/m ²	170/m ²	340/m ²
Additional Lumens Allowances for Outdoor Sales facilities only. Outdoor Sales facilities may not use any other additional allowances. NOTICE: lighting permitted by these allowances shall employ controls extinguishing this lighting after a curfew time to be determined by the Authority.				
Outdoor Sales Lots	0	40/m ²	85/m ²	130/m ²
Outdoor Sales Frontage	0	0	305/linear metre	450/linear metre

Notes accompanying Table E:

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Sales or Non-sales Canopies. This allowance is lumens per unit area for the total area within the drip line of the canopy. In order to qualify for this allowance, luminaires must be located under the canopy.

Guard Stations. This allowance is lumens per unit area of guardhouse plus 185 m² per vehicle lane. In order to use this allowance, luminaires must be within 2 mounting heights of a vehicle lane or the guardhouse.

Outdoor Dining. This allowance is lumens per unit area for the total illuminated hardscape of outdoor dining. In order to use this allowance, luminaires must be within 2 mounting heights of the hardscape area of outdoor dining.

Drive Up Windows. This allowance is lumens per window. In order to use this allowance, luminaires must be within 1.85 m² of the center of the window.

Vehicle Service Station Hardscape. This allowance is lumens per unit area for the total illuminated hardscape area less area of buildings, area under canopies, area off property, or areas obstructed by signs or structures. In order to use this allowance, luminaires must be illuminating the hardscape area and must not be within a building, below a canopy, beyond property lines, or obstructed by a sign or other structure.

Vehicle Service Station Canopies. This allowance is lumens per unit area for the total area within the drip line of the canopy. In order to use this allowance, luminaires must be located under the canopy.

Outdoor Sales Lots. This allowance is lumens per square foot of uncovered sales lots used exclusively for the display of vehicles or other merchandise for sale, and may not include driveways, parking or other non-sales areas and shall not exceed 25% of the total hardscape area. To use this allowance, Luminaires must be within 2 mounting heights of the sales lot area.

Outdoor Sales Frontage. This allowance is for lineal metres of sales frontage immediately adjacent to the principal viewing location(s) and unobstructed for its viewing length. A corner sales lot may include two adjacent sides provided that a different principal viewing location exists for each side. In order to use this allowance, luminaires must be located between the principal viewing location and the frontage outdoor sales area.

The allowable light levels for the uses defined in Table E may be used to set a prescriptive lighting allowance for these uses in each lighting zone. It should be noted that the lighting allowance defined in Table E is only applicable for the area defined for that use and cannot be transferred to another area of the site. For some uses, such as outdoor sales, the jurisdiction is encouraged to define a percentage of the total hardscape area that is eligible for the additional lighting allowance. For example, a set percentage of a car dealership's lot

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may be considered a display area and receive the additional lighting allowance where the remainder of the lot would be considered storage, visitor parking, etc. and cannot exceed the base light levels defined in Table A.

Table F

Maximum Vertical Illuminance at any point in the plane of the property line.

Lighting Zone 0	Lighting Zone 1	Lighting Zone 2	Lighting Zone 3
0.05 FC or 0.5 LUX	0.1 FC or 1.0 LUX	0.3 FC or 3.0 LUX	0.8 FC or 8.0 LUX

Table G

Residential Lighting Limits

Lighting Application	LZ 0	LZ 1	LZ 2	LZ 3
Row 1 Maximum Allowed Luminaire Lumens* for Unshielded Luminaires at one entry only.	Not Allowed	420 lumens	630 lumens	630 lumens
Row 2 Maximum Allowed Luminaire Lumens* for each Fully Shielded Luminaire.	630 lumens	1,260 lumens	1,260 lumens	1,260 lumens
Row 3 Maximum Allowed Luminaire Lumens* for each Unshielded Luminaire excluding main entry.	Not Allowed	315 lumens	315 lumens	315 lumens
Row 4 Maximum Allowed Luminaire Lumens* for each Landscape Lighting.	Not Allowed	Not Allowed	1,050 lumens	2,100 lumens
Row 5 Maximum Allowed Luminaire Lumens* for each Shielded Directional Flood Lighting.	Not Allowed	Not Allowed	1,260 lumens	2,100 lumens
Row 6 Maximum Allowed Luminaire Lumens* for each Low Voltage Landscape Lighting.	Not Allowed	Not Allowed	525 lumens	525 lumens

* Luminaire lumens equals Initial Lamp Lumens for a lamp, multiplied by the number of lamps in the luminaire lot, and at the property lines.

SECTION 14 - EXAMPLE OF THE PRESCRIPTIVE METHOD

For the prescriptive method, the initial luminaire lumen allowances defined in Table A (Parking Space Method) or B (Hardscape Area Method) will provide basic lighting (parking lot and lighting at doors and/or sensitive security areas) that is consistent with the selected lighting zone. The prescriptive method is intended to provide a safe lighting environment while reducing sky glow and other adverse offsite impacts. The Per Parking Space Method is applicable in small rural towns and is a simple method for small retail “mom and pop” operations without drive lane access and where the parking lot is immediately adjacent to the road. The Town may also allow a prescriptive method for classes of sites, such as car dealerships, gas stations, or other common use areas.

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Note that the values are for initial luminaire lumens, not footcandles on the target (parking lot, sidewalk, etc). Variables such as the efficiency of the luminaire, dispersion, and lamp wear can affect the actual amount of light so the lumens per square foot allowance is not equal to footcandles on the site. By specifying initial luminaire lumen values, it is easier for the Development Officer to verify that the requirement is being met. Initial luminaire lumens are available from photometric data. Each initial luminaire lumens calculation should be supplied on the submittal form.

Solid state luminaires, such as LEDs, do not have initial lamp lumens, only initial luminaire lumens (absolute photometry). Other luminaires tested with relative photometry will have initial luminaire lumens which can be calculated by multiplying initial lamp lumens by the luminaire efficiency. In this example, three types of luminaires are used to light a parking area and building entry in a light commercial area. Two of these three luminaires use metal halide lamps: 70 watt wall mounted area lights and 150 watt pole mounted area lights. For these, the Initial Luminaire Lumens is equal to the initial lamp lumens multiplied by the luminaire efficiency. These values are entered into the compliance chart. The lumen value for the building mounted LED luminaires is equal to the lumens exiting the luminaire. Therefore, the value already represents the Initial Luminaire Lumens and no luminaire efficiency is needed. The total Luminaire Lumens for the site is equal to 247,840.

The allowable lumens are based on the lighting zone and the total hardscape area. Referencing Table B, the allowed lumens are 26.75/m² for LZ2. Multiplying this by the total hardscape area gives a value of 248,507.5 lumens allowed. Because this value is greater than the value calculated for the site, the project complies.

In this example, three types of luminaires are used to light a parking area and building entry in a light commercial area. Two of these three luminaires use metal halide lamps: 70 watt wall mounted area lights and 150 watt pole mounted area lights. For these, the Initial Luminaire Lumens is equal to the initial lamp lumens multiplied by the luminaire efficiency. These values are entered into the compliance chart. The lumen value for the building mounted LED luminaires is equal to the lumens exiting the luminaire. Therefore, the value already represents the Initial Luminaire Lumens and no luminaire efficiency is needed. The total Luminaire Lumens for the site is equal to 247,840. The allowable lumens are based on the lighting zone and the total hardscape area. Referencing Table B, the allowed lumens are 2.5/SF for LZ2. Multiplying this by the total hardscape square footage gives a value of 248,507.5 lumens allowed. Because this value is greater than the value calculated for the site, the project complies.

Prescriptive Method			
Lamp Descriptions	Qty	Initial Luminaire Lumens	Total
70 W Metal Halide	8	3,920	31,360
150 W Metal Halide	20	9,600	192,000
18 W LED	24	1,020	24,480
Total Site Initial Luminaire Lumens			247,840
Site Allowed Total Luminaire Lumens*			248,507.5
Project Compliance			Yes

*Listed below is the method of determining the allowed total initial lumens for non-residential outdoor lighting using the hardscape area method (Table B).

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Site Allowed Total Initial Lumens	
Site Description	Light Commercial
Lighting Zone	LZ-2
Hardscape Area (m ²)	9,290
Allowed Lumens per m ² of Hardscape	26.75
Site Allowed Total Initial Lumens (Lumens per m ² x hardscape area)	248,507.5

The prescriptive method of this *Bylaw* restricts uplighting, including upward light emitted by decorative luminaires. The Town of Bon Accord may choose to preserve some types of lighting, including lighting of monuments or historic structures. In this case, the Town shall exempt or otherwise regulate these types of lighting carefully so that it does not inadvertently allow glaring or offensive lighting systems.

Offsite effects of light pollution include glare, light trespass, sky glow, and impacts on the nocturnal environment. All of these are functions of the fixture or luminaire design and installation. This *Bylaw* replaces the previous luminaire classification terminology of full cut-off, semi cut-off, and cut-off because those classifications were not as effective in controlling offsite impacts as with the IESNA luminaire classification system as described in TM-15-07.

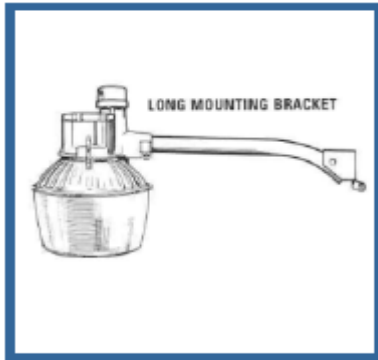
A traditional method of defining light trespass is to identify a maximum light level at or near the property line. However, this method does not address offensive light that is not directed toward the ground, or the intensity of glaring light shining into adjacent windows. The requirements defined in Table C limit the amount of light in all quadrants that is directed toward or above the property line. The Backlight/Uplight/Glare (BUG) rating will help limit both light trespass and glare. (A detailed explanation of the BUG system is provided in this *Bylaw*. Tables C1 - C3 provide further details.) The limits for light distribution established in Table C (for the BUG rating system) prevent or severely limit all direct upward light. A small amount of uplight reflected by snow, light-colored pavement or a luminaire's supporting arms is inevitable and is not limited by the prescriptive method of this *Bylaw*.

A seemingly non-compliant fixture, such as a post-top translucent acorn luminaire, may in certain cases meet the BUG ratings, as long as it has proper interior baffling within the acorn globe. However, the BUG ratings in Table C will limit the use of the following types of luminaires in all lighting zones:

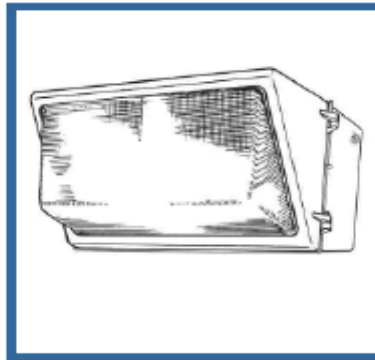
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Figure

2



Barn Lights



**Non-Shielded
Wall Packs**



**Floodlights or
lights not aimed
downward**

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SECTION 15 - EXAMPLE OF THE PERFORMANCE METHOD

The performance method is best for projects with complex lighting requirements or when the applicant wants or needs more flexibility in lighting design. The performance method is also used when any lighting designer plans to aim or direct any light fixture upward (above 90 degrees). An engineer or lighting professional generally will be required to design within the performance method. An adopting jurisdiction may also wish to hire an engineer or lighting professional to review and approve projects using this method and/or incorporate review of the performance method into special review procedures. The performance method is also best for projects where higher lighting levels are required compared to typical area lighting. An example might be a car sales lot where more light might be required on the new cars than would be needed for a standard parking lot. Another example is a gas station canopy requiring more light than a building entrance canopy. The first step in the performance method regulates overlighting by establishing the Total Initial Site Lumens (Table D) that are allowed.

Allowances include the total of the following (Table D):

1. Initial lumen allowance per site
2. Per area (m²) of hardscape

Table E allows additional lumens for unique site conditions. Examples of allowances include:

1. Per building entrance/exit
2. Per length (linear mere) of Outdoor Sales Frontage Perimeter
3. Per area (m²) of Vehicle Service Station Canopy
4. Plus other examples described in Table E.

The Site Total Initial Site Lumens allowed are a combination of allowances from Table D and Table E. The second step in the performance method is to determine if the proposed luminaires are producing off site impacts such as glare, sky glow and light trespass. One may either use Option A which are the Maximum Allowable BUG Ratings in Table C, or Option B through computer lighting calculations show compliance with Maximum Vertical Illuminance at any point in the plane of the property line in Table F. Option B will be required for all non-residential luminaires that:

1. Do not have BUG ratings, or
2. Exceed the BUG ratings,
3. Are not fully shielded, or
4. Have adjustable mountings.

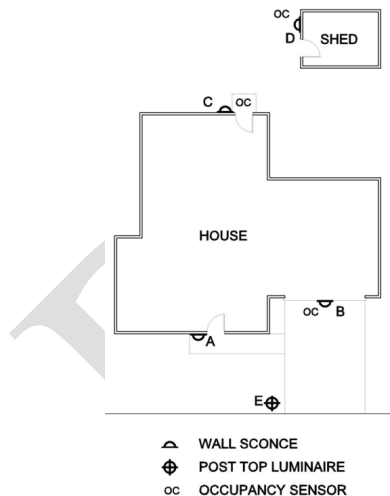
For the performance method, Option B (2) requires photometric calculations for the site perimeter, to a height of no less than 33 feet (10 metres) above the tallest luminaire. Vertical illuminances at eye height (5 feet above grade) will give values that can be used to verify compliance by comparing actual site conditions to the photometric plan submitted during review.

**TOWN OF BON ACCORD
BYLAW 2020-18
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW**

Note that the MLO specifies 'total initial luminaire lumens' as a measurement in addition to footcandles/lux. The footcandle (lux) is equal to one lumen per square metre. Lux is the metric unit and is equal to one lumen per square metre.

SECTION 16 - EXAMPLE OF THE RESIDENTIAL METHOD

Most residential lighting has traditionally used incandescent lamps which are identified by their wattage. However, since new technologies provide more light for fewer watts, it is no longer possible to regulate residential lighting solely by providing a maximum wattage. Table G, therefore, lists maximum initial luminaire lumens only. In this example, five different luminaires are used on a residential property. Each luminaire must comply to meet the requirements. The site plan following shows luminaire types followed by a tabulation of each luminaire, whether or not it is fully shielded lamp type, and initial luminaire lumens. If the luminaire lumens are not known, multiply the initial lamp lumens by the luminaire efficiency. If the efficiency is not known, multiply the initial lamp lumens by 0.7 as a reasonable assumption. The maximum allowable lumen values come from Table G, based on the shielding classification and location on the site. In this case, each luminaire complies with the requirements of Table G.



Output (Lumens)	Power (Watts)		
	Incan	CFL	LED
500	40	8 - 10	9
850	60	13 - 18	12 - 15
1,200	75	18 - 22	15
1,700	100	23 - 28	18

Luminaire Type	Location	Luminaire Description	Fully Shielded	Lamp Type	Initial Lumen Lumens *	Maximum Allowed Initial Luminaire Lumens	Controls	Compliant
A	Front Entry	Decorative wall sconce	No	9W CFL	420	420	None	Yes
B	Garage	Fully shielded	Yes	23W CFL	1050	1260	Motion	Yes

**TOWN OF BON ACCORD
BYLAW 2020-18
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW**

	Door	wall pack					Sensor	
C	Back Entry	Decorative wall sconce	No	7W CFL	280	315	Motion Sensor	Yes
D	Shed Entry	Fully shielded wall pack	Yes	40W INC	343	1260	Motion Sensor	Yes
E	Driveway	Fully shielded post top	Yes	13W CFL	1260	1260	None	Yes

*Initial Luminaire Lumens are calculated by multiplying the total initial lamp lumens by the luminaire efficiency. If the luminaire efficiency is not known, assume an efficiency of 70%.

SECTION 17 - CONVERSION OF UNITS

Where a measurement is provided in both imperial and metric units, and the two measurements do not correspond precisely, the metric measurement shall take precedence for purposes of interpretation of this bylaw.

SECTION 18 - COMPLIANCE WITH OTHER LEGISLATION

Compliance with the requirements of this bylaw does not exempt a person, company, or organization from:

1. The requirements of any federal, Provincial, or municipal legislation;
2. Complying with any easement, covenant, agreement, or contract affecting development.

SECTION 19 – EFFECTIVE DATE

This Bylaw comes into force on the final passing thereof.

This Bylaw shall repeal Bylaw 2015-07.

**TOWN OF BON ACCORD
BYLAW 2020-18
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW**

SCHEDULE A

VIOLATIONS AND PENALTIES

The purpose of this *Bylaw* is educational, not punitive. There are, however, certain practices that will promote compliance with lighting regulations. Education is a key tool in promoting compliance. Proactive enforcement procedures will include providing a copy of the lighting regulations to every contractor at the time they consult the Town of Bon Accord to obtain a building permit. Another effective tool is a requirement that the builder or developer acknowledge in writing that the he or she is familiar with the lighting requirements and shall submit a lighting plan for approval. Submission of the Lighting Plan shall be required as a precondition to approval of any development undertaken in the Town's corporate limits or authority. The submitted Lighting Plan shall include the location and BUG rating for each luminaire, specify whether compliance is by the performance or prescriptive method, and a worksheet to show that the luminaires and their BUG ratings are compliant. The following penalties shall apply to all non-compliant landowners:

1. The first disciplinary action shall be a verbal warning by the Development Officer or any of their assignees, along with suggested methods to bring the offending luminaire(s) into compliance with this *Bylaw*.
2. A written warning outlining the non-compliant luminaire as well as methods to bring the luminaire into compliance.
3. If the land owner does not take measure to bring the offending luminaire(s) into compliance with this *Bylaw* within thirty (30) days after issue of written warning by the Development Officer or their assignees, a fine of two hundred and fifty dollars (\$250) shall be issued to each non-compliant premise under the authority of by-law enforcement of the Town of Bon Accord.
4. If the offending luminaire(s) are not replaced or modified to comply with this *Bylaw* thirty (30) days after the issuance of the monetary fine outlined in Section 3. above, the Town of Bon Accord shall be entitled to deactivate the luminaire(s) or replace them at the cost of the holder of the land deed in addition to the monetary fine issued in Section 3.

**TOWN OF BON ACCORD
BYLAW 2020-18
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW**

READ A FIRST TIME THIS 21st DAY OF APRIL, 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

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

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

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

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING *Regular Council Meeting*

MEETING DATE: *5 May 2020*

AGENDA ITEM: *Development Permit Approval – Micro Developments*

RECOMMENDATION:

That Council, as the Development Authority in the Direct Control (DC1) District approve a Development Permit for “cannabis production and distribution” and further direct Administration to issue the Development Permit to the applicant, with the conditions of approval as follows:

1. The development, "cannabis production and distribution," shall occur in accordance with information and plans provided by the applicant as shown on the attached Schedule A.
2. That prior to undertaking demolition of any structure on the site the proponent shall provide the Town with the following information for review and approval:
 - a. a work schedule of the demolition and site clean-up;
 - b. the destination of debris materials;
 - c. information about the form of demotion to be used;
 - d. the method whereby public safety is to be protected (normally a fence that is at least 1.8m (5.9 ft.) in height is required around the excavation or structure to be demolished);
 - e. an indication that all utility services to the site and/or the building have been disconnected to the satisfaction of the Development Authority;
 - f. where a fire safety plan is required, an indication that the local Fire Chief has been consulted for determining the fire safety plan required; and
 - g. an indication that any tanks containing flammable or combustible liquids will be removed before demolition begins and be purged of inert materials to the satisfaction of the Development Authority and any other applicable provincial agencies.
3. The registered owner shall adhere to all setbacks and requirements of the Direct Control (DC1) District within the Town of Bon Accord *Land Use Bylaw 2016-03*, as amended.
4. The registered owner shall adhere to all requirements of Part 8.7(1) of the *Land Use Bylaw 2016-03*, as amended.
5. That within one (1) year of the Decision Date of this permit, the registered owner enter in to and comply with the terms of a Development Agreement, which shall be registered against the Certificate of Title of Pt. NE 18-56-23-W4. This Development Agreement shall, amongst other matters address, to the satisfaction of the Town of Bon Accord, the matter of construction of all municipal services (approaches, public utilities, off-street parking and loading/unloading facilities, stormwater management facilities, landscaping, and fencing) relating to the site to appropriate standards. This Development Agreement will include requirements to provide detailed engineering requirements and security based on appropriate cost estimates for the completion of deficiencies, all to the satisfaction of the Town. Additionally, the Development Agreement will also contain the provision that no occupancy of any building on the subject site shall occur until the matters described within the development agreement have been constructed to the satisfaction of the Town of Bon Accord or appropriate guarantees for the completion of deficiencies have been received by the Town.

6. That within one (1) year of the Decision Date of this permit, the registered owner enter in to and comply with the terms of a Land Acquisition Agreement re: acquisition of road, which shall be registered against the Certificate of Title.
7. Within one (1) year of the Decision Date of this permit, the registered owner shall provide to the Development Officer of the Town of Bon Accord a copy of the “micro-processing license” and/or “micro-cultivating license” for each Bay within Building A, as identified on Drawing DP03.
8. Within one (1) year of the Decision Date of this permit, the registered owner shall provide to the Development Officer of the Town of Bon Accord a copy of the Alberta Environment and Parks approval for the stormwater management facility on the site.
9. That final grading of the site be completed and approved by the Town of Bon Accord within one (1) year of the Decision Date of this permit. To confirm final grading the application shall provide as-built drawings, prepared by and Alberta Land Surveyor (ALS) or Professional Engineer to the Town which demonstrate that the lot grades are consistent with the approved stormwater management plan for the site.
10. Prior to occupancy of the building, the registered owner shall provide to the Development Officer of the Town of Bon Accord, certification from an accredited inspector confirming that the function and location of the new sewage disposal system on the subject site will satisfy the Private Sewage Disposal Systems Regulation, AR 229/97, and is suitable for the intended development. And, further, that the existing sewage disposal system(s) on the subject site have been closed compliant.
11. That any damage to municipal property resulting from this permit will be assessed and costs for repairs of municipal property will be charged back to the registered owner.
12. The Development Authority may suspend or revoke this development permit by notice in writing, to the holder of the permit if the any of the conditions of approval of the development permit have not been complied with or cease to be complied with.
13. The registered owner shall display, for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site and no further from the street or streets abutting the site than the Development Officer directs, a notice setting out the proposed use in a form prescribed by the Development Officer, and provide a copy of the approval drawings and specifications to which the permit pertains, on site.

BACKGROUND:

ISL Engineering and Land Services Ltd. applied to amend the *Land Use Bylaw 2016-03 (LUB)* on behalf of the registered owner to facilitate this proposed development.

The application and fee were received on 6 January 2020.

The application was circulated on 23 January 2020.

During review of the proposed amendment to the LUB, Administration noted that a concurrent amendment to the Town's *Municipal Development Plan Bylaw 2016-08 (MDP)* was required in order to ensure the Town's planning documents are consistent.

Council gave 1st reading to the proposed amendments to the *MDP* and *LUB* at the 18 February 2020 Regular Meeting of Council.

A Public Hearing was held to consider the proposed amendments to the *MDP* and *LUB* during the 31 March 2020 Regular Meeting of Council, which was held via Microsoft Teams and livestreamed on the Town's YouTube channel, in accordance with the requirements of the *Meeting Procedures (COVID-19 Suppression) Regulation*, AR 50/2020. Council experienced technical difficulties during this meeting, and the Public Hearing was rescheduled.

A second Public Hearing was held 21 April 2020. This Public Hearing was held via Microsoft Teams and livestreamed on the Town's YouTube channel, in accordance with the requirements of the *Meeting Procedures (COVID-19 Suppression) Regulation*. Council received written feedback prior to the Public Hearing and an oral presentation was done via phone by a resident viewing the Public Hearing via the Town's YouTube channel.

Both Public Hearings were advertised on the Town's website, and in accordance with Section 606 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, were published in the Morinville Free Press on 18 and 25 March 2020 (first Public Hearing) and 08 and 15 April 2020 (second Public Hearing).

In the opinion of the Town's planner, the statutory requirements for the notification of the proposed amendments to the *LUB* and *MDP*.

Council gave 3rd reading to Bylaw 2020-11 and 2020-12, which amend the *MDP* and the *LUB*, respectively, at their 5 May 2020 Regular Meeting of Council.

With respect to the suitability of the site for the proposed development, the Town's planner notes:

- The Site is 0.96 ha (2.37 ac.) in area and is located along the southern boundary of the parcel, adjacent to 54 Avenue, and approximately 80.0 m (262.5 ft.) from the eastern boundary of the parcel. Access to the Lands is from an existing driveway from 54 Avenue. This driveway will be dedicated as road during a future phase of the development. To secure this land as road, the registered owner will be required to enter a land acquisition agreement with the Town.
- The Site is located approximately 246.0 m (807.1 ft.) to the west of Lilian Schick School. The Site design has taken the proximity of the school into consideration, by requiring additional screening on the Site on the eastern and southern boundaries with the form of a vegetative buffer and fencing.
- The Site is also well removed from the school property by a large, natural wetland. A wetland assessment was provided with the application. To preserve the ecological integrity of the Site the development has been designed to avoid the wetlands and provide a buffer of 50.0 m (164.0 ft.) between wetlands and any building on the Site.
- The Site appears suitable for the proposed use (industrial; cannabis production and distribution).
- Within the balance of the titled area there is:
 - an intermittent water course, a former Railway Plan (Plan 2011 BK) and two (2) ATCO pipelines and an abandoned reclaimed well.

All of these features are well removed from the proposed development area.

- The site also contains a dilapidated house, two garages, two (2) septic tanks, a burned house, a burned building, and a burned mobile home. The submission provided by ISL Engineering to redistrict the Land Use Bylaw noted that the existing house and one (1) of the septic tanks are contained within the development area. The applicant has indicated that and they will be demolished and/or relocated prior to commencing construction of the proposed facility.

The Town's engineer reviewed both the documents provided by the applicant for the redistricting proposal and the development permit and did not note any concerns. The applicant has indicated that water and sanitary sewer will be provided on site for this phase of the development.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

LEGISLATIVE HISTORY

N/A

ATTACHMENTS: *Development Permit Review sheet*

Prepared and Submitted By: Kyle Miller

Reviewed By:

Date: 30 April 2020

Applicant	Micro Developments/1678462 AB Ltd.	Application Received
Owner	Planworks Architecture Inc.	19-Feb-20
Legal Description	Pt. NE 18-56-23-W4	Deemed Complete
TR#	64300	19-Feb-20
MPS File #	19-TOBON-259 / 034034-20-D0002	Review Date
Land Use District	DC1	29-Apr-20
Adjacent Uses	UR, US, R1	Decision Date
Permitted Use	Permitted; Cannabis production and distribution, with associated stormpond, fencing, and landscaping, and demolition of derelict structures.	

	Required	Proposed
Front Line Setback (S)	6.0 m	16.44 m
Rear Line Setback (N)	4.0 m	4.0 m
Side Line Setback (E) (To SWMF)	4.0 m	4.0 m
Side Line Setback (W) (To Landscaping)	4.0 m	4.0 m
Roof Overhang	0.45 m	n/a
Height	10.0 m	7.62 m
Site Coverage	25%	23%
Parking Stalls	1/employee/max shift (12 req'd)	12
Loading Spaces	1/1,000 m ² + 1/1,000 m ² + 1/1,000 m ² (3 req'd)	3
Stormwater Management Facility	1,106 m ³ storage	1,340 m ³ storage

Comments	<p>-Arrow Engineering notes that production area is designed to maintain negative pressure to prevent production air from contaminating outside air.</p> <p>-Proposed luminaires will be mounted at 4.9 m and 3.4 m from grade and are located at least 2x the mounting height from the property lines. The BUG ratings appear to be consistent with the requirements of the Town's LEC Bylaw.</p> <p>-Proposed luminaires on building are 3.4 m above grade and are ASW-32L-530-MW-G2 Type III, and have BUG rating of B1-U0-G2.</p> <p>-Proposed luminaires near security gate are 4.9 m above grade and are ECF-S 48 L 900 NW-G2 Type III, and have BUG rating of B2-U0-G3.</p>
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MICRO DEVELOPMENTS

47 STREET AND 54 AVENUE
BON ACCORD, ALBERTA

ISSUED FOR DEVELOPMENT PERMIT

MICRO DEVELOPMENTS
47 STREET AND 54 AVENUE
BON ACCORD, ALBERTA
DEVELOPMENT PERMIT SET
FEBRUARY 5, 2019
JOB NUMBER: 2468

ARCHITECTURAL

- DP00 COVER PAGE
- DP01 SITE SURVEY
- DP02 OVERALL SITE AND KEY PLAN
- DP03 ENLARGED SITE PLAN
- DP04 MAIN FLOOR PLAN
- DP05 ENLARGED MAIN FLOOR PLAN
- DP06 EXTERIOR ELEVATIONS
- DP07 BUILDING SECTIONS

LANDSCAPE

- 01 LANDSCAPE PLAN
- 02 LANDSCAPE DETAILS



ARCHITECTURAL:



#201, 10217-106 STREET NW
Edmonton, AB T5J 1H5
www.weareplanworks.ca
(t) 780.643.3233
(f) 780.455.2029

LANDSCAPE:



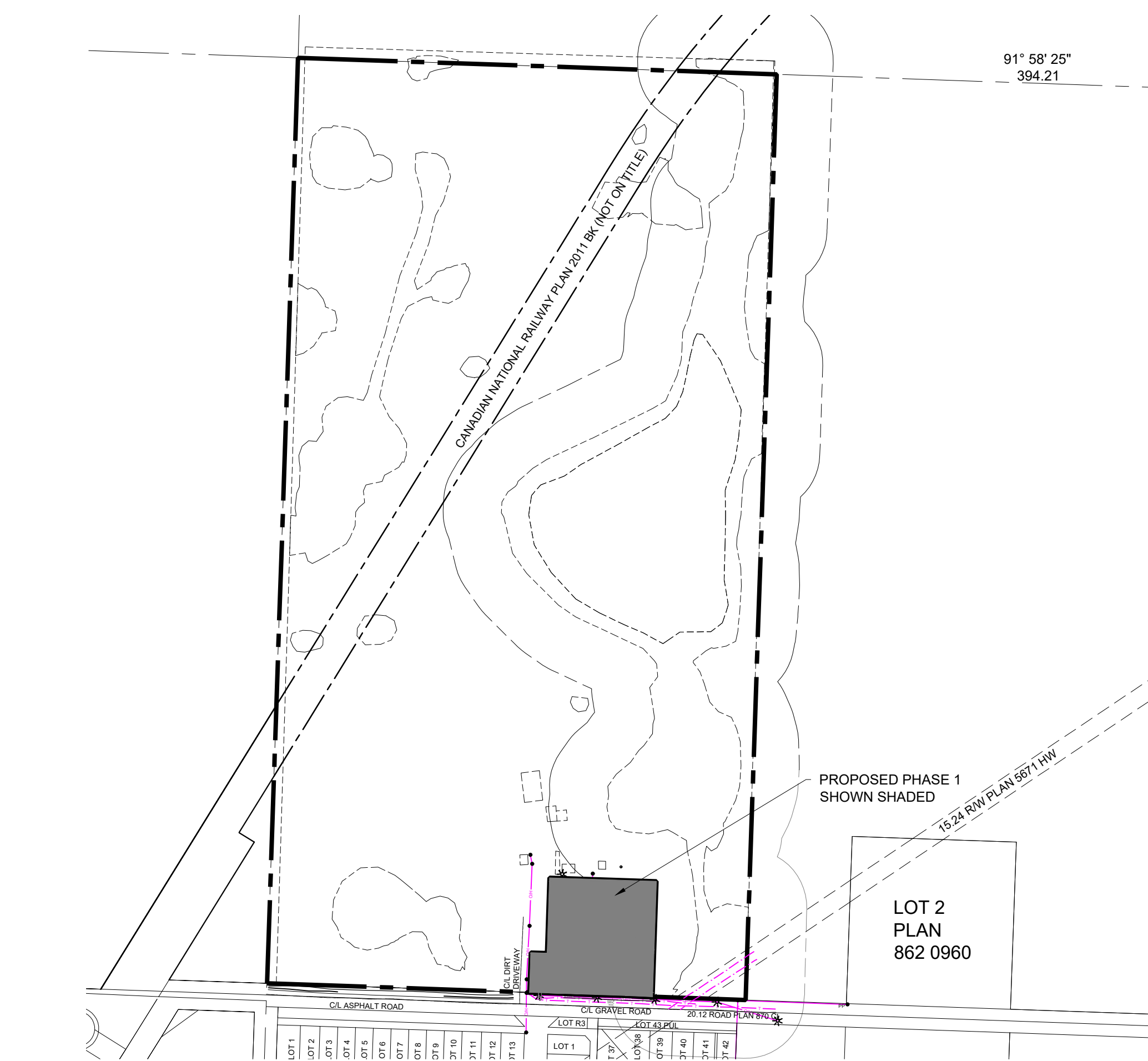
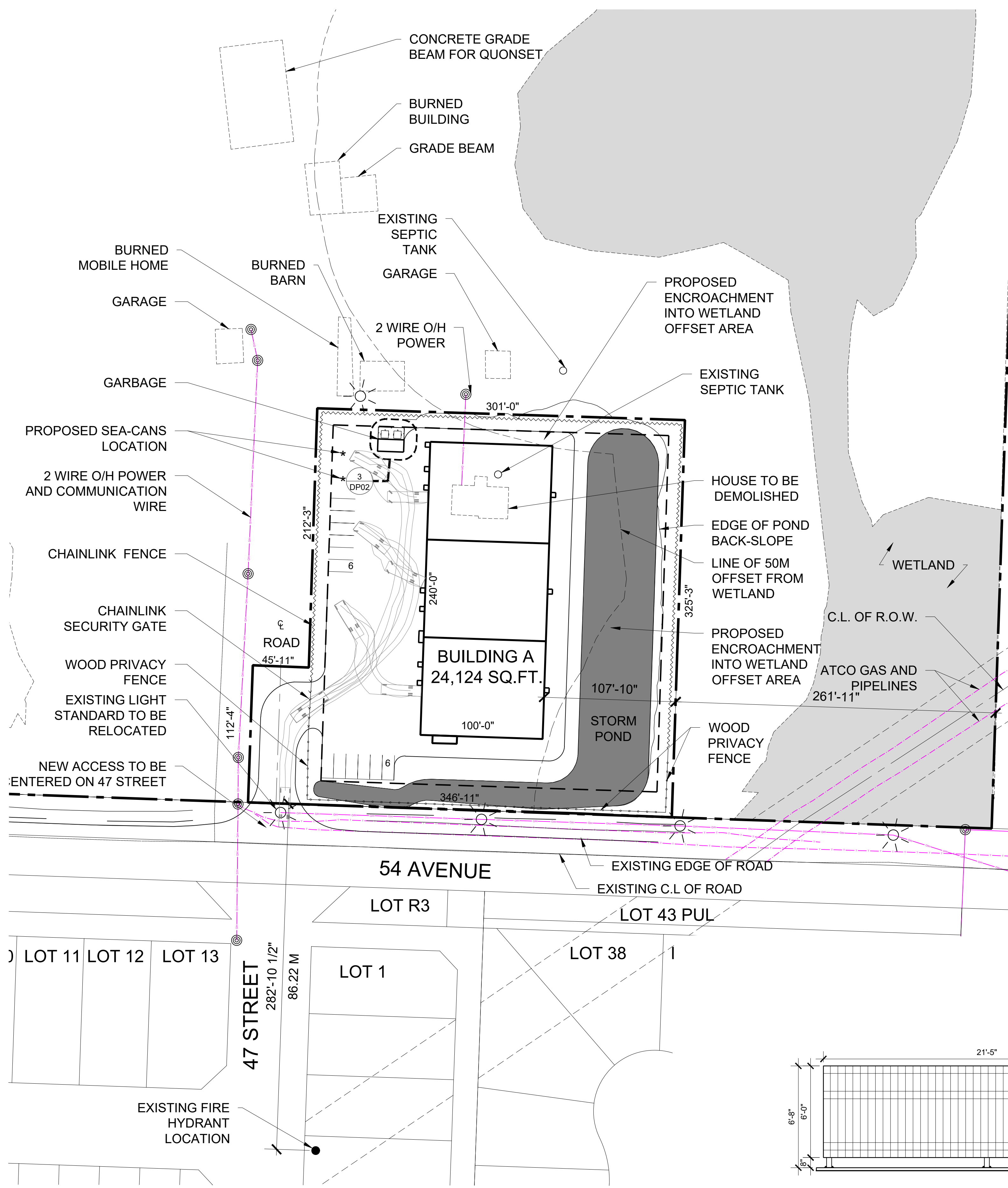
7909-51 AVENUE
Edmonton, AB T6E 5L9
www.islengineering.com
(t) 780.438.9000
(f) 780.438.3700

Schedule A

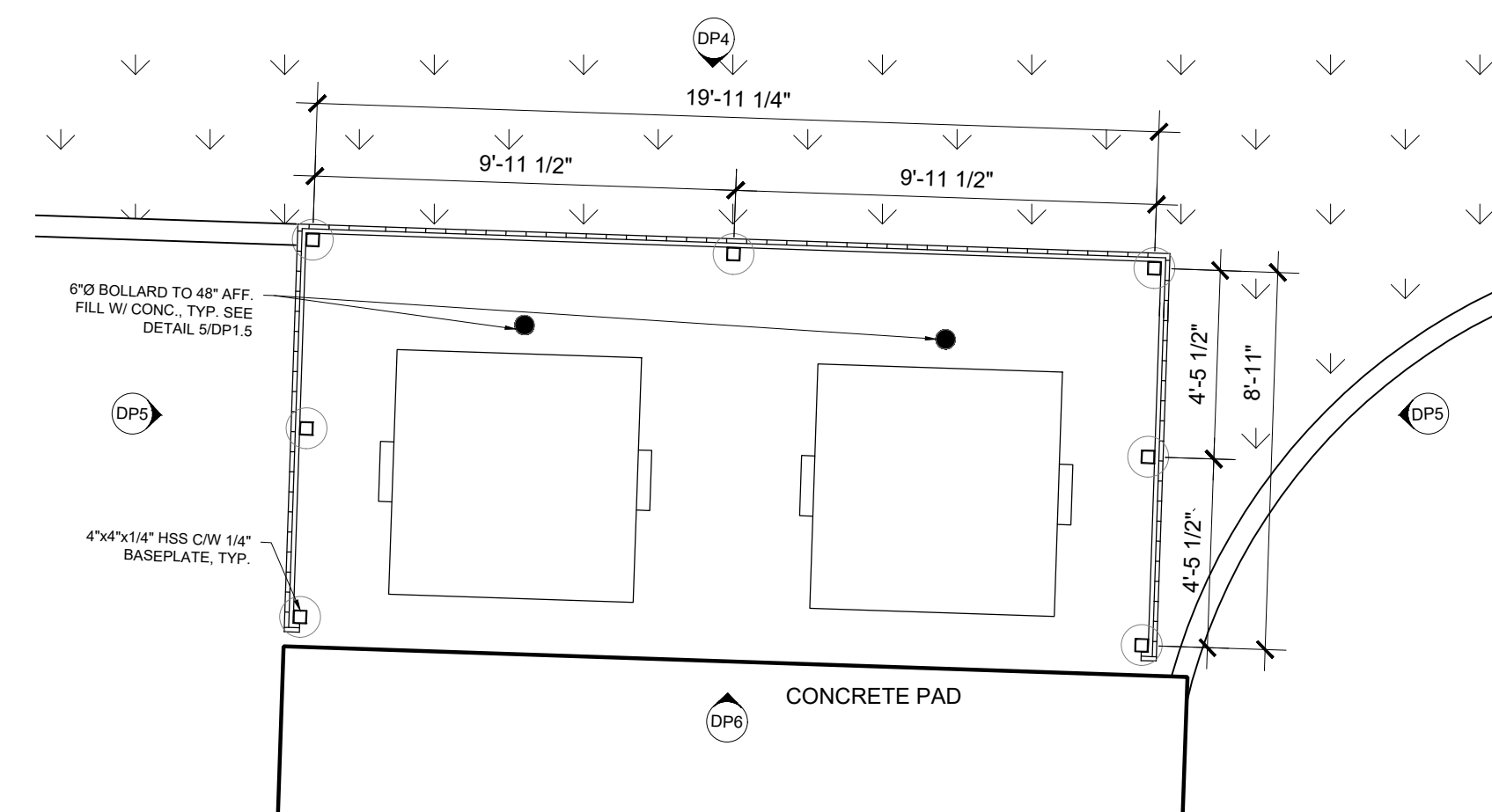
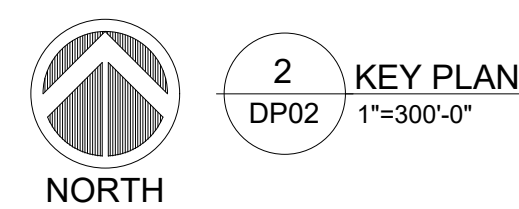


(FOR INFORMATION ONLY)

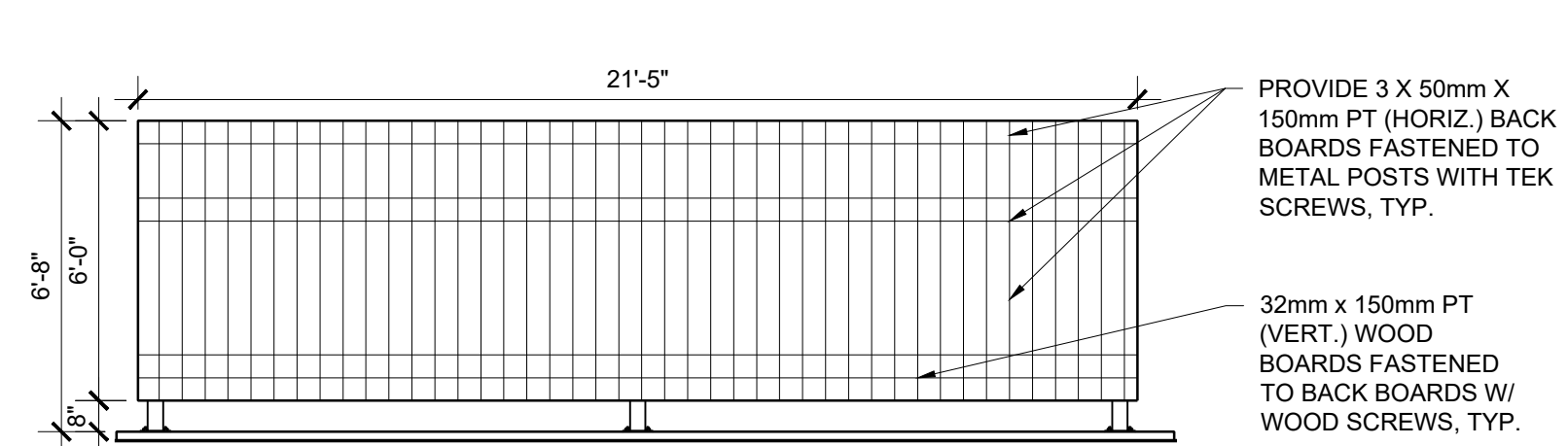
Schedule A



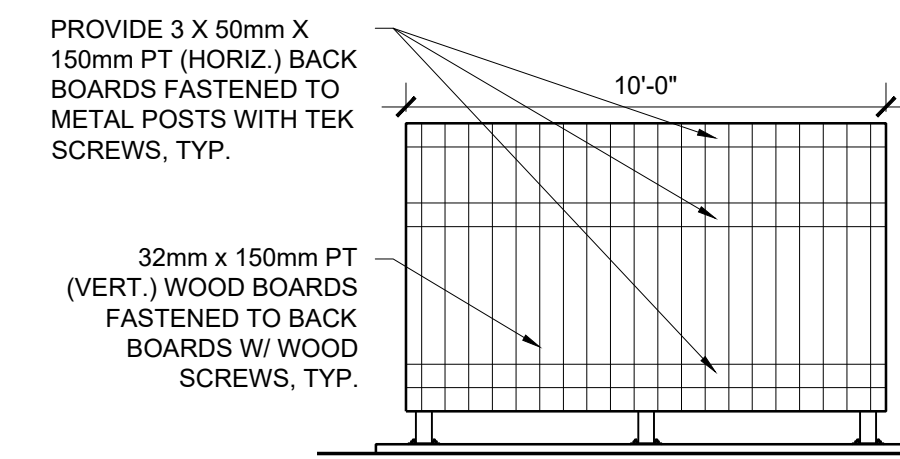
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LEGAL ADDRESS: N.E. 1/4 SEC. 18, TWP. 56, RGE. 23, W.4 M.	
MUNICIPAL ADDRESS: BON ACCORD, ALBERTA	
OVERALL SITE AREA:	(3,512,247.66 SQ.FT.) (1,070,533.09 SQ.M.) (80.63 ACRE) (32.62 HECTARE)
ZONING : URBAN RESERVE (UR)	
<u>PHASE I:</u>	
PROPOSED ZONING:	D.C.(TO FOLLOW INDUSTRIAL (M1) DISTRICT)
PROPOSED SITE AREA:	(102,821.7 SQ.FT.) (9,552.4 SQ.M.) (2.36 ACRES) (.96 HECTARE) (INCLUDES PRIVATE ROAD)
<u>BUILDING AREA:</u>	
BUILDING A	24,124 SQ.FT. (2,241.19 SQ.M)
BUILDING HEIGHT:	25'-0" (7.62 M)
SITE COVERAGE:	23.5%
<u>FLOOR AREA RATIO F.A.R.:</u>	
ALLOWED F.A.R.	1
PROPOSED F.A.R.:	0.23
<u>PROPOSED SETBACKS:</u>	
FRONT	6M
REAR	4M
EAST	4M
WEST	4M
<u>PARKING REQUIREMENT (PHASE I):</u>	
<u>BUILDING A: 24,124 SQ.FT. (2,241.19 SQ.M.)</u>	
INDUSTRIAL	
24,124 SQ.FT. (2,241.19 SQ.M.)	
(1 STALL PER EMPLOYEE)	
12 EMPLOYEES ON SHIFT	12
TOTAL REQUIRED PARKING STALLS=	12
TOTAL PROVIDED PARKING STALLS=	12
PARKING RATIO = 15 / 24,124 SQ.FT. 0.62 STALLS/1000 SQ.FT.	



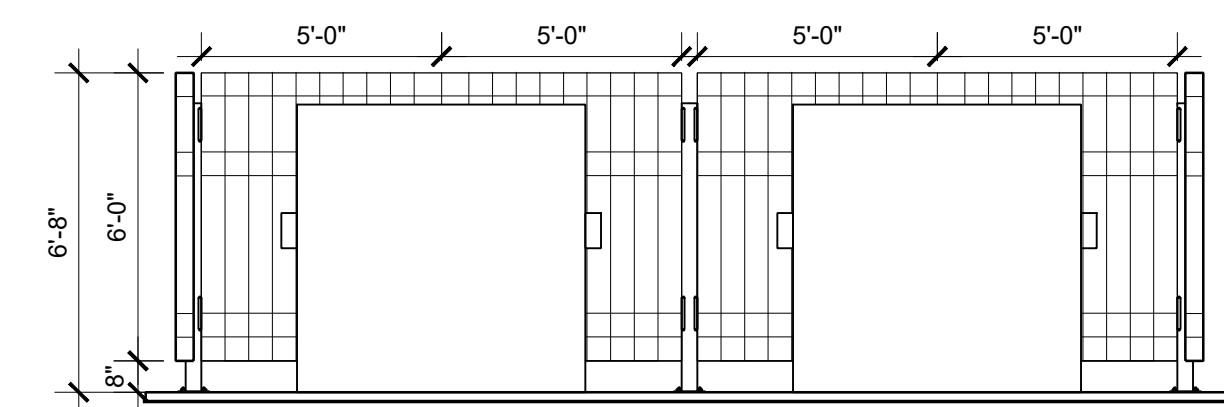
3 GARBAGE ENCLOSURE PLAN
DP02 1/4" = 1'-0"



4 GARBAGE ENCLOSURE ELEVATION - BACK
DP02 1/4" = 1'-0"



5 GARBAGE ENCLOSURE ELEVATION - SIDES
DP02 1/4" = 1'-0"



6 GARBAGE ENCLOSURE ELEVATION - FRONT
DP02 1/4" = 1'-0"



1 OVERALL SITE PLAN
DP02 1"=50'-0"

MICRO DEVELOPMENTS

BON ACCORD, ALBERTA

DRAWING TITLE

OVERALL SITE AND KEY PLAN

SCALE: AS NOTED

PROJECT NO: 2468

DATE: 2020-01-17

NO.

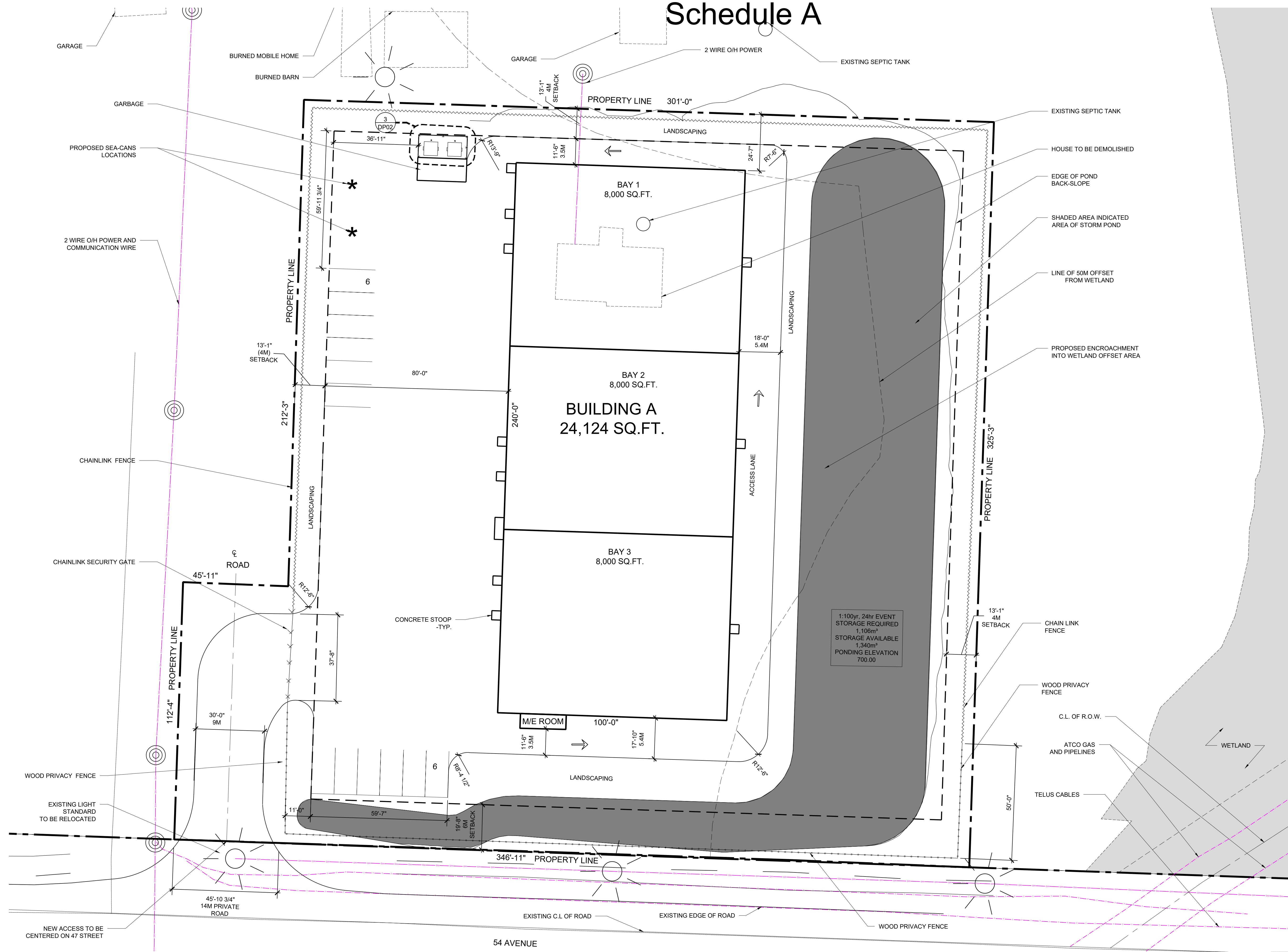
DP02



201, 10217-106 Street NW
Edmonton, AB T5J 1H5
WEAREPLANWORKS.CA
780.643.3233

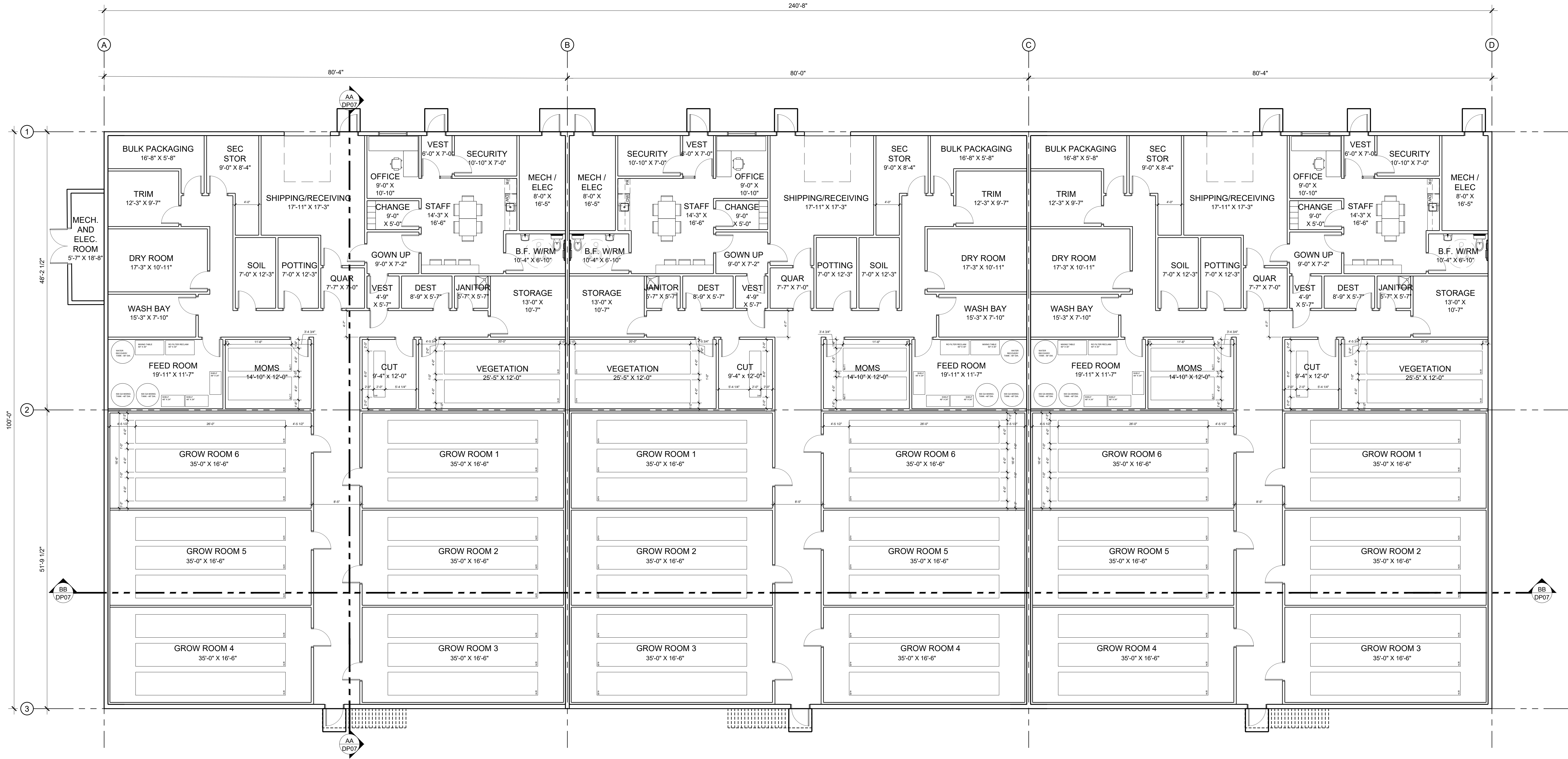
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Schedule A



SITE DATA:	
LEGAL ADDRESS: N.E. 1/4 SEC. 18, TWP. 56, RGE. 23, W.4 M.	
MUNICIPAL ADDRESS: BON ACCORD, ALBERTA	
OVERALL SITE AREA:	(3,512,247.66 SQ.FT.) (1,070,533.09 SQ.M.) (80.63 ACRE) (32.62 HECTARE)
ZONING : URBAN RESERVE (UR)	
PHASE I:	
PROPOSED ZONING:	D.C.(TO FOLLOW INDUSTRIAL (M1) DISTRICT)
PROPOSED SITE AREA:	(102,821.7 SQ.F. (9,552.4 SQ.M.)) (2.36 ACRES (.96 HECTAR) (INCLUDES PRIVATE ROAD)
<u>BUILDING AREA:</u>	
BUILDING A	24,124 SQ.FT. (2,241.19 SQ.M.)
BUILDING HEIGHT:	25'-0" (7.62 M.)
SITE COVERAGE:	23.3%
<u>FLOOR AREA RATIO F.A.R.:</u>	
ALLOWED F.A.R.	0.2
PROPOSED F.A.R.:	0.2
<u>PROPOSED SETBACKS:</u>	
FRONT	6'
REAR	4'
EAST	4'
WEST	4'
<u>PARKING REQUIREMENT (PHASE I):</u>	
BUILDING A: 24,124 SQ.FT. (2,241.19 SQ.M.)	
INDUSTRIAL	
24,124 SQ.FT. (2,241.19 SQ.M.)	
(1 STALL PER EMPLOYEE)	
12 EMPLOYEES ON SHIFT	12
TOTAL REQUIRED PARKING STALLS=	
TOTAL PROVIDED PARKING STALLS=	12
PARKING RATIO = 15 / 24,124 SQ.FT.	
0.62 STALLS/1000 SQ.FT.	

Schedule A



1
DP04
MAIN FLOOR PLAN
1/8" = 1'-0"

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PROJECT
MICRO DEVELOPMENTS
BON ACCORD, ALBERTA

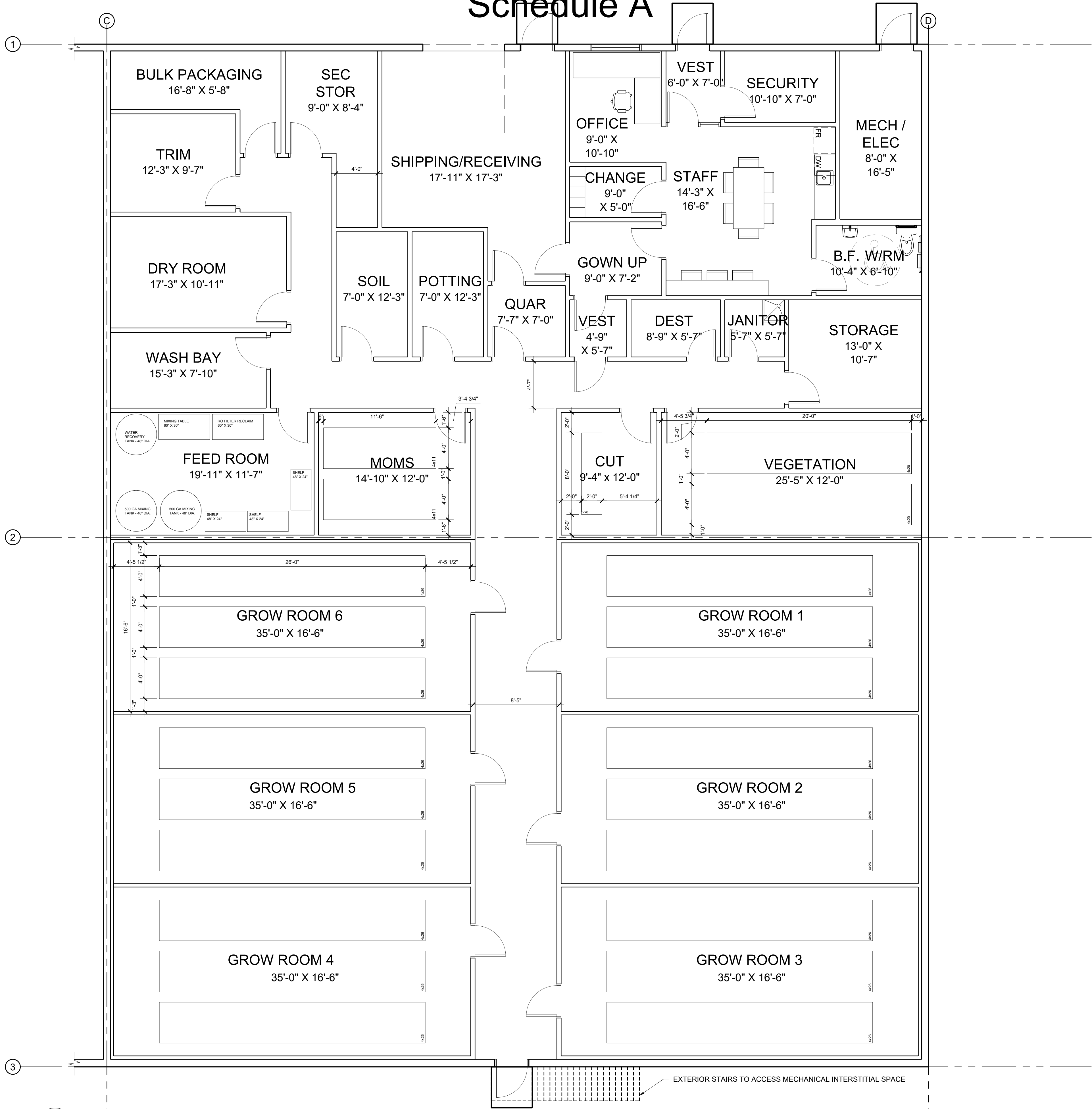
DRAWING TITLE
MAIN FLOOR PLAN
SCALE: AS NOTED PROJECT NO: 2468 DATE: 2020-01-17

NO.
DP04



201, 10217-106 Street NW
Edmonton, AB T5J 1H5
WEAREPLANWORKS.CA
780.643.3233

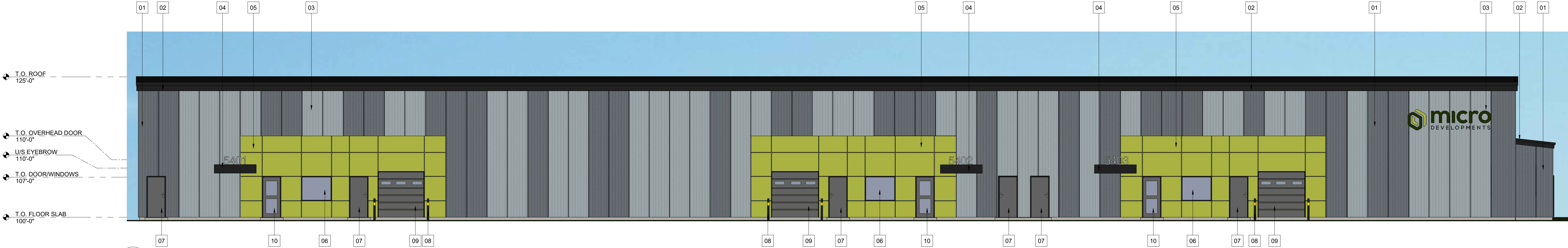
Schedule A



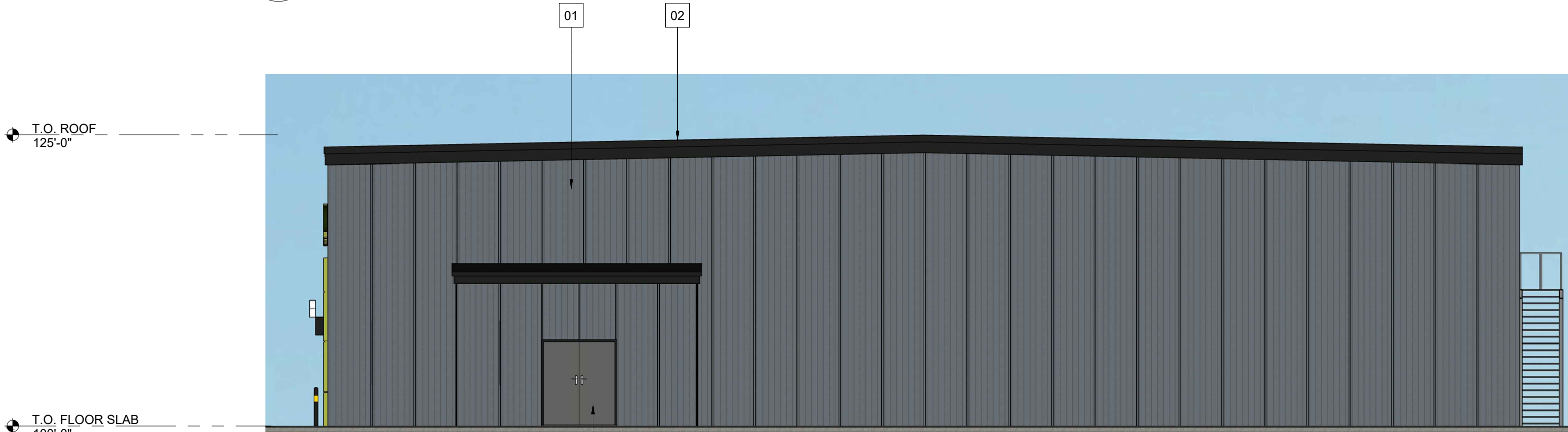
1 ENLARGED TYPICAL BAY FLOOR PLAN
DP05 3/16" = 1'-0"



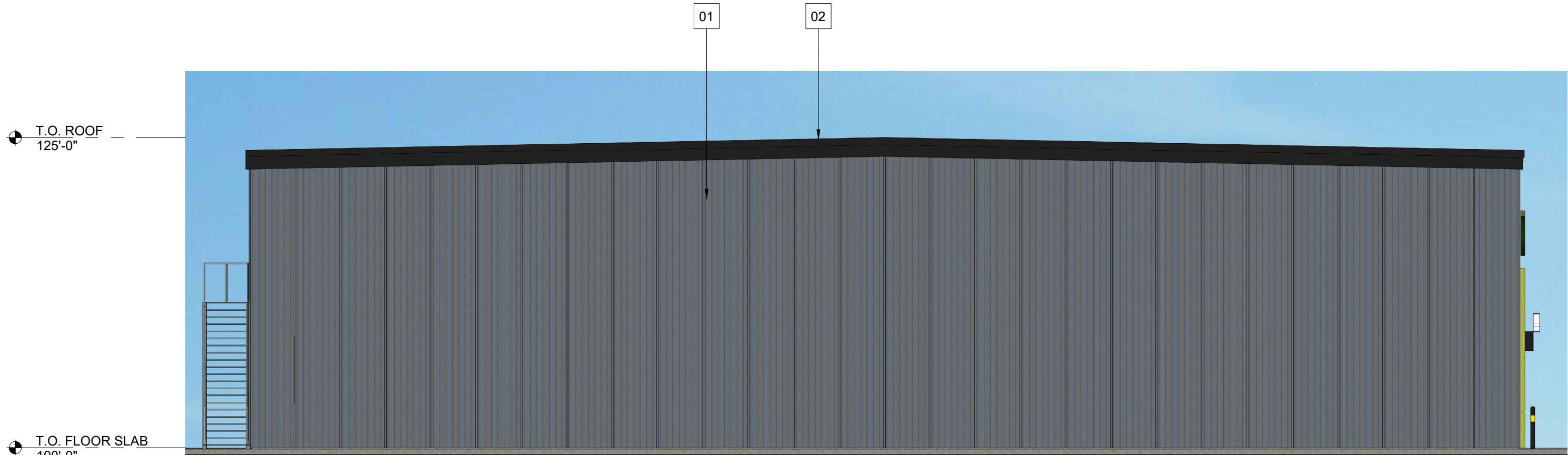
Schedule A



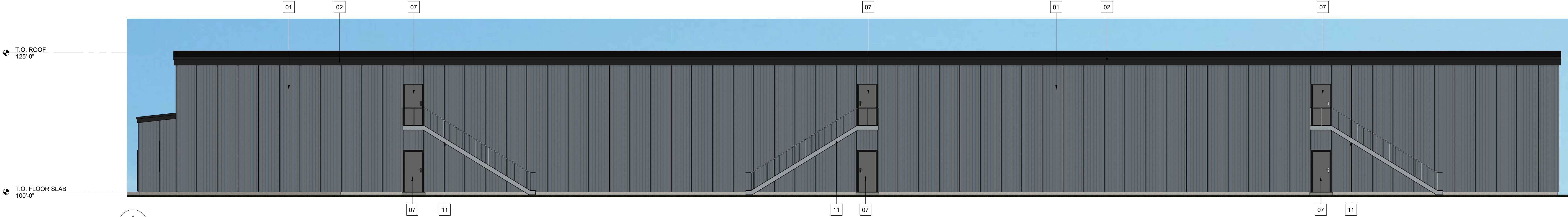
1 WEST ELEVATION
DP06
1/8" = 1'-0"



2 SOUTH ELEVATION
DP06
1/8" = 1'-0"



3 NORTH ELEVATION
DP06
1/8" = 1'-0"



4 EAST ELEVATION
DP06
1/8" = 1'-0"

EXTERIOR FINISH LEGEND

01 INSULATED METAL PANEL MANUFACTURER: COLOUR: DARK GREY	03 INSULATED METAL PANEL MANUFACTURER: COLOUR: LIGHT GREY	05 ARCHITECTURAL METAL PANEL MANUFACTURER: COLOUR: CUSTOM GREEN	07 INSULATED METAL DOOR C/W INSULATED PRESSED STEEL FRAME COLOUR (FRAME): VICWEST QC9790 "CARBON" COLOUR (DOOR): DARK GREY	09 INSULATED OVERHEAD METAL DOOR COLOUR (FRAME): VICWEST QC9790 "CARBON" COLOUR (DOOR): DARK GREY	11 GALVANIZED STEEL STAIRS COLOUR: DARK GREY
02 PREFINISHED METAL CAP FLASHING COLOUR: VICWEST QC#9740 "CARBON"	04 PAINTED STEEL CANOPY COLOUR: VICWEST QC9790 "CARBON"	06 DOUBLE GLAZED WINDOWS COLOUR (FRAMES): VICWEST QC9790 "CARBON" COLOUR (GLAZING): CLEAR	08 BOLLARD PAINTED BLACK	10 THERMALLY BROKEN GLAZED ALUMINUM DOOR COLOUR (FRAME): VICWEST QC9790 "CARBON" COLOUR (DOOR): DARK GREY COLOUR (GLAZING): CLEAR	

1/17/2020 10:14 AM

PROJECT
MICRO DEVELOPMENTS
BON ACCORD, ALBERTA

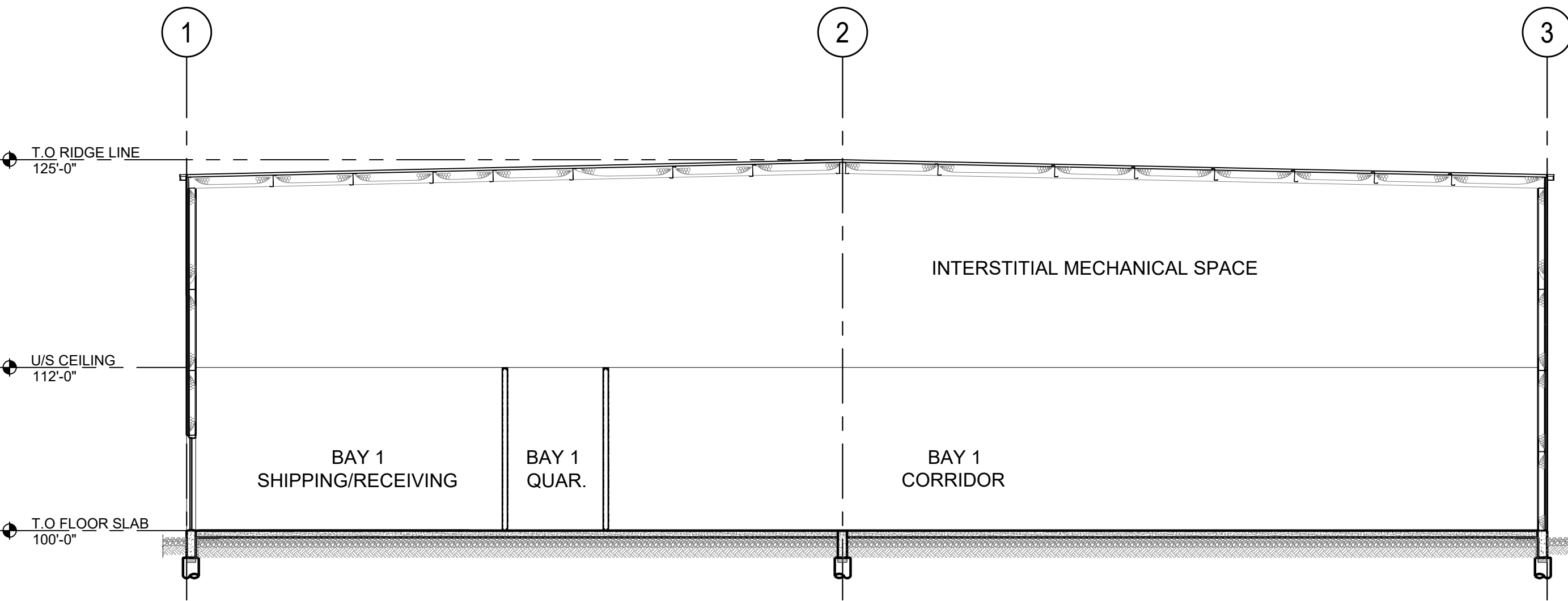
DRAWING TITLE
EXTERIOR ELEVATIONS
SCALE: AS NOTED PROJECT NO: 2468 DATE: 2020-01-17

NO.
DP06

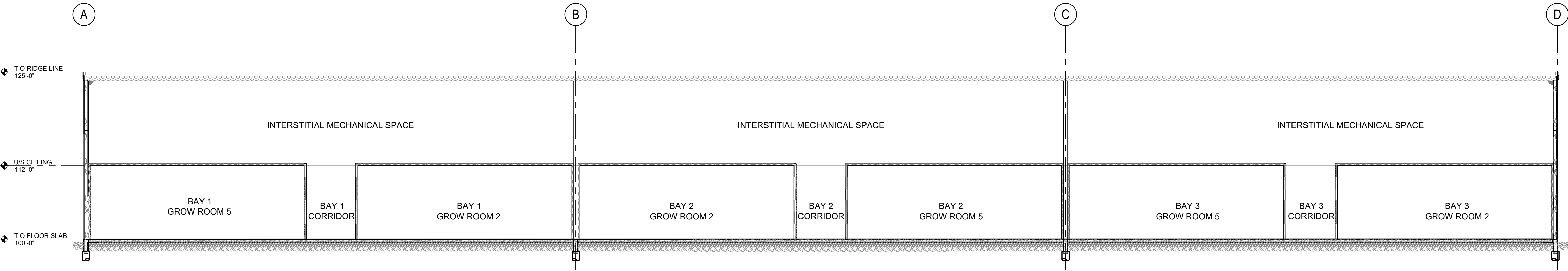


201, 10217-106 Street NW
Edmonton, AB T5J 1H5
WEAREPLANWORKS.CA
780.643.3233

Schedule A

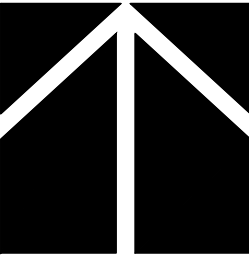


AA BUILDING SECTION
DP05 1/8" = 1'-0"



BB BUILDING SECTION
DP05 1/8" = 1'-0"

1/21/2020 9:17 AM



Schedule A

GENERAL NOTES

- All work to comply with or exceed the Town of Bon Accord's Land Use Bylaw. All documents available from the Town of Bon Accord's web site.
- Utilities shown are for information only and should not be considered exact or complete. Contractor to contact Alberta One Call (1-800-242-3447) and all non subscribing utility companies to have utilities field marked before commencing work. Provide Owner's Representative with copy of all locate reports.
- Contractor to verify all quantities prior to construction and notify the Owner's Representative of any discrepancies.
- Contractor to ensure an "Issued for Construction" set of drawings is on site at all times.
- Contractor is responsible for any damage to existing landscaped areas, pavement, concrete, utilities and any other items or area that are to remain and must make all necessary restorations and repairs at the contractors expense and to the Owner's Representative's satisfaction.
- Contractor responsible for daily general site clean up and to maintain a safe construction site at all times.
- Contractor responsible for erosion control and sediment tracking off site during the course of construction.
- Contractor responsible for obtaining all required permits and regulatory approvals including any associated costs to complete this contract.
- All unit quantity totals shall be base on actual installed amounts verified by on site measurements.
- Substitutions will not be accepted unless approved in writing by the consultant prior to construction start-up
- Contractor to ensure all required submittals are completed and approved prior to start of construction

TREE SETBACKS	
LIGHT STANDARDS / POWER HARDWARE	3.5m
FIRE HYDRANTS	3.5m
STOP SIGNS	3.5m
YIELD SIGNS	3.5m
TRANSIT ZONES	3.5m*
OTHER SIGNS	2.0m
PRIVATE PROPERTY ON WALKWAY R.O.W.	1.0m
PRIVATE PROPERTY ON OPEN PARKLAND	3.0m
PRIVATE PROPERTY ON BOULEVARDS	1.0m
SHALLOW UNDERGROUND UTILITIES	1.0m
GAS OR OIL R.O.W.	CONTACT UTILITY
DEEP UNDERGROUND UTILITIES	1.5m
SANITARY AND STORM SEWERS	1.8m
SANITARY AND STORM SEWER MANHOLES	2.0m
WATER MAINS	2.5m
*ENSURE TREES DO NOT CREATE SIGHT LINE OBSTRUCTIONS FOR VEHICLES APPROACHING TRANSIT ZONES	

DISTANCE FROM OVERHEAD POWER UTILITIES SHALL BE AS PER THE REQUIREMENTS ESTABLISHED BY THE UTILITY AUTHORITY

LANDSCAPE REQUIREMENTS

MINIMUM REQUIRED FRONT YARD - 6m
MINIMUM REQUIRED SIDE YARDS - 4m
MINIMUM REQUIRED REAR YARD - 4m
LANDSCAPE BUFFER REQUIRED BETWEEN RESIDENTIAL DISTRICTS (TREES REQUIRED)
ENHANCED LANDSCAPING REQUIRED ALONG FRONT AND EAST PROPERTY
ALL YARDS SHALL BE LANDSCAPED WITH TREES, SHRUBS AND GROUND COVER.
PROPORTION OF CONIFEROUS:DECIDUOUS SHALL BE APPROX. 60:40 (57:43 PROVIDED)
MINIMUM 50mm CAL. DECIDUOUS TREES
MINIMUM 2m HT. CONIFEROUS TREES

NOTE: ALL INDIVIDUAL TREE WELLS AND ALL CONIFEROUS TREE BEDS TO RECEIVE 100mm DEPTH SHREDDED WOOD MULCH

PLANT SCHEDULE

CONIFEROUS TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	REMARKS	SIZE
	Pg	17	Picea glauca	White Spruce	Ball & Burlap	2000mm Ht.
	Pp	3	Picea pungens	Colorado Spruce	Ball & Burlap	2000mm Ht.
	Pc	9	Pinus contorta latifolia	Lodgepole Pine	Ball & Burlap	2000mm Ht.
	Ps	3	Pinus sylvestris	Scots Pine	Ball & Burlap	2000mm Ht.
DECIDUOUS TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	REMARKS	SIZE
	Pt	6	Populus tremuloides	Trembling Aspen	Ball & Burlap	50mm Cal.
	Pa	14	Populus x 'Assiniboine'	Assiniboine Poplar	Ball & Burlap	50mm Cal.
	Ua	4	Ulmus americana	American Elm	Ball & Burlap	50mm Cal.

SITE SCHEDULE

SYMBOL	DESCRIPTION	QTY
	Chain Link Fence	241.3 m
	Wood Fence	125.7 m
	Chain Link Security Gate	13.2 m
DESCRIPTION		QTY
	Wet Meadow Seed Mix on 150mm depth topsoil	666.1 m²
	Naturalization Seed Mix on 150mm depth topsoil	4,058 m²
	Sod on 150mm depth topsoil	639.9 m²

6	--	--	--
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No.	DESCRIPTION	BY	DATE

REVISIONS



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MICRO CULTIVATION FACILITY
BON ACCORD, ALBERTA

LANDSCAPE PLAN

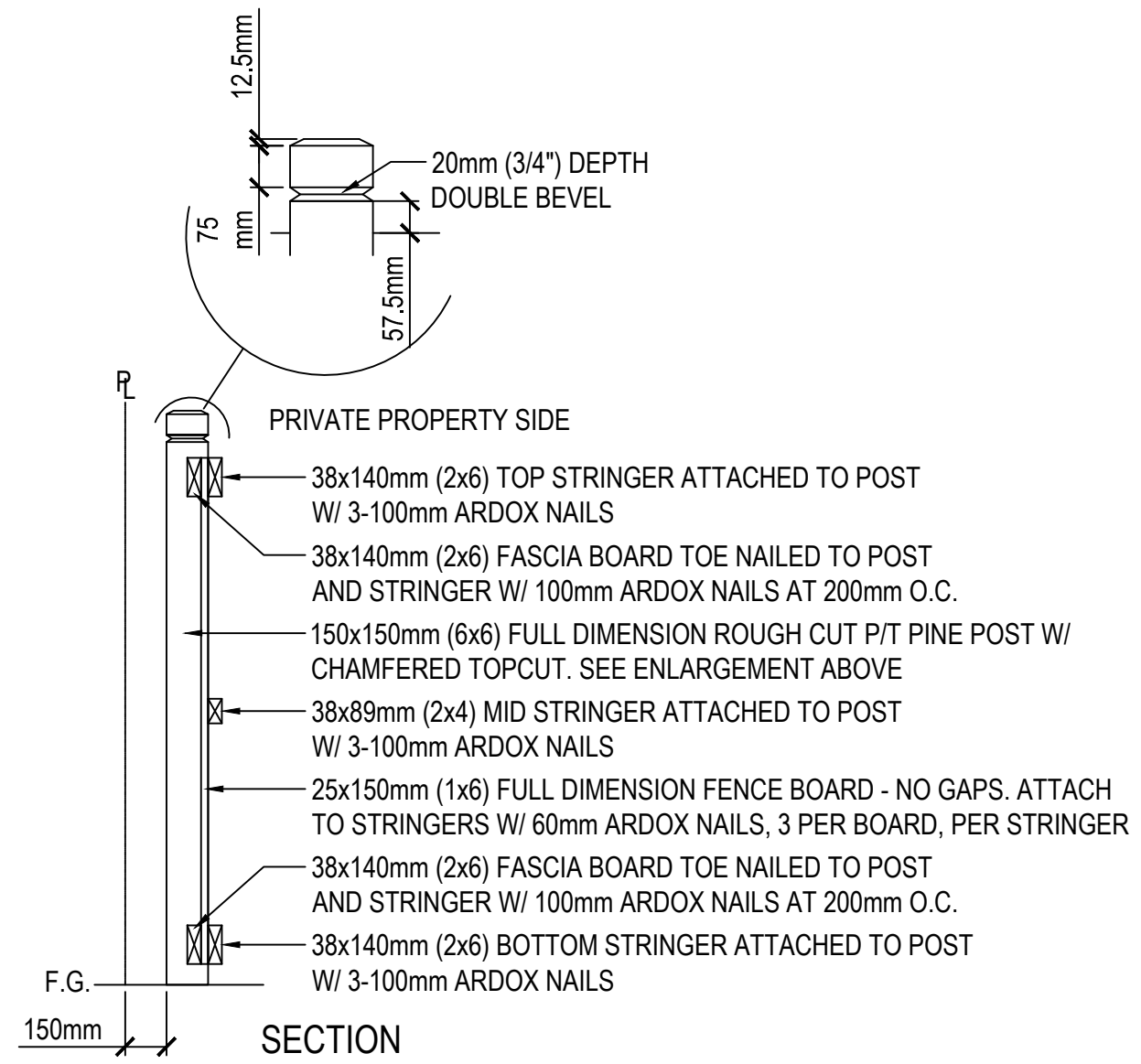
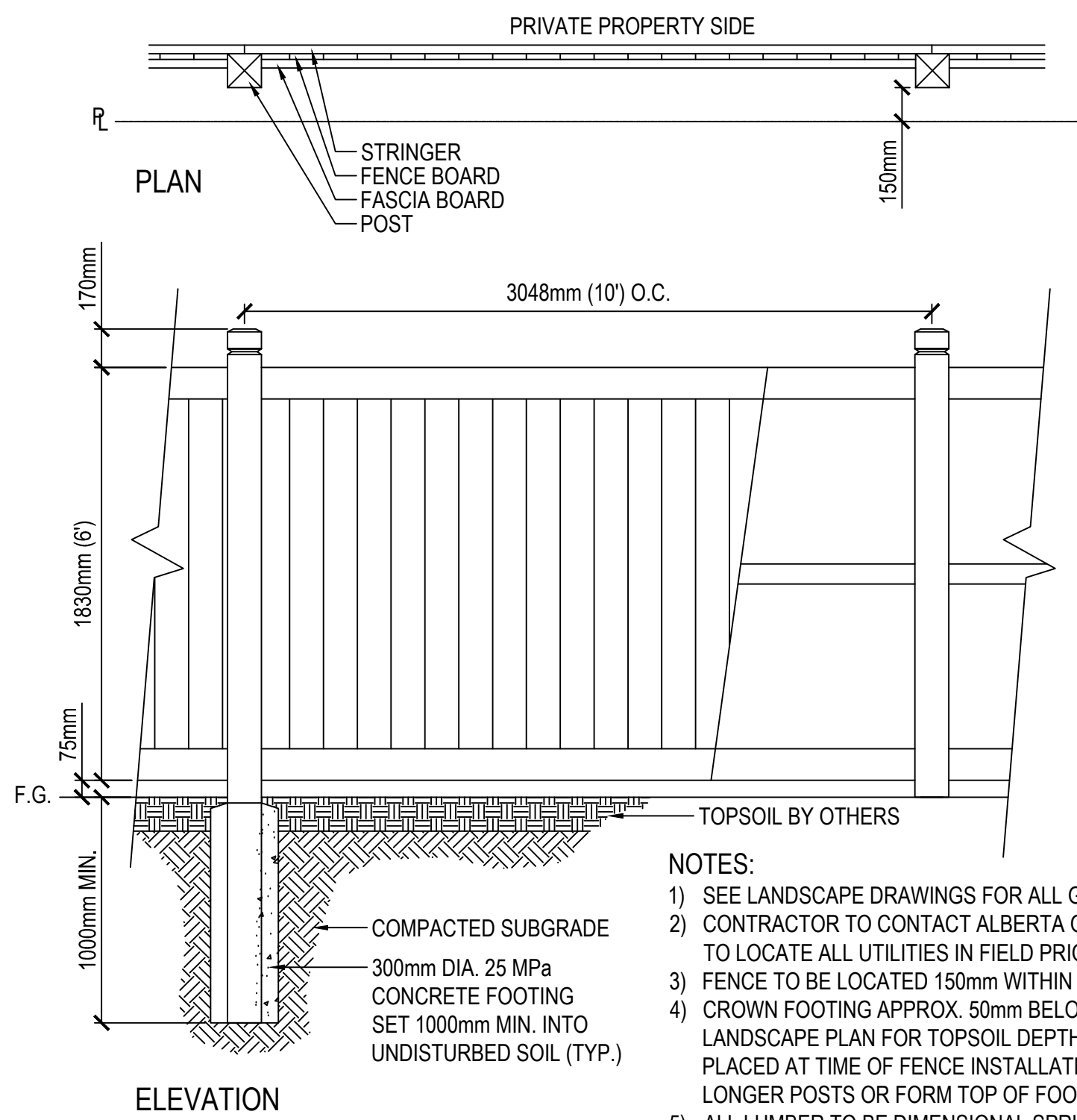
Drawn: SLR	Drawing No. 15511 LA 01
Designed: SLR	
Design Checked: TJM Date: 20200116	
Discipline Review: TJM Date: 20200116	

HORZ 0 2.5 5.0 7.5 10.0m
1:250

Scale

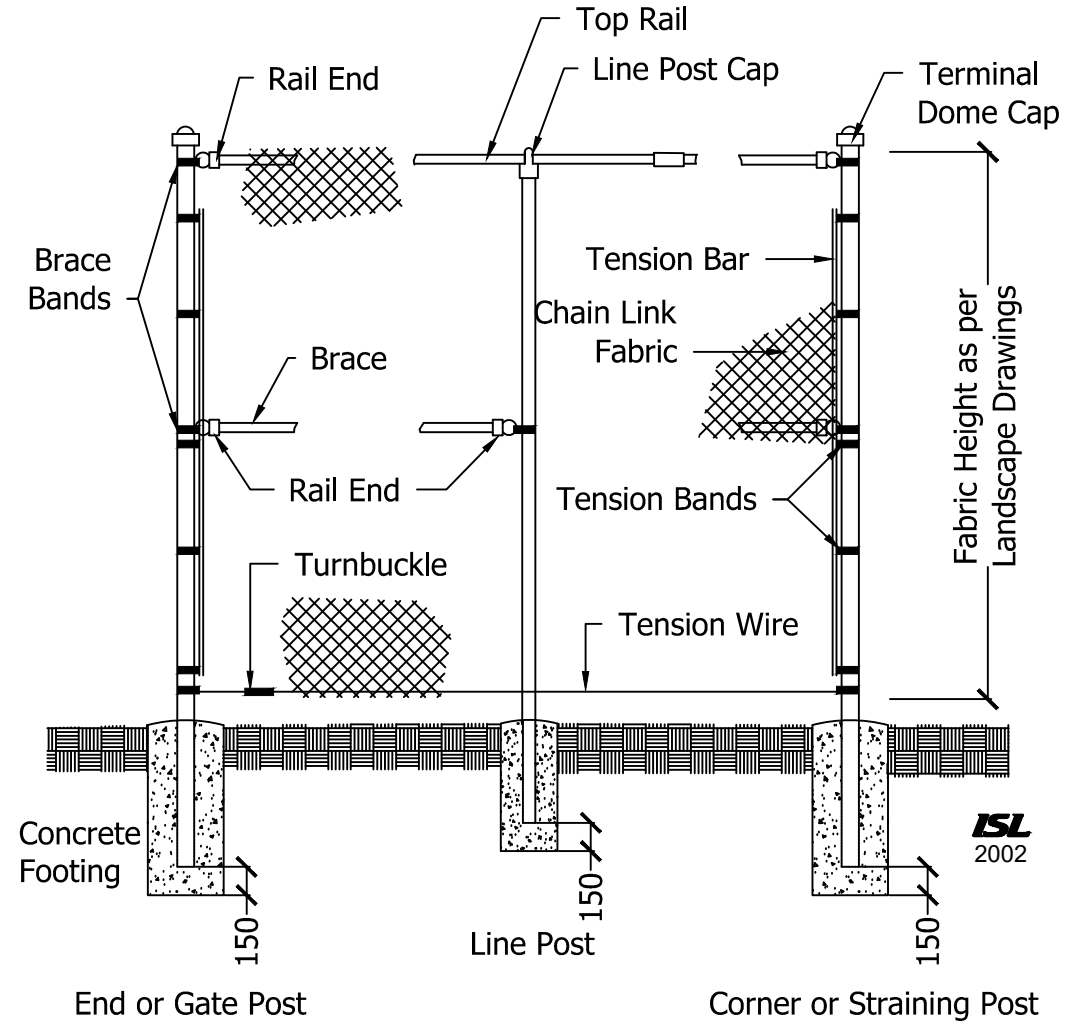
Sheet No.
01

~~Schedule A~~



- 1) SEE LANDSCAPE DRAWINGS FOR ALL GENERAL NOTES.
- 2) CONTRACTOR TO CONTACT ALBERTA ONE CALL (1-800-242-3447) TO LOCATE ALL UTILITIES IN FIELD PRIOR TO CONSTRUCTION.
- 3) FENCE TO BE LOCATED 150mm WITHIN PRIVATE PROPERTY.
- 4) CROWN FOOTING APPROX. 50mm BELOW FINISHED GRADE. SEE LANDSCAPE PLAN FOR TPOISOL DEPTH. TPOISOL MAY NOT BE PLACED AT TIME OF FENCE INSTALLATION. IF NOT INSTALL LONGER POSTS OR FORM TOP OF FOOTING AS REQUIRED.
- 5) ALL LUMBER TO BE DIMENSIONAL SPRUCE UNLESS OTHERWISE NOTED.

- 6) ALL LUMBER TO RECEIVE ONE COAT OF PRE STAIN W/ ALL CUT ENDS DIPPED + ONE COAT OF STAIN APPLIED IN THE FIELD
- 7) ALL CUT MEMBERS TO BE STAINED IN THE FIELD.
- 8) SOLID STAIN COLOUR TO BE MONTEREY GREY AS SUPPLIED BY CLOVERDALE. CONTRACTOR TO PROVIDE COLOUR SAMPLE TO OWNER'S REPRESENTATIVE AND NOT PROCEED WITH STAINING UNTIL RECEIVING WRITTEN APPROVAL.
- 9) CONTRACTOR RESPONSIBLE FOR FINAL COVERAGE AND QUALITY OF STAIN IN ORDER TO RECEIVE CCC FROM THE CITY OF EDMONTON.



All posts & rails to be hot-dip galvanized welded steel pipe (schedule 40), zinc coated

Fabric Height (m)	1.2	1.5	1.8	2.1	2.4
Line post outside diameter (OD) (mm)	48.3	48.3	60.3	60.3	60.3
length (m)	2.0	2.3	2.6	2.9	3.2
Terminal post (end, gate, corner, straining) OD (mm)	73.0	73.0	88.9	88.9	88.9
length (m)	2.3	2.6	2.9	3.2	3.5
Rail and brace OD (mm)	-	-	42.2	42.2	42.2

Fabric Height (m)	1.2	1.5	1.8	2.1	2.4
Line post hole diameter (mm)	48.3	48.3	60.3	60.3	60.3
Depth (m)	2.0	2.3	2.6	2.9	3.2
Terminal post hole diameter (mm)	73.0	73.0	88.9	88.9	88.9
Depth (m)	2.3	2.6	2.9	3.2	3.5

Chain link fabric to be Type 1 steel fabric, class A zinc-coated 3.5mm dia. (9 gauge), 50mm mesh

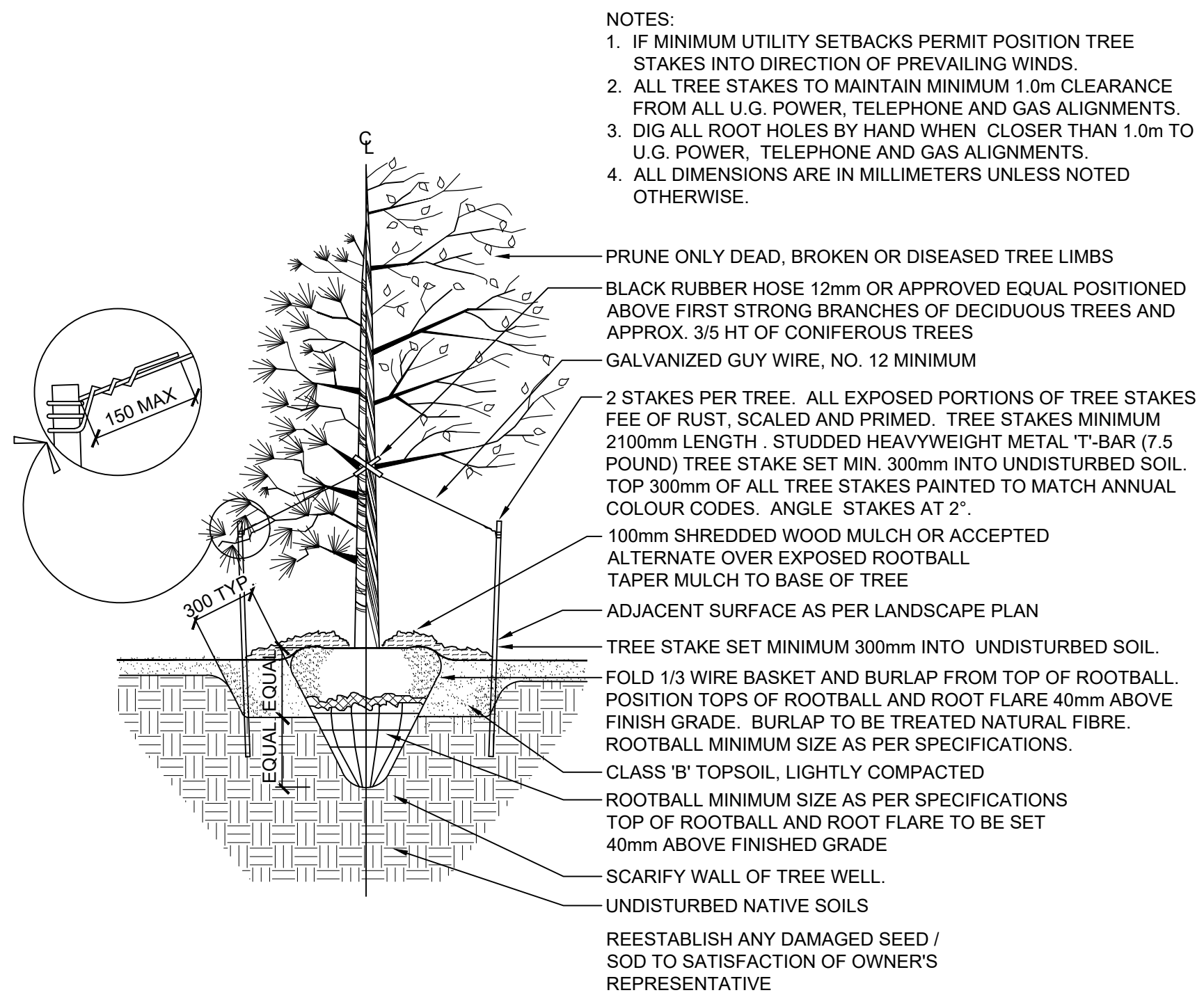
2 CHAIN LINK FENCE DETAIL

NTS

1 WOOD FENCE DETAILS

LA01 SECTION

SCALE 1:25



3 TYPICAL TREE INSTALLATION

LA01 DETAIL

NOT TO SCALE

6	--	--	--
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No.	DESCRIPTION	BY	DATE
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REVISIONS



1678462 ALBERTA LTD.

MICRO CULTIVATION FACILITY
BON ACCORD, ALBERTA

LANDSCAPE DETAILS

Drawn: SLR	Drawing No. 15511 LD 25
Designed: SLR	
Design Checked: TJM Date: 20200116	
Discipline Review: TJM Date: 20200116	

AS NOTED

Scale

Drawing No.

15511
LD
01

Sheet No.
02

April 27, 2020

Dear Mayors and Chief Administrative Officers:

We are dealing with a fast and rapidly changing landscape in response to the COVID-19 pandemic. As a government, we are committed to supporting our most vulnerable and at-risk people.

There is a growing use of food banks, and food security was identified as one of the most common areas for funding requests during the initial round of applications for the COVID-19 emergency social services funding. Community and Social Services (CSS) is temporarily relaxing the funding restrictions on Family and Community Support Services (FCSS) funding to help you address food security needs at the local level.

In response to COVID-19, CSS has temporarily suspended the regulatory restriction that prevents FCSS funding from addressing food security. This has been done through a Ministerial Order (attached) under the authority of the *Public Health Act*. With this amendment, FCSS programs will have more flexibility in providing secure access to food for vulnerable Albertans.

Food security is but one of many issues facing Albertans at this time. Given the magnitude of impact of COVID-19 on our province, I would like FCSS programs to work with your partner organizations and prioritize available funding to meeting COVID-19 needs in your local community.

Thank you for your support and ongoing commitment to meeting the needs of Albertans during this extra-ordinary time.

Sincerely,



Rajan Sawhney
Minister of Community and Social Services

Attachment

cc: Family and Community Support Services Program Directors