

Town of Bon Accord
AGENDA
Regular Council Meeting
June 2, 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; May 19, 2020 (enclosure)
- 4. UNFINISHED BUSINESS**

None
- 5. NEW BUSINESS**
 - 5.1.** Development Permit 034034-20-D0002 – Cannabis Production and Distribution (enclosure)
 - 5.2.** Cemetery Cleaning (enclosure)
- 6. BYLAWS/POLICIES/AGREEMENTS**

BYLAWS

 - 6.1.** Intermunicipal Development Plan Bylaw #2020-10; 3rd readings (enclosure)
 - 6.2.** Intermunicipal Collaboration Framework Bylaw, Bylaw #2020-13 – 2nd and 3rd readings (enclosure)

POLICIES

 - 6.3.** Working Remotely Policy (enclosure)
- 7. WORKSHOPS/MEETINGS/CONFERENCES**
 - 7.1.** Seniors’ Week appreciation parade, June 6 (enclosure)
- 8. CORRESPONDENCE**
 - 8.1** Town of Morinville; reaffirming participation in Sturgeon Regional Partnership (SRP) committee.
 - 8.2** AUPE
 - 8.3** Town of Gibbons; Intermunicipal Development Plan Bylaw approval
- 9. CLOSED SESSION**
 - 9.1.** Roads – Operations – *FOIP Act 16(1)(c)(i) – Disclosure harmful to business interests of a third party*
 - 9.2.** Draft Website Presentation - *FOIP Act 29(1)(b) – Information that is or will be available to the public*
- 10. ADJOURNMENT**

Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.



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PRESENT

COUNCIL

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

ADMINISTRATION

Joyce Pierce, Chief Administrative Officer
Dianne Allen, Planning and Economic Development Manager
Ken Reil, Operations Manager
Jenny Larson, Community Services Coordinator
Falon Fayant, Finance Manager
Jessica Cairns, Executive Assistant

CALL TO ORDER

Mayor Hutton called the meeting to order at 8:35 a.m.

ADOPTION OF AGENDA

COUNCILLOR HOLDEN MOVED THAT the agenda for the May 19, 2020 Regular Meeting of Council be adopted as presented.

CARRIED RESOLUTION 20-188

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – May 5, 2020

DEPUTY MAYOR BIDNEY MOVED THAT the minutes of the May 5, 2020 Regular Meeting of Council be accepted, as presented.

CARRIED RESOLUTION 20-189

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)

COUNCILLOR LAING MOVED TO DIRECT Administration to bring back options for road work considerations, with prices, to the next council meeting.

CARRIED RESOLUTION 20-190

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COUNCILLOR HOLDEN MOVED THAT Council accept the Administration reports, as information.
CARRIED RESOLUTION 20-191

UNFINISHED BUSINESS

None

NEW BUSINESS

Landscaping Deposit

DEPUTY MAYOR BIDNEY MOVED THAT, in accordance with Part 7.14(2) of the Town of Bon Accord *Land Use Bylaw 2016-03*, as amended, Council adopt a resolution to establish a landscaping deposit fee for the following types of development:

- | | |
|----------------------------|-------------------------------------|
| 1. Residential Development | 100% of estimated landscaping costs |
| 2. Commercial Development | 100% of estimated landscaping costs |
| 3. Industrial Development | 100% of estimated landscaping costs |

This landscaping deposit fee shall be provided by the developer in the form of:

- cash to a value equal to 100% of the estimated landscaping costs; or
- an irrevocable letter of credit having the value equal to 100% of the estimated landscaping costs.

The terms and provisions respecting this deposit fee, including release shall be to the Town's satisfaction as set out in a Development Agreement.

CARRIED RESOLUTION 20-192

Feed the Families Food Drive

DEPUTY MAYOR BIDNEY MOVED THAT Councillor Holden, Councillor Laing, Deputy Mayor Bidney, and Mayor Hutton assist with the Feed the Families Food Drive on May 29, 2020.

CARRIED RESOLUTION 20-193

Outdoor Theater Equipment

COUNCILLOR HOLDEN MOVED THAT Council approves the purchase of outdoor theater equipment up to \$1500, through Community Services.

CARRIED RESOLUTION 20-194

BYLAWS | POLICIES | AGREEMENTS

None

WORKSHOPS | MEETINGS | CONFERENCES

None

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COUNCIL REPORTS

Mayor Hutton (attached report #6)

Deputy Mayor Bidney (attached report #7)

Councillor May (attached report #8)

Councillor Laing (attached report #9)

Councillor Holden (attached report #10)

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

CARRIED RESOLUTION 20-195

CORRESPONDENCE

None

CLOSED SESSION

None

ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the May 19, 2020 Regular Meeting of Council adjourn at 9:42 a.m.

Mayor David Hutton

Joyce Pierce, CAO

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REPORT #1

**FINANCE
MAY 2020**

GENERAL MUNICIPAL

All tax notices were mailed to residents on April 30th, including the notices to the annexed properties. Sturgeon County provided a draft of their taxation bylaw and administration was able to prepare the tax notices for the annexed properties prior to the April 30th mailing date. 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. 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. Bylaw services invoice for first quarter paid to Sturgeon County.

ADMINISTRATION

Administration submitted the application for the debenture for the Solar Farm project. Expectation for receipt of funds is June 15th. A separate account has been created to track COVID-19 related expenditures/items. To date this account has \$1,804, the majority of which is lost revenue from ice sale refunds due to early closure of the arena, the remaining is office supplies to facilitate work from home procedures.

COMMUNITY SERVICES

FCSS grant payments are being received monthly versus quarterly. Recreation program expenses are expected to be decreased from the cancellation of programs due to COVID-19.

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. Administration has not yet heard from the CSJ program.

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

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

CAPITAL

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

Current Projects:

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

Solar Farm: Ongoing; Expenses to date = \$398,711

Town of Bon Accord
 Year-to-Date Variance Report (*Unaudited*)
 for the month ending April 30, 2020

Department	2020 YTD Revenue		2020 YTD Revenue Variance	2020 YTD Expense			2020 YTD Expense Variance	2020 YTD Net		2020 YTD Net Variance	% Variance
	Actual	Budget		Actual	Budget	Actual		Budget	Actual		
General Municipal	2,089,259	2,220,523	-131,264	0	137,925	137,925	2,089,259	2,082,598	6,661	0%	
Public Works - Roads	0	9,228	-9,228	101,320	140,009	-38,689	-101,320	-130,781	29,461	23%	
Storm Sewer & Drain	0	0	0	6,304	5,912	392	-6,304	-5,912	-392	7%	
Water	125,753	135,437	-9,684	103,450	207,490	-104,040	22,303	-72,053	94,356	131%	
Sewer	71,966	77,650	-5,684	52,352	103,066	-50,714	19,614	-25,416	45,030	177%	
Garbage	36,283	35,800	483	31,667	56,420	-24,753	4,616	-20,620	25,236	122%	
Cemetery	2,800	1,833	967	2,412	3,210	-798	388	-1,377	1,765	128%	
	236,802	259,948	-23,146	297,505	516,106	-218,601	-60,703	-256,159	195,456		
Fire Department	9,015	8,752	263	31,063	47,623	-16,560	-22,048	-38,871	16,823	43%	
Emergency Services	0	0	0	5,959	6,238	-279	-5,959	-6,238	279	4%	
Bylaw	1,355	13,079	-11,724	10,182	15,295	-5,113	-8,827	-2,217	-6,610	298%	
	10,370	21,831	-11,461	47,204	69,157	-21,953	-36,834	-47,326	10,492		
Administration	1,827	1,167	660	144,461	147,088	-2,627	-142,634	-145,921	3,287	2%	
Election	0	0	0	0	1,667	-1,667	0	-1,667	1,667	100%	
Library	0	3,493	-3,493	30,866	58,038	-27,172	-30,866	-54,545	23,679	43%	
Council	0	0	0	30,158	35,005	-4,847	-30,158	-35,005	4,847	14%	
	1,827	4,660	-2,833	205,485	241,797	-36,312	-203,658	-237,137	33,479		
Community Services	14,611	14,494	117	28,407	32,712	-4,305	-13,796	-18,218	4,422	24%	
Recreation Programs	230	2,894	-2,664	18,273	28,324	-10,051	-18,043	-25,430	7,387	29%	
Parks & Recreation	0	6,807	-6,807	30,093	51,021	-20,928	-30,093	-44,214	14,121	32%	
Arena	68,196	72,959	-4,763	83,607	82,474	1,133	-15,411	-9,515	-5,896	62%	
Municipal Planning	3,576	1,900	1,676	36,506	68,484	-31,978	-32,930	-66,584	33,654	51%	
Economic Development	0	0	0	26,433	39,608	-13,175	-26,433	-39,608	13,175	33%	
	86,613	99,054	-12,441	223,319	302,623	-79,304	-136,706	-203,569	66,863		
TOTAL	335,612	385,492	-49,880	773,513	1,129,683	-356,170	-437,901	-744,191	306,290		
TOTAL (incl. Gen Mun.)	2,424,871	2,606,015	-181,144	773,513	1,267,608	-218,245	1,651,358	1,338,407	312,951		

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

S:_COUNCIL\2020\Regular Meetings of Council\Reports\Finance\04 April 2020 BA Variance Analysis.xlsx

Falon Fayant
 Finance Manager
 Town of Bon Accord

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REPORT #2

**COMMUNITY SERVICES
MAY 2020**

COMMUNITY SERVICES

Events Canceled and/or Postponed

Bike Rodeo

Seniors Week (BBQ and Tea)

Summer Camp Programs

Bon Accord Condo Fires

On April 28, a fire broke out in the condos, which effected 3 families. Thankfully, the residents and their pets all made it out safely. I reached out to Victim Services to help assist the victims. Residents who required accommodations were assisted by the Red Cross. The community banded together and set up clothing/furniture drives, as well as Go Fund Me pages. No further assistance was requested from Community Services.

Feed the Families Food Drive

The Fire Department delivered all the bags on Tuesday, May 12th. Pick up and delivery of food will take place on May 29. Volunteers and staff are asked to meet in front of the Town office that day at 9 am. Some volunteers will be asked to help unload and sort at the Food Bank.

Communities in Bloom

The CiB Alberta Association will not be carrying out in-person judging, but communities had the option to participate with online 'friendly' judging. The Bon Accord Communities in Bloom group decided not to participate in the CiB program this year. Communities in Bloom have already ordered their flowers and will plant and maintain their beds as usual. They look forward to getting back out there.

Community Garden

A few weeks ago, the Bon Accord Community Garden group hosted their registration night. The group is happy to announce that all beds have been rented. The group was victim to theft last year, so they are planning on planting a community 'help yourself' plot. Signage and news briefs will be posted on the community Facebook pages to educate residents about rental plots vs. the community plot.

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 and the recovery phase. The Psychosocial Plan is made up of several areas that would address residences needs. These needs include Basic Needs, Shelter, Financial Support, Mental Health, and Domestic Abuse support. This plan is a comprehensive living guide, that will support all of Sturgeon region residents. The draft documents have been attached to this report.

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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 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. The first regional meeting will take place on May 28th.

Bon Accord School Sidewalk Project

A teacher from the Bon Accord Community School reached out to ask for permission and support for their hopscotch project. Teachers from both schools will be drawing hopscotches throughout the town to help keep kids active. I have offered my assistance with advertising, supplying Town maps, and anything else they might need.

Summer Events

At this time Canada Day and Music in the Park are being tentatively planned. Currently, with the AHS restrictions, only 15 people can gather for a common purpose. Two Bad Apples and I have been in contact regarding MITP. It was decided that a virtual event would not be ideal, and if live performances need to be postponed until September, they would be willing to facilitate the event later in the year. I will continue to follow up-dates from AHS.

FCSS Annual Reports

The deadline for the annual financial and Outcome reports was extended to June 30th. I am currently compiling the information and aiming to have these reports submitted by May 31st.

Upcoming Meetings/Events

Weekly Management Meetings (held remotely via TEAMS)
Weekly SREMP ESS Meetings
FCSS Edmonton/Evergreen Regional Meeting (May 22)
How to Connect with Seniors Webinar (May 28)
Family Resource Network Meeting (May 28)

Jenny Larson

*Community Services Coordinator
Town of Bon Accord*

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REPORT #3

OPERATIONS
MAY 2020

PUBLIC WORKS

- Border Paving chosen as contractor for 48th Ave paving project.
- 51st Ave ditch will have stumps removed and be graded at the end of May to early June depending on weather.
- Solar Farm is under construction. Majority of pilings are installed and some racking.

ROADS

- Streets have been swept.
- Paving project is dependant on Atco moving some gas lines. The start date depends on the completion of their work. A later start does not seem to be an issue for the contractor.
- All back alleys have been graded.

EQUIPMENT/VEHICLES

- Regular maintenance continues on equipment and vehicles when necessary.
- Truck and Box are now at the box installer location. Could be ready in 30 days.

CEMETERY

- Levelled plots from winter burials.

WATER

- Monthly water reads occurred on May 1 /20.
- Completed 6 Alberta 1st Calls in March.
- PLC reprogramming for pumps completed. Now are using 3 pumps for regular pumping. Pumps are alternated weekly.

SEWER

ARENA/PARKS & RECREATION

- Maintenance and painting in the Arena is ongoing.
- Plant maintenance being performed.
- Grass cutting has started.

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.

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- 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.
- Starting May 25th PW and Parks and Rec staff will be working from 7 am- 7pm Monday to Friday and Saturdays 7 am- 6 pm.

Ken Reil
*Operations Manager
Town of Bon Accord*

Unapproved

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REPORT #4

PLANNING & ECONOMIC DEVELOPMENT
MAY 2020

ECONOMIC DEVELOPMENT

Town Owned Land

The Town has two parcels of land 4.59 acres (adjacent to Lillian Schick School) and the land adjacent to the Town office (4 consolidated lots into one). Both of these parcels pose potential opportunity for development and increase to the tax base commercially and residentially.

In order to market these parcels or to initiate a conversation with potential developers the value of these properties need to be determined. An unofficial appraisal was conducted by a Licensed Broker determining approximate values. However, in lieu of Covid-19 and the volatility of the markets and unknown property assessment values, the appraisals most likely will decline.

This may be a discussion at a later date for Council to determine the future of these lands and what is the appropriate plan of action to be taken, upon relaunch and recovery of the municipality.

Sturgeon Regional Group

Due to Covid-19, initial plans to facilitate various business courses and a Breakfast to celebrate “Small Business Week” have been postponed for this year. The Sturgeon Regional Group will focus on recovery and how to best support our businesses in each community and what type of resources are needed. Next steps are being discussed as we do not want to duplicate what is currently being offered.

Spring Clean Up

As the seasons change its time to schedule yard cleanup from the remains of the snow. The main road arteries and highway frontage properties present an image and firsthand impression of the town. For residents along these arteries and residents in general, this is a good time of year to get lawns, landscapes and hardscapes looking there best for the upcoming season.

Website

Information is being prepared and populated to the new website, in conjunction with the Executive Assistant. Very soon the site will go live for Council to view and experience. The new site provides a great design, aesthetically pleasing, relevant information and clear site navigation. Stay tuned!

Post COVID Economy – Todd Hirsch

The health pandemic has taken lives and the economic crisis has closed businesses. In spite of these hardships there is some positivity about a post-COVID world:

- The pandemic will accelerate the fourth industrial revolution – cyber revolution, a world of artificial intelligence, machine learning, blockchain technology and virtual reality. Physically distancing may become more normal, but A.I. and blockchain technologies can create new ways of communicating and boosting productivity.

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- The pandemic will reinvigorate the importance of community. Society requires a balance between capitalism, government, and community. If either becomes too strong or weak, things get out of balance. Problems of falling productivity, income inequality and the rise of populism start to emerge. The importance of community will create a healthier balance between our market economy and the government.

- The pandemic will stimulate creativity and innovation. These elements have long been recognized as economically significant, but easily ignored when profit maximization and ROI were the only metrics that mattered. From energy to tourism and from global supply chains to arts and culture – everything has changed, normal is not coming back. The COVID crisis is forcing a re-examination of how business will operate in the future, requiring enormous creative and innovative thinking. The pandemic will stimulate innovations in how we work, such as working remotely, as in modifying the 9-5, Monday to Friday work week.

The COVID crisis is tragic, with human and economic suffering. To embrace productivity, enhance cyber technologies, ignite the power of community and learning to be creative and innovated, these are positives that will pave the path to the future.

5G Technology

There has been discussion regarding 5G. 5G the fifth generation of mobile technology, represents an opportunity for Alberta's economy – both as a support to an exit from an economic crisis and as a competitive advantage for the province's economy going forward. Implementing 5G technology in Alberta would include:

- increasing Alberta's global competitiveness
- improving Alberta's value proposition for foreign direct investment
- creating immediate jobs in the construction and telecommunication sectors
- unlocking economic opportunity for Alberta's strength sectors (energy, agriculture, manufacturing, health, aerospace, transportation/logistics and finance)
- provide new post-secondary training programs and student recruitment opportunities
- enabling productivity improvements across all sectors and
- enabling government to modernize, digitize and achieve efficiencies

The benefits of 5G far outweigh the costs, making this an infrastructure investment that generates immediate economic activity but also lasting economic impact.

Morinville Store Front Improvement Program

Morinville received nine applications for this program, with applications officially closing on April 30/20. Agreement to judge these applications provided an insight on the program and process. Eligible applications were reviewed upon:

- description of improvements
- materials that will be used
- how improvements will benefit the business
- how improvements will increase visual aesthetics of the property

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- photos of the current status of the storefront, prior to improvements
- detailed drawings or illustrations of the proposed storefront improvement
- detailed project budget

Five business were selected, each receiving \$10,000 to improve their storefront. Recipients will be announced.

PLANNING AND DEVELOPMENT

Development / Investment

- Inquiry on decks, garages, moving trees, adding trees

Business and Development Inquiries

- None during this time period

Complaints

Complaints received and investigated for this reporting period include:

- Unsightly yard

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
0	0	1	8	0	1	This Period
5	4	1	15	30	1	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings – virtual
- GEEDT (Greater Edmonton Economic Development Team)
- 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)
MAY 2020

Administration

Held management meetings in May which have included discussion and planning for the business continuity planning and the relaunch of the relaxation of restrictions of AHS for the COVID 19 virus. There have been many discussions with the regional CAO's for the ICF/IDP work that administration has been working to complete. Sturgeon County held the public hearing for the IDP, where they heard concerned residents discuss the constraints that were put on Confined Feeding Operations within the buffer zones of the urban municipalities within Sturgeon County. These concerns will cause the process to be slowed or possibly delayed until a further date. Administration will not be bringing the IDP back to Council for third and final reading until those concerns in Sturgeon County have been addressed. Administration is awaiting an invitation from Sturgeon County to further discuss the concerns again. Work has been progressing very well on the solar farm project, the Operations Manager will be speaking to that in the Public Works report. Finance Manager will be reporting on the debenture program application for the solar farm project as well as the variance report and the state of the Town finances during COVID. Economic Development Manger will be bringing forward updated details on the micro cultivation project in that report. Community Services Coordinator will be discussing the work that has been done at the regional level on the Psycho Social Plan, a document that is in the draft stages at this point, but once completed will be included in the ESS portion of the Emergency Management Plan for the region.

Training

Most training has been cancelled until a later date unless it could be held virtually. Discussion during our Management Meeting resulted in the delay of First Aid and CPR training that was scheduled for staff, an extension of expiring certificates was announced by the program to allow restrictions to be lifted before in person training can happen.

AUMA/RMA/ Town Hall Relaunch Strategy- Ask the Expert Meeting

Deputy Mayor Bidney and I attended the Town Hall teleconference on May 14,2020. This was a meeting that answered questions such as what a relaunch really means from different departments and perspectives. The event was hosted by Christine Malegic- Director of Risk Management AUMA and there were 711 people registered.

Dr Deena Hinshaw expressed her view of the relaunch and added the disclaimer that there is no one size fits all approach to reopening any business or service. In her opinion her decisions have been based on sound medical information that she has available to her and to try to balance the good work that has been done this far in combatting the virus with relaxing some of the restraints, keeping in mind the need to be diligent in how we continue to follow the protocols and remain thoughtful of what we do going forward. She explained about

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the Relaunch Strategy Guidebook framework and the Enforcement Strategies that are being put in place to help us all achieve success with the reopening. Business as usual will take some time to get back to, as many have said we may be considering a new normal for our business as usual. There are many links to resources that businesses can use to develop their own relaunch strategies that align with the restrictions that are in place during the specific phases of the strategy. As an example of a trigger that may initiate changes to these plans would be a 5% increase in hospitalizations due to the virus after we start to reopen, there are other triggers as well, but that is one that Dr Hinshaw spoke of.

Shane Schreiber spoke of the Provinces considerations of the relaunch. He spoke mainly on the POC and the requirements for supplies and the ability to provide suppliers names and contact information to municipalities rather than provides supplies at this time. He spoke of the costs that have been tracked and associated with the COVID-19 and felt that if municipalities can not afford to reopen areas, as an example playgrounds due to the cost of sanitization that would be required to do such a program then it should not be considered to be reopened.

Jim Rivait- EA Business Planning and Integration talked about the Pandemic Response Planning Team and how they are working to develop the plans and what is being considered.

Alberta Environment was scheduled for the meeting, but was unable to attend, a lot of discussion was held in and around the opening of outdoor activities and facilities, examples were campgrounds, boat launches, playgrounds as the like, there are links in place for those items as well.

Josh Brown, NAIT Applied Disaster and Emergency Management, Josh spoke mainly about preparing for the resumption of business keeping the number one objective in mind which is protection of people. People need to feel safe going back into the businesses and the need to communicate the plans and how business are working in an effort to provide public safety and what is expected of the public to adhere to the protocols in place. Businesses will be under heavy scrutiny and will be under the watchful eyes of the public so will need to be sure that they are 100% ready to maintain the protocols that are necessary to open the business and keep the public and the staff safe.

Craig Hrynychuk – Executive Assistant AMHSA spoke to 3 high level topics which were:

1. Increased workplace risk factors
2. Return to work plan
3. Employee Mental Health

One of the topics that was discussed was the Fit for Work assessment that is done with employees when training for new or renewed job processes. One concern the AMSHA has is the increase of alcohol consumption with employees who have been away from work for periods of time. The lack of physical activity that may be lost due to not doing any physical labor during time off. The importance that management needs to consider competency levels of staff when they do return to work. Revisiting procedures may be of great importance if jobs have not been done for some extended periods of time, a refresher may be required. When a plan is presented to employees, it is necessary to build trust that the employees recognize that their wellbeing is of the utmost importance to management. Having discussions in the development of that plan will help to achieve that requirement. Another very important topic is workplace mental health, as returning staff can usually be divided into three groups 40% worried, 40% anxious, 20 % cavalier or nonchalant of the presumed impact. Increased workplace support may be necessary at this time and management should be

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**Virtual meeting
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extremely watchful of the staff and prepared to assist employees with that need. There are weekly webinar's available for staff to participate in every Tuesday that may help to address some of these concerns. The links are on the AMSHCA website to log in.

Many good questions were answered with some answers to be provided at a later date, a record of this meeting will be provided to municipalities which I will be happy to share with Council if you would like that.

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.

Meetings Virtually Attended

Management Mtg	Regular Meeting Council
SREMP Mtg	Provincial Town Hall Mtg
AEMA Mtg	
Regional CAO Mtg	

The workload during these unprecedented times has increased tenfold, but in my opinion the staff are doing a great job of managing the new requirements and the new projects that have been started here at the Town of Bon Accord.

Joyce Pierce

*Chief Administrative Officer
Town of Bon Accord*

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.
Virtual meeting
Live streamed on Bon Accord YouTube Channel**



REPORT #6

**MAYOR REPORT
MAY 2020**

April 8, 2020	Attended Conference Call: Sub Regional Mayors and CAOs
April 15, 2020	Attended AUMA Municipalities Townhall Meeting Remotely
April 20, 2020	Attended CRNWSC Board Meeting Remotely
April 20, 2020	Attended Municipal Affairs telephone Town Hall
April 21, 2020	Attended Regular Council Meeting Remotely
May 4, 2020	Attended Municipal Affairs Telephone Townhall Meeting

NOTES: The water usage for the Town in 2019 was 129847 m3 at a cost of \$208248.62

David Hutton
Mayor
Town of Bon Accord

Unapproved

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

REPORT #7

**DEPUTY MAYOR REPORT
MAY 2020**

- April 21, 2020 Attended Regular Meeting of Council and the Public Hearing for the MDP and LUB
- April 23, 2020 Attended Virtual Homeland Housing Meeting. Covid 19 has delayed completion of several projects including Diamond Springs Lodge, and the new Affordable Housing project in Morinville. The new name has been chosen by the Town of Morinville and it will be named after Paul Krauskopf who was a life long Morinville resident and long time councillor and mayor. Painting and flooring for the Bon Accord self contained units will also be delayed. A computer for each site to allow residents to facetime or skype with family have been deployed. Next to figure out is enabling access to mental health and health support services such as footcare, beauty salon etc.
- April 24, 2020 Attended virtual meeting of the Alberta Capital Region Wastewater Commission (ACRWC). The board has received two requests to temporarily defer its rate. As most of the ACRWC's costs are fixed and the deferral of critical capital maintenance activities could have longer term consequences to the rate, it was decided to maintain the current rate. The chair will send a letter to the Minister of Municipal Affairs to let him know that we have several shovel-ready projects that could be considered for more economic stimulus measures. The sewer policy was updated to include provision for when a member community asks to discharge contaminated groundwater or stormwater into the wastewater system. The board also approved two debenture authorizations for capital projects identified in the 2020 Capital Budget.
- May 5, 2020 Attended the Regular Meeting of Council by Microsoft Teams

Lynn Bidney
*Deputy Mayor
Town of Bon Accord*

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.
Virtual meeting
Live streamed on Bon Accord YouTube Channel**



REPORT #8

**COUNCILLOR REPORT
MAY 2020**

April 21 Attended regular meeting of council
May 5 Attended regular meeting of council
May 7 Attended PLSB Webinar: Library Board Governance during the COVID-19 Pandemic

Notes: All my board meetings have been cancelled until further notice.

Tanya May
*Councillor
Town of Bon Accord*

Unapproved

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.
Virtual meeting
Live streamed on Bon Accord YouTube Channel**



REPORT #9

**COUNCILLOR REPORT
MAY 2020**

April 21, 2020 Attended Regular Meeting of Council virtually
May 5, 2020 Attended Regular Meeting of Council virtually

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*

Unapproved

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

REPORT #10

**COUNCILLOR REPORT
MAY 2020**

April 17, 2020	Redwater Mayors Breakfast Cancelled
April 20, 2020	Attended virtual CRNWSC . Included Metrix Financial Audit presentation, Engineering Services Sub Committee Update and Commission Manager's Financial Report.
April 21, 2020	Bon Accord Volunteer Appreciation Event cancelled
April 21, 2020	Attended Regular Meeting of Council
May 5, 2020	Attended Regular Meeting of Council
May 6, 2020	ACCPA Conference Cancelled

Brian Holden
*Councillor
Town of Bon Accord*

Unapproved

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING *Regular Council Meeting*

MEETING DATE: *2 June 2020*

AGENDA ITEM: *Development Permit 034034-20-D0002 – Cannabis Production and Distribution*

That Council, as the Development Authority in the Direct Control (DC1) District, approve a Development Permit for “cannabis production and distribution” within Pt. NE 18-56-23-W4 (Title No. 122 187 406) with the following conditions:

1. The Registered Owner will ensure that the development complies with the information and plans stamped approved by the Development Officer on **[insert date of decision]** and attached as Schedule “A” to this development permit.
2. The development shall adhere to all setbacks and requirements of the Direct Control (DC1) District of the *Land Use Bylaw*.
3. That prior to undertaking demolition within the subject site the Registered Owner shall provide the Town with a signed declaration which indicates that all utility services within the site and/or the building have been disconnected to the satisfaction of the utility service providers.
4. That demolition within the site be complete on or before October 31, 2020 in accordance with the information and plans stamped approved by the Development Officer on **[insert date of decision]** and attached as Schedule “B” to this development permit.
5. Within one year of the date of this development permit, the Registered Owner will enter into a development agreement pursuant to section 650(1) of the *Municipal Government Act* and Part 3.8(1)(a)(ii) of the Town’s Land Use Bylaw with the Town to address, among other things, the construction of municipal services including but not limited to road access, public utilities, off-street parking facilities, loading and unloading facilities, stormwater management facilities, landscaping and fencing, and the providing of security to ensure compliance with the agreement.
6. That the Registered Owner shall provide proof of all applicable provincial and/or federal licenses required for micro-production and micro-cultivation prior to commencing any Cannabis Production and Distribution activities.
7. Within one year of the Decision Date of this permit, the Registered Owner shall submit a copy of the application to Alberta Environment and Parks for approval of the storm water management facility. A copy of the approval, or notice in writing from Alberta Environment and Parks which indicates that approval is not required shall be provided to the Town.
8. Within one year of the date of occupancy, the Registered Owner shall provide the Development Officer with as-built drawings prepared by an Alberta Land Surveyor (ALS) or Professional Engineer which confirm final lot grades are consistent with the approved stormwater management plan for the site.
9. 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.

10. The Registered Owner shall pay for the costs for repairs to any municipal infrastructure or property that is damaged during any construction activities, including demolition or hauling, as determined and invoiced by the Town, in its sole discretion.
11. That the Registered Owner shall, at its sole cost, apply dust suppression materials on 54th Avenue during construction and demolition in accordance with the standards prescribed by the Town; the terms and provisions respecting this dust abatement shall be to the Town's satisfaction as set out in the Development Agreement.
12. That the Registered Owner will provide a landscaping deposit fee for 100% of the construction cost as security for the completion of all landscaping approved in accordance with the information and plans stamped approved by the Development Officer on [insert date of decision] and attached as Schedule "C" to this development permit; the terms and provisions respecting this security, including release shall be to the Town's satisfaction as set out in the Development Agreement.
13. The Registered Owner shall display, for no less than twenty-one 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 approved drawings and specifications to which the permit pertains, on site.

BACKGROUND:

A development permit application with supporting documentation was submitted by *Planworks Architecture* on February 24, 2020. The application was deemed complete on the same day. Additional information regarding demolition was requested and received from Micro Developments on May 25, 2020.

The development application is for the 2.36 ac. site located within Pt. NE 18-56-23-W4 (Title No. 122 187 406).

The proposed development includes:

- Demolition of the existing buildings within the 2.36 ac. site;
- Construction and operation of a building for cannabis production and distribution (micro cultivation, licensed facility)
- Parking, loading and garbage collection facilities
- On-site storm water management facility (storm pond)
- Landscaping and fencing

A review of the development permit application was undertaken by MPS. The application was circulated internally and to the Town's engineer Associated Engineering (AE) for comments.

AE indicated that they have no objections or concerns with the drawing set provided in support of the application. AE indicated that additional comments may be forthcoming at time of detailed design. The applicant has indicated that water and wastewater services will be provided on site for this phase of the development. The Town has indicated that future phases of development within this parcel will be **required to connect** to the Town's water and waste water systems. Further, any additional development within Pt. NE 18-56-23-W4 (Title No. 122 187 406) will require the submission and approval of an Aras Structure Plan and amendment(s) to the Town's LUB.

Site Suitability

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

- 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 site will be from an existing driveway from 54 Avenue. This driveway will be dedicated as road when the site is subdivided. At that time, access to this facility may have to be relocated, by the proponent, to be from the new internal road rather than directly from 54 Avenue.

- 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 perimeter of the Site along the eastern and southern boundaries. Buffering will include landscaping and fencing.
- The Site is 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 wetland 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 ATCO pipelines and an abandoned reclaimed well.
 - These features are well removed from the proposed development area.
- The site also contains derelict, burnt out buildings and an old private sewage disposal system which must be demolished and removed. The submission provided by ISL Engineering to redistrict the Land Use Bylaw noted that the existing house and one of the septic tanks are contained within the development area. The applicant has indicated they will be demolished and/or relocated prior to commencing construction of the proposed facility. More detailed information about the proposed demolition plan and schedule, including information about fencing is included in **Schedule “B”**. The landowners have indicated that demolition within the subject site will be complete on or before October 31, 2020.

Compliance with LUB and MDP

An MDP amendment (Bylaw 2020-11) and LUB amendment (Bylaw 2020-12) affecting a portion (2.36 ac.) of Pt. NE 18-56-23-W4 (Title No. 122 187 406) were given 3rd reading by Town Council on May 5, 2020. The amendments were proposed to facilitate the development of a “micro” cannabis production and distribution development within that portion of the titled area which was subject to the MDP and LUB amendments. With the approval of Bylaw 2020-11 and 2020-12, that portion of the site is now within the DC1 District in the Town of Bon Accord LUB and the Industrial Area in the Town’s MDP.

MDP Compliance

The subject site is within the Industrial Area on the Future Land Use Map in the Town’s MDP. The proposed use is consistent with the requirements for an industrial use identified in the MDP. Objectives 3, 11, 13, 14, 18, 34, and 37 apply. In the opinion of the Town’s planner, the proposed development is consistent with the applicable goals, objectives, and policies.

LUB Compliance

The site is within the DC1 District in the Town of Bon Accord LUB. “Cannabis production and distribution” is a Permitted Use in the DC1 District. In addition to the standard requirements for a development permit, the following regulatory sections apply:

- Part 3.6 (Requirements for Demolition),
- Part 8.7(1) (Special Regulations: Cannabis Production and Distribution), and
- Part 9.15 DC1 Direct Control District.

The proposed development is generally consistent with the requirements in the Town’s MDP and LUB and/or will conform to applicable requirements with the completion of the conditions provided in the recommendation above.

In summary, in the opinion of the Town’s planner the proposed development is suitable for the use intended. The use and site design conforms to the requirements in the Town’s MDP and LUB and may be approved by Council subject to the conditions noted in the recommendation.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

LEGISLATIVE HISTORY

N/A

ATTACHMENTS:

Appendix A: Internal File Notes and Review Sheet

Schedule A: Development Plans

Schedule B: Demolition Information

Schedule C: Landscape Plan

Prepared and Submitted By: Kyle Miller

Reviewed By:

Date: May 28, 2020

Application Information	Applicant	Planworks Architecture Inc. & ISL Engineering and Land Services	Application Received
	Owner	Micro Developments/1678462 AB Ltd.	24-Feb-20
	Legal Description	Pt. NE 18-56-23-W4	Deemed Complete
	TR#	64300	24-Feb-20
	MPS File #	19-TOBON-259 / 034034-20-D0002	MPS Review Date
	Land Use District	DC1	28-May-20
	Adjacent Uses	UR, US, R1	Decision Date
	Permitted Use	Permitted; Cannabis production and distribution, with associated storm pond, fencing, and landscaping, and demolition of derelict structures.	

District Requirements

	Required	Proposed	Comments
Front Line Setback (S)	6.0 m	16.44 m	See Condition 3
Rear Line Setback (N)	4.0 m	4.0 m	See Condition 3
Side Line Setback (E) (To SWMF)	4.0 m	4.0 m	See Condition 3
Side Line Setback (W) (To Landscaping)	4.0 m	4.0 m	See Condition 3
Roof Overhang	0.45 m	n/a	
Height	10.0 m	7.62 m	See Condition 3
Site Coverage	25%	23%	See Condition 3
Parking Stalls	1/employee/max shift (12 req'd)	12	See Conditions 3, 4, & 5
Loading Spaces	1/1,000 m ² + 1/1,000 m ² + 1/1,000 m ² (3 req'd)	3	See Conditions 3, 4, & 5
Stormwater Management Facility	1,106 m ³ storage	1,340 m ³ storage	See Condition 8

Special Provisions
Cannabis Production and Distribution

	Required	Provided	Comments
Copy of License	Yes	No	See Condition 7
Minimum Lot Size	Discretion of DA	Council supports lot area.	See Condition 3
Parking and Loading	See above	Yes.	
Minimum Setback to Watercourse	30.0 m	50.0 m	
Landscaping and Buffering	Discretion of DA	Landscaping in accordance with Plan provided	See Conditions 2 & 9

Demolition of House and Septic Tank

	Required	Provided	Comments
Work Schedule and Site Clean-up	Yes [Part 3.6(2)(d)]	Yes	See Condition 4
Destination of Debris Material	Yes [Part 3.6(2)(e)]	Yes	See Condition 4
Form of Demolition	Yes [Part 3.6(2)(h)]	Yes	See Condition 4
Fencing/Site Security	Yes [Part 3.6(2)(i)]	Yes	See Condition 4
Disconnection of Utilities	Yes [Part 3.6(2)(j)]	No	See Condition 3
Fire Safety Plan	Yes [Part 3.6(2)(l)]	Yes	See Condition 4
Decommissioning of Tanks	Yes [Part 3.6(2)(m)]	Yes	See Condition 4

Comments

-Arrow Engineering notes that production area is designed to maintain negative pressure to prevent production air from contaminating outside air. -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. -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. -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. -Special Regulations for Cannabis Production and Distribution Facilities as 8.7(1) were added to Bylaw 2016-03 by Bylaw 2018-12. -Demolition to occur in accordance with Part 3.6. Structures to be demolished provided by the applicant on page 2 of the Redistricting Report dated 23 December 2019. -Transportation Memo prepared by ISL recommends dust abatement along 54 Avenue.

REQUIRED DOCUMENTS PROVIDED WITH LUB/MDP AND DP SUBMISSIONS

LEGAL: Pt. NE 18-56-23-W4 (Title No. 122 187 406)

APPLICANT: PLANWORKS ARCHITECTURE (M. ERICKSON)

REGISTERED OWNER: 1678462 ALBERTA LTD. (MICRO DEVELOPMENTS)

DISTRICT: DC1 – DIRECT CONTROL 1

DEEMED COMPLETE DATE: FEBRUARY 24, 2020

DECISION DATE: APRIL 4, 2020

#1 REV. DECISION DATE (MSD:036/20): MAY 27, 2020

#2 REV. DECISION: JUNE 26, 2020

RFD COUNCIL MEETING DATE: JUNE 2, 2020

DATE OF DECISION:

Document	Date	Reviewed by
<i>Initial Comments letter</i>	January 14, 2020	AE
<i>Storm Water Management Calculations</i>	January 13, 2020	AE
<i>Environmental Site Assessment – Phase I</i>	Aug-Oct 2019	AE & MPS
<i>Environmental Site Assessment – Phase II</i>	To be provided with ASP if required	
<i>Preliminary Grading Plan 15511 GP01</i>	Not dated	AE
<i>Existing Contours and Drainage Patterns 15511 ECC01</i>	Not dated	AE
<i>Major Overland Drainage Route</i>	November 27, 2019	AE
<i>Desktop Wetland Assessment</i>	November 2019	AE & MPS
<i>Transportation Memo</i>	December 23, 2019	AE & MPS
<i>Geotechnical Investigation</i>	November 2019	AE & MPS
<i>Engagement Summary</i>	February 14, 2020 March 30, 2020 (revised)	MPS – Engagement Summary was submitted before the March 10, 2020 Open House. A revised Engagement Summary was provided following the Open House
<i>Meeting Record – Sturgeon School Board</i>	February 14, 2020	MPS
<i>Development Permit Application</i>	February 10, 2020	MPS
<i>Development Permit Fee</i>	11 February 2020	Amount: \$200 (receipt #2354)
<i>Development Permit drawing set</i>	February 24, 2020*	MPS & AE
<ul style="list-style-type: none"> • <i>Site Survey</i> • <i>Overall Site and Key Plan</i> 		

<ul style="list-style-type: none"> • <i>Enlarged Site Plan</i> • <i>Main Floor Plan</i> • <i>Enlarged Main Floor Plan</i> • <i>Exterior Elevations</i> • <i>Building Sections</i> • <i>Landscape Plan (15511LA01)</i> • <i>Landscape Details</i> • <i>Electrical Plan E100</i> • <i>Lighting Details</i> • <i>Arrow Engineering Exhaust & Filtration Description</i> 	<p>*represents date revised site plan was received</p>	
<p><i>Detailed Design Drawings</i></p>		<p>Outstanding – to be submitted with Building Permit application. Also required for Development Agreement costing information and final Public Works review</p>

INTERNAL REVIEW COMMENTS

DEPARTMENT/AGENCY	COMMENT	FOLLOW-UP/COMMENTS
<p><i>Public Works</i></p>	<ul style="list-style-type: none"> • Approach may require improvements. Applicant to provide additional information with detailed design • Dust control may be required during construction and demolition (on and off site). Road use agreement recommended • Ongoing dust control may also be required (as per recommendation from ISL Engineering) • Additional comments will be provided at detailed design stage 	<ul style="list-style-type: none"> • Transportation Memo provided by ISL indicates that dust abatement may be a consideration. • Developer has not yet provided costing for landscaping. This must be provided to determine deposit fee.
<p><i>Emergency Services</i></p>	<ul style="list-style-type: none"> • Given the distance from hydrant we will need to shuttle (truck) our water in and use porta tanks. Not an issue of concern. • Clearance between building and property line (7.5 m) is adequate. 	<ul style="list-style-type: none"> • No additional hydrant was requested • Onsite water storage not required

<p><i>AE - Engineering</i></p>	<ul style="list-style-type: none"> • Reviewed response from ISL (March 30, 2020) and have no further concerns or comments • Reviewed building, landscaping and lighting documents (submitted with DP) and indicated no comments or concerns 	<p>MPS note: some questions asked by AE have been deferred to the building permit stage when the detailed design drawings are submitted. Specifically:</p> <ul style="list-style-type: none"> - Erosion control - Water quality requirements - EPEA approval for stormwater, waste/wastewater disposal/discharge, odour etc.)
<p><i>MPS</i></p>	<ul style="list-style-type: none"> • Proposed Development is consistent with the requirements in the DC1 District and the requirements in Section 8.7(1) – Cannabis Production and Distribution • DP application requirements were provided by the developer on May 25, 2020. 	<p>MPS to follow up with applicant to request the following additional information:</p> <p>Re: demolition of buildings within the DC1 site</p> <ol style="list-style-type: none"> a. an indication that all utility services to the site and/or the building have been disconnected to the satisfaction of the Development Authority; <p>Landscaping</p> <ol style="list-style-type: none"> a. Cost estimate for landscaping will be provided as part of the development agreement process.
<p><i>Administration</i></p>	<ul style="list-style-type: none"> • Town administration supports the proposed development to be serviced using on-site water and on-site wastewater systems. These systems must comply with provincial requirements. • Redevelopment or subdivision of the site may trigger the requirement to connect to municipal services. • ASP will be required for any additional development or subdivision within the site. • Development Agreement will be prepared after DP decision is issued • Applicant will be required to submit detailed design drawings and costing to determine amount of securities. • No offsite roads improvements are required for this phase of the development. <i>However, offsite</i> 	

road improvements may be required for subdivision and/or development during subsequent stages of development/subdivision on the balance of the titled area.

- Securities will be required for:
 - Approach
 - Landscaping & lot grading
 - Demolition
 - Dust control/Road use
- Master Servicing Study was updated in 2020.
- **Note:** all derelict buildings within Pt. NE 18-56-23-W4 must be demolished and the site must be remediated. This information has previously been communicated to the landowners. No development permit for demolition on balance of the lands has been received to date.

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

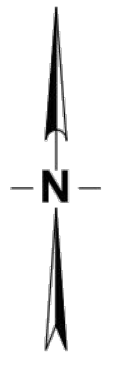
LANDSCAPE:



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



SHEET 1 OF 2



- LEGEND:**
- PROPERTY BOUNDARY OF SUBJECT AREA
 - STATUTORY IRON POSTS FOUND
 - SPOT ELEVATIONS (GROUND)
 - GUY ANCHOR
 - LIGHT STANDARD
 - POWER POLE
 - BURIED PIPE
 - OVERHEAD POWER
 - BURIED TELUS CABLE
 - MAJOR CONTOURS
 - MINOR CONTOURS
 - TOP OF BANK
 - CENTRELINE OF DITCH
 - CENTRELINE OF ASPHALT ROAD
 - SHOULDER OF ASPHALT ROAD
 - CENTRELINE OF GRAVEL ROAD
 - SHOULDER OF GRAVEL ROAD
 - TREELINE
 - UNIVERSAL TRANSVERSE MERCATOR
 - ALBERTA SURVEY CONTROL MARKER
 - ASCN COUNTERSUNK
 - GLOBAL NAVIGATION SATELLITE SYSTEM
 - FOUND
 - STATUTORY IRON POST
 - NORTH, EAST, SOUTH, WEST
 - METRES
 - MARKED
 - MARK
 - NORTH AMERICAN DATUM 1983
 - CERTIFICATE OF TITLE
 - RE-ESTABLISHED
 - ESTABLISHED
 - CENTRELINE
 - OVERHEAD
 - SCHOOL RESERVE
 - UTILITY RIGHT OF WAY
 - PUBLIC UTILITY LOT
 - RIGHT OF WAY

NOTES:
 ELEVATIONS ARE GEODETIC AND DERIVED BY GNSS TIES TO ASCM 377005, ELEVATION: 701.210
 DISTANCES AND ELEVATIONS SHOWN ARE IN METRES AND DECIMALS THEREOF.
 CONTOUR INTERVAL: 0.20
 SURVEY WAS PERFORMED ON JULY 22 & 23, 2019
 THIS PLAN IS NOT A LEGAL SURVEY AND SHOULD NOT BE USED FOR BOUNDARY DEFINITION.

THIS PLAN REPRESENTS THE BEST INFORMATION AVAILABLE AT THE TIME OF SURVEY. SOME UNDERGROUND FACILITIES SHOWN WERE LOCATED WITH ELECTRONIC LOCATORS AND MAY BE SUBJECT TO ERROR. CHALLENGER GEOMETRICAL LTD. AND ITS EMPLOYEES TAKE NO RESPONSIBILITY FOR THE LOCATION OF ANY UNDERGROUND CONDUITS, PIPES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. ACTUAL LOCATIONS SHOULD BE VERIFIED INDEPENDENTLY BY HYDROVAC IN THE FIELD PRIOR TO ANY CONSTRUCTION.

NOTES FOR CAD FILE AND COORDINATES:
 1. DATUM: NAD83 (ORIGINAL)
 PROJECTION: UTM
 REFERENCE MERIDIAN: 111° WEST LONGITUDE
 COMBINED SCALE FACTOR = 0.999993
 2. COORDINATES ARE DERIVED FROM GNSS TIES TO ASCM 377005:
 N = 9 997 539.914 m
 E = 342 021.918 m
 Elev = 701.210 m

Dated at Edmonton, Alberta,
 This 6th day of August, 2019

Robert Cream, Alberta Land Surveyor

0	ISSUED ORIGINAL DRAWING	PC	AUG 6, 2019
REV.	DESCRIPTION	BY	DATE
1678462 ALBERTA LTD.			
TOPOGRAPHIC SURVEY OF N.E. 1/4 SEC. 18, TWP. 56, RGE. 23, W.4 M. BON ACCORD, ALBERTA			
DRAWN BY:	PC	DATE:	SCALE: (Metric)
CHECKED BY:	SORC	AUG 6, 2019	1 : 2 000
	19-S-52536-TOPO	REV.	0

(FOR INFORMATION ONLY)

1/9/2020 1:38 PM

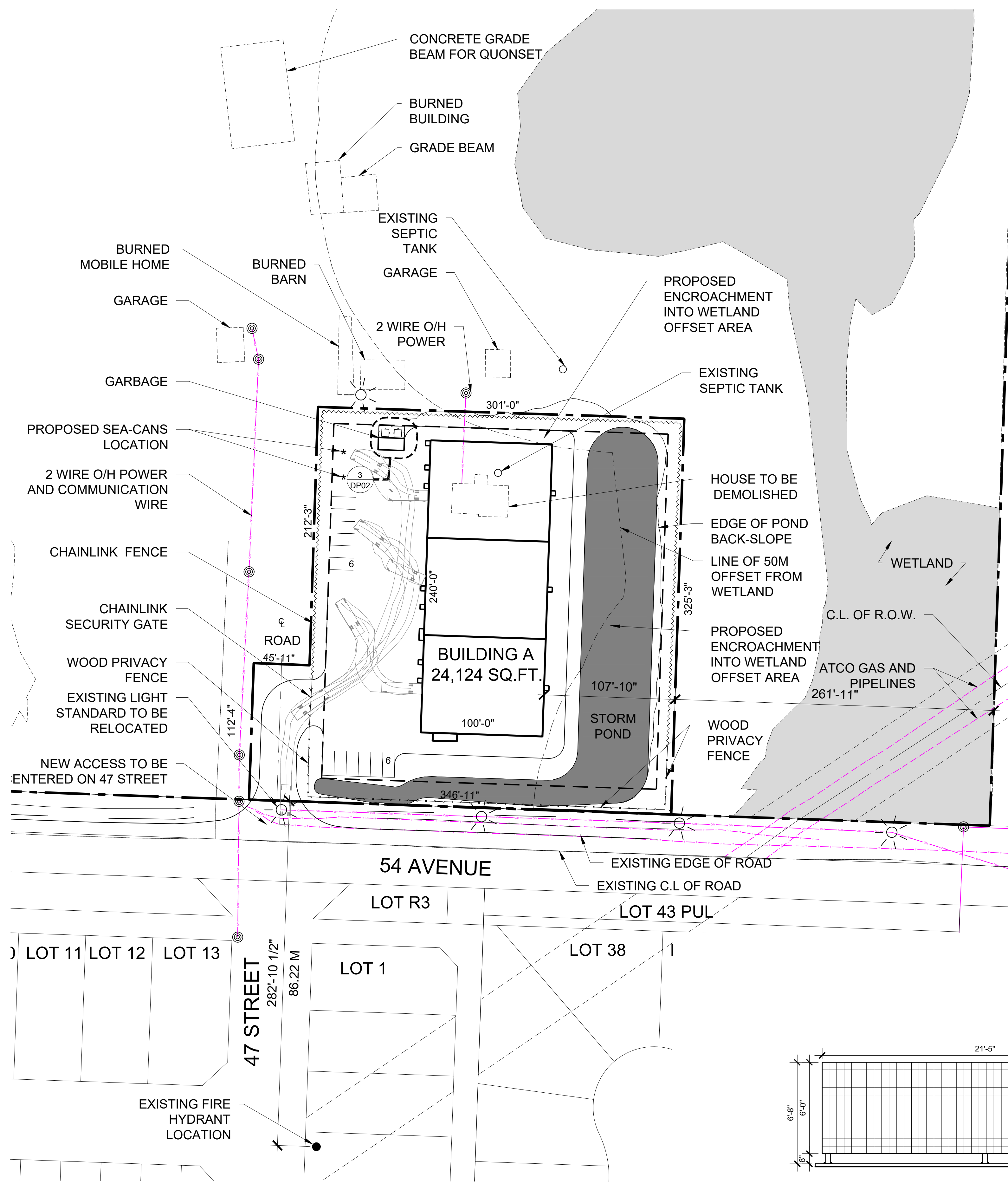
PROJECT
MICRO DEVELOPMENTS
 BON ACCORD, ALBERTA

DRAWING TITLE
SITE SURVEY
 SCALE: AS NOTED PROJECT NO: 2468 DATE: 2020-01-09

NO.
DP01

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

034304-20-D0002 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.FT.)
 (9,552.4 SQ.M.) (2.36 ACRE)
 (.96 HECTARE)
 (INCLUDES PRIVATE ROAD)

BUILDING AREA:

BUILDING A: 24,124 SQ.FT. (2,241.19 SQ.M.)

BUILDING HEIGHT: 25'-0" (7.62 M)

SITE COVERAGE: 23.5%

FLOOR AREA RATIO F.A.R.:

ALLOWED F.A.R.: 1

PROPOSED F.A.R.: 0.23

PROPOSED SETBACKS:

FRONT: 6M

REAR: 4M

EAST: 4M

WEST: 4M

PARKING REQUIREMENT (PHASE I):

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)

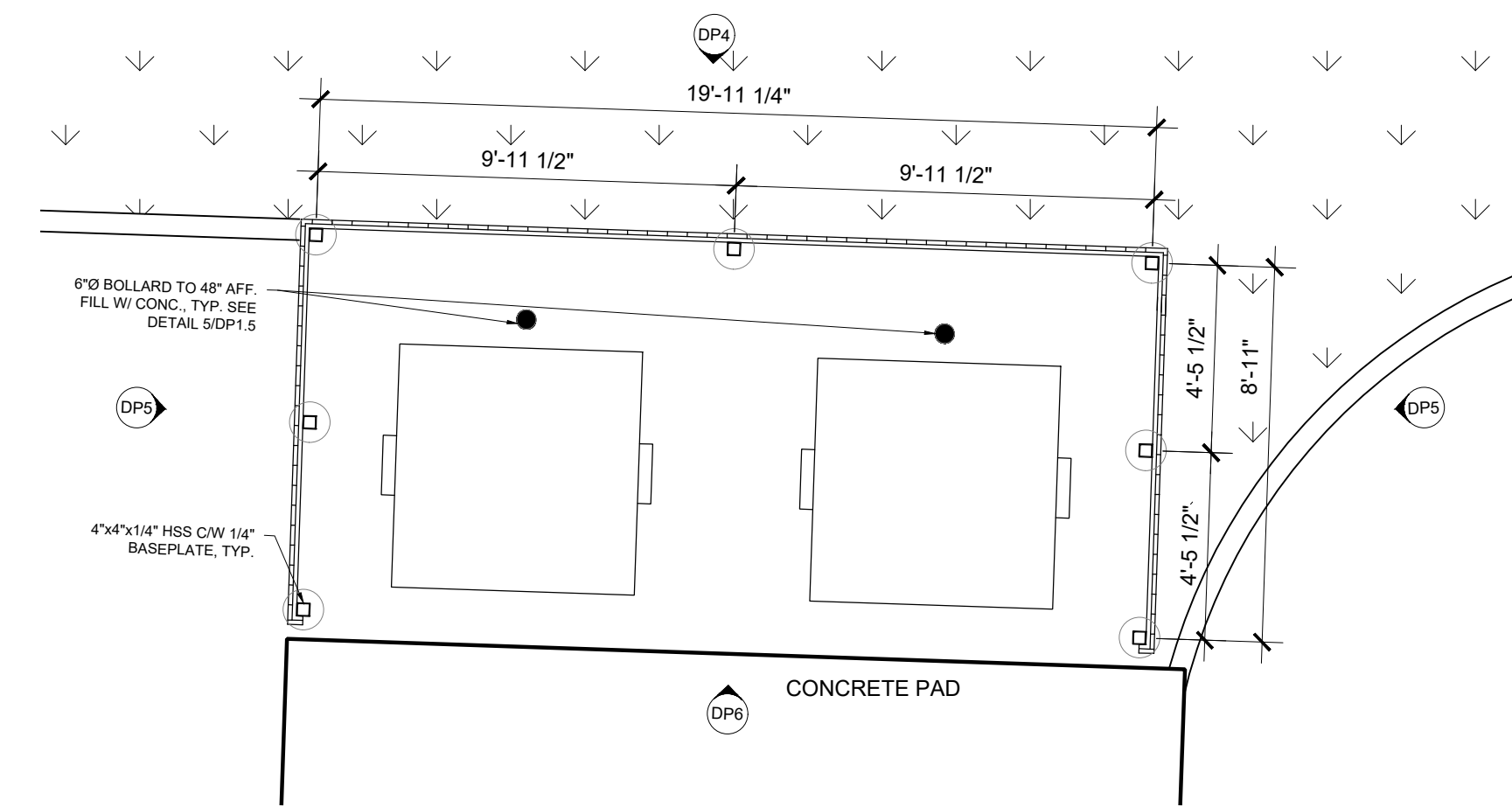
12 EMPLOYEES ON SHIFT: 12

TOTAL REQUIRED PARKING STALLS= 12

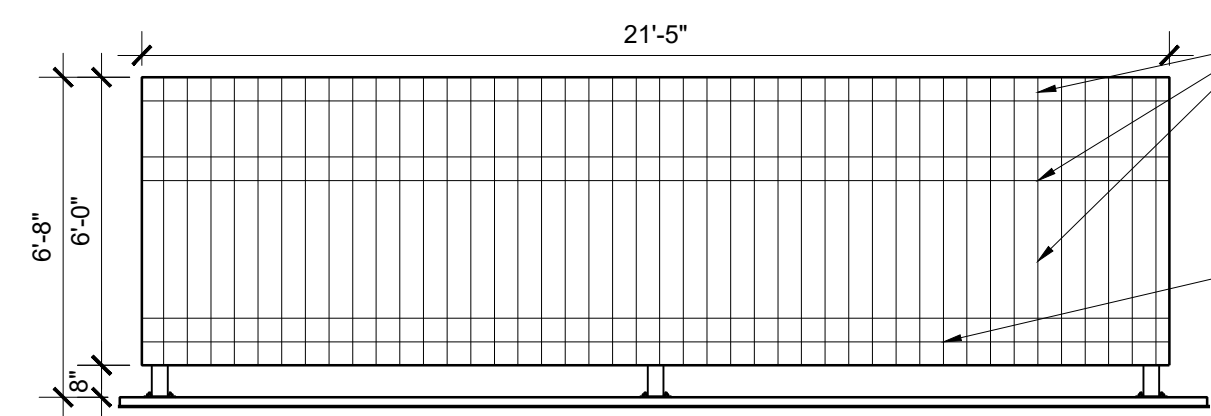
TOTAL PROVIDED PARKING STALLS= 12

PARKING RATIO = 15 / 24,124 SQ.FT.
 0.62 STALLS/1000 SQ.FT.

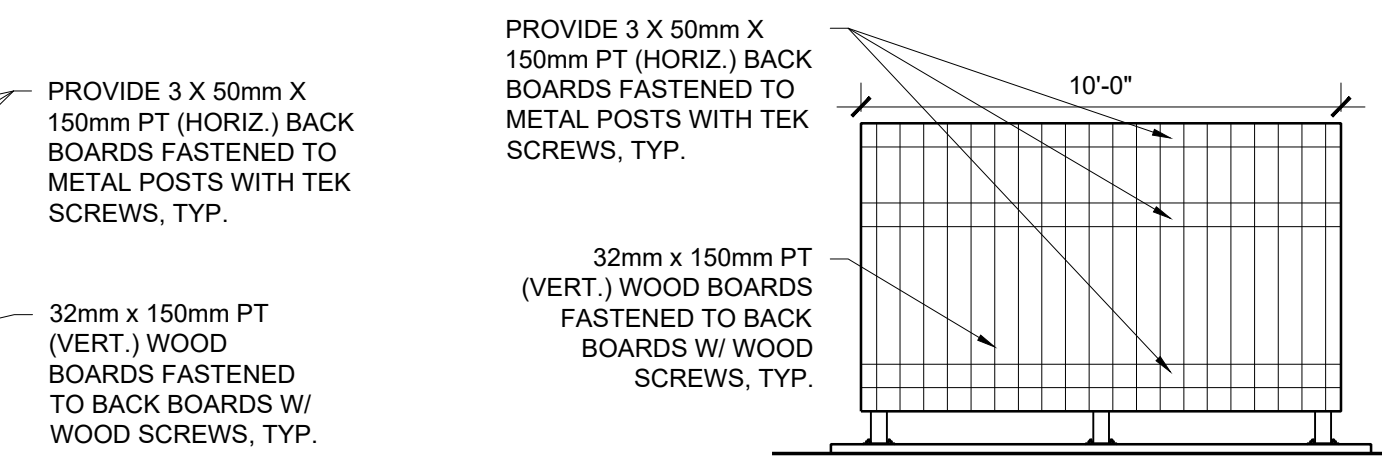
2 KEY PLAN
 DP02
 1"=300'-0"



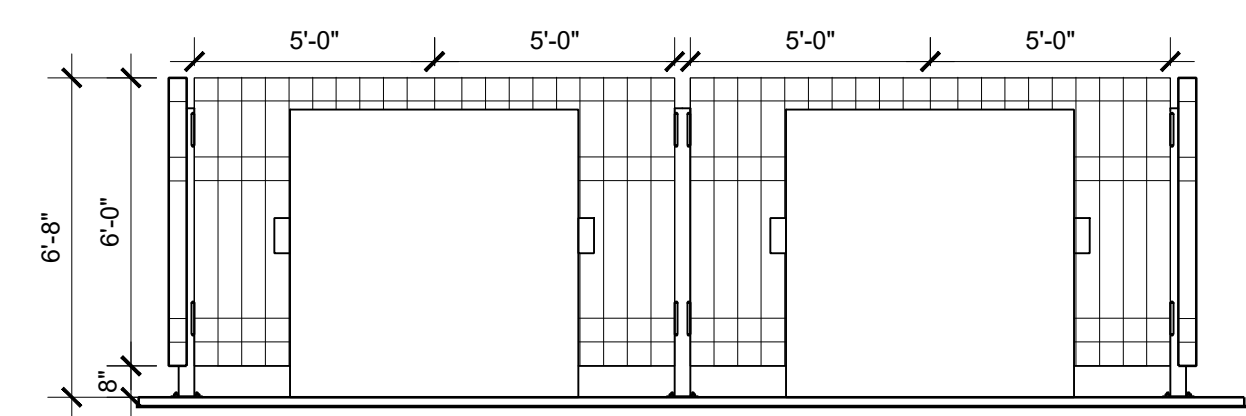
3 GARBAGE ENCLOSURE PLAN
 DP02
 1/4" = 1'-0"



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



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



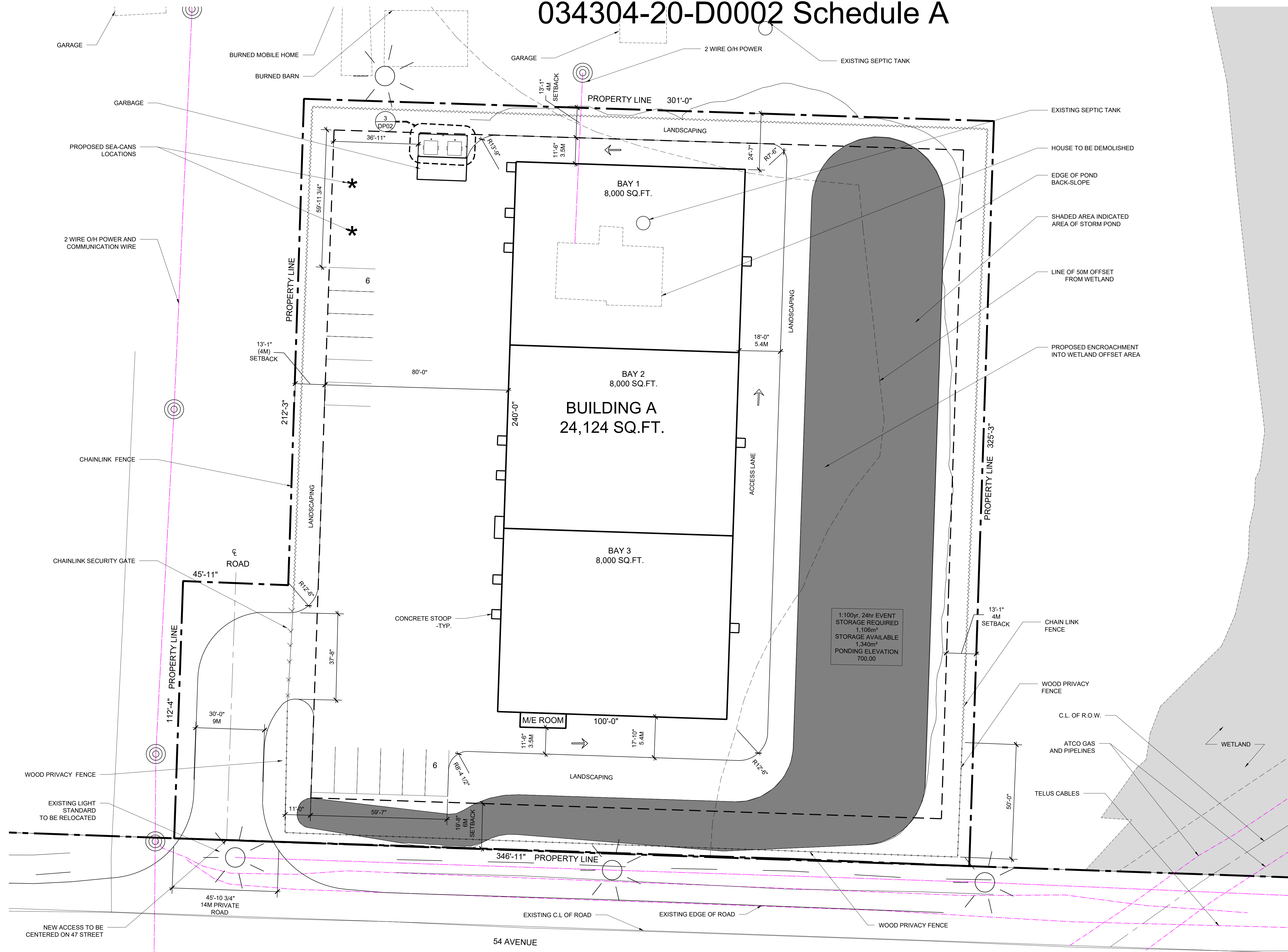
6 GARBAGE ENCLOSURE ELEVATION - FRONT
 DP02
 1/4" = 1'-0"

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

1/17/2020 10:21 AM



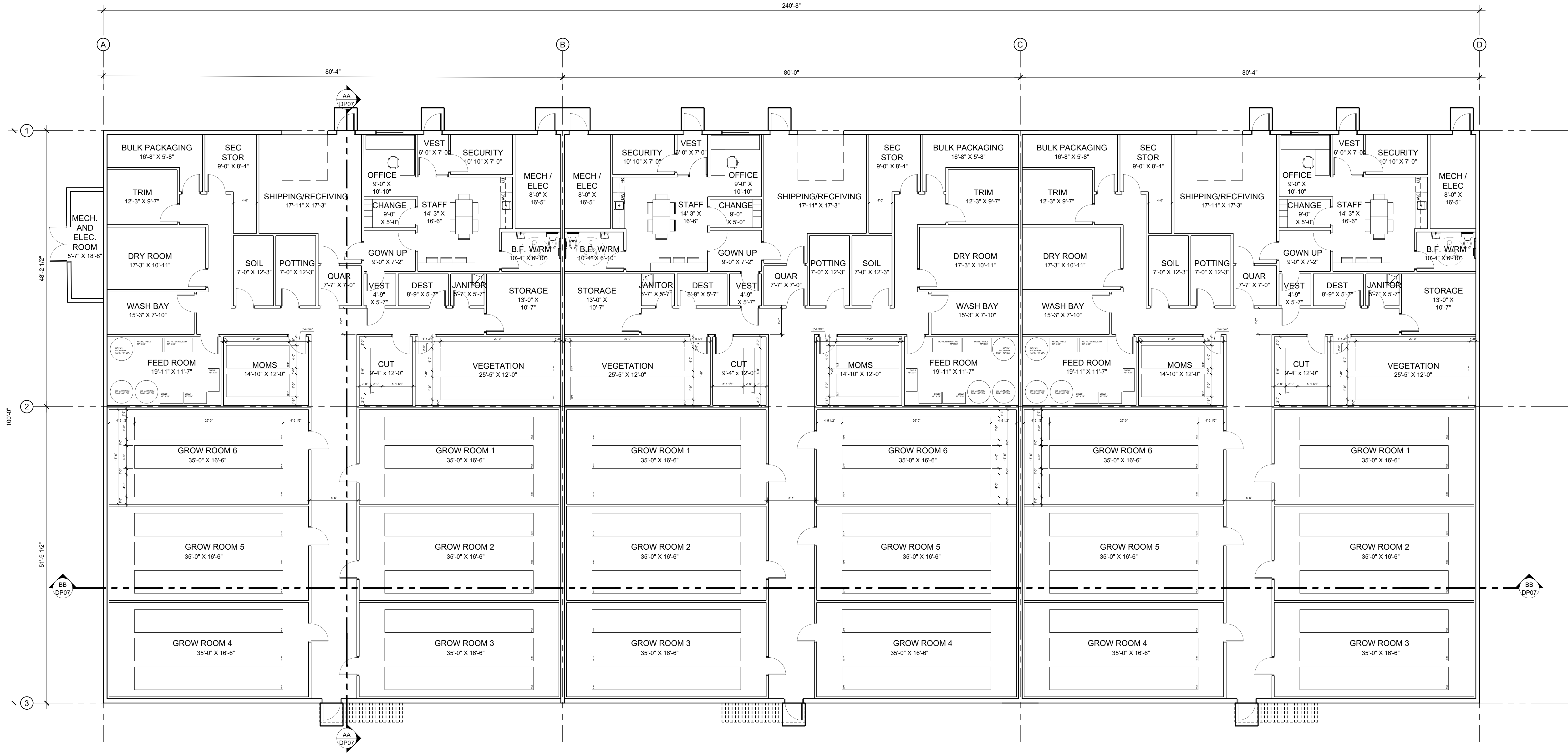
034304-20-D0002 Schedule A



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. FT.) (9,552.4 SQ.M.) (2.36 ACRE) (.96 HECTARE) (INCLUDES PRIVATE ROAD)	
BUILDING AREA:	
BUILDING A: 24,124 SQ.FT. (2,241.19 SQ.M.)	
BUILDING HEIGHT: 25'-0" (7.62 M)	
SITE COVERAGE: 23.5%	
FLOOR AREA RATIO F.A.R.: 1	
ALLOWED F.A.R.: 0.23	
PROPOSED SETBACKS:	
FRONT: 6M	
REAR: 4M	
EAST: 4M	
WEST: 4M	
PARKING REQUIREMENT (PHASE I):	
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=	12
TOTAL PROVIDED PARKING STALLS=	12
PARKING RATIO = 15 / 24,124 SQ.FT. 0.62 STALLS/1000 SQ.FT.	

1/17/2020 9:41 AM

034304-20-D0002 Schedule A



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

1/17/2020 10:36 AM

034304-20-D0002 Schedule A



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

EXTERIOR STAIRS TO ACCESS MECHANICAL INTERSTITIAL SPACE

1/17/2020 10:36 AM

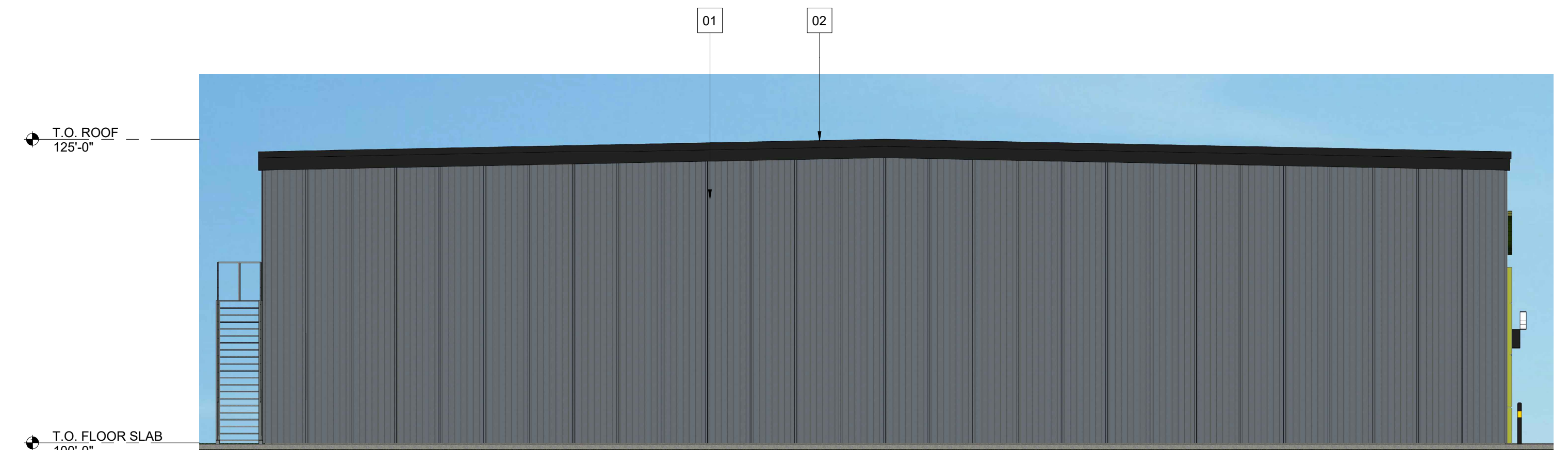
034304-20-D0002 Schedule A



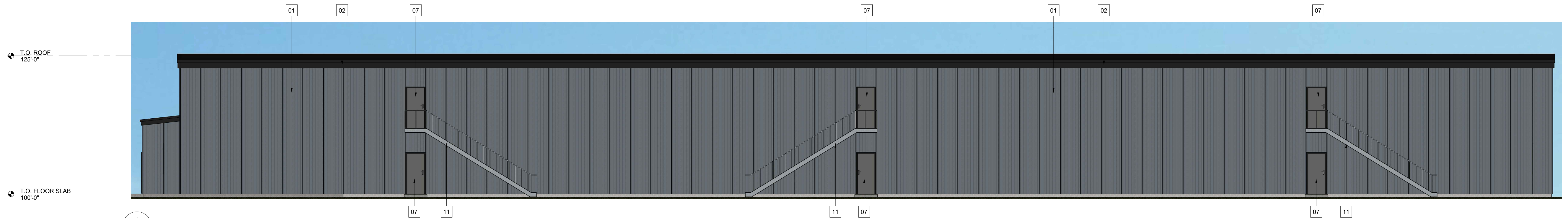
1 WEST ELEVATION
DP06
1/8" = 1'-0"



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



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



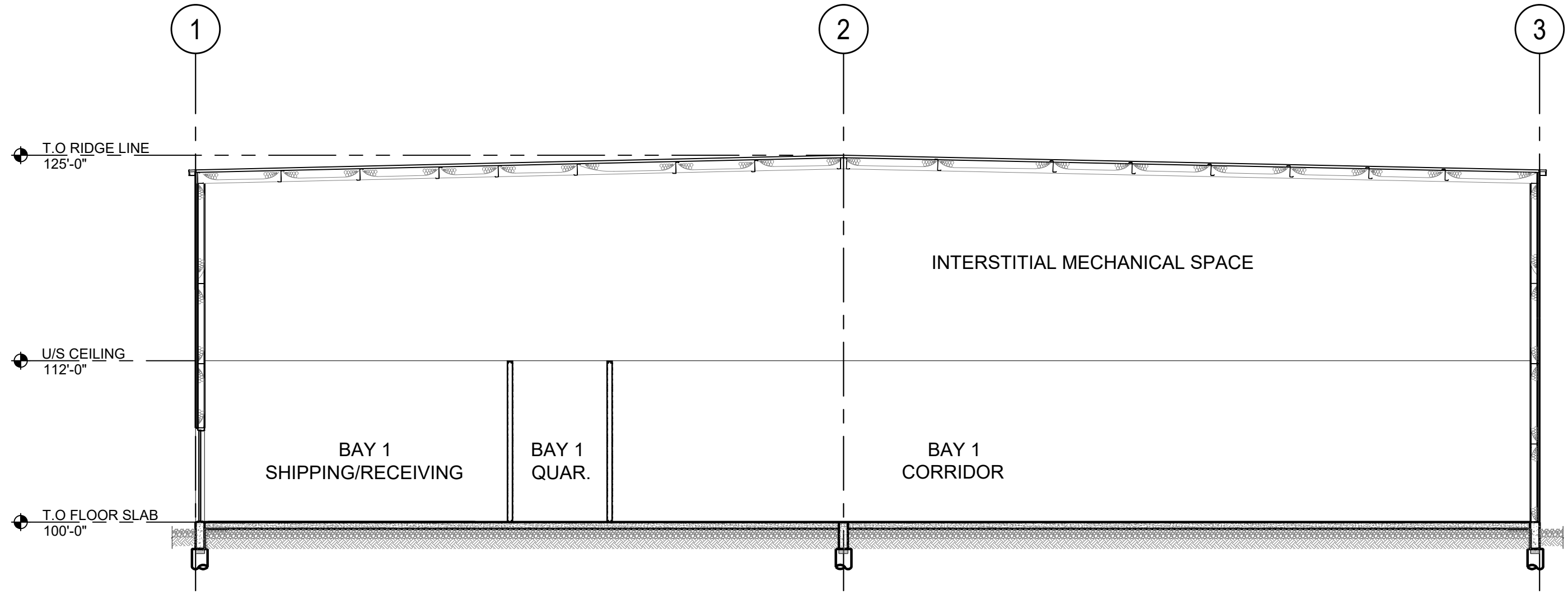
4 EAST ELEVATION
DP06
1/8" = 1'-0"

EXTERIOR FINISH LEGEND

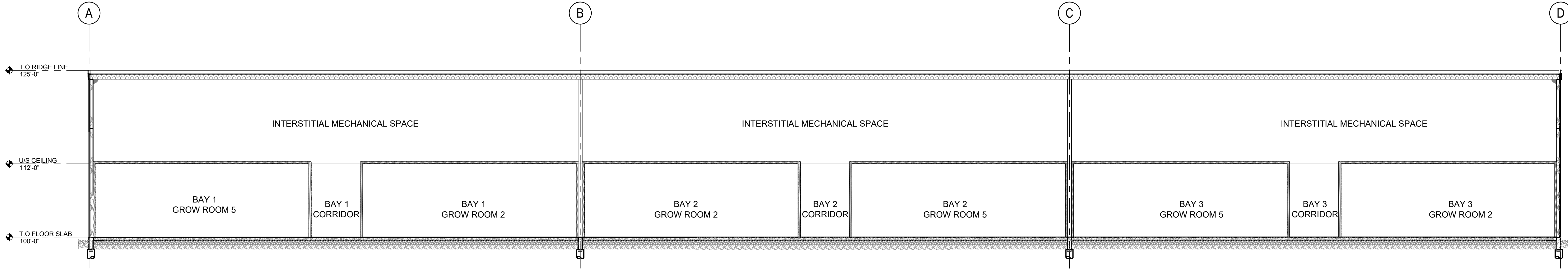
01 INSULATED METAL PANEL MANUFACTURER: COLOUR: DARK GREY	03 INSULATED METAL PANEL MANUFACTURER: COLOUR: LIGHT GREY	05 ARCHITECTURAL METAL PANEL MANUFACTURER: COLOUR: CUSTOM GREEN	07 INSULATED METAL DOOR C/W INSULATED PRESSED STEEL FRAME COLOUR (FRAME): VICWEST QC9790 "CARBON" COLOUR (DOOR): DARK GREY	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

034304-20-D0002 Schedule A



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




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

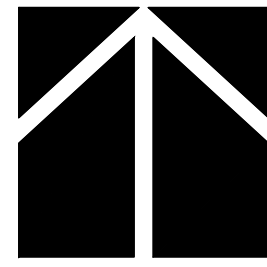
1/21/2020 9:17 AM

PROJECT
MICRO DEVELOPMENTS
BON ACCORD, ALBERTA

DRAWING TITLE
BUILDING SECTIONS
SCALE: AS NOTED PROJECT NO: 2468 DATE: 2020-01-21

NO.
DP07

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



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 based 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.	1.5m
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 m ²
	Naturalization Seed Mix on 150mm depth topsoil	4,058 m ²
	Sod on 150mm depth topsoil	639.9 m ²

6	--	--	--
5	--	--	--
4	--	--	--
3	--	--	--
2	--	--	--
1	--	--	--
No.	DESCRIPTION	BY	DATE

REVISIONS

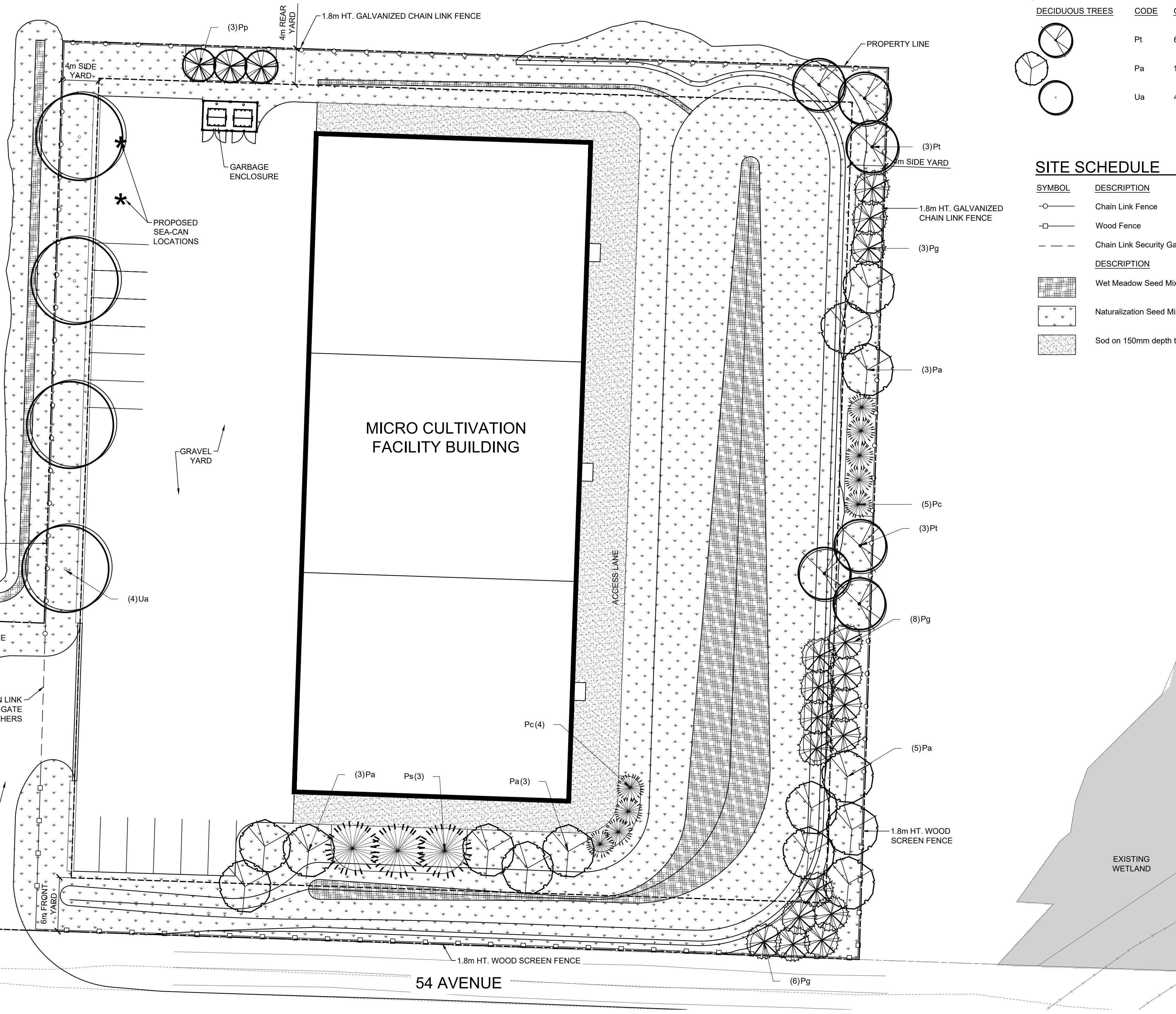


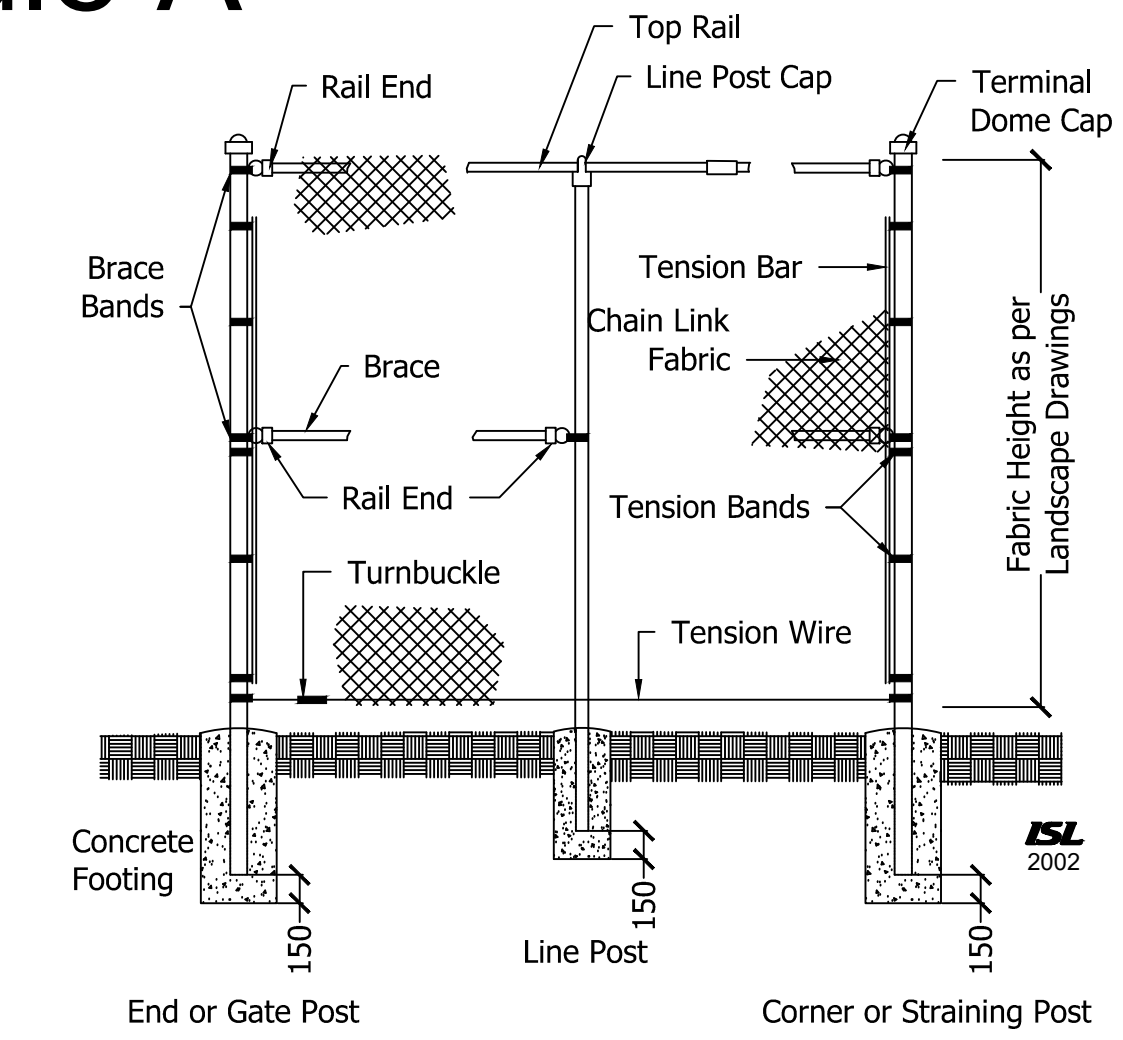
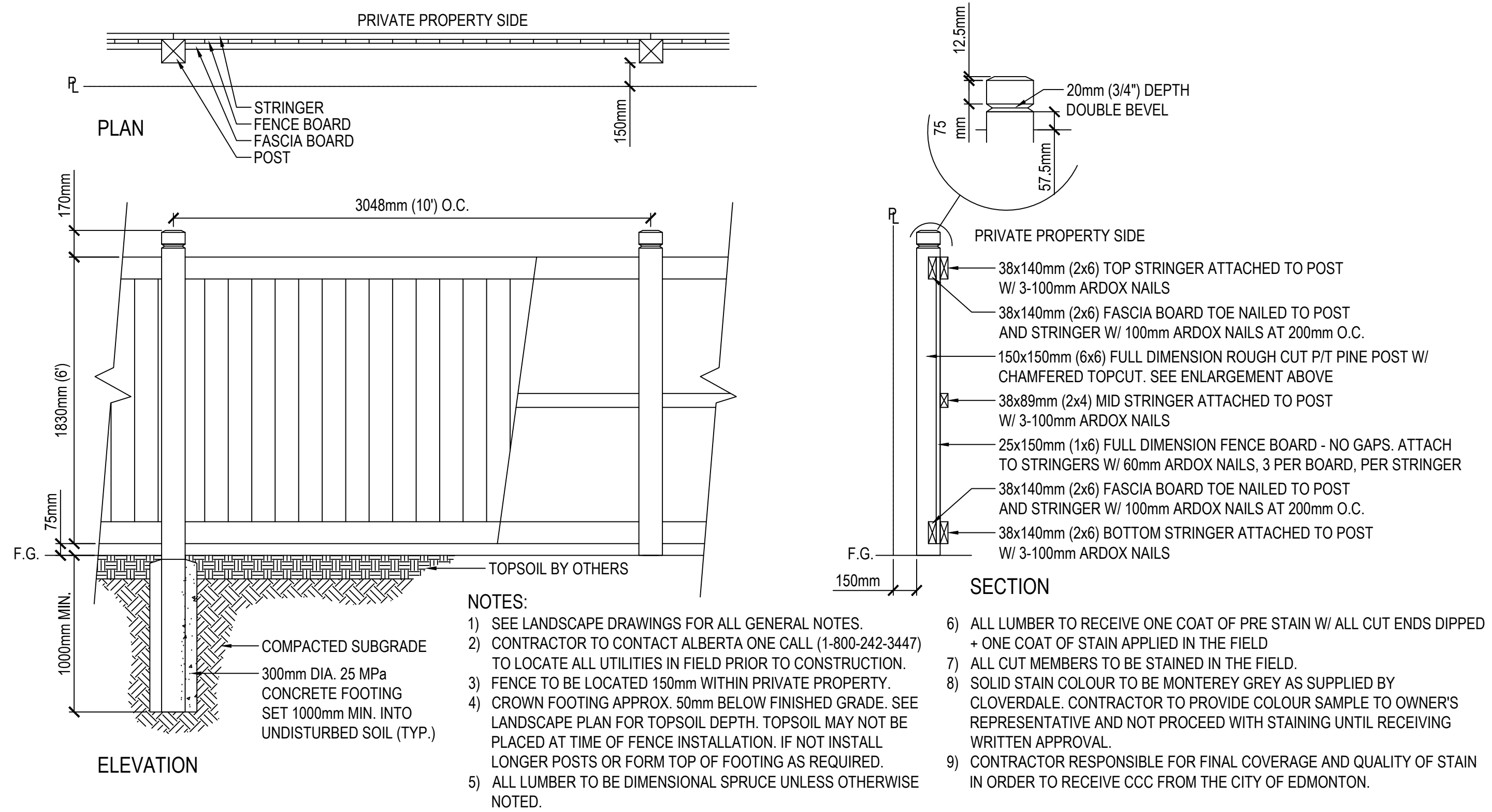
1678462 ALBERTA LTD.

MICRO CULTIVATION FACILITY
BON ACCORD, ALBERTA

LANDSCAPE PLAN

Drawn: SLR	Drawing No.
Designed: SLR	15511
Design Checked: TJM	LA
Discipline Review: TJM	01
Date: 20200116	Sheet No.
Date: 20200116	01
HORZ 0 2.5 5.0 7.5 10.0m	Scale
1:250	





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

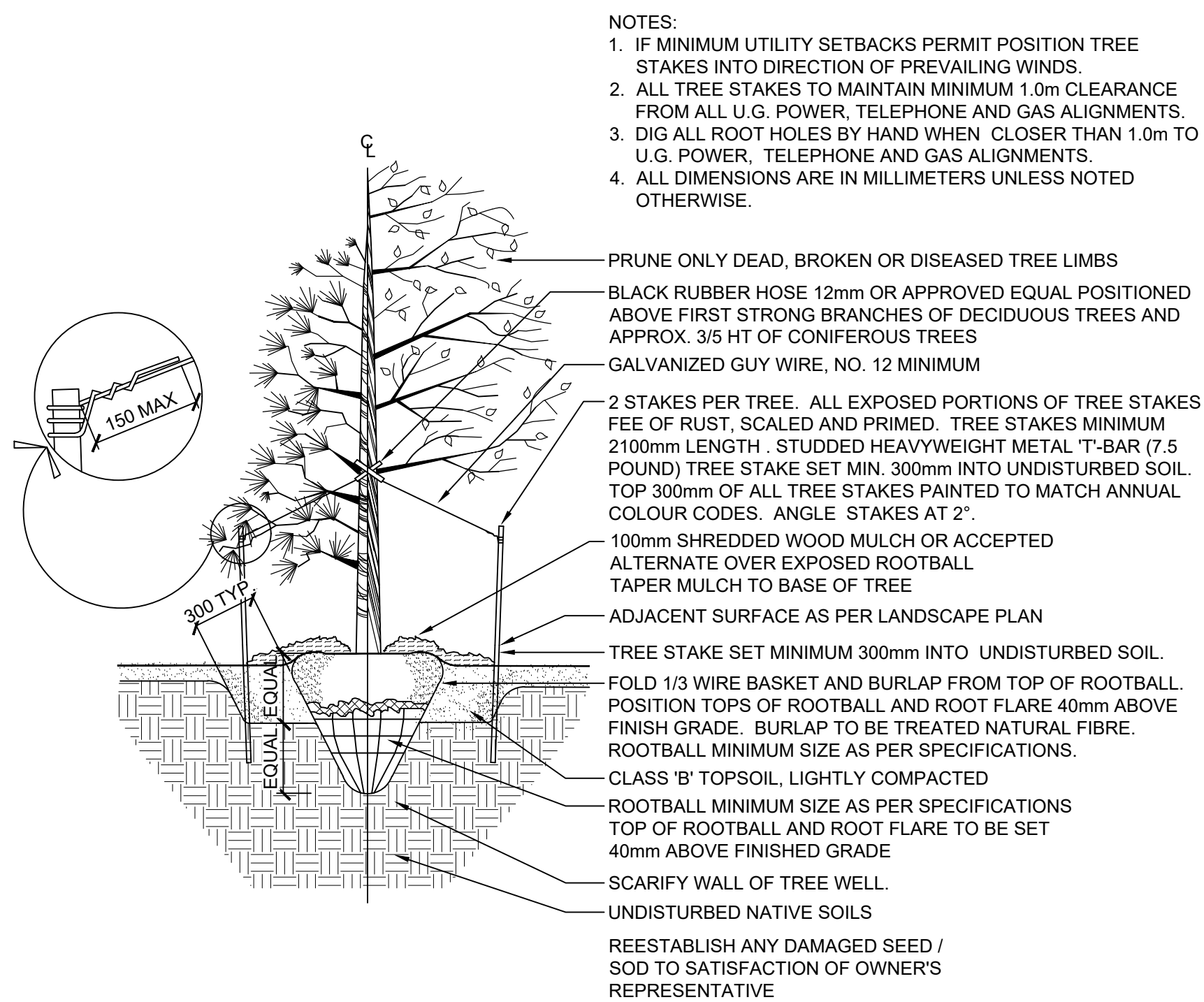
Chain link fabric to be Type 1 steel fabric, class A zinc-coated 3.5mm dia. (9 gauge), 50mm mesh

1 WOOD FENCE DETAILS
LA01 SECTION

SCALE 1:25

2 CHAIN LINK FENCE DETAIL
LA01 SECTION

NTS



3 TYPICAL TREE INSTALLATION
LA01 DETAIL

NOT TO SCALE

6	--	--	--
5	--	--	--
4	--	--	--
3	--	--	--
2	--	--	--
1	--	--	--
No.	DESCRIPTION	BY	DATE

REVISIONS



1678462 ALBERTA LTD.

MICRO CULTIVATION FACILITY
BON ACCORD, ALBERTA

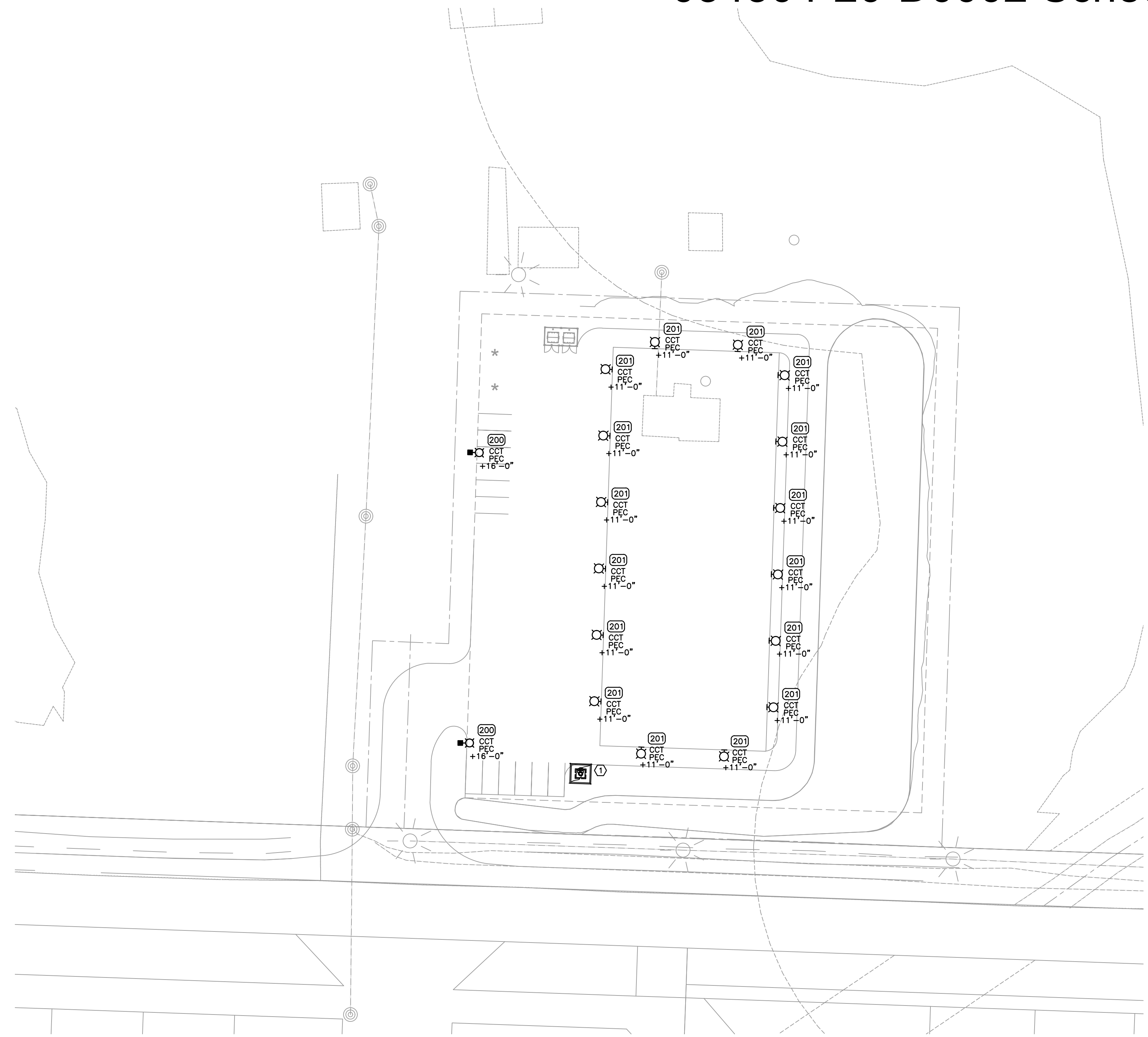
LANDSCAPE DETAILS

Drawn: SLR	Drawing No.
Designed: SLR	15511
Design Checked: TJM	LD
Discipline Review: TJM	01
AS NOTED	Sheet No.
Scale	02

034304-20-D0002 Schedule A

KEYNOTES	
①	PADMOUNT TRANSFORMER, TRANSFORMER PROVIDED AND INSTALLED BY UTILITY. ELECTRICAL CONTRACTOR TO PROVIDE SECONDARY LUGS AND GROUNDING TO UTILITY REQUIREMENTS. ELECTRICAL CONTRACTOR TO PROVIDE VAULT/ PAD, POSTS, AND GUARDRAILS. ALL BENDS EXITING TRANSFORMER AND THE FOLLOWING 3m (10') THICKNESS OF 6.0mm FOR 100mm (4") DUCT, 6.6mm FOR 125mm (5") DUCT. 92 PVC IN BENDS IS NOT ACCEPTABLE. BEND RADIUS TO BE A MINIMUM OF 915mm (3'). CONFIRM REQUIREMENTS WITH LOCAL UTILITY PRIOR TO INSTALLATION.

ELECTRICAL SYMBOL LEGEND		
NOTE: SOME SYMBOL REFERENCES MAY NOT BE A PART OF THIS PROJECT		
LIGHTING		
ON / OFF SWITCH	RECESSED MOUNTED LIGHT FIXTURE	
3-WAY SWITCH	SURFACE MOUNTED LIGHT FIXTURE	
DIMMER SWITCH	SUSPENDED LIGHT FIXTURE	
WALL MOUNTED OCCUPANCY SENSOR SWITCH	STRIP LIGHT	
WALL MOUNTED DUAL TECHNOLOGY OCCUPANCY SENSOR SWITCH	WALL MOUNTED LIGHT FIXTURE	
PHOTOCELL	WALL MOUNTED LIGHT FIXTURE	
CEILING MOUNTED OCCUPANCY SENSOR	SURFACE MOUNTED LIGHT FIXTURE	
CEILING MOUNTED DUAL TECHNOLOGY OCCUPANCY SENSOR	RECESSED MOUNTED DOWNLIGHT	
CEILING MOUNTED VACANCY SENSOR	RECESSED MOUNTED WALL WASH DOWNLIGHT	
LOW VOLTAGE SWITCH	PENDANT MOUNTED LIGHT FIXTURE	
CEILING MOUNTED EXIT SIGN	TRACK LIGHT, NO. OF HEADS AS INDICATED ON DRAWINGS	
WALL MOUNTED EXIT SIGN	UNDERCABINET LIGHT FIXTURE	
EXIT SIGN WITH SELF POWERED EMERGENCY LIGHTING	UN-SWITCHED "NIGHT LIGHT"	
REMOTE EMERGENCY HEADS	BOLLARD LIGHT	
BATTERY PACK C/W EMERGENCY HEADS	POLE MOUNTED EXTERIOR LIGHT FIXTURE	
FIXTURE TYPE MARKER		
POWER		
DUPLEX RECEPTACLE	PEDESTAL MOUNTED RECEPTACLE	
ABOVE COUNTER RECEPTACLE	ROOFTOP MAINTENANCE RECEPTACLE	
WEATHER PROOF RECEPTACLE	FLOOR MOUNTED RECEPTACLE	
USB CHARGER	CEILING MOUNTED RECEPTACLE	
GFI RECEPTACLE	SPECIAL RECEPTACLE	
SPLIT FED RECEPTACLE	JUNCTION BOX	
T-SLOT RECEPTACLE	PAC POLE	
HALF SWITCHED RECEPTACLE	MOTOR	
TAMPER RESISTANT RECEPTACLE	DISCONNECT SWITCH	
ISOLATED GROUND RECEPTACLE	MAGNETIC STARTER	
QUAD RECEPTACLE		
DISTRIBUTION		
SURFACE MOUNTED PANELBOARD	LOW TENSION PANEL	
RECESSED MOUNTED PANELBOARDS	UTILITY METER STACK	
TELEPHONE OR TELEVISION BACKBOARD (TTB/TVTb)	TRANSFORMER	
LOW TENSION		
DATA NETWORK JACK	WIRELESS ACCESS POINT - PROVIDE DATA DROP IN CLG SPACE	
TELEPHONE JACK	CEILING MOUNTED DATA/TELEPHONE OUTLET	
COMBINATION TEL/DATA JACK	FLOOR MOUNTED DATA/TELEPHONE OUTLET	
TELEVISION OUTLET	CEILING MOUNTED SPEAKER	
HDMI OUTLET	WALL MOUNTED SPEAKER	
PUSHBUTTON	CO ₂ /NO ₂ SENSORS	
UP/DOWN/STOP BUTTON	THERMOSTAT	
DOORBELL BUZZER	DATA RACK	
FIRE ALARM		
FIRE ALARM HORN	HEAT DETECTOR - FIXED TEMP.	
FIRE ALARM HORN STROBE - NO. INDICATES CANDELA RATING	HEAT DETECTOR - RATE OF RISE	
FIRE ALARM STROBE - NO. INDICATES CANDELA RATING	SMOKE DETECTOR	
CEILING MOUNT DEVICES SHOWN IN CIRCLE	SMOKE ALARM	
FIRE ALARM MANUAL STATION	DUCT SMOKE DETECTOR	
FIRE ALARM SPEAKER	ASPIRATING SMOKE DETECTOR	
FIRE ALARM SPEAKER C/W STROBE - NO. INDICATES CANDELA RATING	FIRE ALARM CONTROL MODULE	
FIRE ALARM SPEAKER C/W SILENCER PUSHBUTTON	FIRE ALARM MONITORING MODULE	
FIRE ALARM PIEZO SUITE HORN	FIRE ALARM FLOW SWITCH MODULE	
FIRE ALARM DOOR HOLD OPEN	FIRE ALARM TAMPER SWITCH MODULE	
FIRE ALARM PANEL (FACP/FAAP)	ISOLATOR MODULE	
END OF LINE RESISTOR		
SECURITY		
WALL MOUNTED MOTION SENSOR	SECURITY DOOR CONTACT	
CEILING MOUNTED MOTION SENSOR	MAGNETIC LOCK	
SECURITY CAMERA	ELECTRIC STRIKE	
CARD READER	KEY PAD	
GLASS BREAK SENSOR	REQUEST TO EXIT	
ANNOTATIONS		
UNDERGROUND OR UNDERSLAB CONDUIT	FACP	FIRE ALARM CONTROL PANEL
OVERHEAD OR SURFACE CONDUIT	FAAP	FIRE ALARM ANNUNCIATOR PANEL
CDP	N/L	UN-SWITCHED NIGHT LIGHT
MDP	PEC	PHOTOELECTRIC CONTROL
SPD	TC	TIMELOCK CONTROL
DRAWING REFERENCE	EX	SECTION/ELEVATION REFERENCE
DEMOLITION ANNOTATIONS		
R	REMOVE DEVICE. REMOVE ALL WIRING BACK TO SOURCE. REMOVE CONDUIT FROM WALLS BEING DEMOLISHED. ALL EXISTING TO REMAIN DOWNSTREAM DEVICES TO HAVE A CONTINUITY CIRCUIT.	
ER	EXISTING ELECTRICAL DEVICE TO REMAIN. ALL WIRING AND SWITCHING (IF APPLICABLE) TO REMAIN UNLESS OTHERWISE NOTED.	
RL	EXISTING DEVICE TO BE RELOCATED. ALLOW FOR REMOVAL AND RE-INSTALLATION. EXTEND WIRING AND CONDUIT TO NEW LOCATION.	



1 ELECTRICAL SITE PLAN
E100 SCALE: N.T.S.

LIGHT FIXTURE SCHEDULE					
TYPE	MANUFACTURER	DESCRIPTION	LUMENS/ LAMPS	FIXTURE WATTAGE	COMMENTS
200	SIGNIFY GARDCO	ECF-S 48L 900 NW-G2 AR 3 347 PCB F1 BK	14448 lm LED	135 W	EXTERIOR POLE LIGHT, TYPE 3 DISTRIBUTION, 16'-0".
201	SIGNIFY GARDCO	ASW 32L 530 NW-G2 SM 3 120 PCB F1 DGY	5634 lm LED	57 W	EXTERIOR WALL PACK, TYPE 3 DISTRIBUTION, MOUNT AT 11'-0"

NOTES:
 -LIGHT FIXTURES AND LAMPS TO HAVE A COLOUR TEMPERATURE OF 4000K
 -EQUIVALENT PRODUCTS ARE PERMITTED UPON APPROVAL OF ENGINEER
 -FIXTURE DRIVERS TO BE COMPATIBLE WITH LIGHTING CONTROL INCLUDING DIMMERS
 -ALL EMERGENCY LIGHTING SOURCE BATTERIES TO BE SIZED FOR 30 MINUTE OPERATION. FEED FROM THE SAME CIRCUIT AS THE LOCAL LIGHTING
 -ALL REMOTE FIXTURES TO BE FED FROM BATTERY SOURCES THAT ARE ON THE SAME CIRCUIT AS THE LOCAL LIGHTING
 -ALL EMERGENCY FIXTURE HEADS TO MATCH THROUGHOUT ENTIRE PROJECT

NOT FOR CONSTRUCTION DO NOT CONSTRUCT UNLESS APPROVAL HAS BEEN RECEIVED FROM ALL GOVERNING AUTHORITIES	LEGAL DESCRIPTION NE 1/4 SEC 18 TWP 66, RGE 23, W44M 47 STREET, 54 AVENUE BON ACCORD, ALBERTA	CODE COMPLIANCE THIS SET OF DRAWINGS AND THE DESIGNS CONTAINED WITHIN COMPLY WITH THE FOLLOWING CODES: ALBERTA BUILDING CODE 2014 CANADIAN ELECTRICAL CODE 2018 NATIONAL ENERGY CODE 2011
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1/16/2020 1:42 PM



Philips Gardco AeroScape LED wall and surface mount features energy saving LEDs and a design that compliments modern architecture. ASW is designed for building and perimeter zones as well as egress lighting zones. Three optical distributions are available with typical Type II, Type III, and Type IV. Full range dimming and control options are available for additional energy savings.

Project: **Bon Accord Micro Cultivation**
 Location: _____
 Cat.No: _____
 Type: **201**
 Quantity: _____
 Notes: _____



Ordering guide

Luminaire	Number of LEDs	Drive Current	LED Color Generation	Mounting	Distr.	Voltage	Dimming Control	Electrical	Options	Finish
ASW	32L	530	NW-G2	SM	3	120	PCB	F1		DGY
ASW AeroScape LED Wall & Surface Mounted Luminaire	32L 32 LEDs	350 350mA 530 530mA 1000 1000mA	CW-G2 Cool White 5700K, 70 CRI Generation 2 NW-G2 Neutral White 4000K, 70 CRI Generation 2 WW-G2 Warm White 3000K, 70 CRI Generation 2	SM Surface mount	2 Type 2 3 Type 3 4 Type 4	120 120V 208 208V 240 240V 277 277V 347 347V 480 480V UNV 120-277V AC HVU 347-480V AC	DD 0-10V Dimming Driver DynaDimmer: Automatic Profile Dimming CS50 Safety 50% Dimming, 7 hours ^{1,4} CM50 Median 50% Dimming, 8 hours ^{1,4} CE50 Economy 50% Dimming, 9 hours ^{1,4} DA50 All Night 50% Dimming ^{1,4} Photoelectric Systems PCB Photocontrol Button ^{2,3}	Fusing F1 Single (120, 277, 347VAC) ³ F2 Double (208, 240, 480VAC) ³ F3 Canadian Double Pull (208, 240, 480VAC) ³	— None (leave blank) DL Diffuse lens	Textured BK Black WH White BZ Bronze DGY Dark Gray MGY Medium Gray Customer specified RAL Specify optional color or RAL (ex: RAL7024) CC Custom color (customer supplied color chip to match is required)

1. Available in 120, 208, 240, 277 or UNV only.
2. The 'PCB' option not available in 480V.
3. Must specify input voltage.
4. Not available with Dimming Driver (DD) option.

Accessories (order separately)

- F1-KIT¹** Single Fusing Kit (120, 277, 347V)
F2-KIT¹ Double Fusing Kit (208, 240, 480V)
F3-KIT¹ Double Fusing Kit (208, 240, 480V) (Canadian double pull)

- DYN-KIT1** Dynadimmer USB Cable Kit (for field programming). The USB programming cable is used to directly link and program Dynadimmer 0-10V from a PC. When using this cable, no programmer tool is needed. Dynadimmer software has a special button to activate the USB feature. Cable only.



- DYN-KIT2** Dynadimmer Handheld Programmer Kit (for field programming). The Dynadimmer programmer enables users to program the individual Dynadimmer either on or off-site. Powered by 4 AA or LR6 batteries. Handheld programmer only.



ASW AeroScape LED

Wall Sconce

LED Wattage and Lumen Values

Neutral White Ordering Codes	LED Quantity	System Current (A)	Color Temp (K)	Avg System Wattage	Type 2			Type 3			Type 4		
					Lumen Output	Bug Rating	Efficacy	Lumen Output	Bug Rating	Efficacy	Lumen Output	Bug Rating	Efficacy
ASW-32L-350-NW-G2	32	350	4000	37	4163	B1-U0-G1	113	3916	B1-U0-G1	106	3914	B1-U0-G1	106
ASW-32L-530-NW-G2	32	530	4000	57	5990	B1-U0-G1	105	5634	B1-U0-G2	98	5631	B1-U0-G2	98
ASW-32L-1000-NW-G2	32	1000	4000	114	10210	B2-U0-G2	90	9603	B1-U0-G2	84	9597	B2-U0-G2	84

Distributions

Pathway lighting



Type 2
Designed to IES Type II classification.

Perimeter lighting



Type 3
Designed to IES Type III classification.

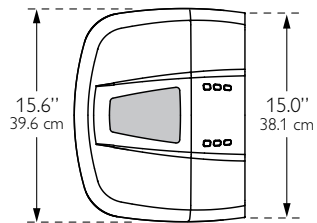
Entrance lighting



Type 4
Designed to IES Type IV classification.

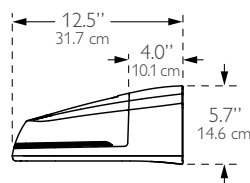
Dimensions

Top View

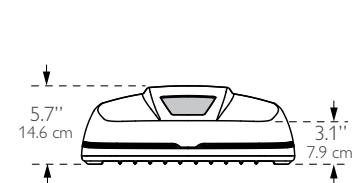


Weight: 13.4 lbs (6.1 kgs)

Side View



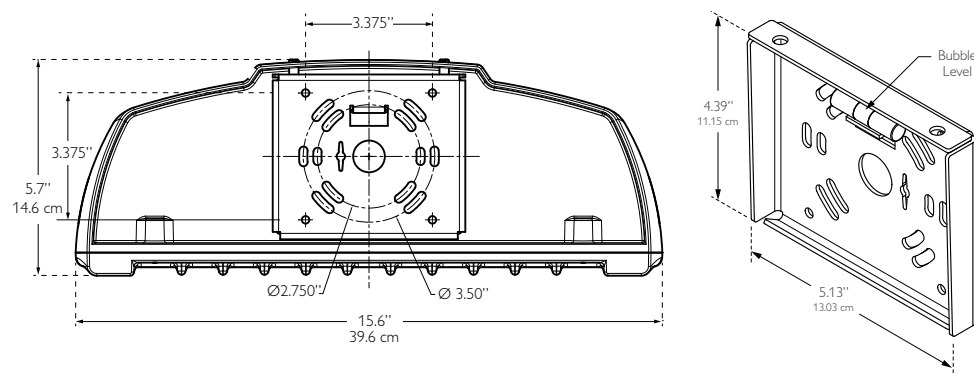
End View



ASW AeroScape LED

Wall Sconce

Wall Mount Drill Template



Specifications

Housing

Die-cast aluminum housing with corrosion resistant hardware mounts directly to a wall without the need for a support arm. The low profile rounded form reduces the effective projected area of the luminaire and it matches the style of the area luminaire.

Thermal Management

The Philips AeroScape LED provides a one piece die cast with integral thermal radiation fins combined with lateral air ways, to provide the excellent thermal management so critical to long LED system life. AeroScape is ETL listed to UL1598 from -40 to 40°C ambient.

LED Optical System

LED arrays are set to achieve IES Type II, Type III, and Type IV. Individual LED arrays are replaceable. Luminaires feature high performance Class 1 LED systems.

Predicted Lumen Depreciation Data

Ambient Temperature °C	System Current	LED Current	Calculated L ₇₀ hrs ^{1,2}	L ₇₀ per TM21 ^{2,3}	Lumen Maintenance @ 60,000hrs
25 °C	1200 mA	1200 mA	>100,000	>60,000	86%

1. Predicted performance derived from LED manufacturer's data and engineering design estimates, based on IESNA LM-80 methodology. Actual experience may vary due to field application conditions.
2. L₇₀ is the predicted time when LED performance depreciates to 70% of initial lumen output.
3. Calculated per IESNA TM 21-11. Published L₇₀ hours limited to 6 times actual LED test hours.

Finish

Five standard colors offered in textured black, white, bronze, dark gray and medium gray. RAL and custom color matching available. Color in accordance with the AAMA 2604 standard. Application of polyester powder coat paint (2.5 mil minimum). The thermosetting resins provides a discoloration resistant finish in accordance with the ASTM D2244 standard, as well as luster retention in keeping with the ASTM D523 standard and humidity proof in accordance with the ASTM D2247 standard.

IP Rating

Optic chamber and separate driver housing constructed to IP66.

Electrical

Luminaires are equipped with an LED driver that accepts 120V through 277V, or 347V through 480V, 50hz to 60hz, input. Driver output is based on the LED wattage selected. Component-to-component wiring within the luminaire will carry no more than 80% of rated current and is listed by UL. Power factor is not less than 90%. Luminaire consumes 0.0 watts in the off state. All motion sensors utilized consume 0.0 watts in the off state. Surge protector standard. 10KA per ANSI/IEEE C62.41.2.

Certifications and Compliance

cETLus Listed for Canada and USA. AeroScape Wall LED luminaires are DesignLights Consortium qualified. Entire luminaire is rated for operation in ambient temperature of -40°C (-40°F) up to +40°C (+104°F).

Limited Warranty

5 year limited warranty.
See philips.com/luminaires for complete details and exclusions.

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philips.com/luminaires



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Philips Lighting Canada Ltd.
281 Hillmount Rd, Markham, ON, Canada L6C 2S3
Tel. 800-668-9008



Gardco EcoForm Gen-2 combines economy with performance in an LED area luminaire. Capable of delivering up to 26,400 lumens or more in a compact, low profile LED luminaire, EcoForm offers a new level of customer value. EcoForm features an innovative retrofit arm kit, simplifying site conversions to LED by eliminating the need to drill additional holes in most existing poles. Integral control systems available for further energy savings. Includes Service Tag, our innovative way to provide assistance throughout the life of the product.

Project: _____
 Location: _____
 Cat.No: _____
 Type: _____
 Lamps: _____ Qty: _____
 Notes: _____

Ordering guide

example: ECF-S-64L-900-NW-G2-AR-5-120-HIS-MGY

Prefix	Number of LEDs	Drive Current	LED Color - Generation	Mounting	Distribution	Voltage	Options					Finish	
							Dimming controls	Motion sensing lens	Photo-sensing	Electrical	Luminaire		
ECF-S													
ECF-S EcoForm site and area, small	32L 32 LEDs (2 modules)	530 530 mA 700 700 mA 1A 1050 mA 1.2A 1200 mA	WW-G2 Warm White 3000K, 70 CRI Generation 2 NW-G2 Neutral White 4000K, 70 CRI Generation 2	AR Arm Mount (standard) ² <i>The following mounting kits must be ordered separately (See accessories)</i> SF Slip Fitter Mount ³ (fits to 2 3/8" O.D. tenon) WS Wall mount with surface conduit rear entry permitted RAM Retrofit arm mount kit ²	Type 2 2 Type 2 2-90 Rotated left 90° 2-270 Rotated right 270° Type 3 3 Type 3 3-90 Rotated left 90° 3-270 Rotated right 270° Type 4 4 Type 4 4-90 Rotated left 90° 4-270 Rotated right 270° Type 5 5 Type 5 5W Type 5W	120 120V 208 208V 240 240V 277 277V 347 347V 480 480V UNV 120-277V (50/60Hz) HVV 347-480V (50/60Hz)	DD 0-10V External dimming (by others) ⁴ DCC Dual Circuit Control ^{4,5,6} FAWS Field Adjustable Wattage Selector ^{4,5} SW Interface module for SiteWise ^{4,6,7} LLC Integral wireless module ^{4,6,8} BL Bi-level functionality ^{4,4} DynaDimmer: Automatic Profile Dimming CS50 Safety 50% Dimming, 7 hours ^{4,8} CM50 Median 50% Dimming, 8 hours ^{4,8} CE50 Economy 50% Dimming, 9 hours ^{4,8} DA50 All Night 50% Dimming ^{4,8} CS30 Safety 30% Dimming, 7 hours ^{4,8} CM30 Median 30% Dimming, 8 hours ^{4,8} CE30 Economy 30% Dimming, 9 hours ^{4,8} DA30 All Night 30% Dimming ^{4,8}	IMR13 Integral with #3 lens ¹⁵ IMR17 Integral with #7 lens ¹⁶ IMRO Pole mounted motion sensor ¹⁵ (see accessories)	PCB Photocontrol Button ^{5,9} TLRD5 Twist Lock Receptacle 5 Pin ¹⁰ TLRD7 Twist Lock Receptacle 7 Pin ¹⁰ TLRPC Twist Lock Receptacle w/ Photocell ^{9,11}	Fusing F1 Single (120, 277, 347VAC) ⁹ F2 Double (208, 240, 480VAC) ⁹ Pole Mount Fusing FP1 Single (120, 277, 347VAC) ⁹ FP2 Double (208, 240, 480VAC) ⁹ FP3 Canadian Double Pull (208, 240, 480VAC) ⁹ Surge Protection (10kA standard) SP2 Increased 20kA	Square Pole Adapter included in standard product TB Terminal Block ¹² RPA Round Pole Adapter (fits to 3"-3.9" O.D. pole) ¹³ HIS Internal Housing Side Shield ¹⁴	Textured BK Black WH White BZ Bronze DGY Dark Gray MGY Medium Gray Customer specified RAL Specify optional color or RAL (ex: RAL7024) CC Custom color (Must supply color chip for required factory quote)	

- BL-IMR13/7 equipped with out-boarded sensor housing when voltage is HVU (347-480V)
- Mounts to a 4" round pole with adapter included for square poles.
- Limited to a maximum of 45 degrees aiming above horizontal.
- Not available with other dimming control options.
- Not available with motion sensor.
- Not available with photocontrol.
- Available only in 120 or 277V.
- Not available in 347 or 480V
- Must specify input voltage.
- Dimming will not be connected to NEMA receptacle if ordering with other control options.
- Not available in 480V.
- Not available with DCC.
- Not available with SF and WS. RPAs provided with black finish standard.
- HIS not available with Type 5 and 5W optics.
- Available only with SW, LLC, and BL control options.
- Available only with SW and BL control options.



ECF-S EcoForm small

Area luminaire

EcoForm Accessories (ordered separately, field installed)

Controls Accessories

Pole Mount Motion Sensor

MS-A-120V 120V Input
MS-A-277V 277V Input

Wireless system

Remote mount module

LLCR3-(F) #3 lens

Central Remote Motion Response

(used connected to SiteWise main panel)

MS2-A-FVR-3

MS2-A-FVR-7

Shielding Accessories

House Side shield

Standard optic orientation:

HIS-80-H¹⁴ Internal House Side Shield for 80 LEDs (5 modules)

HIS-96-H¹⁴ Internal House Side Shield for 96 LEDs (6 modules)

Optic at 90° or 270° orientation:

HIS-80-V¹⁴ Internal House Side Shield for 80 LEDs (5 modules)

HIS-96-V¹⁴ Internal House Side Shield for 96 LEDs (6 modules)

14. Not available with Type 5 or 5W optic

Luminaire Accessories

ECF-BD-G2 Bird deterrent
ECF-RAM-G2-(F) Retrofit Arm mount kit
ECF-SF-G2-(F) Slip Fitter Mount (fits to 2 3/8" O.D. tenon)
ECF-WG-G2-(F) Wall mount with surface conduit rear entry permitted

EcoForm PTF2

(pole top fitter fits 2 3/8-2 1/2" OD x 4" depth tenon)

PTF2-ECF-S/L-1-90-(F) 1 luminaire at 90°
PTF2-ECF-S/L-2-90-(F) 2 luminaires at 90°
PTF2-ECF-S/L-2-180-(F) 2 luminaires at 180°
PTF2-ECF-S/L-3-90-(F) 3 luminaires at 90°
PTF2-ECF-S/L-4-90-(F) 4 luminaires at 90°
PTF2-ECF-S/L-3-120-(F) 3 luminaires at 120°

(F) = Specify finish

EcoForm PTF3

(pole top fitter fits 3-3 1/2" OD x 6" depth tenon)

PTF3-ECF-S/L-1-90-(F) 1 luminaire at 90°
PTF3-ECF-S/L-2-90-(F) 2 luminaires at 90°
PTF3-ECF-S/L-2-180-(F) 2 luminaires at 180°
PTF3-ECF-S/L-3-90-(F) 3 luminaires at 90°
PTF3-ECF-S/L-4-90-(F) 4 luminaires at 90°
PTF3-ECF-S/L-3-120-(F) 3 luminaires at 120°

EcoForm PTF4

(pole top fitter fits 3 1/2-4" OD x 6" depth tenon)

PTF4-ECF-S/L-1-90-(F) 1 luminaire at 90°
PTF4-ECF-S/L-2-90-(F) 2 luminaires at 90°
PTF4-ECF-S/L-2-180-(F) 2 luminaires at 180°
PTF4-ECF-S/L-3-90-(F) 3 luminaires at 90°
PTF4-ECF-S/L-4-90-(F) 4 luminaires at 90°
PTF4-ECF-S/L-3-120-(F) 3 luminaires at 120°

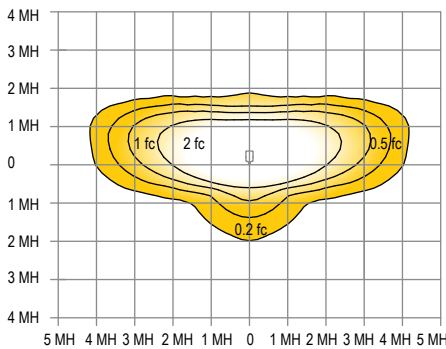
Predicted Lumen Depreciation Data

Predicted performance derived from LED manufacturer's data and engineering design estimates, based on IESNA LM-80 methodology. Actual experience may vary due to field application conditions. L₇₀ is the predicted time when LED performance depreciates to 70% of initial lumen output. Calculated per IESNA TM21-11. Published L₇₀ hours limited to 6 times actual LED test hours

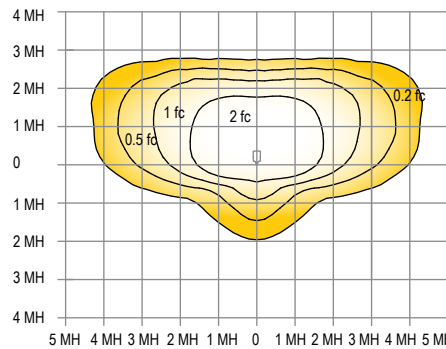
Ambient Temperature °C	Driver mA	Calculated L ₇₀ Hours	L ₇₀ per TM-21	Lumen Maintenance % at 60,000 hrs
25°C	up to 1200 mA	>100,000 hours	>60,000 hours	>88%

Optical distribution

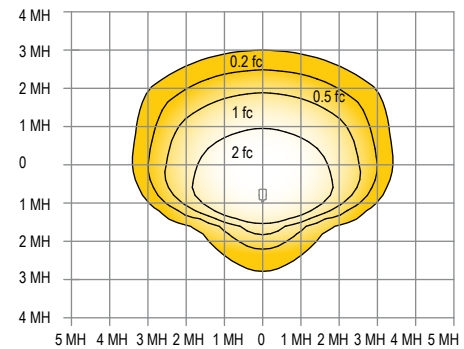
Based on configuration ECF-S-48L-1A-NW-G2 (159W) mounted at 20ft.



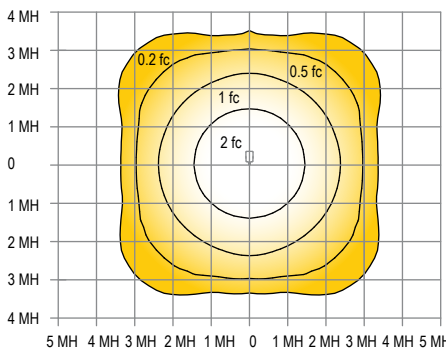
Type 2



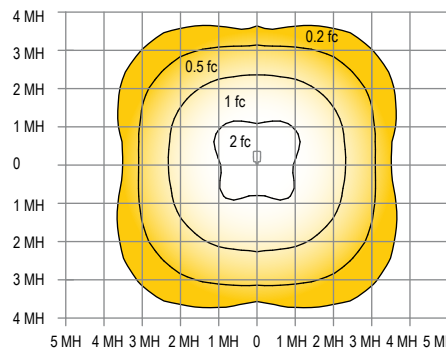
Type 3



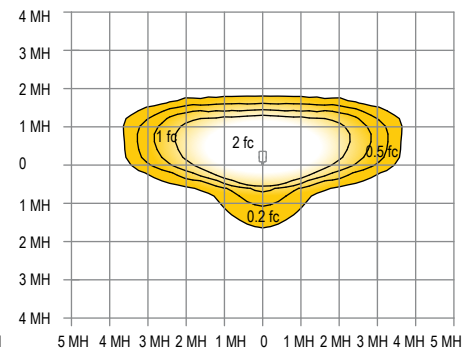
Type 4



Type 5



Type 5W



AFR

ECF-S EcoForm small

Area luminaire

3000K LED Wattage and Lumen Values

Ordering Code	Total LEDs	LED Current (mA)	Color Temp.	Average System Watts	Type 2			Type 3			Type 4		
					Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)
ECF-S-32L-530-WW-G2-x	32	530	3000	56	6,178	B2-U0-G1	111	6,044	B1-U0-G2	109	6,323	B1-U0-G2	114
ECF-S-32L-700-WW-G2-x	32	700	3000	73	7,968	B2-U0-G2	109	7,795	B1-U0-G2	107	8,156	B1-U0-G2	112
ECF-S-32L-1A-WW-G2-x	32	1050	3000	106	11,218	B2-U0-G2	106	10,974	B2-U0-G2	104	11,482	B2-U0-G2	109
ECF-S-32L-1.2A-WW-G2-x	32	1200	3000	122	12,443	B3-U0-G2	102	12,173	B2-U0-G2	100	12,736	B2-U0-G3	105
ECF-S-48L-900-WW-G2-x	48	900	3000	135	14,768	B3-U0-G3	109	14,448	B2-U0-G3	107	15,116	B2-U0-G3	112
ECF-S-48L-1A-WW-G2-x	48	1050	3000	159	16,723	B3-U0-G3	105	16,360	B3-U0-G3	103	17,116	B2-U0-G3	108
ECF-S-48L-1.2A-WW-G2-x	48	1200	3000	183	18,564	B3-U0-G3	102	18,162	B3-U0-G3	99	19,001	B3-U0-G4	104
ECF-S-64L-900-WW-G2-x	64	900	3000	178	19,545	B3-U0-G3	110	19,121	B3-U0-G3	108	20,005	B3-U0-G4	113
ECF-S-64L-1A-WW-G2-x	64	1050	3000	206	22,020	B3-U0-G3	107	21,543	B3-U0-G4	105	22,538	B3-U0-G4	109

Ordering Code	Total LEDs	LED Current (mA)	Color Temp.	Average System Watts	Type 5			Type 5W			Type AFR		
					Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)
ECF-S-32L-530-WW-G2-x	32	530	3000	56	6,400	B2-U0-G1	115	6,672	B3-U0-G2	120	6,458	B3-U0-G2	116
ECF-S-32L-700-WW-G2-x	32	700	3000	73	8,254	B2-U0-G1	113	8,606	B3-U0-G2	118	8,330	B4-U0-G2	114
ECF-S-32L-1A-WW-G2-x	32	1050	3000	106	11,621	B3-U0-G2	110	12,116	B4-U0-G2	115	11,727	B4-U0-G2	111
ECF-S-32L-1.2A-WW-G2-x	32	1200	3000	122	12,890	B3-U0-G2	106	13,440	B4-U0-G2	111	13,008	B4-U0-G2	107
ECF-S-48L-900-WW-G2-x	48	900	3000	135	15,299	B3-U0-G2	113	15,951	B4-U0-G2	118	15,438	B4-U0-G2	114
ECF-S-48L-1A-WW-G2-x	48	1050	3000	159	17,324	B3-U0-G2	109	18,062	B4-U0-G2	114	17,482	B5-U0-G3	110
ECF-S-48L-1.2A-WW-G2-x	48	1200	3000	183	19,231	B3-U0-G2	105	20,051	B5-U0-G3	110	19,407	B5-U0-G3	106
ECF-S-64L-900-WW-G2-x	64	900	3000	178	20,247	B3-U0-G2	114	21,111	B5-U0-G3	119	20,432	B5-U0-G3	115
ECF-S-64L-1A-WW-G2-x	64	1050	3000	206	22,811	B3-U0-G2	111	23,784	B5-U0-G3	116	23,020	B5-U0-G3	112

4000K LED Wattage and Lumen Values

Ordering Code	Total LEDs	LED Current (mA)	Color Temp.	Average System Watts	Type 2			Type 3			Type 4		
					Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)
ECF-S-32L-530-NW-G2-x	32	530	4000	56	6,864	B2-U0-G2	123	6,715	B1-U0-G2	121	7,025	B1-U0-G2	126
ECF-S-32L-700-NW-G2-x	32	700	4000	73	8,853	B2-U0-G2	121	8,661	B2-U0-G2	119	9,062	B1-U0-G2	124
ECF-S-32L-1A-NW-G2-x	32	1050	4000	106	12,464	B3-U0-G2	118	12,194	B2-U0-G2	115	12,757	B2-U0-G3	121
ECF-S-32L-1.2A-NW-G2-x	32	1200	4000	122	13,826	B3-U0-G3	114	13,526	B2-U0-G3	111	14,151	B2-U0-G3	116
ECF-S-48L-900-NW-G2-x	48	900	4000	135	16,409	B3-U0-G3	121	16,053	B2-U0-G3	119	16,795	B2-U0-G3	124
ECF-S-48L-1A-NW-G2-x	48	1050	4000	159	18,581	B3-U0-G3	117	18,178	B3-U0-G3	115	19,018	B2-U0-G4	120
ECF-S-48L-1.2A-NW-G2-x	48	1200	4000	183	20,627	B3-U0-G3	113	20,180	B3-U0-G4	110	21,112	B3-U0-G4	116
ECF-S-64L-900-NW-G2-x	64	900	4000	178	21,717	B3-U0-G3	122	21,246	B3-U0-G4	119	22,228	B3-U0-G4	125
ECF-S-64L-1A-NW-G2-x	64	1050	4000	206	24,467	B3-U0-G3	119	23,936	B3-U0-G4	116	25,043	B3-U0-G4	122

Ordering Code	Total LEDs	LED Current (mA)	Color Temp.	Average System Watts	Type 5			Type 5W			Type AFR		
					Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)
ECF-S-32L-530-NW-G2-x	32	530	4000	56	7,414	B3-U0-G2	133	7,175	B3-U0-G2	129	7,111	B2-U0-G1	128
ECF-S-32L-700-NW-G2-x	32	700	4000	73	9,563	B3-U0-G2	131	9,255	B4-U0-G2	127	9,172	B2-U0-G1	126
ECF-S-32L-1A-NW-G2-x	32	1050	4000	106	13,462	B4-U0-G2	127	13,030	B4-U0-G2	123	12,912	B3-U0-G2	122
ECF-S-32L-1.2A-NW-G2-x	32	1200	4000	122	14,933	B4-U0-G2	123	14,453	B4-U0-G2	119	14,322	B3-U0-G2	118
ECF-S-48L-900-NW-G2-x	48	900	4000	135	17,723	B4-U0-G2	131	17,154	B5-U0-G3	127	16,999	B3-U0-G2	126
ECF-S-48L-1A-NW-G2-x	48	1050	4000	159	20,069	B5-U0-G3	126	19,424	B5-U0-G3	122	19,248	B3-U0-G2	121
ECF-S-48L-1.2A-NW-G2-x	48	1200	4000	183	22,279	B5-U0-G3	122	21,563	B5-U0-G3	118	21,368	B3-U0-G2	117
ECF-S-64L-900-NW-G2-x	64	900	4000	178	23,456	B5-U0-G3	132	22,702	B5-U0-G3	128	22,497	B3-U0-G2	127
ECF-S-64L-1A-NW-G2-x	64	1050	4000	206	26,427	B5-U0-G3	128	25,577	B5-U0-G4	124	25,346	B3-U0-G2	123

ECF-S EcoForm small

Area luminaire

5000K LED Wattage and Lumen Values

Ordering Code	Total LEDs	LED Current (mA)	Color Temp.	Average System Watts	Type 2			Type 3			Type 4		
					Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)
ECF-S-32L-530-CW-G2-x	32	530	5000	56	6,658	B2-U0-G2	120	6,514	B1-U0-G2	117	6,815	B1-U0-G2	122
ECF-S-32L-700-CW-G2-x	32	700	5000	73	8,588	B2-U0-G2	118	8,402	B2-U0-G2	115	8,790	B1-U0-G2	121
ECF-S-32L-1A-CW-G2-x	32	1050	5000	106	12,090	B3-U0-G2	114	11,828	B2-U0-G2	112	12,375	B2-U0-G3	117
ECF-S-32L-1.2A-CW-G2-x	32	1200	5000	122	13,411	B3-U0-G3	110	13,120	B2-U0-G3	108	13,726	B2-U0-G3	113
ECF-S-48L-900-CW-G2-x	48	900	5000	135	15,917	B3-U0-G3	118	15,572	B2-U0-G3	115	16,291	B2-U0-G3	121
ECF-S-48L-1A-CW-G2-x	48	1050	5000	159	18,023	B3-U0-G3	114	17,633	B3-U0-G3	111	18,447	B2-U0-G4	116
ECF-S-48L-1.2A-CW-G2-x	48	1200	5000	183	20,008	B3-U0-G3	110	19,574	B3-U0-G4	107	20,479	B3-U0-G4	112
ECF-S-64L-900-CW-G2-x	64	900	5000	178	21,065	B3-U0-G3	118	20,609	B3-U0-G4	116	21,561	B3-U0-G4	121
ECF-S-64L-1A-CW-G2-x	64	1050	5000	206	23,733	B3-U0-G3	115	23,218	B3-U0-G4	113	24,291	B3-U0-G4	118

Ordering Code	Total LEDs	LED Current (mA)	Color Temp.	Average System Watts	Type 5			Type 5W			Type AFR		
					Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)	Lumen Output	BUG Rating	Efficacy (LPW)
ECF-S-32L-530-CW-G2-x	32	530	5000	56	6,897	B2-U0-G1	124	7,191	B3-U0-G2	129	6,960	B3-U0-G2	125
ECF-S-32L-700-CW-G2-x	32	700	5000	73	8,896	B2-U0-G1	122	9,276	B3-U0-G2	127	8,978	B4-U0-G2	123
ECF-S-32L-1A-CW-G2-x	32	1050	5000	106	12,524	B3-U0-G2	119	13,058	B4-U0-G2	124	12,639	B4-U0-G2	120
ECF-S-32L-1.2A-CW-G2-x	32	1200	5000	122	13,893	B3-U0-G2	114	14,485	B4-U0-G2	119	14,020	B4-U0-G2	115
ECF-S-48L-900-CW-G2-x	48	900	5000	135	16,489	B3-U0-G2	122	17,192	B4-U0-G2	127	16,639	B5-U0-G3	123
ECF-S-48L-1A-CW-G2-x	48	1050	5000	159	18,671	B3-U0-G2	118	19,467	B5-U0-G3	123	18,841	B5-U0-G3	119
ECF-S-48L-1.2A-CW-G2-x	48	1200	5000	183	20,727	B3-U0-G2	113	21,611	B5-U0-G3	118	20,916	B5-U0-G3	114
ECF-S-64L-900-CW-G2-x	64	900	5000	178	21,822	B3-U0-G2	123	22,753	B5-U0-G3	128	22,021	B5-U0-G3	124
ECF-S-64L-1A-CW-G2-x	64	1050	5000	206	24,586	B3-U0-G2	119	25,634	B5-U0-G3	124	24,810	B5-U0-G4	120

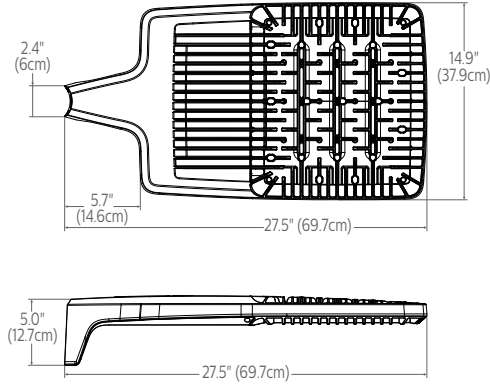
ECF-S EcoForm small

Area lumineuse

Dimensions

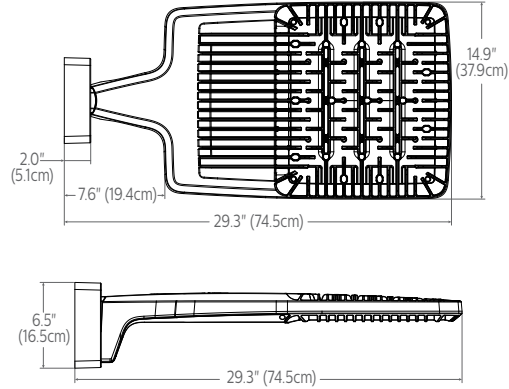
Standard Arm (AR)

Weight: 22 Lbs (9.9 Kg) EPA: 0.21ft² (.019m²)



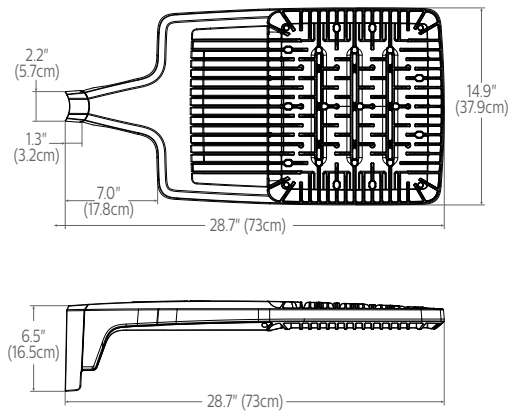
Wall (WS)

Weight: 27 Lbs. (12. 2Kg)EPA: 0.27ft² (.025m²)



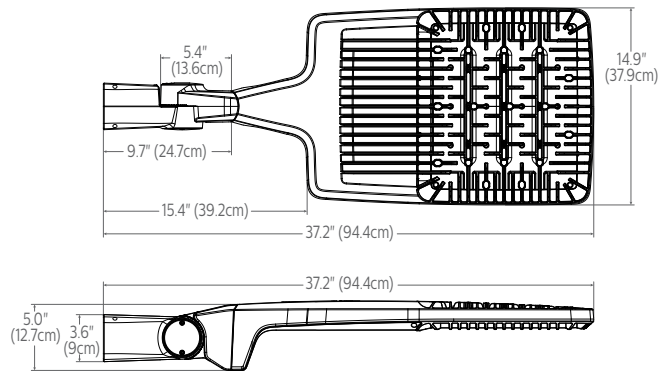
Retrofit Arm (RAM)

Weight: 24 Lbs (10.9 Kg) EPA: 0.24ft² (.022m²)

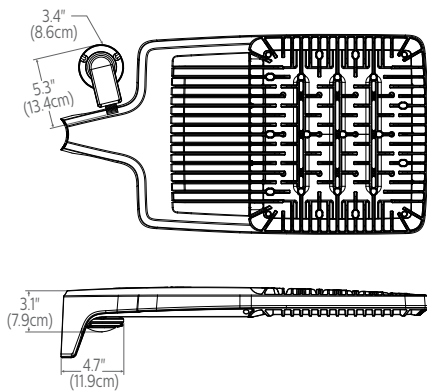


Slip fitter (SF)

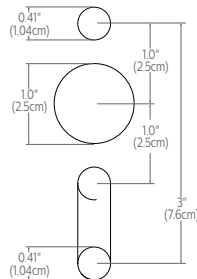
Weight: 27 Lbs (12.2 Kg) EPA: 0.33ft² (.031m²)



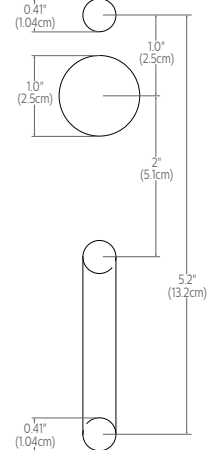
Outboard IMR-HVU sensor



Standard Arm (AR) drill pattern



Retrofit Arm (RAM) drill pattern



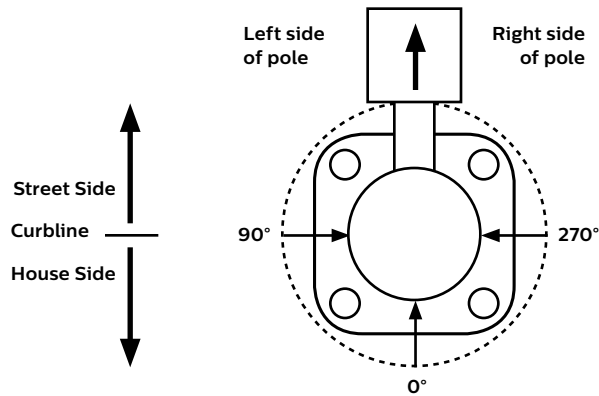
ECF-S EcoForm small

Area luminaire

Optical Orientation Information

Standard Optic Position

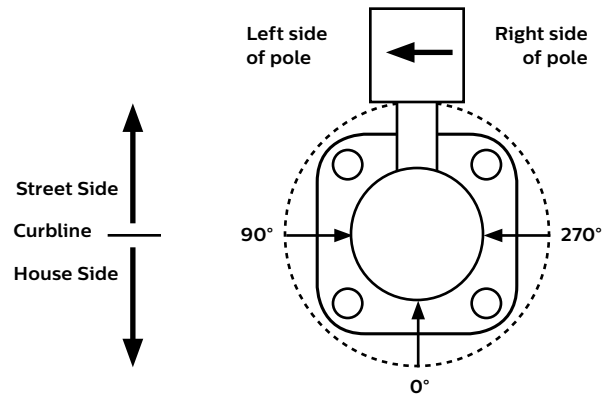
Luminaires ordered with asymmetric optical systems in the standard optic position will have the optical system oriented as shown below:



Note: The hand hole will normally be located on the pole at the 0° point.

Optic Rotated Left (90°) Optic Position

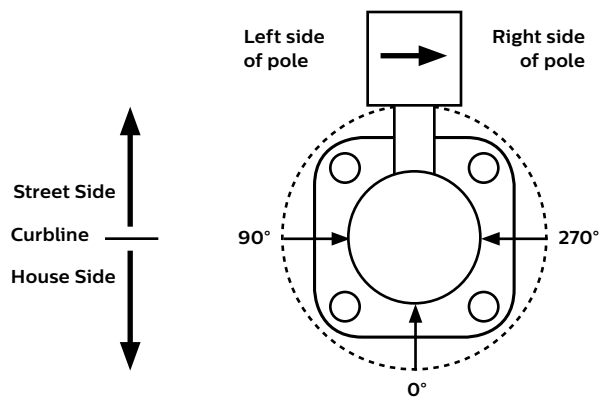
Luminaires ordered with optical systems in the Optic Rotated Left (90°) optic position will have the optical system oriented as shown below (Type 5 and 5W optics are not available with factory set rotatable optics):



Note: The hand hole will normally be located on the pole at the 0° point.

Optic Rotated Right (270°) Optic Position

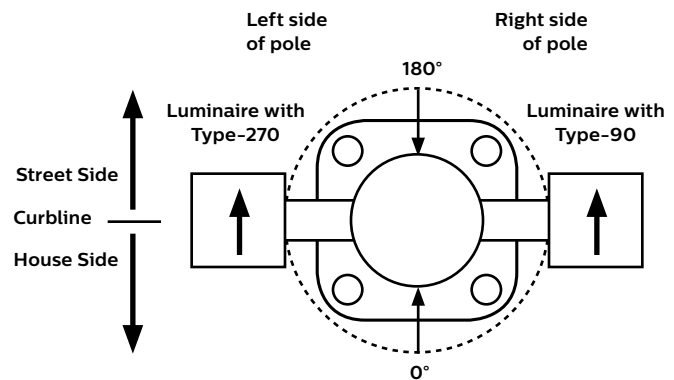
Luminaires ordered with optical systems in the Optic Rotated Right (270°) optic position will have the optical system oriented as shown below (Type 5 and 5W optics are not available with factory set rotatable optics):



Note: The hand hole will normally be located on the pole at the 0° point.

Twin Luminaire Assemblies with Type-90/Type-270 Rotated Optical Systems

Twin luminaire assemblies installed with rotated optical systems are an excellent way to direct light toward the interior of the site (Street Side) without additional equipment. It is important, however, that care be exercised to insure that luminaires are installed in the proper location.



Luminaires with Optic Rotated Right (270°) are installed on the LEFT Side of Pole

Luminaires with Optic Rotated Left (90°) are installed on the RIGHT Side of Pole

Note: The hand hole location will depend on the drilling configuration ordered for the pole.

ECF-S EcoForm small

Area luminaire

Specifications

Housing

One-piece die cast aluminum housing with integral arm and separate, self-retained hinged, one-piece die cast door frame. Luminaire housing rated to IP66, tested in accordance to Section 9 of IEC 60598-1.

Vibration resistance

Luminaire is tested and rated 3G over 100,000 cycles conforming to standards set forth by ANSI C136.31-2010. Testing includes vibration in three axes, all performed on the same luminaire.

Light engine

Light engine comprises of a module of 16-LED aluminum metal clad board fully sealed with optics offered in multiples of 2, 3, and 4 modules or 32, 48, and 64 LEDs. Module is RoHS compliant. Color temperatures: 3000K +/-125K, 4000K, 5000K +/- 200K. Minimum CRI of 70. LED light engine is rated IP66 in accordance to Section 9 of IEC 60598-1.

Energy saving benefits

System efficacy up to 133 lms/W with significant energy savings over Pulse Start Metal Halide luminaires. Optional control options provide added energy savings during unoccupied periods.

Optical systems

Type 2, 3, 4, 5, 5W, and AFR distributions available. Internal Shield option mounts to LED optics and is available with Type 2, 3, 4, and AFR distributions. Types 2, 3, 4, and AFR when specified and used as rotated, are factory set only. Performance tested per LM-79 and TM-15 (IESNA) certifying its photometric performance. Luminaire designed with 0% uplight (U0 per IESNA TM-15).

Mounting

Standard luminaire arm mounts to 4" O.D. round poles. Can also be used with 5" O.D. poles. Square pole adapter included with every luminaire. Round Pole Adapter (RPA) required for 3-3.9" poles. EcoForm features a retrofit arm kit. When specified with the retrofit arm (RAM) option, EcoForm seamlessly simplifies site conversions to LED by eliminating the need for additional pole drilling on most existing poles. RAM will be boxed separately. Also optional are slipfitter and wall mounting accessories.

Control options

0-10V dimming (DD): Access to 0-10V dimming leads supplied through back of luminaire (for secondary dimming controls by others). Cannot be used with other control options.

Dual Circuit Control (DCC): Luminaire equipped with the ability to have two separate circuits controlling drivers and light engines independently. Permits separate switching of separate modules controlled by use of two sets of leads, one for each circuit. Not recommended to be used with other control options, motion response, or photocells.

SiteWise (SW): SiteWise system includes a controller fully integrated in the luminaire that enables the luminaires to communicate with a dimming signal transmitter cabinet located on site using patented central dimming technology. A locally accessible mobile app allows users to access the system and set functionalities such as ON/OFF, dimming levels and scheduling. SiteWise is available with motion response options in order to bring the light back to 100% when motion is detected. Cannot be used with other control options or photocell options. Additional functionalities are available such as communication with indoor lighting and connection to BMS systems. Complete information on the control system can be found on the SiteWise website at philips.com/sitewise.

Automatic Profile Dimming (CS/CM/CE/CA): Standard dimming profile of 30% or 50% provide flexibility towards energy savings goals while optimizing light levels during specific dark hours. When used in combination with not programmed motion response it overrides the controller's schedule when motion is detected. After 5 minutes with no motion, it will return to the automatic dimming profile schedule. Automatic dimming profile scheduled with the following settings:

- **CS50/CS30:** Security for 7 hours night duration (Ex., 11 PM - 6 AM)
- **CM50/CM30:** Median for 8 hours night duration (Ex., 10 PM - 6 AM)
- **CE50/CE30:** Economy for 9 hours night duration (Ex., 9 PM - 6 AM)
- **CA50/CA30:** for all night (during all dark hours)

All above profiles are calculated from mid point of the night. Dimming is set for 6 hours after the mid point and 1, 2, or 3 hours before depending of the duration of dimming. Cannot be used with other dimming control options.

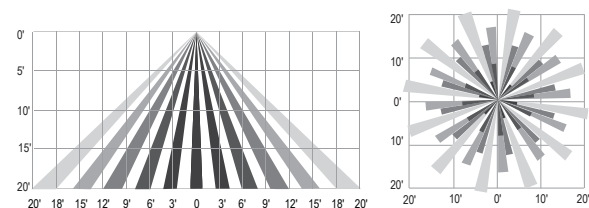
Field Adjustable Wattage Selector (FAWS): Luminaire equipped with the ability to manually adjust the wattage in the field to reduce total luminaire lumen output and light levels. Comes pre-set to the highest position at the lumen output selected. Use chart below to estimate reduction in lumen output desired. Cannot be used with other control options or motion response.

FAWS Position	Percent of Typical Lumen Output
1	25%
2	50%
3	55%
4	65%
5	75%
6	80%
7	85%
8	90%
9	95%
10	100%

Note: Typical value accuracy +/- 5%

Wireless system (LLC): Optional wireless controller integral to luminaire ready to be connected to a Limelight system (sold by others). The system allows you to wirelessly manage the entire site, independent lighting groups or individual luminaires while on-site or remotely. Based on a high-density mesh network with an easy to use web-based portal, you can conveniently access, monitor and manage your lighting network remotely. Wireless controls can be combined with site and area, pedestrian, and parking garage luminaires as well, for a completely connected outdoor solution. Equipped with motion response with #3 lens for 8-25' mounting heights. Also available with remote pod accessory where pod is mounted separate from luminaire to pole or wall.

LLC wireless controller with #3 lens



Motion response options

Bi-Level Infrared Motion Response (BL-IMRI): Motion Response module is mounted integral to luminaire factory pre-programmed to 50% dimming when not ordered with other control options. BL-IMRI is set/operates in the following fashion: The motion sensor is set to a constant 50%. When motion is detected by the PIR sensor, the luminaire returns to full power/light output. Dimming on low is factory set to 50% with 5 minutes default in "full power" prior to dimming back to low. When no motion is detected for 5 minutes, the motion response system reduces the wattage by 50%, to 50% of the normal constant wattage reducing the light level. Other dimming settings can be provided if different dimming levels are required. This can also be done with FSIR-100 Wireless Remote Programming Tool (contact Technical Support for details).

Infrared Motion Response with Other Controls: When used in combination with other controls (Automatic Dimming Profile and SiteWise), motion response device will simply override controller's schedule with the added benefits of a combined dimming profile and sensor detection. In this configuration, the motion response device cannot be re-programmed with FSIR-100 Wireless Remote Programming Tool. The profile can only be re-programmed via the controller.

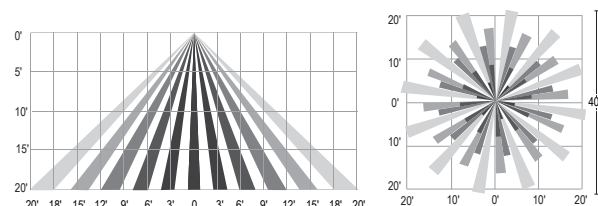
ECF-S EcoForm small

Area luminaire

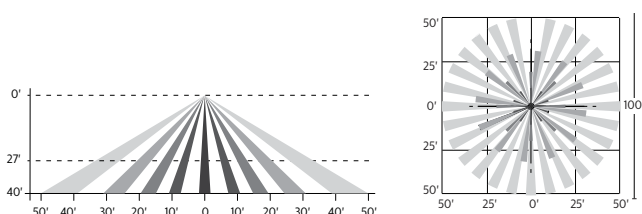
Specifications

Infrared Motion Response Lenses (IMRI3/IMRI7): Infrared Motion Response Integral module is available with two different sensor lens types to accommodate various mounting heights and occupancy detection ranges. Lens #3 (IMRI3) is designed for mounting heights up to 20' with a 40' diameter coverage area. Lens #7 is designed for higher mounting heights up to 40' with larger coverage areas up to 100' diameter coverage area. See charts for approximate detection patterns:

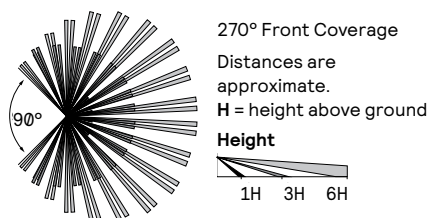
IMRI3 Luminaire or remote mount controller with #3 lens



IMRI7 Luminaire or remote mount controller with #7 lens



Infrared Motion Response Outboard (IMRO): Infrared Motion Response Outboard can be used in combination with automatic profile dimming and stand alone motion response. The pole mounted motion sensor is a PIR (passive infrared) device that can be mounted to a pole. One motion sensor per pole is required. Sensor finish is white Wattstopper EW-200-120-W or the EW-200-277-W. Order MS-A-120 or MS-A-277 separately. IMRO sensors require single voltage 120V or 277V input. If motion is detected during the time that the luminaire is operating at profile dimming mode specified, the luminaire returns to 100% power and light output. The luminaire remains on high until no motion is detected for the duration period, after which the luminaire returns back to automatic profile dimming. Duration period is factory set at 15 minutes, and is field adjustable from 5 minutes up to 15 minutes. The area motion detector provides coverage equal to up to 6 times the sensor height above ground, 270° from the front-center of the sensor (see chart for approximate detection patterns).



Pole Details: IMRO requires that the pole include additional hand hole 15 feet above the pole base, normally oriented 180° to the standard hand hole. For Gardco poles, order the pole with the Motion Sensor Mounting (MSM) option

which includes the hand hole and a special hand hole cover plate for the sensor with a 1/2" NPT receptacle centered on the hand hole cover plate into which the motion sensor mounts. Once the motion sensor is connected to the hand hole cover plate, then wiring connections are completed in the pole. The plate (complete with motion sensor attached and wired) is then mounted to the hand hole. If poles are supplied by others, the customer is responsible for providing suitable mounting accommodations for the motion sensor in the pole (see Gardco Poles specification sheets for more information).

Electrical

Twist-Lock Receptacle (TLRD5/TLRD7/TLRPC): Twist Lock Receptacle with 5 pins enabling dimming or with 7 pins with additional functionality (by others) can be used with a twistlock photoelectric cell or a shorting cap. Dimming Receptacle Type B (5-pin) and Type D-24 (7-pin) in accordance to ANSI C136.41. Can be used with third-party control system. Receptacle located on top of luminaire housing. When specifying receptacle with twistlock photoelectric cell, voltage must be specified. When ordering Twist-lock receptacle (TLRD5 or TLRD7), photocell or shorting cap is not included.

Driver: Driver efficiency (>90% standard). 120-480V available (restrictions apply). Open/short circuit protection. Optional 0-10V dimming to 10% power. RoHS compliant.

Button Photocontrol (PCB): Button style design for internal luminaires mounting applications. The photocontrol is constructed of a high impact UV stabilized polycarbonate housing. Rated voltage of 120V or 208-277V with a load rating of 1000 VA. The photocell will turn on with 1-4Fc of ambient light.

Surge protection (SP1/SP2): Surge protection device tested in accordance with ANSI/IEEE C62.45 per ANSI/IEEE C62.41.2 Scenario I Category C High Exposure 10kV/10kA waveforms for Line-Ground, Line-Neutral and Neutral-Ground, and in accordance with DOE MSSLC Model Specification for LED Roadway Luminaires Appendix D Electrical Immunity High test level 10kV/10kA. 20kV / 10kA surge protection device that provides extra protection beyond the SP1 10kV/10kA level.

Listings

UL/cUL wet location listed to the UL 1598 standard, suitable for use in ambient temperatures from -40° to 40°C (-40° to 104°F). Most EcoForm configurations are qualified under Premium and Standard DesignLights Consortium® categories. Consult DLC Qualified Products list to confirm your specific luminaire selection is approved. CCTs 3000K and warmer are Dark Sky Approved.

Finish

Each standard color luminaire receives a fade and abrasion resistant, electrostatically applied, thermally cured, triglycidal isocyanurate (TGIC) textured polyester powdercoat finish. Standard colors include bronze (BZ), black (BK), white (WH), dark gray (DGY), and medium gray (MGY). Consult factory for specs on optional or custom colors.

Service Tag

Each individual luminaire is uniquely identifiable, thanks to the Service tag application. With a simple scan of a QR code, placed on the inside of the mast door, you gain instant access to the luminaire configuration, making installation and maintenance operations faster and easier, no matter what stage of the luminaire's lifetime. Just download the APP and register your product right away. For more details visit: signify.com

Warranty

EcoForm luminaires feature a 5-year limited warranty. See signify.com/warranties for complete details and exclusions.

The information presented in this document is not intended as any commercial offer and does not form part of any quotation or contract.





May 25, 2020

Town of Bon Accord Development Authority
C/O Municipal Planning Services
of #206
17511 – 104 Avenue
Edmonton, Alberta T5S 1E5

Attention: Jane Dauphinee, Principal & Senior Planner

Re: Requested demolition information to accompany the Request for Decision (RFD) for Development Permit Approval – Micro Developments, for the site outlined and attached hereto in Schedule A.

Dear Jane, Micro Developments is please to provide you with the additional details requested for the demolition of the above noted site.

#1. Work schedule of the demolition and site clean-up.

Assuming the DP is approved in June, we would anticipate commencing demolition by September / October 2020. Synergy construction is our construction manager and will be coordinating the demolition.

#2. Destination of debris materials

Debris materials will be taken to the Rose Ridge Waste Management Facility due to its proximity. Delivery of the materials will be pre-coordinated with Rose Ridge Facility to ensure all debris will be removed from the site immediately.

#3. Form of demolition to be used

A typical excavator will be used to demolish the buildings and remove any materials below grade. Debris will be loaded into either bins delivered to site or directly into semi-trucks with trailers etc. Synergy will coordinate the most effective and non-intrusive form of removal.

May 25, 2020



#4. Method whereby public safety is to be protected

Micro Developments will install a temporary fence roughly 1.8m (5.9 ft.) in height around the entire construction site as outlined in Schedule A. All bins and equipment staying on site will be located within the fenced area.

#5. Where a fire safety plan is required, or an indication that the local Fire Chief has been consulted for determining the fire safety plan is not required; and – what route would be used to remove the debris from the site

Please refer to Schedule B for the anticipate route to remove the materials from the site. Prior to commencing the demolition, Micro Developments will draft a more detailed plan for the demolition that will address dust abatement and all safety concerns. Furthermore, Micro Developments will consult with the Bon Accord Fire Department prior to finalizing and commencing any demolition.

#6. Indication that any tanks containing flammable or combustible liquids will be removed before demolition begins and be purged of with inert materials to the satisfaction of the Development Authority and any other applicable provincial agencies.

All and any tanks existing on site will be decommissioned and removed in accordance with Alberta Environment and Parks regulations and to the satisfaction of the Development Authority. To ensure utmost efficiency, safety and minimal environmental impact Micro Developments will additionally rely on Synergy's and the hired demolition team's past experience as well as suggestions/recommendations noted in the Hoggan Engineering Phase 1 Environmental Report that was submitted to the Town of Bon Accord as part of the Re-Districting application for the site.

We trust the above information will be satisfactory to the Town of Bon Accord Development Authority and complete the information required for submission of the Development Permit Request for Decision submission previously noted.

Please do not hesitate to contact the undersigned should any additional information be required.

Regards,

MICRO DEVELOPMENTS

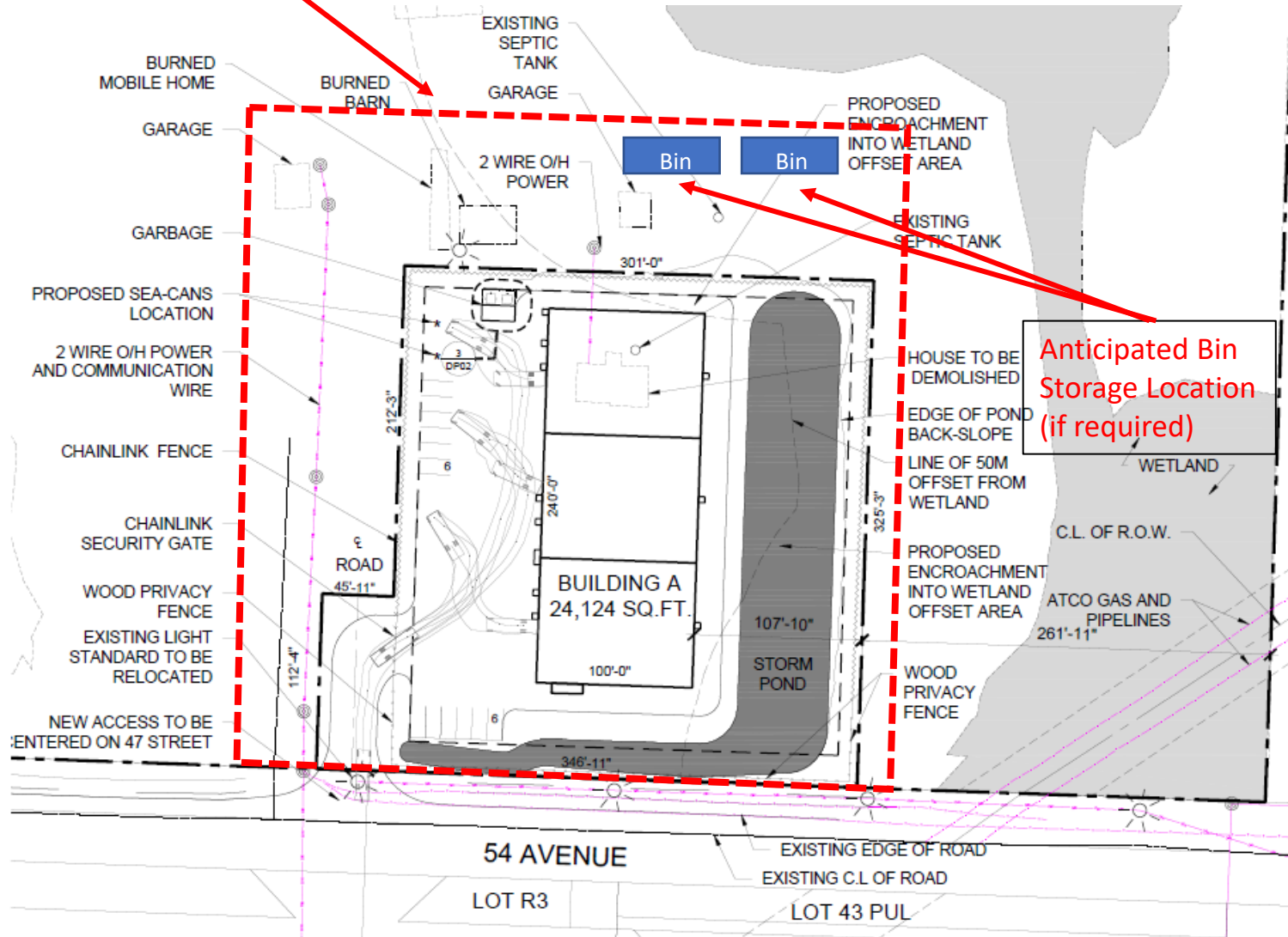
Per: _____

Mark Swaenepoel - Director

Schedule A

Anticipated Safety Fence & Bin Location

Anticipated Safety/Construction Fence

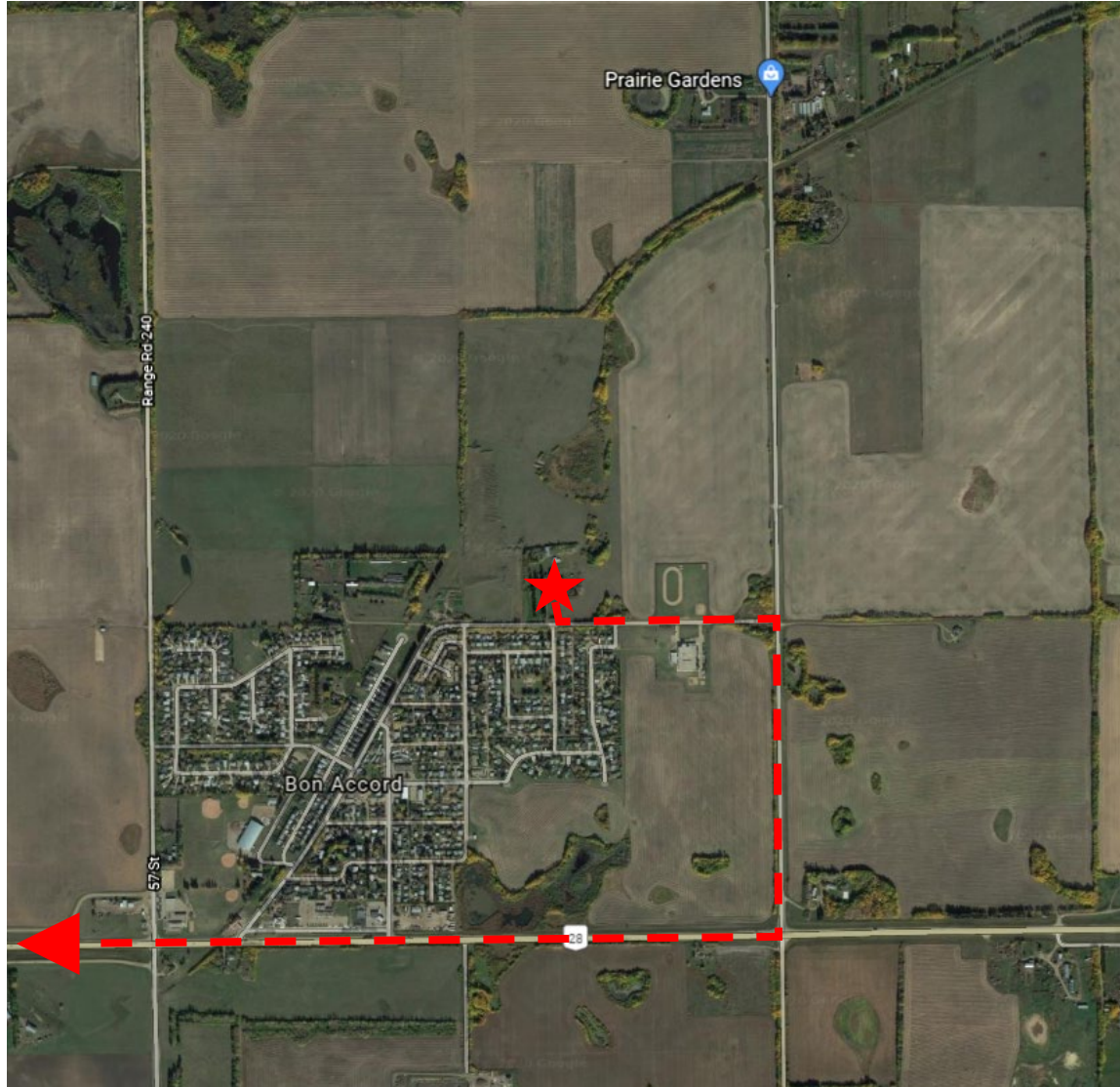


Anticipated Bin Storage Location (if required)

034034-D-0002 Schedule B

Schedule B

Anticipated route for removal of debris



034034-20-D0002 Schedule B

From: [Dianne Allen](#)
To: [Jane Dauphinee](#)
Cc: [Kyle Miller](#)
Subject: Micro Dev. Demolition - date of completion
Date: May 26, 2020 9:30:42 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Jane,

Below email sent from Mark S.

Yes, the completion date is October 31, 2020.

Look forward to receiving the RFD!

Thanks so very much for your help, patience and calmness!

DIANNE ALLEN
Manager, Planning & Economic Development

Box 779
5025-50th Ave
Bon Accord, AB T0A 0K0
Phone: 780-921-3550

www.bonaccord.ca



From: Swaenepoel, Mark <Mark.Swaenepoel@colliers.com>
Sent: May 26, 2020 9:25 AM
To: Dianne Allen <dallen@bonaccord.ca>
Cc: Mark C. Holtom <mholtom@microdev.ca>
Subject: RE: Micro Dev. Demolition - date of completion

Oh apologies for not including the actual date. Yes Oct 31, 2020 would be correct.

I'm very happy we covered everything off and it is all satisfactory!

Mark Swaenepoel

Vice President | Capital Markets Canada

* a corporation providing services as an independent contractor

Direct +1 780 969 3037 | Mobile +1 780 239 0012 | [View my profile](#)

Mark.Swaenepoel@colliers.com

Colliers Macaulay Nicolls Inc.

2210 Manulife Place, 10180 - 101 Street | Edmonton, AB T5J 3S4 | Canada

Main +1 780 420 1585 | Fax +1 780 424 7830

034034-20-D0002 Schedule B

[Unsubscribe](#) | [Manage Account and Email Preferences](#) | [View Privacy Policy](#)

From: Dianne Allen <dallen@bonaccord.ca>
Sent: Tuesday, May 26, 2020 9:04 AM
To: Swaenepoel, Mark <Mark.Swaenepoel@colliers.com>
Subject: Micro Dev. Demolition - date of completion

Mark,

Just left a voice mail – need a confirmed date when demolition will be completed.

You noted September / October – assume October 31/20 weather dependent? If it happens sooner – great!

The demolition information has completed and satisfied the Development Permit application – just need this date!

Yes, we are there!

Thanks,

DIANNE ALLEN
Manager, Planning & Economic Development

Box 779
5025-50th Ave
Bon Accord, AB T0A 0K0
Phone: 780-921-3550

www.bonaccord.ca



From: Dianne Allen
Sent: May 25, 2020 2:24 PM
To: Swaenepoel, Mark <Mark.Swaenepoel@colliers.com>
Cc: Mark C. Holtom <[m Holtom@microdev.ca](mailto:mholtom@microdev.ca)>; Sean Lee <SLee@islengineering.com>; Constance Gourley <cgourley@islengineering.com>
Subject: Micro Dev. Demolition Letter

Mark,

Am in receipt of your demolition information and have forwarded to MPS for review.

Thanks!

034034-20-D0002 Schedule B

DIANNE ALLEN

Manager, Planning & Economic Development

Box 779
5025-50th Ave
Bon Accord, AB T0A 0K0
Phone: 780-921-3550

www.bonaccord.ca



From: Swaenepoel, Mark <Mark.Swaenepoel@colliers.com>

Sent: May 25, 2020 1:52 PM

To: Dianne Allen <dallen@bonaccord.ca>

Cc: Mark C. Holtom <mholtom@microdev.ca>; Sean Lee <SLee@islengineering.com>; Constance Gourley <cgourley@islengineering.com>

Subject: Micro Dev. Demolition Letter

Hi Dianne.

As discussed, please find an executed version of the demolition attached. Please circulate as you see fit.

Cheers,

Mark Swaenepoel

Vice President | Capital Markets Canada

* a corporation providing services as an independent contractor

Direct +1 780 969 3037 | Mobile +1 780 239 0012 | [View my profile](#)

Mark.Swaenepoel@colliers.com

Colliers Macaulay Nicolls Inc.

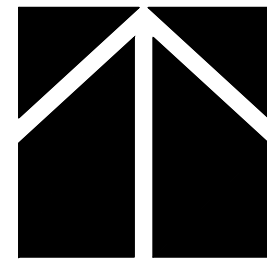
2210 Manulife Place, 10180 - 101 Street | Edmonton, AB T5J 3S4 | Canada

Main +1 780 420 1585 | Fax +1 780 424 7830



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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 based 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.	1.5m
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 m ²
	Naturalization Seed Mix on 150mm depth topsoil	4,058 m ²
	Sod on 150mm depth topsoil	639.9 m ²

6	--	--	--
5	--	--	--
4	--	--	--
3	--	--	--
2	--	--	--
1	--	--	--
No.	DESCRIPTION	BY	DATE

REVISIONS

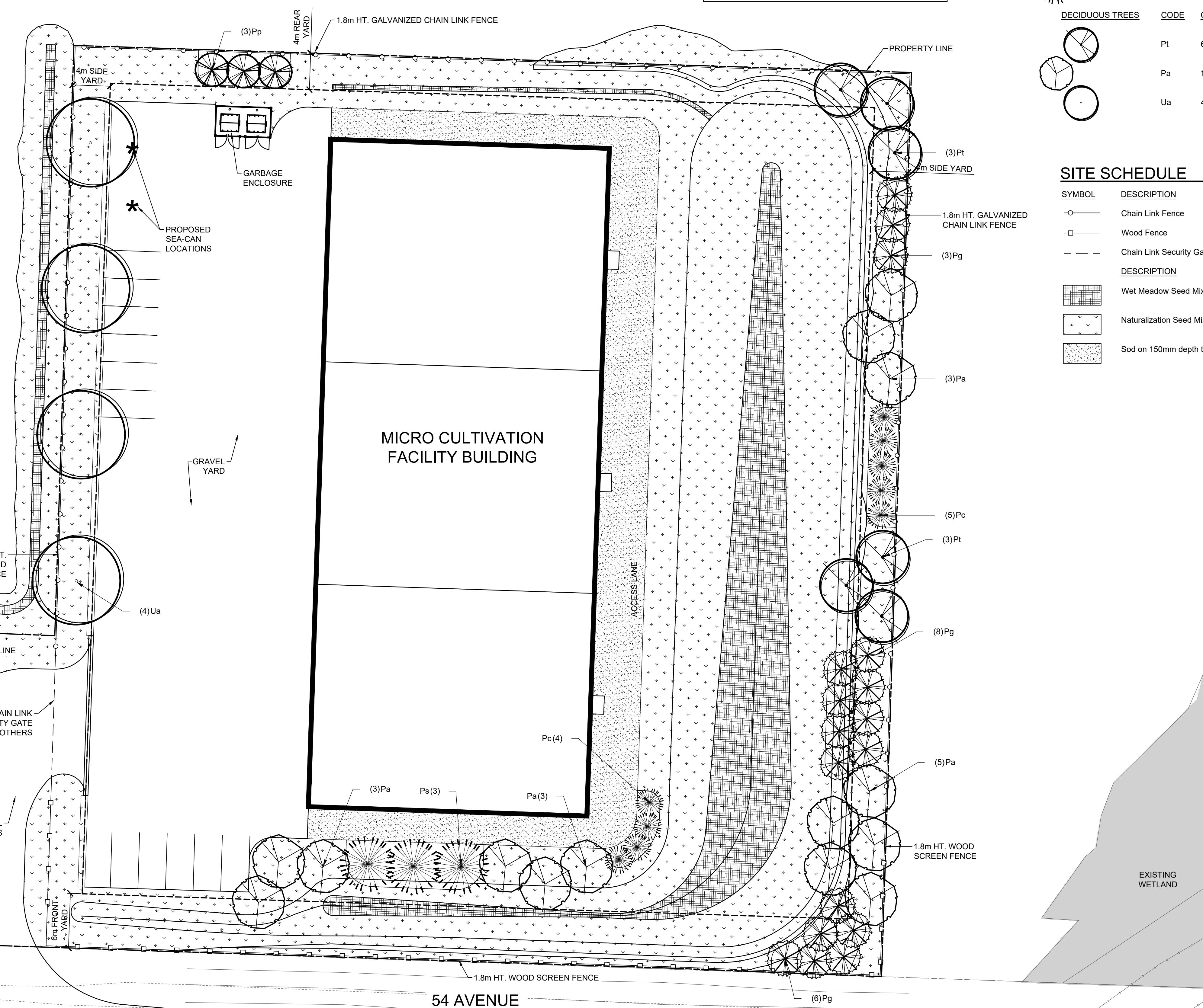


1678462 ALBERTA LTD.

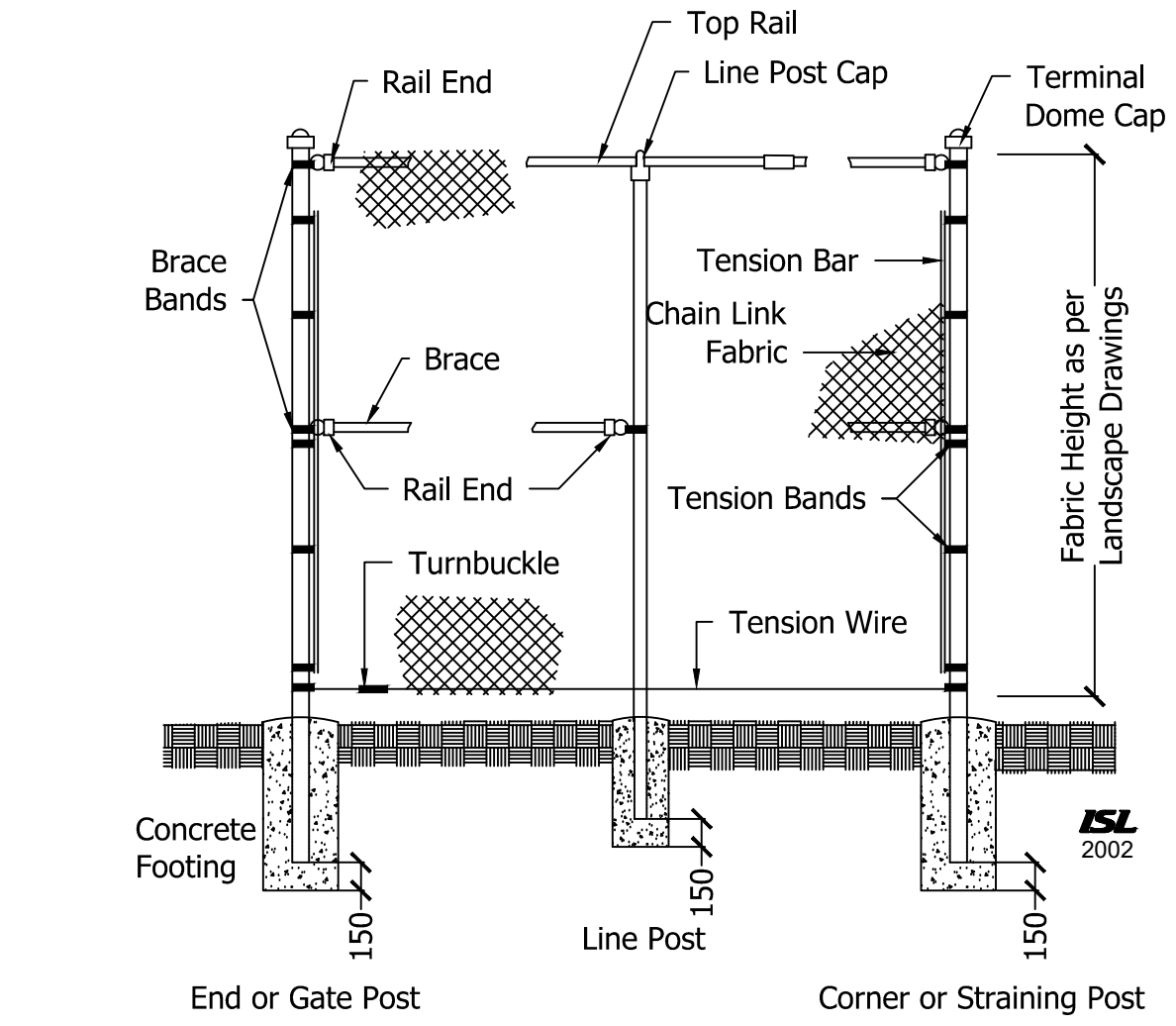
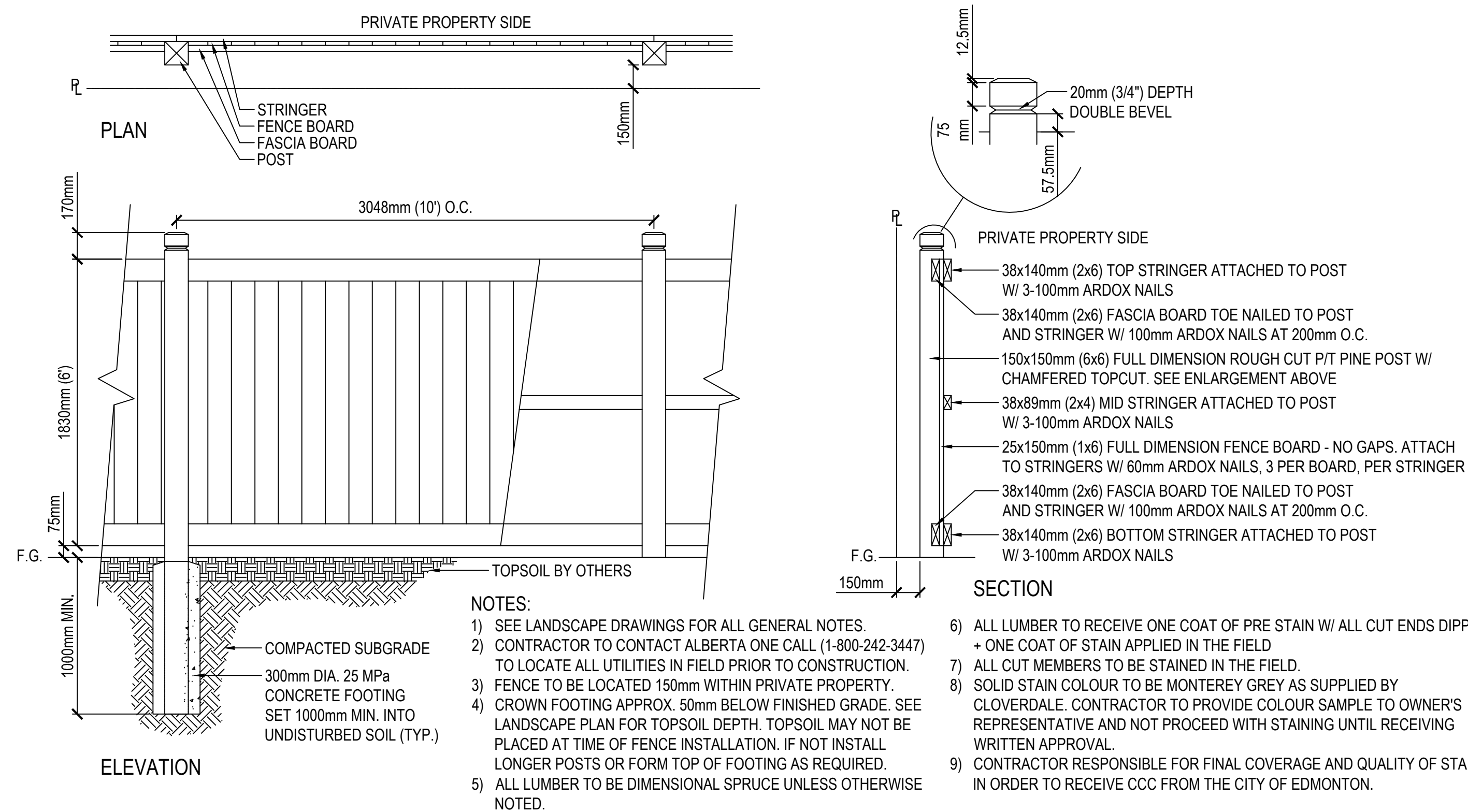
MICRO CULTIVATION FACILITY
BON ACCORD, ALBERTA

LANDSCAPE PLAN

Drawn: SLR	Drawing No.
Designed: SLR	15511
Design Checked: TJM	LA
Discipline Review: TJM	01
Date: 20200116	Sheet No.
Date: 20200116	01
HORZ 0 2.5 5.0 7.5 10.0m	Scale
1:250	



Shannon Richter-Paul Jan. 17, 20 (G:\Projects\160001\15511_Micro_Cultivation_Facility_Scoping\02_CADD\00_Drafting\15511_LA01.dwg



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

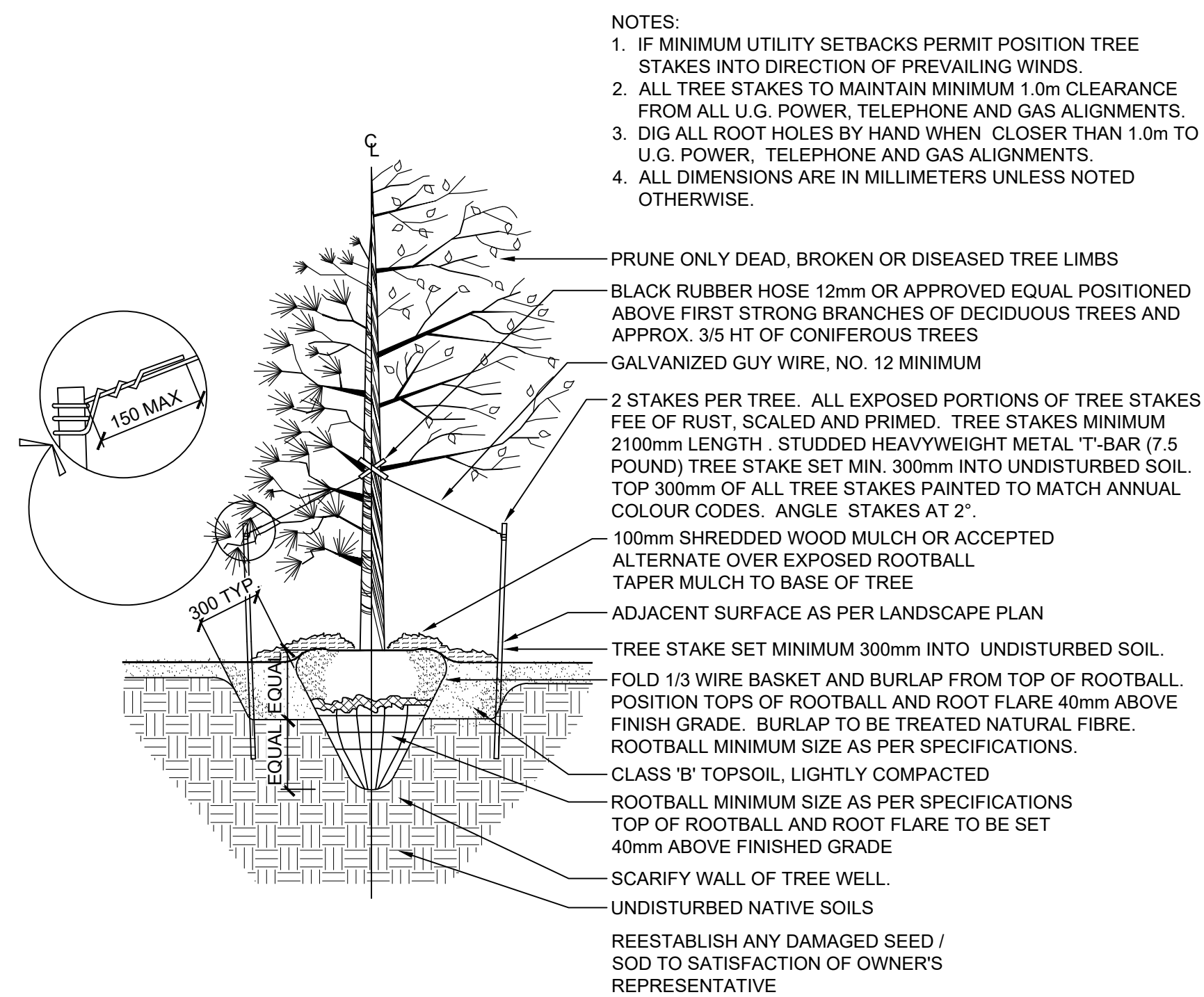
Chain link fabric to be Type 1 steel fabric, class A zinc-coated 3.5mm dia. (9 gauge), 50mm mesh

1 WOOD FENCE DETAILS
LA01 SECTION

SCALE 1:25

2 CHAIN LINK FENCE DETAIL
LA01 SECTION

NTS



3 TYPICAL TREE INSTALLATION
LA01 DETAIL

NOT TO SCALE

6	--	--	--
5	--	--	--
4	--	--	--
3	--	--	--
2	--	--	--
1	--	--	--

No.	DESCRIPTION	BY	DATE
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REVISIONS



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MICRO CULTIVATION FACILITY
BON ACCORD, ALBERTA

LANDSCAPE DETAILS

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

AS NOTED

Sheet No.
02

Scale

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: June 2, 2020

AGENDA ITEM: Cemetery Cleaning

RECOMMENDATION:

THAT.... Council moves to accept RFD as information.

BACKGROUND:

Mayor Hutton has received an email request from Leader Mrs. Petherbridge of the Bon Accord Sew So's 4-H Club. As the mandate of 4-H is to serve the community, the club would like to propose an offer to the Council to assist them in meeting their commitment to community service.

The proposal is to provide a "Detailing Service" at the cemetery to compliment the work already done by the Town. The club would maintain the grass clipping around the headstones, clean up and remove dead flowers, debris around the grounds as well as clean garbage and dead fall from along the tree line.

Due to the COVID-19 restrictions their program is shut down until the end of September 2020 but would like you to consider their service to begin in October 2020 and continue from there.

FINANCIAL IMPLICATIONS: Possible donation to the club.

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council directs administration to bring back further information to a future Council meeting.
2. Council moves to accept RFD as information.
3. Council directs administration to contact the Bon Accord Sew and So's to confirm acceptance of their proposal to begin in October 2020.

Prepared and Submitted By:

Reviewed By: Joyce Pierce - CAO

Date: Jun 2, 2020

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: June 2, 2020

AGENDA ITEM: Intermunicipal Development Plan Bylaw #2020-10

RECOMMENDATION:

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.

Council heard first reading on February 4, 2020 and second reading on May 5, 2020.

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 3rd readings of Intermunicipal Development Plan Bylaw #2020-10, as presented.
2. Council does not approve 3rd reading of the Intermunicipal Development Plan Bylaw #2020-10
2nd.

Prepared and Submitted By: Julia Miller

Reviewed By: Joyce Pierce - CAO

Date: May 27, 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 5TH DAY OF MAY 2020

Mayor

Chief Administrative Officer

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

READ A THIRD AND FINAL TIME THIS xxxx DAY OF xxxxxx 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 protect^{ing} 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 ~~the~~ 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*.

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

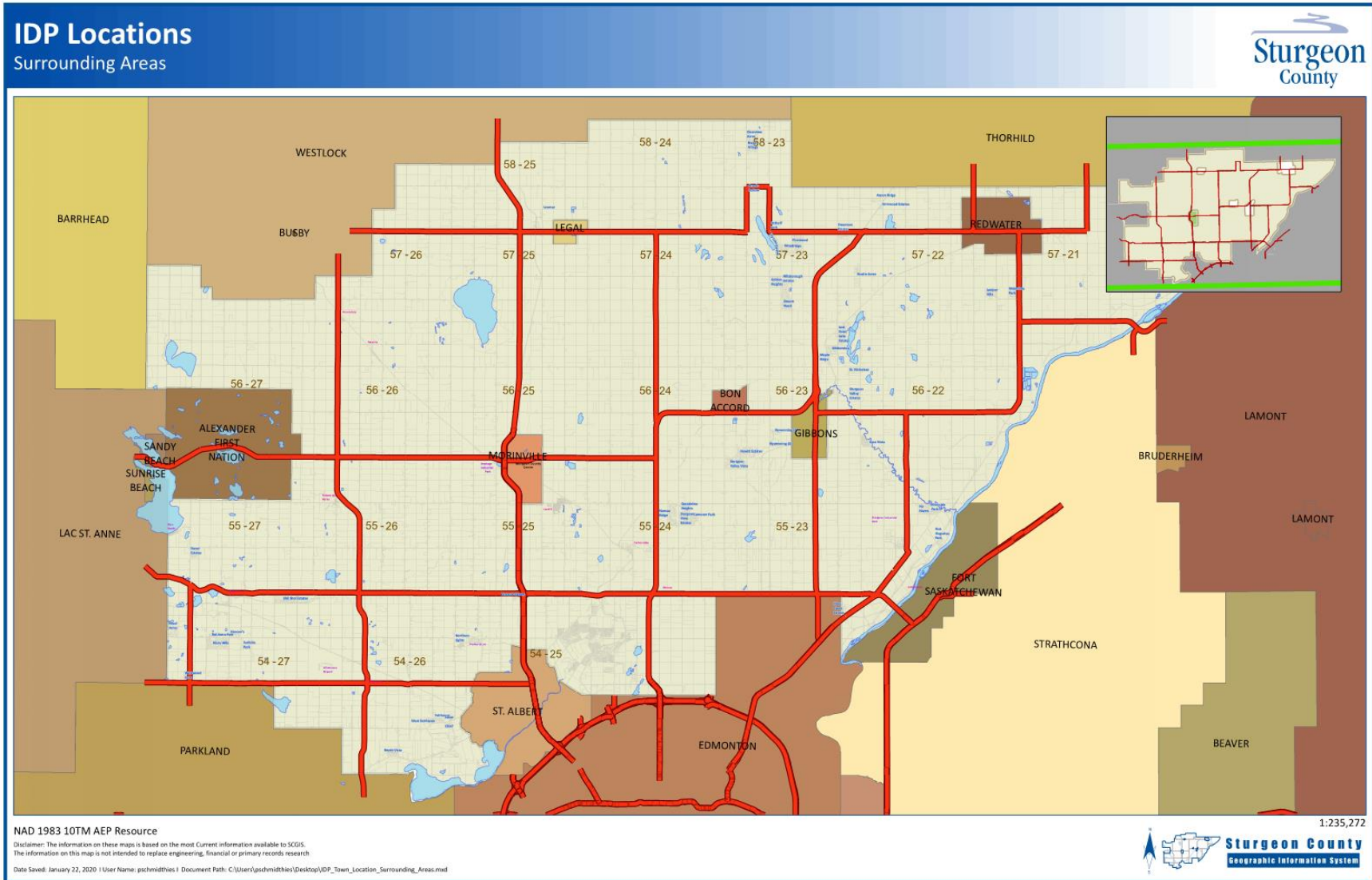
Map 1: Sturgeon County IDP Location Map

Map 2: Bon Accord Location Map

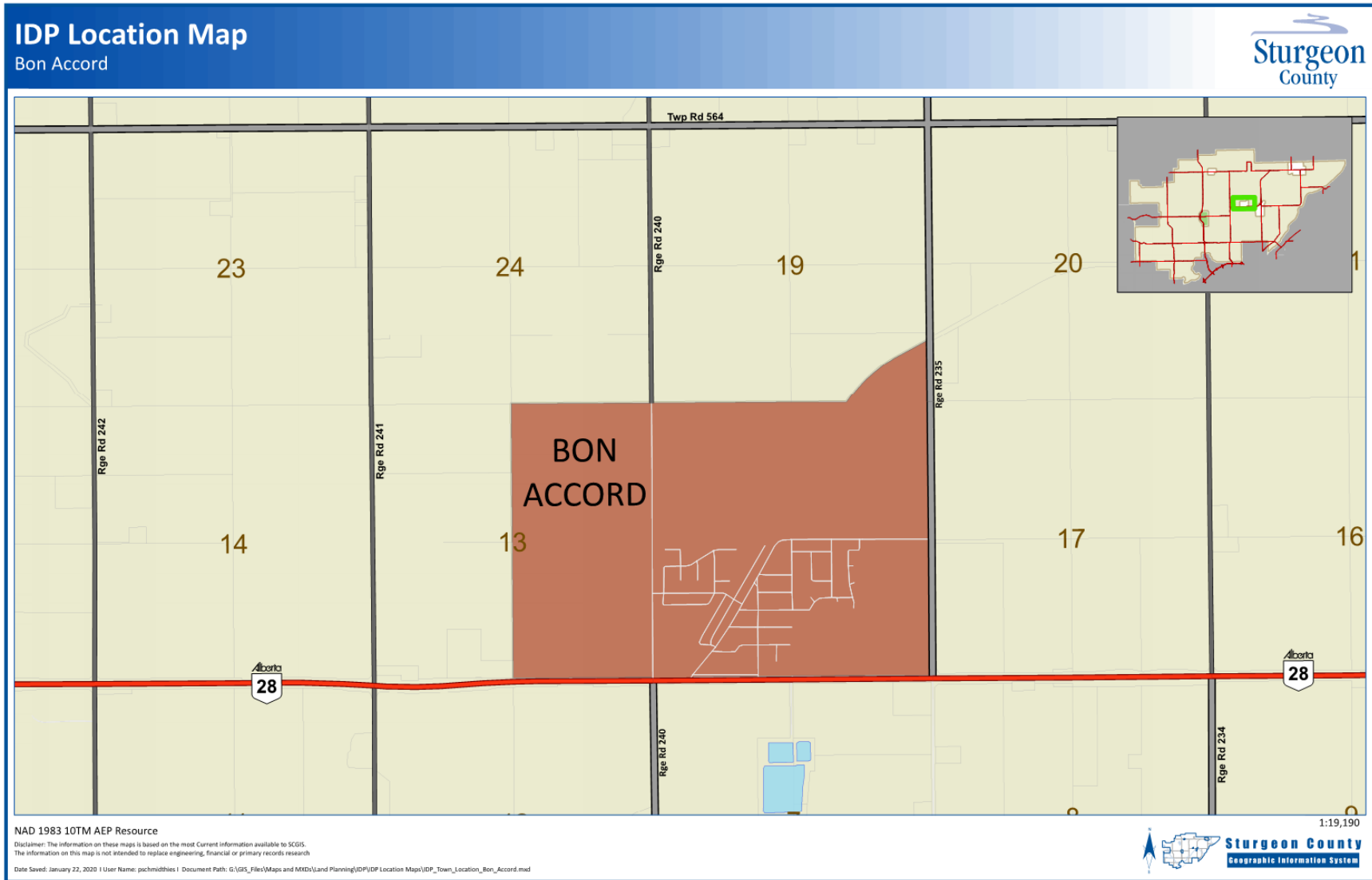
Map 3: Plan Area Map

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

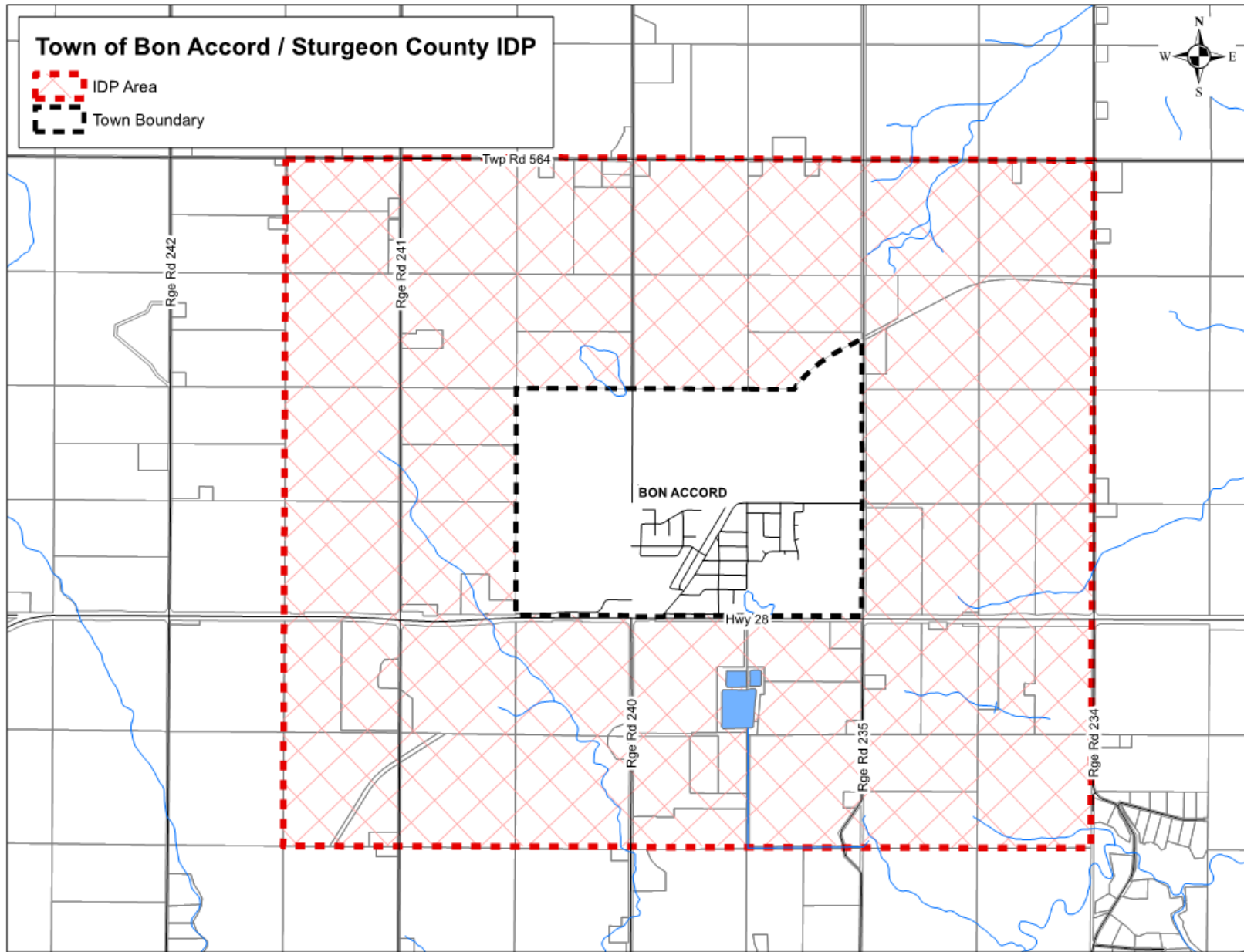
Map 1: Sturgeon County IDP Location Map



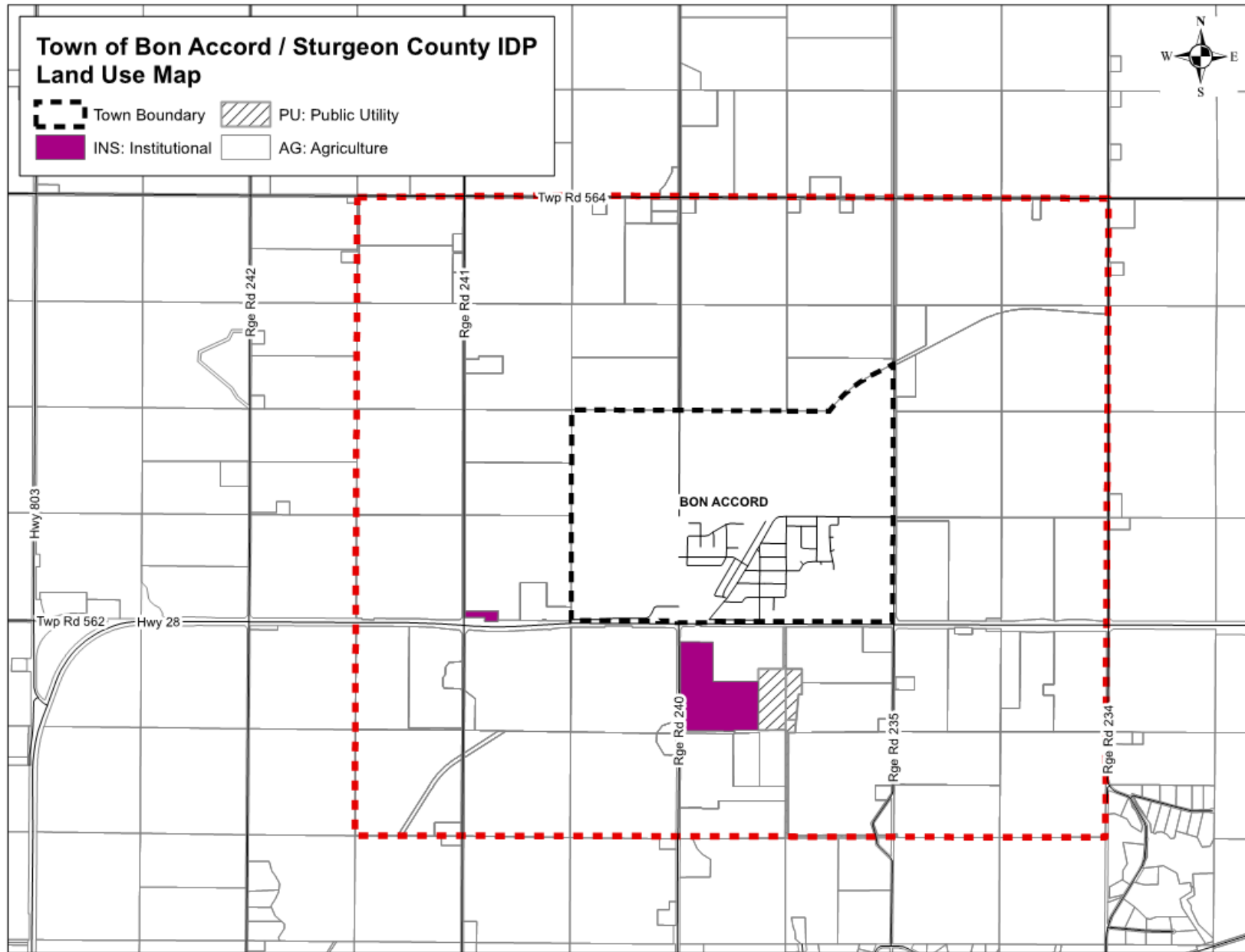
Map2: Bon Accord Location Map



Map 3: Plan Area Map



Map 4: Land Use Concept Map



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.

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- 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.

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- 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.
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- 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:

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- 5) Notwithstanding Section N(2) and Section N(3), either municipality may elect to circulate additional items to the neighbouring municipality for comment.
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- 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.

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- 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*.

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

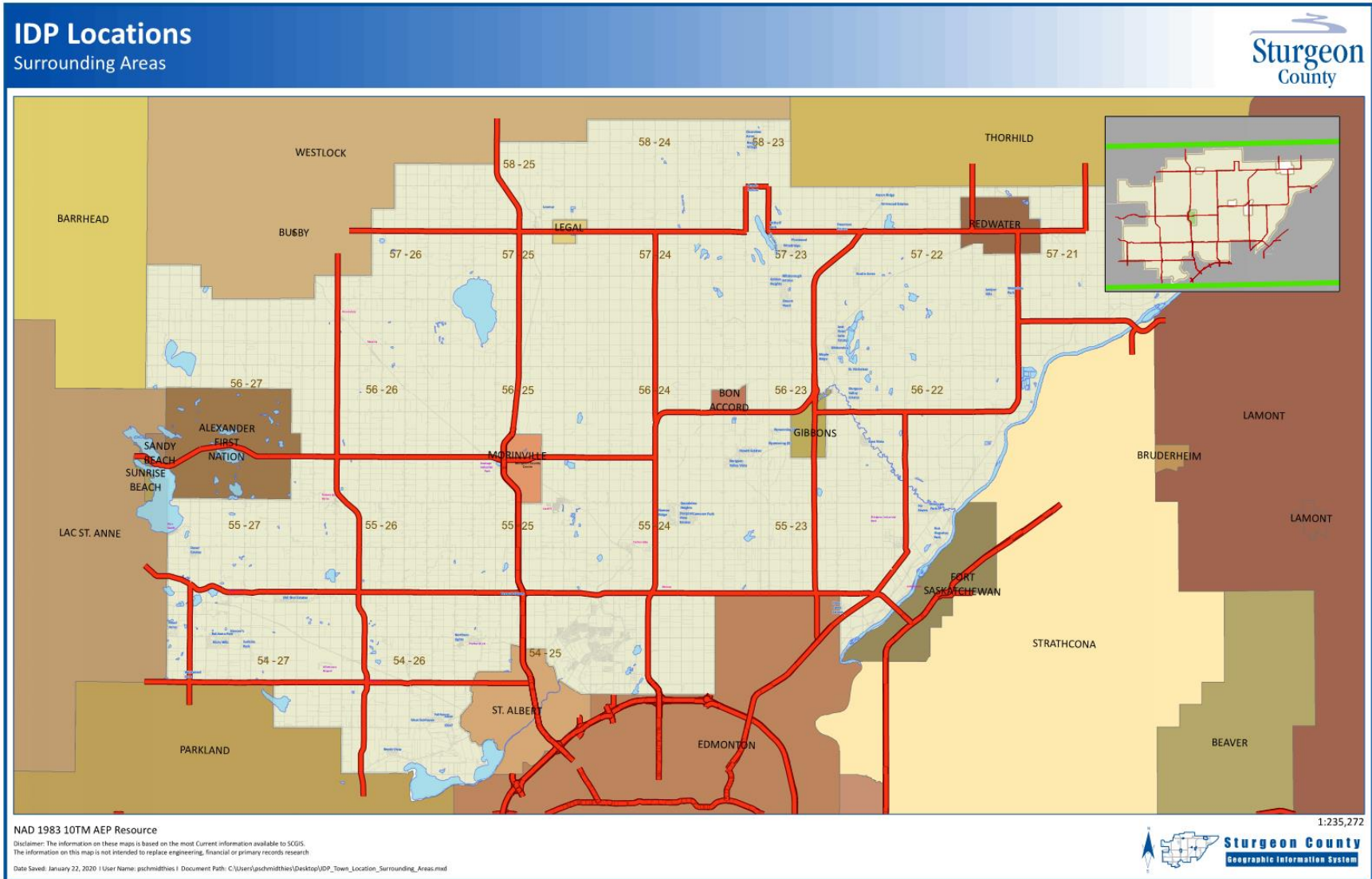
Map 1: Sturgeon County IDP Location Map

Map 2: Bon Accord Location Map

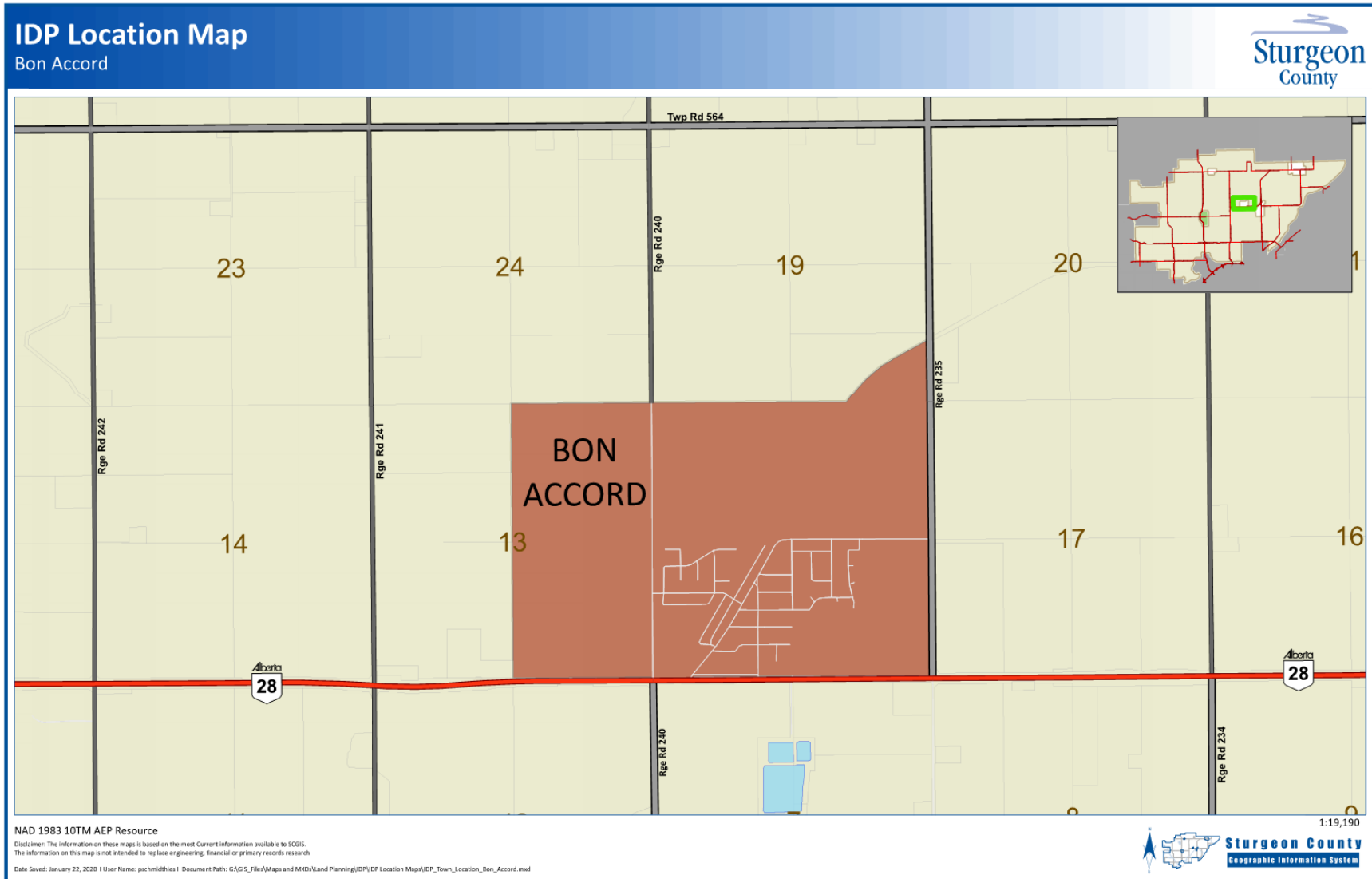
Map 3: Plan Area Map

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

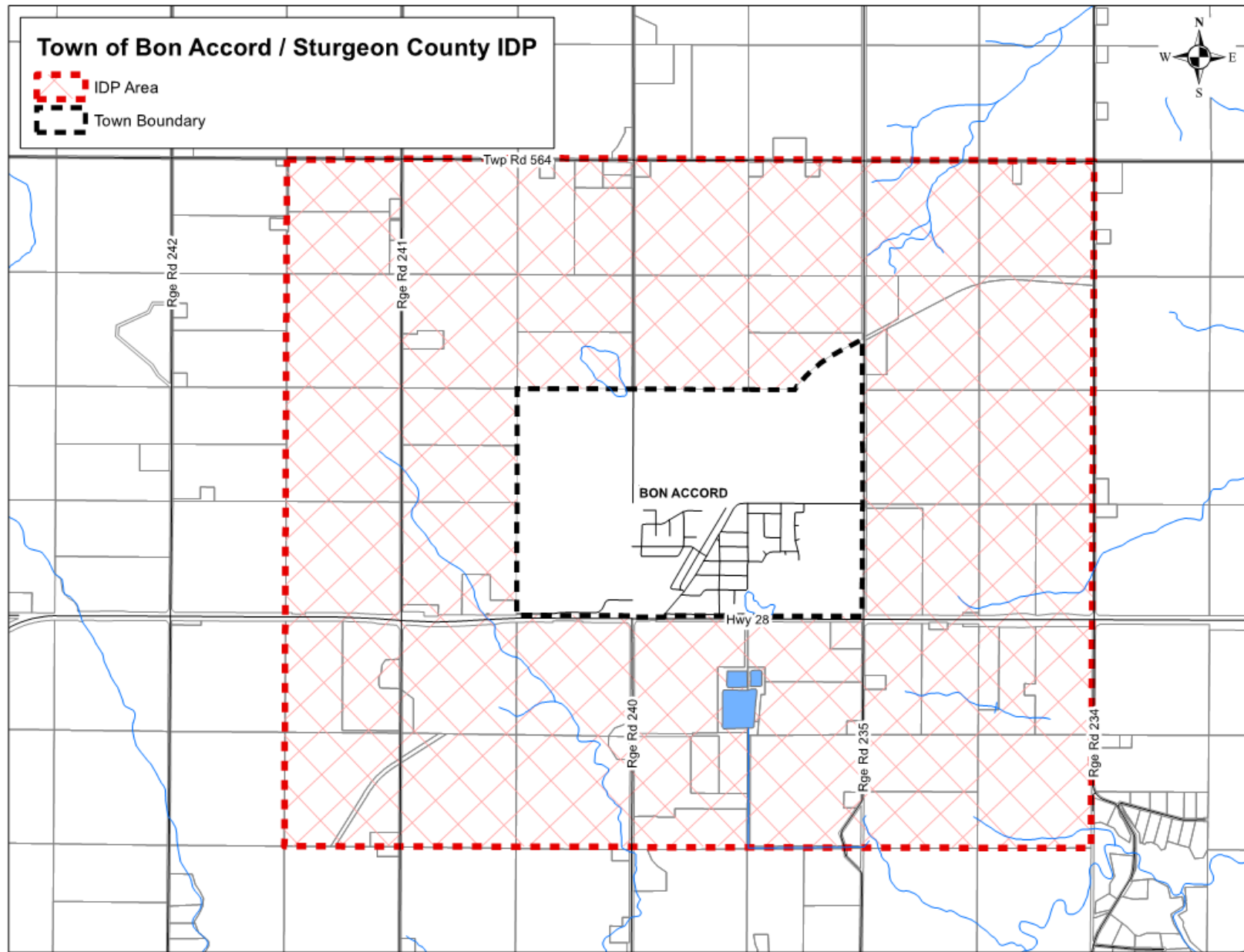
Map 1: Sturgeon County IDP Location Map



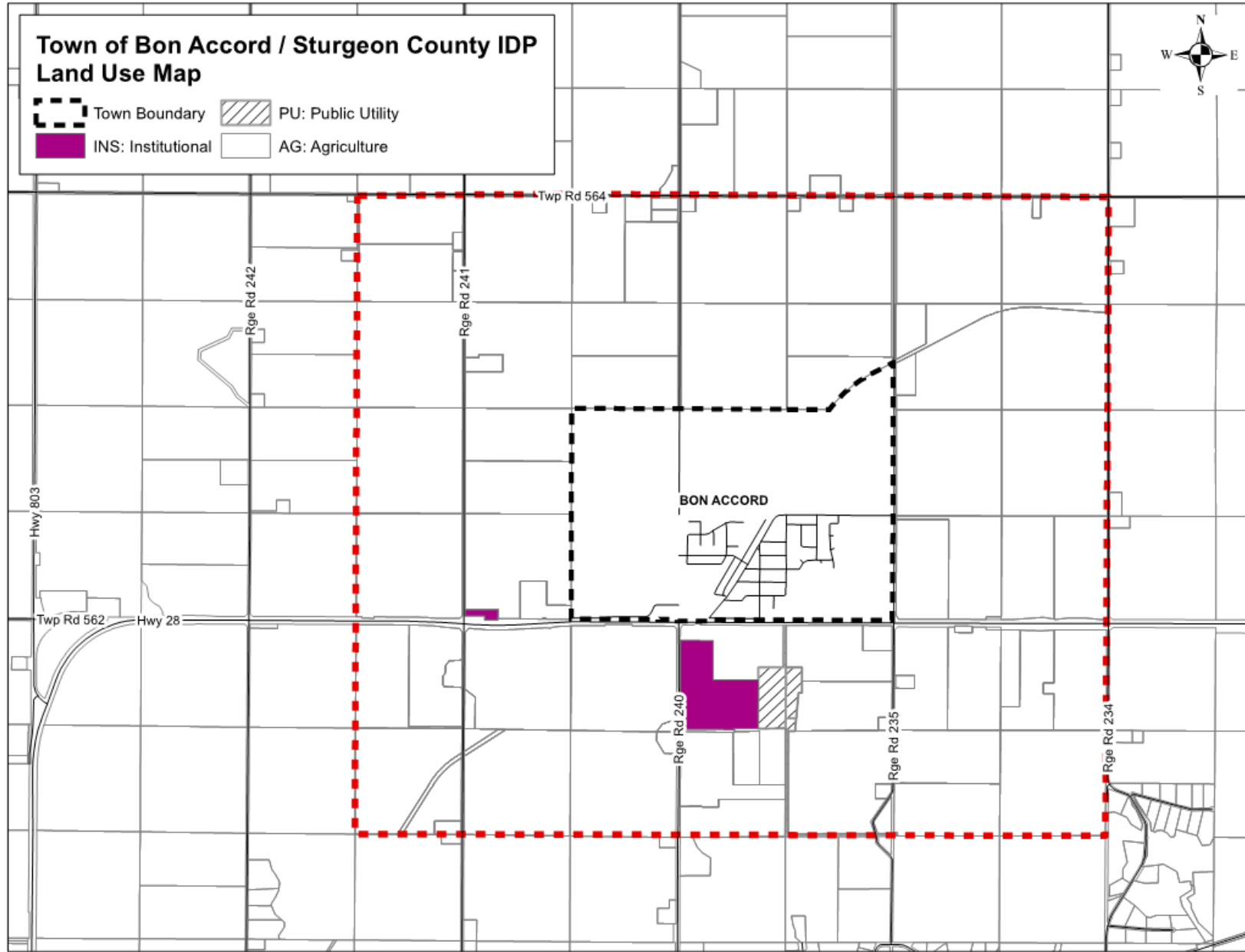
Map2: Bon Accord Location Map



Map 3: Plan Area Map



Map 4: Land Use Concept Map



TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: June 2, 2020

AGENDA ITEM: Intermunicipal Collaboration Framework (ICF) Bylaw #2020-13

RECOMMENDATION:

THAT.... Council approve 2nd reading of the ICF Bylaw #2020-13, as presented.

THAT.... Council approve 3rd reading of the ICF Bylaw #2020-13, as presented.

BACKGROUND:

Part 17.2 of the Municipal Government Act (MGA) requires municipalities with a common boundary to establish an Intermunicipal Collaboration Framework by bylaw. The ICF must be completed and submitted to the Minister by April 1, 2020.

In accordance with section 708.29 the MGA, each framework must:

- describe the services that benefit residents in more than one of the municipalities,
- identify which municipality is responsible for providing these services,
- outline how the services will be delivered and funded, and
- include a process for resolving disputes that occur while the framework is in effect.

Together, Bon Accord and Sturgeon County have developed an ICF bylaw to meet these requirements.

At RMC March 3, 2020, Council gave ICF Bylaw #2020-13 1st reading, as presented – resolution #20-091.

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 the ICF Bylaw #2020-13, as presented.
2. Council gives ICF Bylaw #2020-13 2nd reading and directs administration to amend, bringing back to Council for 3rd reading.

Prepared and Submitted By: Julia Miller

Reviewed By: Joyce Pierce, CAO

Date: May 27, 2020

**TOWN OF BON ACCORD
BYLAW #2020-13
INTERMUNICIPAL COLLABORATION FRAMEWORK BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN STURGEON COUNTY AND THE TOWN OF BON ACCORD.

WHEREAS, the Municipal Government Act, RSA 2000, c.M-26 authorizes Council to work collaboratively with neighbouring municipalities to ensure the efficient provision of municipal services for all residents;

AND WHEREAS, Sturgeon County and the Town of Bon Accord have worked collaboratively on the preparation of an intermunicipal collaboration framework between both municipalities;

AND WHEREAS, the Council of Bon Accord deems it desirable and appropriate to adopt the Sturgeon County and the Town of Bon Accord Intermunicipal Collaboration Framework;

NOW THEREFORE, the Council of Bon Accord, in the Province of Alberta, duly assembled and under the authority of the Municipal Government Act, hereby enacts the following:

The “Intermunicipal Collaboration Framework Between Sturgeon County and the Town of Bon Accord”, attached and forming part of Bylaw 2020-13, is hereby adopted.

This Bylaw shall come into force and effect upon being passed.

READ a first time this 3rd day of March 2020.

READ a second time this XX day of XXXXX 2020.

READ a third time this XX day of XXXXX 2020.

Mayor

Chief Administrative Officer

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

Intermunicipal Collaboration Framework

Sturgeon County and Town of Bon Accord

Bylaw No. 1489/20 for Sturgeon County
Bylaw No. 2020-13 for Town of Bon Accord

WHEREAS, Sturgeon County and the Town of Bon Accord share a common border; and

WHEREAS, Sturgeon County and the Town of Bon Accord share common interests and are desirous of working together to provide intermunicipal services to their residents; and

WHEREAS, Sturgeon County and the Town of Bon Accord desire to make use of municipal services owned and operated by the other municipality for the benefit of its residents; and

NOW THEREFORE, by mutual covenant of the municipalities hereto it is agreed as follows:

1. DEFINITIONS

1. In this Framework, unless the context otherwise states:

- i. Committee means the Intermunicipal Committee as defined in Section 7 of this Framework.
- ii. Cost-sharing Agreement means a binding, legal agreement entered into by both municipalities that may include provisions related to the operation, maintenance, and capital improvement of the municipal service(s) specified.
- iii. Framework means this document, the Intermunicipal Collaboration Framework (ICF) Agreement entered into by Sturgeon County and the Town of Bon Accord, pursuant to Section 708.28 of the MGA.
- iv. MGA means the *Municipal Government Act*, RSA 2000, c M-26.
- v. 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.
- vi. Municipality means Sturgeon County and the Town of Bon Accord.
- vii. Parties means Sturgeon County and the Town of Bon Accord.
- viii. Shall means obligatory direction.
- ix. The Town means the Town of Bon Accord.
- x. The County means Sturgeon County.

2. APPLICATION OF THIS FRAMEWORK

1. This Framework applies to Sturgeon County and the Town of Bon Accord. Under the MGA, Sturgeon County and the Town of Bon Accord are required to create a framework to address intermunicipal collaborations for municipal services by April 1, 2020.
2. Despite the provisions in this Framework, the Lieutenant Governor in Council of Alberta may at any time direct requirements affecting this Framework.

3. TERMS AND REVIEW

1. This Framework shall come into force upon the passing of bylaws by Sturgeon County and the Town of Bon Accord adopting this Framework.
2. In accordance with section 708.32(1) of the MGA, this Framework must be reviewed every four (4) years after its coming into force date (or within a shorter period of time if agreed upon by the municipalities). After review, the municipalities may extend this Framework for an additional four (4) years or negotiate in good faith to create a replacement Framework.
3. ~~This Framework may be amended by mutual consent in writing of both municipalities unless specified otherwise in this Agreement.~~ This Framework may be amended by mutual consent in writing. An amended Framework shall come into force on the passing of bylaws by Sturgeon County and the Town of Bon Accord. Amended versions to this Framework shall supersede and replace all previous versions of this Framework.
4. When a municipality believes there is a dispute under this Framework with respect to the interpretation, implementation or application of the Framework or a contravention or alleged contravention of the Framework, and wishes to engage in dispute resolution, the Dispute Resolution Process in Appendix A of this Framework shall apply.

4. PURPOSE

1. This Framework outlines an agreement between Sturgeon County and the Town of Bon Accord to foster the efficient planning, delivery, and funding for municipal services that benefit their residents.

5. EXISTING MUNICIPAL SERVICES

1. Sturgeon County and the Town of Bon Accord have agreed that the best and most efficient way to provide services to residents is to continue providing services independently or through the various arrangements that each party currently has with its respective neighbours or in the agreements included in Section 5 of this Agreement.

2. The Town and the County have a history of working together to provide municipal services to residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:
 - i. Transportation
 - a. The County maintains a gravel road in the Town (referred to as Highway 28 Service Road (north of Highway 28, west of Rge Rd 240). There is no formal agreement.
 - b. The Town and the County agree to work together in 2020 to develop an agreement to maintain the above noted road within the Town, adjacent to the County.
 - ii. Emergency Services
 - a. The County and the Town entered into a 2017 – 2021 Fire Service Agreement dated December 20, 2016 for the County to provide firefighting and related services to the Town. The lead municipality is the County and the fees for services provided are in accordance with the agreement.
 - b. The County and the Town, together with the Towns of Morinville, Legal, Redwater and Gibbons, entered into Sturgeon Regional Emergency Management Partnership Agreement, dated 14 November 2016. The lead municipality is the County and costs are paid in accordance with the agreement.
 - c. The Town and the County agree to work together to develop a new Fire Agreement in 2021. The agreement shall at a minimum address operations and capital expenditures. If a new agreement is not finalized by December 31, 2021 and the municipalities have not mutually agreed to extend the term of negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.
 - iii. Recreation
 - a. The Town and the County entered into a Recreation Cost Sharing Agreement on June 7, 2016. This agreement ends in 2020 and the Town and County agree to develop new recreation and library funding agreement(s) prior to the end of September 2020. The agreement(s) shall at a minimum address operations and capital expenditures. If a new agreement is not finalized to by the aforementioned deadline, and the municipalities have not mutually agreed to extend the term of negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

- iv. Sturgeon Adult Learning
 - a. The Town and the County, in conjunction with the Towns of Redwater, Gibbons, Legal and Morinville, signed an agreement in November 2017 to establish the Sturgeon Adult Learning Centre. The Town of Gibbons is the lead municipality and funding is provided by a provincial grant.

- v. Safety Codes Act
 - a. The Town and the County, in conjunction with the Towns of Redwater, Gibbons, Legal, and Morinville, signed an agreement to create a joint quality management plan that establishes responsibilities and minimum performance standards for providing compliance services under the *Safety Codes Act*, which was approved on January 28, 2020. The County is the lead municipality and there is no fee.

- vi. Bylaw Enforcement
 - a. The County provides Peace Officer Services to the Town under an agreement dated January 27, 2016. The County is the lead municipality and the Peace Officer Services are provided on a fee for service charged in accordance with the agreement.

6. NEW INTERMUNICIPAL SERVICES

1. In the event that either municipality wishes to initiate a new intermunicipal service, facility, or initiative and/or would like to revise the municipal contribution amounts, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer of the following:
 - i. general project or initiative description, and
 - ii. envisioned scope.

2. Once either municipality has received written notification on the desire to engage in discussion on a new intermunicipal service, facility, or initiative, a Committee meeting must be held within ninety (90) calendar days of the date the written notice was received.

3. The Committee shall confirm the following criteria to the satisfaction of both municipalities before a new intermunicipal service, facility, or initiative can be further pursued by the Committee:
 - i. demonstrated community impact and support in both municipalities, and
 - ii. a joint planning model involving both municipalities.

4. Pursuant to the completion of Section 6(3) of this Framework, the Committee shall develop a business plan and evaluate the following criteria as the basis for determining if a new service, facility or initiative is desirable by both municipalities:
 - i. estimated cost (capital and operating) and long-term borrowing implications,
 - ii. appropriate funding and timing of expenditures for both municipalities,

- iii. the level of projected use and benefit to the residents and ratepayers of both municipalities,
 - iv. an implementation plan,
 - v. which municipality will manage the operations of the service, facility, or initiative,
 - vi. the appropriate process for planning the agreed upon service(s),
 - vii. a process and implications for discontinuing the service provided, and
 - viii. a time frame for the delivery of the service(s) being discussed, including a start and end date of the service(s) delivery.
5. In addition to the service agreements detailed in Section 5 of this Framework, the municipalities agree to work collaboratively on additional services of regional importance to benefit residents as opportunities arise. These future opportunities may include, but are not limited to, Family and Community Support Services, physician recruitment, bylaw enforcement, purchasing and procurement and weed inspection.

7. INTERMUNICIPAL COMMITTEE

1. Sturgeon County and the Town of Bon Accord hereby create a recommending body known as the Intermunicipal Committee (referred to as the Committee for the purpose of this Framework).
2. The Committee will meet on an as-required basis and will develop recommendations to the Councils of their respective municipalities on matters of strategic direction and cooperation affecting their municipal services, including:
 - i. periodic review of this Framework as required under Section 3 of this Agreement, or
 - ii. matters as required under Section 6 of this Agreement.
3. The Committee shall consist of three (3) members from each municipality's Council.
4. Decisions of the Committee shall be made by vote, with a majority required for approval.
5. Quorum for the purposes of Committee Meetings shall be a minimum of two (2) members from each municipality.
6. Incidental costs for Committee support shall be shared equally by the municipalities.
7. The Chief Administrative Officers, and/or their designates, of both municipalities will be advisory staff to the Committee and will be responsible to provide background information and recommendations, develop agendas and record the recommendations of the Committee on all matters, and forward all recommendations from the Committee to their respective Councils.

8. Notwithstanding Section 7(2), in the event the Town or County have identified a need for the Committee to meet, a written request for a Committee Meeting will be submitted by the Chief Administrative Officer to the other municipality's Chief Administrative Officer. The Committee will endeavour to meet at the earliest possible time, but no later than sixty (60) days of receipt of the written request.

8. CORRESPONDENCE

1. Written correspondence under this Framework shall be addressed as follows:

- i. In the case of Sturgeon County to:

Sturgeon County
c/o Chief Administrative Officer
9613 – 100 Street
Morinville, AB T8R 1L9

- ii. In the case of the Town of Bon Accord to:

Town of Bon Accord
c/o Chief Administrative Officer
P.O. Box 779
Bon Accord, AB TOA 0K0

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. 1489/20

Chief Administrative Officer
Bylaw No.: 2020-13

APPENDIX A

DISPUTE RESOLUTION PROCESS

1. The Parties commit to resolving any disputes under the Intermunicipal Collaboration Framework 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 Collaboration Framework 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 of a dispute 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 is not resolved through the above noted process, the Parties shall refer the matter to an arbitrator acceptable to both parties and the arbitration process described in Part 17.2 of the *Municipal Government Act* shall apply whether or not one year has passed after the Parties started the dispute resolution process in this Framework.

Intermunicipal Collaboration Framework

Sturgeon County and Town of Bon Accord

Bylaw No. 1489/20 for Sturgeon County
Bylaw No. 2020-13 for Town of Bon Accord

WHEREAS, Sturgeon County and the Town of Bon Accord share a common border; and

WHEREAS, Sturgeon County and the Town of Bon Accord share common interests and are desirous of working together to provide intermunicipal services to their residents; and

WHEREAS, Sturgeon County and the Town of Bon Accord desire to make use of municipal services owned and operated by the other municipality for the benefit of its residents; and

NOW THEREFORE, by mutual covenant of the municipalities hereto it is agreed as follows:

1. DEFINITIONS

1. In this Framework, unless the context otherwise states:

- i. Committee means the Intermunicipal Committee as defined in Section 7 of this Framework.
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- iv. MGA means the *Municipal Government Act*, RSA 2000, c M-26.
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- vi. Municipality means Sturgeon County and the Town of Bon Accord.
- vii. Parties means Sturgeon County and the Town of Bon Accord.
- viii. Shall means obligatory direction.
- ix. The Town means the Town of Bon Accord.
- x. The County means Sturgeon County.

2. APPLICATION OF THIS FRAMEWORK

1. This Framework applies to Sturgeon County and the Town of Bon Accord. Under the MGA, Sturgeon County and the Town of Bon Accord are required to create a framework to address intermunicipal collaborations for municipal services by April 1, 2020.
2. Despite the provisions in this Framework, the Lieutenant Governor in Council of Alberta may at any time direct requirements affecting this Framework.

3. TERMS AND REVIEW

1. This Framework shall come into force upon the passing of bylaws by Sturgeon County and the Town of Bon Accord adopting this Framework.
2. In accordance with section 708.32(1) of the MGA, this Framework must be reviewed every four (4) years after its coming into force date (or within a shorter period of time if agreed upon by the municipalities). After review, the municipalities may extend this Framework for an additional four (4) years or negotiate in good faith to create a replacement Framework.
3. This Framework may be amended by mutual consent in writing. An amended Framework shall come into force on the passing of bylaws by Sturgeon County and the Town of Bon Accord. Amended versions to this Framework shall supersede and replace all previous versions of this Framework.
4. When a municipality believes there is a dispute under this Framework with respect to the interpretation, implementation or application of the Framework or a contravention or alleged contravention of the Framework, and wishes to engage in dispute resolution, the Dispute Resolution Process in Appendix A of this Framework shall apply.

4. PURPOSE

1. This Framework outlines an agreement between Sturgeon County and the Town of Bon Accord to foster the efficient planning, delivery, and funding for municipal services that benefit their residents.

5. EXISTING MUNICIPAL SERVICES

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 - b. The County and the Town, together with the Towns of Morinville, Legal, Redwater and Gibbons, entered into Sturgeon Regional Emergency Management Partnership Agreement, dated 14 November 2016. The lead municipality is the County and costs are paid in accordance with the agreement.
 - c. The Town and the County agree to work together to develop a new Fire Agreement in 2021. The agreement shall at a minimum address operations and capital expenditures. If a new agreement is not finalized by December 31, 2021 and the municipalities have not mutually agreed to extend the term of negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.
 - iii. Recreation
 - a. The Town and the County entered into a Recreation Cost Sharing Agreement on June 7, 2016. This agreement ends in 2020 and the Town and County agree to develop new recreation and library funding agreement(s) prior to the end of September 2020. The agreement(s) shall at a minimum address operations and capital expenditures. If a new agreement is not finalized to by the aforementioned deadline, and the municipalities have not mutually agreed to extend the term of negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

- iv. Sturgeon Adult Learning
 - a. The Town and the County, in conjunction with the Towns of Redwater, Gibbons, Legal and Morinville, signed an agreement in November 2017 to establish the Sturgeon Adult Learning Centre. The Town of Gibbons is the lead municipality and funding is provided by a provincial grant.

- v. Safety Codes Act
 - a. The Town and the County, in conjunction with the Towns of Redwater, Gibbons, Legal, and Morinville, signed an agreement to create a joint quality management plan that establishes responsibilities and minimum performance standards for providing compliance services under the *Safety Codes Act*, which was approved on January 28, 2020. The County is the lead municipality and there is no fee.

- vi. Bylaw Enforcement
 - a. The County provides Peace Officer Services to the Town under an agreement dated January 27, 2016. The County is the lead municipality and the Peace Officer Services are provided on a fee for service charged in accordance with the agreement.

6. NEW INTERMUNICIPAL SERVICES

1. In the event that either municipality wishes to initiate a new intermunicipal service, facility, or initiative and/or would like to revise the municipal contribution amounts, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer of the following:
 - i. general project or initiative description, and
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2. Once either municipality has received written notification on the desire to engage in discussion on a new intermunicipal service, facility, or initiative, a Committee meeting must be held within ninety (90) calendar days of the date the written notice was received.

3. The Committee shall confirm the following criteria to the satisfaction of both municipalities before a new intermunicipal service, facility, or initiative can be further pursued by the Committee:
 - i. demonstrated community impact and support in both municipalities, and
 - ii. a joint planning model involving both municipalities.

4. Pursuant to the completion of Section 6(3) of this Framework, the Committee shall develop a business plan and evaluate the following criteria as the basis for determining if a new service, facility or initiative is desirous by both municipalities:
 - i. estimated cost (capital and operating) and long-term borrowing implications,
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- iii. the level of projected use and benefit to the residents and ratepayers of both municipalities,
 - iv. an implementation plan,
 - v. which municipality will manage the operations of the service, facility, or initiative,
 - vi. the appropriate process for planning the agreed upon service(s),
 - vii. a process and implications for discontinuing the service provided, and
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5. In addition to the service agreements detailed in Section 5 of this Framework, the municipalities agree to work collaboratively on additional services of regional importance to benefit residents as opportunities arise. These future opportunities may include, but are not limited to, Family and Community Support Services, physician recruitment, bylaw enforcement, purchasing and procurement and weed inspection.

7. INTERMUNICIPAL COMMITTEE

1. Sturgeon County and the Town of Bon Accord hereby create a recommending body known as the Intermunicipal Committee (referred to as the Committee for the purpose of this Framework).
2. The Committee will meet on an as-required basis and will develop recommendations to the Councils of their respective municipalities on matters of strategic direction and cooperation affecting their municipal services, including:
 - i. periodic review of this Framework as required under Section 3 of this Agreement, or
 - ii. matters as required under Section 6 of this Agreement.
3. The Committee shall consist of three (3) members from each municipality's Council.
4. Decisions of the Committee shall be made by vote, with a majority required for approval.
5. Quorum for the purposes of Committee Meetings shall be a minimum of two (2) members from each municipality.
6. Incidental costs for Committee support shall be shared equally by the municipalities.
7. The Chief Administrative Officers, and/or their designates, of both municipalities will be advisory staff to the Committee and will be responsible to provide background information and recommendations, develop agendas and record the recommendations of the Committee on all matters, and forward all recommendations from the Committee to their respective Councils.

8. Notwithstanding Section 7(2), in the event the Town or County have identified a need for the Committee to meet, a written request for a Committee Meeting will be submitted by the Chief Administrative Officer to the other municipality's Chief Administrative Officer. The Committee will endeavour to meet at the earliest possible time, but no later than sixty (60) days of receipt of the written request.

8. CORRESPONDENCE

1. Written correspondence under this Framework shall be addressed as follows:

- i. In the case of Sturgeon County to:

Sturgeon County
c/o Chief Administrative Officer
9613 – 100 Street
Morinville, AB T8R 1L9

- ii. In the case of the Town of Bon Accord to:

Town of Bon Accord
c/o Chief Administrative Officer
P.O. Box 779
Bon Accord, AB TOA 0K0

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. 1489/20

Chief Administrative Officer
Bylaw No.: 2020-13

APPENDIX A

DISPUTE RESOLUTION PROCESS

1. The Parties commit to resolving any disputes under the Intermunicipal Collaboration Framework 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 Collaboration Framework 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 of a dispute 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 is not resolved through the above noted process, the Parties shall refer the matter to an arbitrator acceptable to both parties and the arbitration process described in Part 17.2 of the *Municipal Government Act* shall apply whether or not one year has passed after the Parties started the dispute resolution process in this Framework.

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: June 2, 2020

AGENDA ITEM: Working Remotely Policy

RECOMMENDATION:

THAT.... Council approve the Working Remotely Policy and accepts the Working Remotely Procedures, as information.

BACKGROUND:

In our business continuity plan, as a measure to help control the current COVID-19 pandemic, Town Office staff have been working from home, while coming into the office on a limited basis. The Town does not currently have a written policy and procedure for this type of situation.

Going forward, with the implementation of this policy, the Town of Bon Accord will help ensure the safety of its' employees while ensuring that the key functions within the Town's essential municipal services are being maintained.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council approve the Working Remotely Policy, and accept the Working Remotely Procedures, as presented.
2. Council does not approve the Working Remotely Policy.

Prepared and Submitted By: Julia Miller

Reviewed By: Joyce Pierce - CAO

Date: May 29, 2020

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: ADMINISTRATION

POLICY NO.: XX-XXX

SUBJECT: WORKING REMOTELY POLICY

RESPONSIBLE AUTHORITY: TOWN OF BON ACCORD

REVIEWED & APPROVED BY COUNCIL: June 2, 2020

1. PURPOSE AND INTENT:

The Town of Bon Accord is committed to the safety and well-being of its Employees and its role in the assurance of business continuity during any event that creates barriers to employees working from their typical location of employment with the Town. This Policy can apply to the prevention of spreading infectious diseases, pandemic responses or any other situation as deemed applicable by the Town's Chief Administrative Officer. The purpose of the **WORKING REMOTELY POLICY** is to provide a framework which enables Employees of the Town of Bon Accord to work remotely, while also promoting and fostering collaboration, productivity, and efficiency. This framework also provides guidelines to ensure that Employees are equipped to provide the same levels of service delivery to our ratepayers, while upholding the necessary standards of confidentiality, security, and documentation.

2. POLICY STATEMENT:

- 2.1 This Policy is to ensure that key functions within the Town's essential municipal services can be conducted from remote locations during any situation or event, and for any period of time, as deemed necessary by the CAO.
- 2.2 Where possible, when an Employee is directed to work from home, the Town will endeavor to provide the Employee with the required technological infrastructure to do so. When deemed necessary, a personal device may be authorized for use if the Town's IT Department has approved and installed applicable program software, including security measures.

3. SCOPE:

- 3.1 This Policy applies to all Employees.

4. RESPONSIBILITIES:

- 4.1 The Chief Administrative Officer (CAO), is solely responsible for determining when this Policy is to be implemented during any event as deemed necessary by the CAO.
- 4.2 The CAO is responsible for working with the Managers to identify the job responsibilities that can be performed by employees working remotely.
- 4.3 The CAO with the assistance of the Executive Assistant is responsible for facilitating the implementation of technological changes as required to work remotely.
- 4.4 The Managers are responsible for ensuring the consistent application and administration of this Policy.
- 4.5 The Employee is responsible to ensure they adhere to their role in complying with this Policy.

TOWN OF BON ACCORD PROCEDURES

SECTION: ADMINISTRATION

SUPPORTED POLICY NO.: xx-xxx

SUBJECT: WORKING REMOTELY

RESPONSIBLE AUTHORITY: Chief Administrative Officer

REVIEWED BY COUNCIL: June 2, 2020

PROCEDURES:

1.0 In conjunction with the CAO:

MANAGERS WILL:

- 1.1.1 Identify the job responsibilities that can be performed by employees working remotely.
- 1.1.2 Identify key personnel and their back-ups who will perform this work.
- 1.1.3 Ensure employees know who to report to.
- 1.1.4 Ensure managers have the resources they need to monitor and manage employees remotely.
- 1.1.5 Where required ensure employees have the necessary hardware, software and security measures required to adequately do the work.
- 1.1.6 Ensure that the Town's standards of security for confidentiality and FOIP information is upheld.
- 1.1.7 Ensure that all municipal laptops have VPN and employees utilize municipal equipment when working remotely.
- 1.1.8 Ensure that all parties understand that the Terms and Conditions of Employment with the Town still apply under this Policy.
- 1.1.9 Managers ensure there is adequate supervision of staff without the ability of being in close proximity.
- 1.1.10 Management will manage by objective and results instead of managing by observation.
- 1.1.11 Provide and clearly communicate guidelines on various issues related to working remotely.
- 1.1.12 Be available through clearly communicated communication channels – virtual meetings, telecommunications or any means that is required for the situation to respond to enquiries throughout the workday.

- 1.1.13 Managers will apply the same management skills used to manage employees working in the office to those working remotely.
- 1.1.14 Work with employees to develop reasonable and timely goals and when those tasks should be completed.

1.2 EMPLOYEES WILL:

- 1.2.1 Maintain good work habits from the moment they begin working remotely.
- 1.2.2 Manage work efficiently, employees must ensure they keep themselves informed and a continue a high level of productivity.
- 1.2.3 Keep supervisors informed about the status of the work/task and program being worked on, progress and any difficulty encountered on a timely basis.
- 1.2.4 Ensure they are available to participate in departmental discussions whether online or at any other designated location.
- 1.2.5 Ensure that office equipment and supplies provided by the Town are only used for business purposes and are returned when the Employee no longer is required to work remotely.
- 1.2.6 Maintain the same level of professionalism used while at the workplace with respect to n acceptable wardrobe, telephone and email manner, protection of Town property, and confidentiality.
- 1.2.7 Secure confidential Town documents, communications or other information possessed either in printed or electronic formats while working from home.
- 1.2.8 Must be aware they must not take private and confidential information to their remote worksite unless authorized to do so by their supervisor.
- 1.2.9 Must continue to follow all applicable policies regarding the creation use and maintenance of Corporate Records.
- 1.2.10 All employees working remotely will continue to be bound by and must comply with the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25, as amended.

TRAINING:

2.0

- 2.1 Each employee directed or approved to work remotely must receive and review this policy.

GENERAL INFORMATION:

3.0

- 3.1 Employees who are approved to work remotely are covered by the Town's WCB coverage, as per WCB regulations for working remotely.
- 3.2 Employees who are approved to work remotely are required to follow the Town's Health & Safety Management System.
- 3.3 Employees who are approved to work remotely are required to follow all OH&S legislative requirements.
- 3.4 Employees are required to adhere to all "Town Policies, Directives and Procedures.
- 3.5 Employee will provide comment on their timesheets if they are working remotely.
- 3.6 Employees who violate any provision of this Policy and other applicable municipal policies, administrative directives or administrative procedures may be subject to disciplinary actions up to and including termination from employment for just cause.
- 3.7 This Policy may be amended from time to time at the sole discretion of the municipality. Employees will be provided notice of any amendments to this Policy.

Seniors' Week

June 1-7, 2020



APPRECIATION PARADE

June 6, 2020

10:00 AM	LEGAL Meeting at Fire Station
10:10 AM	Sunrise and Sunset Villas 4811 47 Street Legal
10:20 AM	Chateau Sturgeon Lodge 5320 46 Street Legal
10:30 AM	Drive to MORINVILLE
11:00 AM	MORINVILLE Meeting at Fire Station
11:10 AM	Aspen House 9706 100 Avenue Morinville
11:15 AM	Lions Manor 10506 101 Avenue Morinville
11:20 AM	Heritage Place 10015 – 101 Avenue Morinville
11:30 AM	Drive to VILLENEUVE
NOON	Meet at Villeneuve Hall
12:10 PM	West Country Hearth 26504 AB 633
12:30 PM	Drive to BON ACCORD
1:30 PM	Meet at Bon Accord Fire Hall
1:40 PM	Sunridge and Sunset Manor 5011 49 Avenue Bon Accord
1:50 PM	Drive to GIBBONS
2:15 PM	Meet at Gibbons Fire Hall
2:20 PM	Pine Crest Gardens 4732 45 Avenue Gibbons
2:30 PM	Spruce View Manor 4539 49 Street Gibbons
2:40 PM	Drive to REDWATER
3:00 PM	Meet at Redwater Fire Hall
3:10 PM	Diamond Spring Lodge 4619 52 Avenue Redwater
3:20 PM	Golden Villa 5119 49 Street Redwater

** Due to the construction on highway 642, they will access all senior's homes via 101 Ave. (Morinville)*

- *1st Aspen House*
- *Driving west on 100 Ave to 107 St. (Provincial building), then east on 101 Ave.*
- *2nd Lion's Manor*
- *3rd Heritage Place (north side of building), then turn south (for residents on east side of building)*