

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**June 16, 2020 8:30 a.m.**

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; June 2, 2020 (enclosure)
- 4. DEPARTMENT REPORTS**
  - 4.1. Finance (enclosure)
  - 4.2. Community Services (enclosure)
  - 4.3. Operations (PW) (enclosure)
  - 4.4. Planning and Economic Development (enclosure)
  - 4.5. Chief Administrative Officer (CAO) (enclosure)
- 5. UNFINISHED BUSINESS**

**NONE**
- 6. NEW BUSINESS**
  - 6.1. Fortis Alberta AUC Application (enclosure)
  - 6.2. Edmonton Global Shareholder Withdrawal (enclosure)
  - 6.3. Purchase of a Second Mower (enclosure)
  - 6.4. Sky Sheds (enclosure)
  - 6.5. Golden Gems Request for Funding (enclosure)
- 7. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 7.1 Community Standards Bylaw #2020-19; 1<sup>st</sup> reading (enclosure)
- 8. WORKSHOPS/MEETINGS/CONFERENCES**

**NONE**
- 9. COUNCIL REPORTS**
  - 9.1. Mayor Hutton (enclosure)
  - 9.2. Deputy Mayor Bidney (enclosure)
  - 9.3. Councillor May (enclosure)
  - 9.4. Councillor Laing (enclosure)
  - 9.5. Councillor Holden (enclosure)
- 10. CORRESPONDENCE**
  - 10.1. MP Lloyd Email
- 11. CLOSED SESSION**
  - 11.1. Facility Rentals – *FOIP Act Section 24(1)(c) – Advice from officials*

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**12. ADJOURNMENT**

Town of Bon Accord  
Regular Meeting of Council Minutes  
June 2, 2020 7:00 p.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  
Jessica Caines, Executive Assistant

**CALL TO ORDER**

Deputy Mayor Bidney called the meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

DEPUTY MAYOR BIDNEY MOVED THAT the agenda for the June 2, 2020 Regular Meeting of Council be adopted as amended with the following addition:

***Correspondence – Letter from Mayor Hnatiw, Sturgeon County***  
**CARRIED RESOLUTION 20-196**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – May 19, 2020***

COUNCILLOR HOLDEN MOVED THAT the minutes of the May 19, 2020 Regular Meeting of Council be accepted, as presented.

**CARRIED RESOLUTION 20-197**

**UNFINISHED BUSINESS**

*None*

**NEW BUSINESS**

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

COUNCILLOR MAY MOVED 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:

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1. The Registered Owner will ensure that the development complies with the information and plans stamped approved by the Development Officer on June 2, 2020 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 June 2, 2020 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

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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 June 2, 2020 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.

**CARRIED RESOLUTION 20-198**

***Cemetery Cleaning***

COUNCILLOR HOLDEN MOVED THAT Council directs Administration to bring back further information to a future Council meeting.

**CARRIED RESOLUTION 20-199**

**BYLAWS | POLICIES | AGREEMENTS**

**BYLAWS**

***Intermunicipal Development Plan Bylaw #2020-10***

DEPUTY MAYOR BIDNEY MOVED THAT Council approve 3<sup>rd</sup> reading of Intermunicipal Development Plan Bylaw, Bylaw #2020-10, as presented.

**CARRIED RESOLUTION 20-200**

***Intermunicipal Collaboration Framework Bylaw, Bylaw #2020-13***

COUNCILLOR HOLDEN MOVED THAT Council approve 2<sup>nd</sup> reading of the Intermunicipal Collaboration Framework Bylaw, Bylaw #2020-13, as presented.

**CARRIED RESOLUTION 20-201**

DEPUTY MAYOR BIDNEY MOVED THAT Council approve 3<sup>rd</sup> reading of the Intermunicipal Collaboration Framework Bylaw, Bylaw #2020-13, as presented.

**CARRIED RESOLUTION 20-202**

**POLICIES**

***Working Remotely Policy***

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

**CARRIED RESOLUTION 20-203**

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**WORKSHOPS | MEETINGS | CONFERENCES**

***Seniors' Week appreciation parade, June 6***

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the Seniors' Week appreciation parade, as information.

**CARRIED RESOLUTION 20-204**

**CORRESPONDENCE**

***Town of Morinville; reaffirming participation in Sturgeon Regional Partnership (SRP) committee.***

***AUPE***

***Town of Gibbons; Intermunicipal Development Plan Bylaw approval***

***Letter from Mayor Hnatiw, Sturgeon County***

DEPUTY MAYOR BIDNEY MOVED THAT the Correspondence be accepted as information, and directs Administration to deal with it accordingly.

**CARRIED RESOLUTION 20-205**

**CLOSED SESSION**

***Roads – Operations – FOIP Act 16(1)(c)(i) – Disclosure harmful to business interests of a third party  
Draft Website Presentation - FOIP Act 29(1)(b) – Information that is or will be available to the public***

COUNCILLOR HOLDEN MOVED THAT Council move to Closed Session at 8:14 p.m.

**CARRIED RESOLUTION 20-206**

CAO Pierce advised Council that Operations Manager Ken Reil will be joining the meeting for the closed session.

MAYOR HUTTON MOVED THAT Council return to Open Session at 8:58 p.m.

**CARRIED RESOLUTION 20-207**

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

**CARRIED RESOLUTION 20-208**

**ADJOURNMENT**

COUNCILLOR HOLDEN MOVED THAT the June 2, 2020 Regular Meeting of Council adjourn at 8:59 p.m.

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Mayor David Hutton

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Joyce Pierce, CAO

# Council Report

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**Date:** June 16, 2020

**Department:** Finance

**Submitted by:** Falon Fayant

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## **GENERAL MUNICIPAL**

Three mortgage companies have deposited property tax payments in early June, which positively impacts our cash flow. The TIPP program remains steady. Utility arrears are higher; utility penalty deferral approved by Council per Bylaw 2020-17 ends June 30. Cash flow remains stable. Property tax deadline is August 31.

## **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 and second quarter paid to Sturgeon County.

## **ADMINISTRATION**

The debenture for the solar farm has been signed and returned to ACFA with an interest rate of 1.592%. The first payment will be withdrawn December 15. The account to track COVID-19 related expenditures/items is currently \$2,047. The majority of this 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. Our insurance company has collaborated with us to pay our insurance in five installments between June-Oct to facilitate our cash flow management during COVID-19.

## **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 and the program has been extended for an additional 16 weeks. Normally, the program ended on August 30. The Town 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. Our application was approved.

## **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**

The new website has gone live. Expenses have not been received yet.

## **CAPITAL**

Sources of capital revenue will be MSI, GTF, MCCAC Grant, debenture, and reserves. The Town received communication from Municipal Affairs that our Gas Tax Fund allocation for 2020 is \$87,461.

Current Projects:

*48<sup>th</sup> Avenue & 49A Street: Ongoing; Expenses to date = \$28,122*

*Solar Farm: Ongoing; Expenses to date = \$805,241*



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

Department	2020 YTD Revenue		2020 YTD Revenue	2020 YTD Expense		2020 YTD Expense	2020 YTD Net	2020 YTD Net	2020 YTD Net	% Variance
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,109,520	2,220,523	-111,003	0	172,406	172,406	2,109,520	2,048,117	61,403	3%
	<b>2,109,520</b>	<b>2,220,523</b>	<b>-111,003</b>	<b>0</b>	<b>172,406</b>	<b>172,406</b>	<b>2,109,520</b>	<b>2,048,117</b>	<b>61,403</b>	
Public Works - Roads	10,804	11,535	-731	123,676	175,011	-51,335	-112,872	-163,476	50,604	31%
Storm Sewer & Drain	0	0	0	7,564	7,390	174	-7,564	-7,390	-174	2%
Water	141,611	180,582	-38,971	156,354	259,362	-103,008	-14,743	-78,780	64,037	81%
Sewer	71,966	103,533	-31,567	72,765	128,833	-56,068	-799	-25,300	24,501	97%
Garbage	36,283	47,733	-11,450	54,375	70,525	-16,150	-18,092	-22,791	4,699	21%
Cemetery	2,800	2,292	508	2,883	4,013	-1,130	-83	-1,721	1,638	95%
	<b>263,464</b>	<b>345,675</b>	<b>-82,211</b>	<b>417,617</b>	<b>645,133</b>	<b>-227,516</b>	<b>-154,153</b>	<b>-299,458</b>	<b>145,305</b>	
Fire Department	9,015	8,752	263	31,661	47,623	-15,962	-22,646	-38,871	16,225	42%
Emergency Services	0	0	0	6,811	7,798	-987	-6,811	-7,798	987	13%
Bylaw	2,004	16,348	-14,344	20,286	20,394	-108	-18,282	-4,045	-14,237	352%
	<b>11,019</b>	<b>25,100</b>	<b>-14,081</b>	<b>58,758</b>	<b>75,815</b>	<b>-17,057</b>	<b>-47,739</b>	<b>-50,714</b>	<b>2,975</b>	
Administration	1,946	1,458	488	171,439	183,860	-12,421	-169,493	-182,401	12,908	7%
Election	0	0	0	0	2,083	-2,083	0	-2,083	2,083	100%
Library	0	4,367	-4,367	31,442	58,038	-26,596	-31,442	-53,671	22,229	41%
Council	0	0	0	34,623	43,756	-9,133	-34,623	-43,756	9,133	21%
	<b>1,946</b>	<b>5,825</b>	<b>-3,879</b>	<b>237,504</b>	<b>287,737</b>	<b>-50,233</b>	<b>-235,558</b>	<b>-281,912</b>	<b>46,354</b>	
Community Services	18,151	18,117	34	33,732	40,890	-7,158	-15,581	-22,773	7,192	32%
Recreation Programs	230	3,618	-3,388	21,349	35,405	-14,056	-21,119	-31,787	10,668	34%
Parks & Recreation	0	8,509	-8,509	37,110	63,777	-26,667	-37,110	-55,268	18,158	33%
Arena	68,196	91,198	-23,002	96,570	103,092	-6,522	-28,374	-11,894	-16,480	139%
Municipal Planning	3,829	2,375	1,454	43,473	85,605	-42,132	-39,644	-83,230	43,586	52%
Economic Development	0	0	0	31,531	49,510	-17,979	-31,531	-49,510	17,979	36%
	<b>90,406</b>	<b>123,817</b>	<b>-33,411</b>	<b>263,765</b>	<b>378,279</b>	<b>-114,514</b>	<b>-173,359</b>	<b>-254,462</b>	<b>81,103</b>	
TOTAL	<b>366,835</b>	<b>500,418</b>	<b>-133,583</b>	<b>977,644</b>	<b>1,386,963</b>	<b>-409,319</b>	<b>-610,809</b>	<b>-886,546</b>	<b>275,737</b>	
TOTAL (incl. Gen Mun.)	<b>2,476,355</b>	<b>2,720,941</b>	<b>-244,586</b>	<b>977,644</b>	<b>1,559,370</b>	<b>-236,913</b>	<b>1,498,711</b>	<b>1,161,571</b>	<b>337,140</b>	

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

# Council Report

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**Date:** June 10, 2020

**Department:** Community Services

**Submitted by:** Jenny Larson

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## **COMMUNITY SERVICES**

### **Possible Revised Events/Programs**

**Canada Day**

**Summer Camp Programs**

**Meet the Community Night**

**International Day of Aging People**

### **Feed the Families Food Drive**

The residents of Bon Accord once again showed their community spirit. We raised 2155 lbs of food and \$200 for the Bon Accord and Gibbons Food Bank. Thank you to all our partners, Council, volunteers, and residents for another great year.

### **Communities in Bloom**

The CiB committee installed four permanent vases on the cement base of the columbarium at the cemetery. They received a donation of 2 vessels from Pam Zemplak and a grant from the Bon Accord and District Ag society. The CiB group plans to continue to beautify the columbarium, by adding shrubs and flowers around the cement pad next year. I have sent a highlight to the FreePress, which should be in the June 16 or 21st edition.

### **Sturgeon Adult Learning Coalition (SALC)**

I attended the SALC AGM on June 9 via Zoom. I was nominated to be the Vice-Chairperson for the 2020/2021 term. Cheryl Pasechnik (Morinville Community Library) was designated to be the President for the 2nd year. Out of 160 program spots, 19% were Bon Accord residents. Sturgeon County also had 19%, and Legal took 20% of the 160 places. Programs offered by SALC in Bon Accord were English Language Learning and the Mother Goose program. They have been able to provide some of their programs virtually, but the SALC team is looking forward to getting back with their learners.

### **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 includes 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. This group meets weekly to continue to update and discuss new or potential issues as the pandemic evolves.

### **Music in the Park**

I spoke with the members of 2 Bad Apples production. They are not willing to participate in MITP until residents can enjoy the music freely—no social distancing or masks. They would be open to offering a program in the Fall if restrictions have been lifted by then.

### **Canada Day**

I have attached a plan for the Town of Bon Accord's Canada Day event. It outlines ways to mitigate mass gatherings while still celebrating our country's birthday.

### **Mental Health Initiative**

Attached, you will find a draft plan of a Mental Health Initiative that I plan to bring to the Town. Mental health and death by suicide have always been a concern across the nation, but COVID-19 has increased the need for mental health supports and education. I plan to have the initiative in place by July 30.

### **Summer Camps**

Planning of Summer Camps has been a challenge, with the uncertainty of whether camps could safely be offered and not hiring a Summer Student. I have put together a draft plan of how Summer Camps could look. Strictly following the Alberta Health Services guidelines for day camps, we can now host a limited number of take-home, small group, and outdoor field trip camps. To host day camps, we must ensure the health and safety of all participants, staff, and volunteers come first.

### **Seniors Week**

Like all events since the shutdown, Seniors week looked very different. I will be planning events for Seniors to accompany the International Day of Older Persons in October. A Senior Resource Information Guide was mailed to all residents during Seniors week.

### **GIS Munisight Training**

I participated in the Munisight GIS training. This program will be a great asset to the Town. I asked about incorporating the cemetery into the program, and it is possible. More details will need to be discussed, such as costs and timelines. If the cemetery data could be incorporated, this would provide more accurate and professional maps and information to our cemetery customers.

### **Upcoming Meetings/Events**

Weekly Management Meetings (held remotely via TEAMS)

Weekly SREMP ESS Meetings

Thank you.



## Canada Day 2020 Event Plan

June 30

Flag Planting

Goodie Bags

- Tattoos
- Stickers
- Pen
- Candy (pre-wrapped)
- Glow Sticks

Volunteers will meet at the Town office @ 8pm

Social Distanced

- Leave Lysol wipes in bathroom for cleaning between use

Hand sanitizer provided and gloves

No children under 15 years

Provide Maps/ screw drivers

Provide water bottles and popsicles

July 1<sup>st</sup>

Fireworks

10:30 – 11:00 pm

Block off:

- BACS entrances
- Arena parking lot entrances
- Jewel Box entrance
- Right of way green space entrance

Advertise:

- Community Event sign
- Facebook page
- Website
- E-newsletter
- Too late for UT newsletter

Cost: \$5750 (budget from Harvest Days Fireworks and Canada Day)

## Mental Health Initiative

- Tie green ribbons around trees, light posts, park benches with laminated tags that have important information regarding mental health.
  - o Information would include: Outreach contact information for Kids help phone, Jessica Martel Foundation, Seniors Abuse line, and of course my number etc
  - o Signs and symptoms of abuse/depression etc.
  - o Information on what to do if you suspect someone is being abused or is in mental health crisis
- Paint (with non-toxic, temporary chalk spray paint) sidewalks with inspirational messages, happy faces etc....
- Get the youth involved
- Tips, symptoms, and statistics will come from the Canadian Mental Health Foundation
- I could go as far as asking people to put yard signs up or businesses to put posters in their windows, with inspiration messages and information
- Length of initiative 10 days

## Mental Health First Aid Kits for youth

- Have available at
  - Food Town
  - ATB
  - Library
  - Circle K
  - Town Office
- Kit would include
  - Important numbers
  - Sensory item (ie: playdoh)
  - Pen and Notepad
  - Inspirational messages
  - Travel size colouring book and pencil crayons
  - Kleenex
- Projected overall costs would be under \$750. Which would come from my FCSS budget

In 2018, 7,254 Albertans visited the Emergency Department for suicide attempts. 50% of all visits were made by YOUTH, ages 0-24. – Albertahealthservices.ca  
556 death by suicide reported in 2019

## Summer Camps 2020 Draft- Proposal Plan

### Weekly Themes

#### Take home Camps

- Crafts
- Science experiments
- Inspirational theme
- Sidewalk chalk challenge
- Recipes

### Special Day Events

- Water fun day (no slip and slide only water guns and balloons)
  - 7-9 yrs one day
  - 10-12 yrs another day
- Pokemon Scavenger Hunt

### In person camps

- 6 campers per camp
- Morning 7-9 yrs old
- Afternoon 10-12 yrs old
- Field trips to us
  - Science to you
  - Pottery
  - Make your own shirt
- Offer 2 days a week
- No lunches/snacks
- Only offer outdoor event
  - If inclement weather push to the next day
- Bathrooms—cleaned between each use
- Hand sanitizer
- No sharing of equipment or supplies
- 1 Kids at the end of each table
- \$5 per camp/per child

### Health (Follow Alberta Guidelines)

- Have parents fill out waiver
- Starts to feel sick, place mask on until parent arrives

# *Council Report*

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**Date:** May 2020 – June 2020

**Department:** Public Works

**Submitted by:** Operations Manager

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## **PUBLIC WORKS**

- Solar Farm is under construction. All pilings and racking are installed. Waiting for Solar Panels and inverters to arrive.

## **ROADS**

- Crack Sealing started.
- Added rock to the back alley South of 48<sup>th</sup> Ave next to the Wetland area.

## **EQUIPMENT/VEHICLES**

- Regular maintenance continues on equipment and vehicles when necessary.

## **CEMETERY**

- 1 cremation plot opened.

## **WATER**

- Monthly water reads occurred on June 1 /20.
- Completed 10 Alberta 1<sup>st</sup> Calls in March.

## **SEWER**

- Camtrac was hired to inspect the Sanitary Sewer line along 56<sup>th</sup> street from 51<sup>st</sup> Ave North to 52<sup>nd</sup> Ave. A number of services are showing infiltration. This explains higher run times at the Springbrook Lift Station

## **ARENA/PARKS & RECREATION**

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

### **SAFETY/TRAINING**

- All training is on hold at this time. Extensions were granted for expiring first aid certificates.

### **SUMMARY**

This concludes the Public Works Report ending June 16<sup>th</sup>, 2020.

*Respectfully submitted by:*

*Ken Reil  
Operations Manager  
Public Works/Utilities/Recreation*

**End of Report**



# Council Report

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**Date:** May 15/20 – Jun 10/20  
**Department:** Economic Development | Planning  
**Submitted by:** Dianne Allen, Manager

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## **ECONOMIC DEVELOPMENT**

### Brownlee LLP

Several discussions have taken place regarding land within the Town of Bon Accord. Brownlee LLP provided recommendations that were acceptable to all parties concerned, moving business activity forward. The partners and lawyers are a sound resource when needed.

### Bylaw Enforcement

Matt Roblin (Peace Officer – Sturgeon County) has been promoted to Supervisor effective June 1/20. Matt will be taking over the responsibilities of Ken Lauinger who has retired. Malaine Wark will be taking over Matt's files and following up with next steps of action. Communication is currently underway, with Malaine becoming familiar with the history of the files.

### Lillian Schick School

In contact with the Principal at Lillian Schick School to provide updates on the Micro Cultivation Cannabis Facility. The exchange of information and discussion has been very positive, bridging a clearer understanding of the scope of project. In future there may an opportunity to provide an education component to the School if desired to assist in the education to students and parents.

### Summer Yard Maintenance and Clean Up

Maintenance of yards and cleanup is part of the process in ownership of property. 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, spring and summer is a good time of year to get lawns, landscapes and hardscapes looking there best for the remainder of the year.

To note, there has been activity of mattresses and old furniture dumped on private property. The Town is not liable, responsible or obligated to remove this material. It is the owner's responsibility of the property, to remove these items.

### Recreational Vehicles and Utility Trailers

A friendly reminder regarding recreational vehicles, as residents prepare for summer holidays in the upcoming weeks.

As per the *Land Use Bylaw 2016-03*, recreational vehicles can be temporarily located in a front yard if the vehicle is located on a hard-surfaced driveway or parking pad. Please note, recreational vehicles are to be removed at the end of the summer camping season **(April 1 to October 31)** annually.

Utility trailers are prohibited in front yards. Front yards are considered to be a portion of the site abutting the road to the dwelling foundation.

Additionally, no person may occupy a recreational vehicle for a period longer than 14 consecutive days, in a calendar year on any lot.

#### Website

The Town's new website became live June 9/20. The new site provides great design, aesthetically pleasing, relevant information and clear site navigation. Have received positive comments on the accessibility of information (easy to find) and the ability of fillable forms for easy submission of permits and other requests.

#### New Business

A new business is in the startup phase – Accord Pointe Care. Accord Pointe Care is complementary to the health care currently offered in Town; Bon Accord Medical Centre and the Bon Accord Pharmacy. Accord Pointe Care will be able to provide a range of assisted living services to support high risk seniors to continue living independently in the comfort of their home.

Care & Services include: personal care, companionship, medical reminders, meal preparation, safeguard visits, foot care, transportation, shopping/errands, community outings, appointment and daily phone calls.

Residents can call for a personal consultation.

## **PLANNING AND DEVELOPMENT**

#### Home Improvements

There has been an influx of activity regarding home renovation and home improvements. Majority of permits are for decks, patios, sheds and garages.

#### MuniSight

Participated in a MuniSight Webmap workshop. MuniSight is a customer driven municipal service helping in efficiencies and improvement of service delivery, through integrated business systems. Services MuniSight provides focus on asset management planning, managed data services and general GIS service.

This tool will be used extensively simplifying data, workflows and efficiencies in how the municipality manages business.

#### Development / Investment

- Decks, garages, sheds

#### Business and Development Inquiries

- None during this time period

#### Complaints

Complaints received and investigated for this reporting period include:

- Unsightly yards
- Dog at large
- Overhanging trees from neighbors' yard

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
0	1	3	8	0	2	This Period
5	5	4	15	30	3	YTD

**Meetings/Events Attended/Education**

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings – virtual
- Brownlee – discussions on legal recommendations (land)
- Municipal Planning Services – discuss / review permits / compliance certificates
- MuniSight Workshop - virtual
- Resident Meetings – development questions/inquiries and complaints

Respectfully Submitted – Dianne Allen

# Council Report

---

**Date** June 2020

**Department:** Administration

**Submitted:** Joyce Pierce, CAO

## **Administration**

Held management meetings in June which have included discussion and planning for the business continuity plan and the relaunch of Stages 1 and now 2, the relaxation of restrictions of AHS for the COVID 19 virus.

The reopening of the Town office requires protocols that have been ordered but has not been received to date. The sneeze guard for the front counter is of utmost importance and the automated sanitization stand is the other item that we are waiting on. Once the protective equipment is in place it is closer to opening our doors to the public again. Throughout the last few months and operating the way it has been, there has not been any negative feedback at the office or to the CAO. Also, the viewership of the online meetings has increased immensely as compared to holding meetings in the chambers.

There have been many discussions with the regional CAOs 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.

Sturgeon County has confirmed that the Public Hearing will reconvene on June 16, 2020 for the Town of Bon Accord/Sturgeon County IDP.

Administration and Mayor Hutton are scheduled for a meeting with Sturgeon County to further discuss the concerns again on June 17, 2020. An IDP meeting is tentatively scheduled with the IDP/ICF committee members and administration on June 24, 2020

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 Mental Health Initiative that is currently being worked on specific to our community.

The Relaunch plan is being worked on being the move forward approach to the new normal that Town of Bon Accord will be in once the facilities and programs get completely brought back online.

After everyone has an opportunity to go through the summer enjoying the weather and the ability to spend some time with friends and family and even possibly enjoying some of what Alberta has to offer, we will get into September with work on the 2021 Budget.

### ***Training***

Most training has been cancelled until a later date unless it can be held virtually. The Elected Officials Education Program is offering a training course very soon.

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

I attended the Town Hall teleconference on June 12, 2020 called Ask an Expert.

Dr Deena Hinshaw expressed her view of the relaunch strategy at the last Town Hall 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 thus 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.

The information that was provided has been discussed on different platforms and websites with links to the pertinent information and templates and signage.

### ***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/Attending***

Management Mtg

Regular Meeting Council

SREMP Mtg

Provincial Town Hall 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.

Respectfully submitted

Joyce Pierce, CAO

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting  
**MEETING DATE:** June 16, 2020  
**AGENDA ITEM:** Fortis Alberta AUC Application

**RECOMMENDATION:**

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

**BACKGROUND:**

Attached to this RFD is the letter from Fortis Alberta Inc. in relation to the REA boundaries within the Fortis Alberta service area. The review that was taken identified service areas that extend inside municipal corporate boundaries. The area identified is the recently annexed lands that are now in the corporate limits of the Town of Bon Accord. Fortis is taking this request to the Alberta Utilities Commission (AUC) to have the changes made. The GM from North Parkland Power has been in contact and advised that the letter is in regard to the annexed lands now in the Town of Bon Accord corporate limits. There is nothing required by the Town at this time, it is an information piece only.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

Council moves to accept the RFD as information.

**Prepared and Submitted By:** Joyce Pierce - CAO

**Date:** Jun 16, 2020



June 3, 2020

Town of Bon Accord  
Joyce Pierce - Chief Administrative Officer  
PO Box 779  
Bon Accord, Alberta  
TOA 0K0

Email: [CAO@bonaccord.ca](mailto:CAO@bonaccord.ca)

Dear Ms. Pierce:

FortisAlberta Inc. ("FortisAlberta" or the "Company") would like to take this opportunity to advise the Town of Bon Accord that the Company has completed an internal review with respect to municipal and Rural Electrification Association ("REA") boundaries within FortisAlberta's service area. This review has identified situations where REAs' service areas extend inside municipal corporate boundaries. Typically the result of municipal annexations of surrounding lands, there are numerous instances where REA service area boundaries were not adjusted to account for the expansion of municipal areas, with the result that REA service areas overlap with the municipal areas.

Specifically, with respect to the Town of Bon Accord, the Company's records indicate that North Parkland Power REA's boundary currently overlaps with the Town of Bon Accord boundary. Under the current Franchise Agreement between the Town of Bon Accord and FortisAlberta, the Town of Bon Accord granted exclusive rights to FortisAlberta to provide electric distribution service, and to operate and maintain the electric distribution system, within the boundaries of Town of Bon Accord.

In keeping with Article 12 of the Franchise Agreement, FortisAlberta will be making a formal request to the Alberta Utilities Commission ("AUC") to adjust the REA service area boundary to align with the current municipal boundary. This will allow the Town of Bon Accord and FortisAlberta to give effect to the intent of the Franchise Agreement and ensure there is only one Utility Operator within the Town of Bon Accord, and in turn ensure safe, reliable power service to the residents and business owners within the Town of Bon Accord. For your review I have attached a copy of a map that outlines the current overlapping boundaries and the proposed boundaries that will be filed with FortisAlberta's application to the AUC.

Please feel free to contact me if you have questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Dora L'Heureux". The signature is fluid and cursive, with the first letter "D" being particularly large and stylized.

**Dora L'Heureux**

Stakeholder Relations Manager

Email: [Dora.Lheureux@fortisalberta.com](mailto:Dora.Lheureux@fortisalberta.com)

Phone: 780-675-8262

FortisAlberta Inc.  
3805 -53 Street  
Athabasca, Alberta  
T9S 1A8

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Hunka". The signature is cursive and somewhat stylized, with the first letter "D" being large and prominent.

**Dave Hunka**

Manager Municipalities & Key Accounts North





Email: [Dave.Hunka@fortisalberta.com](mailto:Dave.Hunka@fortisalberta.com)

Phone: 780-464-8311



FortisAlberta Inc.  
100 Chippewa Road  
Sherwood Park, Alberta  
T8A 4H4

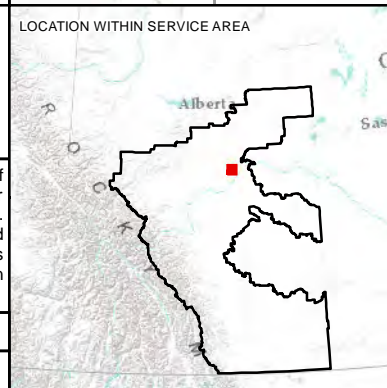
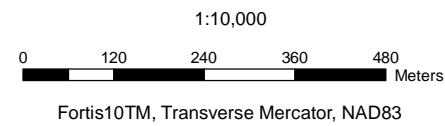
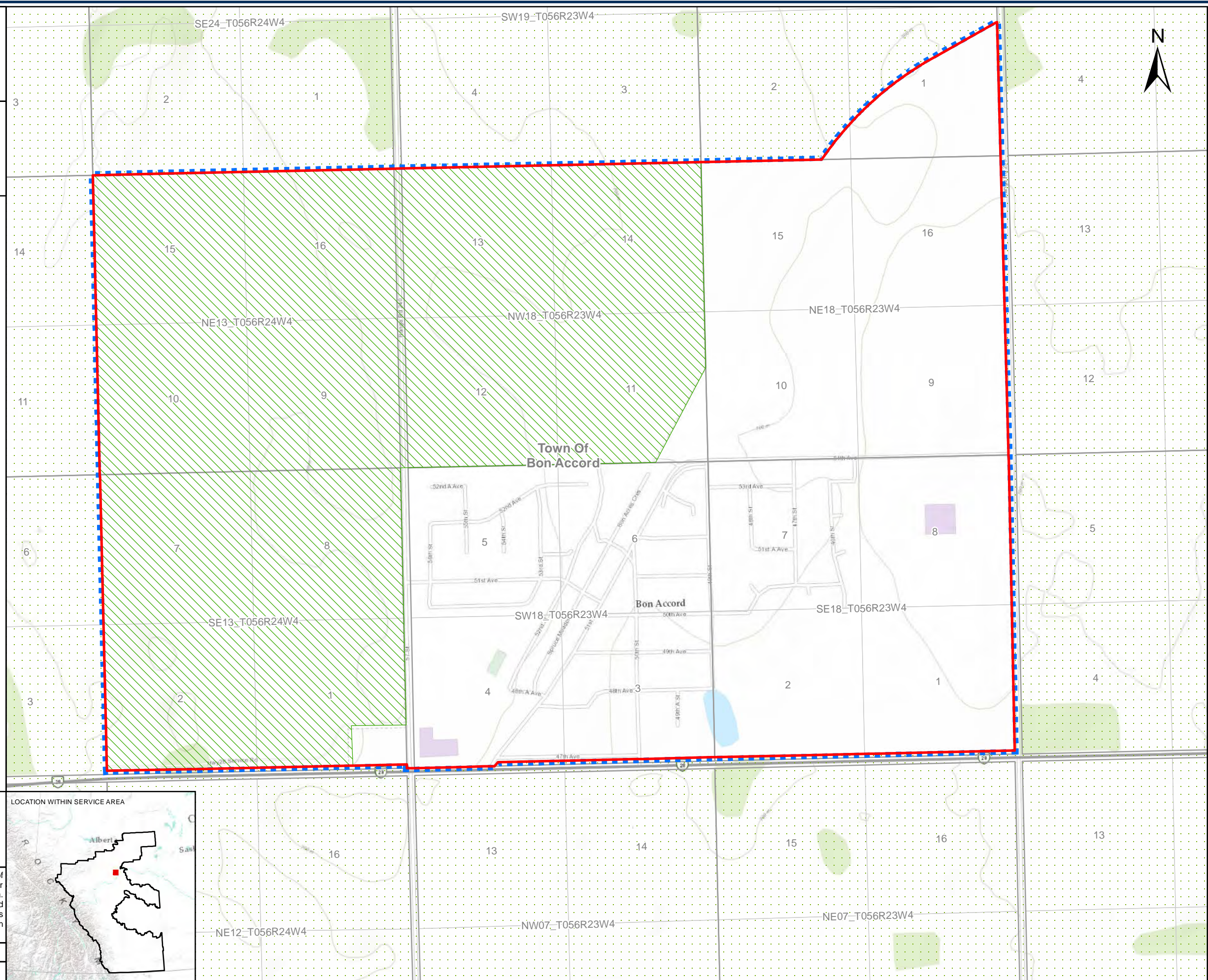


#### Legend

-  Municipal Corporate Boundary
-  Existing REA Boundary and Service Area
-  Proposed Reduction of REA Service Area
-  Proposed REA Service Area

#### Base Data

-  ATS Quarter Sections
-  ATS LSD



This map is for illustrative purposes only and may not be an exact representation of the data shown. FortisAlberta makes no representation or warranty, express or implied, with regard to the correctness, accuracy or reliability of the map and data. Users of this map are responsible for any and all interpretations made and FortisAlberta assumes no liability respecting any use whatsoever of this map. This map may not be reproduced or distributed, in any form, without the prior written consent of FortisAlberta.

Map Date: 5/4/2020	Created By: JROUBAUD
Checked By: LPERROTT	Approved By: LBOOTH

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting

**MEETING DATE:** June 16, 2020

**AGENDA ITEM:** Edmonton Global Shareholder Withdrawal

**RECOMMENDATION:**

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

**BACKGROUND:**

Notice had been sent to Edmonton Global executive to withdraw from the organization due to financial hardship.

At the Edmonton Global AGM, resolution was recommended and passed  
That Edmonton Global Shareholders approve the Town of Bon Accord's withdrawal as an Edmonton Metropolitan Region Economic Development Company Shareholder as carried by Council resolution 19-276.

The Shareholders accept the notice period for the Town of Bon Accord to be included on Oct 2, 2021.

**FINANCIAL IMPLICATIONS:** N/A

Article 42 Withdrawal of Shareholder:

A Shareholder may withdraw from the Company by providing written notice to the Company at least two years in advance of termination and such termination (the "Notice Period"). The Shareholder shall continue to make an annual contribution to the company during each year of the Notice Period that is fixed at the rate of the current year's Annual Contribution Fee applicable during the given year of the Notice Period. Notwithstanding the foregoing, if a Shareholder withdraws during the first three years of the Company's existence, the Notice Period shall last until the end of the Shareholder's initial three-year financial commitment, or for two years, whichever is longer.

This is supported by Policy G001- Shareholder Onboarding/Withdrawal

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

Council moves to accept the RFD as information.

**Prepared and Submitted By:** Joyce Pierce - CAO

**Date:** Jun 16, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting  
**MEETING DATE:** June 16, 2020  
**AGENDA ITEM:** Purchase of a Second Mower

**RECOMMENDATION:**

**THAT ...**

**“Council give approval to proceed with the purchase of another mower using the budget money allocated for summer students.**

**BACKGROUND:**

This year is providing many challenges with the physical distancing recommendations and the ability to ensure essential services are maintained throughout the community. The Town was not approved for the Canada Summer Jobs grant therefore no summer staff have been hired. Another wet start has the grass growing at a rapid pace. Grass cutting is taking about 4 days at this time. The addition of another mower would decrease this time allowing for other Public Works maintenance to occur. A used Ventrac identical to the one we purchased last year is available for \$23,000. A new one is \$35,000. We already have a second mower for the Ventrac which allows for some cost savings. A Ventrac is also a multi purpose machine. There is also an option of buying a smaller Zero Turn mower. A new Zero Turn could be purchased for \$10,000. This kind of unit would only be a single purpose machine for grass cutting.

**FINANCIAL IMPLICATIONS:**

The funds would need to be reallocated from the operating budget.

**LEGAL IMPLICATIONS:**

N/A

**LEGISLATIVE HISTORY**

N/A

**ALTERNATIVES:**

1. Council give approval to proceed with the purchase.
2. Council does not give approval to proceed with the purchase.

**Prepared and Submitted By: Ken Reil**

**Reviewed By:**

**Date: June 16, 2020**

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

**MEETING:** Regular Council Meeting

**MEETING DATE:** June 16, 2020

**AGENDA ITEM:** Sky Sheds

**RECOMMENDATION:**

**THAT ...** Council approves the removal of both sky sheds and directs administration to research disposal options.

**BACKGROUND:**

The sky sheds were part of the Town's dark sky initiative. They were purchased in 2017 for \$9060.00. The sheds were strategically placed for telescope enthusiasts to view the dark sky. The sky sheds are available for rental, but to date there have been none. In the past, they have been used by the Undergraduates Astronomy Society.

Unfortunately, they have become a frequent target of vandalism, litter, and drug paraphernalia. Public Works installed locks to the doors of the sheds, in hope to deter vandals, but that only resulted in more damage. Currently, there is a missing door from one shed.

It is believed that the risks outweigh the benefits. It is recommended to prevent any injuries, and further incurred costs to the taxpayer, the sky sheds are removed.

**FINANCIAL IMPLICATIONS:**

Estimated Removal costs: \$1000 in manpower and equipment per shed. Which would come from the Public Works operating budget.

**LEGAL IMPLICATIONS:** *N/A*

**LEGISLATIVE HISTORY:** *N/A*

**ALTERNATIVES:**

1. Council approves the removal of both sky sheds and directs administration to research disposal options.
2. Council declines the removal of the sky sheds.

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

**Reviewed By:** Joyce Pierce, CAO **Date:** June 11, 2020

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

**MEETING:** Regular Council Meeting

**MEETING DATE:** June 16, 2020

**AGENDA ITEM:** Golden Gems Request for Funding

**RECOMMENDATION: THAT ...** Council approves a donation in the amount of \$3114.00 for the Golden Gems Club.

**BACKGROUND:**

The COVID-19 pandemic has caused a loss in revenue for the Golden Gems Club. All rentals and programs have ceased since March 8th. The Golden Gems group and the Jewel Box building is a vital part of our community. They provide a safe place for seniors to participate in programs and socialize, helping maintain their mental and physical well-being. The Golden Gems Club rents the Jewel Box for church service, private functions, and occasionally Town functions.

The Town has provided funding for the Golden Gems exercise program in the past, as outlined in the attached Community Grant application.

**FINANCIAL IMPLICATIONS:**

\$3114.00, would come from the Town Donation GL.  
(This amount will cover six-months of Golden Gems estimated utility charges, as per the attached application)

\$612.00, would come from the Town Donation GL.  
(This amount will cover the costs of Town water and wastewater service charges and waste collection charges for six-months)

The 2020 budget for Town Donation GL is \$10,000.00.  
To date, \$1361.27 was authorized from distribution from the Town Donation GL.

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. Council approves a donation in the amount of \$3114.00 for the Golden Gems Club.
2. Council approves a donation in the amount of \$612.00 for the Golden Gems Club.
3. Council declines to provide a donation to the Golden Gems Club.
4. Council chooses an alternative donation, in the amount of \$XXXX to the Golden Gems Club.

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

**Reviewed By:** Joyce Pierce, CAO

**Date:** June 11, 2020

08 June 2020

Town of Bon Accord

Reference: Golden Gems Grant Application  
For Funding Due to Covid 19 Shutdown

The Golden Gems are requesting this grant to help with utility payments at the Jewel Box as we have lost all sources of revenue due to Covid 19.

We would just like to say how great an asset the Jewel Box is for the Golden Gems to socialize and have activities to maintain their health and well being. It is also used for many community functions as well. During this time of shutdown and staying at home, it is reflecting how important social gatherings are, as many are lonely and longing to return to normal activities.

Therefore, it is very important that we maintain the Jewel Box for the future which is also a part of "Building for Tomorrow".

Thank you for any assistance you can give. It will be greatly appreciated.



Lillian Hillyer  
On behalf of Bon Accord  
Golden Gems

## Community Grant Program Application

---

Registered name and address of Organization:

Bon Accord Golden Gems Club  
4916 - 52 Street Box 472

Alberta Registry Number: 5000 88208

Name of Chairperson/President: Tom Strawson

Address: Box 57 Bon Accord AB T0A 0K0

Telephone / Cell Number: 780-974-4245

Email Address: TomStrawson@xplornet.com

Name of Secretary/Treasurer: Pam Zemlak

Address: Box 546 Bon Accord T0A 0K0

Telephone / Cell Number: 780-921-2183

Email Address: N/A

Name of Primary Contact Person: Lillian Hillier

Address: Box 577 Bon Accord AB T0A 0K0

Telephone / Cell Number: 780-240-2725

Email Address: LILHIL5003@gmail.com

Funding Category

Community Grant

FCSS Grant

Name of Project: COVID 19

Date of Project: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Past Year Attendance: \_\_\_\_\_



3. The Town of Bon Accord's tagline is "Building for Tomorrow". The key pillars within the brand are Culture, Environment, and Education. Organizations and individuals receiving grant funding from the Town must acknowledge receipt of the grant in project promotion and advertising, and are encouraged to promote the brand where possible. Describe how your organization and/or project are planning to support the brand.

*When the COVID 19 is over we would like to be in a position to continue to have the Jewel Box to promote functions for the Community and to encourage a healthy and active lifestyle. By offering a facility to have programs for schools it promotes a healthy physical & social lifestyle creating a better Foxburg.*

4. Has your Organization received a Community Grant or other grant funding from the Town of Bon Accord in the past two years?

Yes     No

If yes, complete the following:

Project Name:	Funding Received:
<i>Fitness Program 2018-19</i>	<i>\$ 1000.00</i>
<i>Fitness Program 2019-20</i>	<i>\$ 1540.00</i>
_____	\$ _____
_____	\$ _____

1. Briefly describe the primary objectives of your Organization:

The purpose of the Club shall be to build, equip and maintain a centre, to be known as the Jewel Box, to be used as a drop in centre for leisure time activities for senior citizens of Bon Accord & District

2. In the space provided below, outline a brief description of the project for which funding is requested:

Due to COVID 19 closing down the Jewel Box, the Golden Girls have lost all sources of revenue. Our main source was from rental to the Community Church. We also had special occasion rentals for birthdays, Anniversaries, funerals etc. We also had income from having catered meals for special occasions such as Easter, Mother's Day, Father's Day, Harvest Days, Thanksgiving & Christmas, also from our coffee fund from regular events. Our source of revenue has been taken away however we still have monthly bills to pay for utilities. We are requesting financial assistance to assist in this regard.

## PROGRAM BUDGET

REVENUE	
<i>Examples of Sources of Revenue:</i> Club contribution, grants, cash donations, gifts in kind, registration/participant fees, requested funds from Community Grant Program or other specific sources.	
List your group's sources of revenue below: please specify	Amount
<i>Since 08 MAR the only revenue we have had was Sturgeon Grant which was not even enough to cover the Insurance Payment.</i>	<i>\$1200.00</i>
<b>TOTAL REVENUE</b>	

Volunteers	
List your group's volunteer roles: please specify roles and number	Hours
<i>The only role at present time is checking that everything is OK at Jewel Box.</i>	
<b>TOTAL VOLUNTEER HOURS</b>	

<b>EXPENSES</b>	
<i>Examples of Expenses:</i> Adjudication Fees, Officials, Facility Rentals, Equipment Rentals, Printing, Publicity, advertisements, catering, trophies, medals, volunteer costs, signage, operating supplies, etc.	
<i>List your group's expenses below: please specify</i>	<b>Amount</b>
<i>Direct Energy</i>	<i>177.00</i>
<i>Epcor MAR-239.93 Apr 218.12</i>	<i>220.00</i>
<i>Shaw MAR+APR-162.85 - Put on</i>	
<i>Vacation plan starting May</i>	<i>20.00</i>
<i>Garbage Bin 2#2.24 per month (not being used)</i>	<i>80.00</i>
<i>Water</i>	<i>22.00</i>
<i>Difficult to predict total costs as it is for however long COVID 19 shut down lasts.</i>	
<b>TOTAL EXPENSES</b>	
<b>Requested funding from the Bon Accord Community Grant Program</b>	

For more information contact Jenny Larson at 780-921-3550 or [jl Larson@bonaccord.ca](mailto:jl Larson@bonaccord.ca)

**Incomplete Applications will not be processed.**

# Bon Accord Golden Gems

Financial Statement Dec/2019 to Nov. 30/2019

Income - Fundraising	14354.25
Rent	7960.00
Grants	2200.00
Bank Interest	1.06
	<hr/>
Total	24,515.31

Disbursements	
Utilities & Janitorial	9852.40
Insurance	1775.14
Repairs	906.00
Donations	200.00
Kitchen, Bathroom Office, Cleaning Supplies	11576.62
	<hr/>
Total	24310.16



# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting

**MEETING DATE:** June 16, 2020

**AGENDA ITEM:** Community Standards Bylaw #2020-19

**RECOMMENDATION:**

**THAT....** Council gives 1<sup>st</sup> reading to Community Standards Bylaw #2020-19, as presented.

**BACKGROUND:**

Town of Bon Accord administration is reviewing bylaws and policies and amending as necessary to keep them up to date.

**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 gives 1<sup>st</sup> reading to Community Standards Bylaw #2020-19, as presented.
2. Council gives Community Standards Bylaw #2020-19 1<sup>st</sup> reading and directs administration to amend, bringing back to Council for 2<sup>nd</sup> and 3<sup>rd</sup> readings.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce

**Date:** June 11, 2020

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
BYLAW #2020-19**

---

**A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING COMMUNITY STANDARDS AND CONTROLLING AND REDUCING NUISANCES AND UNSIGHTLY CONDITIONS WITHIN THE TOWN OF BON ACCORD.**

---

WHEREAS, under the authority of the Municipal Government Act, being Chapter M-26 the Revised Statutes of Alberta and amendments thereto, a Council may pass bylaws respecting the following matters:

- a) the safety, health and welfare of people and the protection of people and property.
- b) nuisances, including unsightly properties; and
- c) clearing of all snow, ice, soil, and other obstructions from the sidewalks situated on land adjoining the property owned or occupied by them.

AND WHEREAS, under the authority of the Safety Codes Act, being Chapter S-1 of the Revised Statutes of Alberta and amendments thereto, a Council may pass bylaws regarding maintenance standards for buildings and other structures.

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

**1. NAME**

- 1.1 This Bylaw shall be cited as the "Community Standards Bylaw".

**2. ENFORCEMENT**

- 2.1 The Town of Bon Accord is not required to enforce this Bylaw or parts of this Bylaw. In deciding whether to enforce this Bylaw or parts of this Bylaw the Town may take into account any practical concerns, including available municipal budget and personnel resources.

**3. DEFINITIONS**

- 3.1 "*Appeal Notice*" a notice under Section 20 in the form attached as Schedule "A"
- 3.2 "*Appellant*" persons appealing a directive given under Section 20.
- 3.3 "*Boulevard*" means that part of a Highway that:
  - 3.3.1 is not a roadway, and
  - 3.3.2 is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians.
- 3.4 "*Building*" means anything constructed or placed on, in, over or under land but does not include a Highway.
- 3.5 "*Chief Administrative Officer*" means the individual appointed as such under the Municipal Government Act R.S.A. 2000,c. M-26 as amended or repealed and replaced from time to time and regulation there under, by Council, also known as the Town Manager.

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
BYLAW #2020-19**

- 3.6 *"Committee"* the committee of Council dealing with appeals filed under Section 20.
- 3.7 *"Council"* means the Council of the Town of Bon Accord.
- 3.8 *"Fire"* means any combustible material in a state of combustion.
- 3.9 *"Fire Chief or District Chief"* means a Manager of Bon Accord Fire Department who performs the duties and responsibilities as outlined in this or the Fire Bylaw.
- 3.10 *"Fire Department"* means the Town department duly appointed as the Fire Department by Council.
- 3.11 *"Highway"* means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other place or any part of them, whether public or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- 3.11.1. a sidewalk including a boulevard adjacent to the sidewalk.
- 3.11.2. if a ditch lies adjacent to and parallel with the roadway, the ditch; and
- 3.11.3. if a Highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the roadway, as the case may be but does not include a place by regulation not to be a Highway.
- 3.12 *"Inspector"* anyone who is authorized by the Chief Administrative Officer, By-law Enforcement Officer, Assessor, Police, Fire Chief, or Operations Manager to enter and inspect property.
- 3.13 *"Land Use Bylaw"* means the Town's Land Use Bylaw, as amended.
- 3.14 *"Motor Vehicle"* means a vehicle propelled by any power other than muscular power.
- 3.15 *"Occupier"* means a Person occupying Property, including a lessee or licensee, who has actual use possession, or control of the Property.
- 3.16 *"Owner"* means the registered Owner of Property shown as the Owner of a parcel of land on the Town assessment roll prepared by the Town pursuant to the Municipal Government Act.
- 3.17 *"Enforcement Officer"* means:
- 3.17.1. a member of the Royal Canadian Mounted Police
- 3.17.2. a member of a municipal police service
- 3.17.3. a Community Peace Officer where under that person's appointment by Council of the Town of Bon Accord is empowered to carry out the duties of a Community Peace Officer
- 3.17.4 a Bylaw Enforcement Officer where under that person's appointment by Council of the Town of Bon Accord is empowered to carry out the duties of a Bylaw Enforcement Officer.



**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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- 3.18 "*Person*" means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative.
- 3.19 "Property" means real Property and any Building and improvements thereon.
- 3.20 "Public Place" means a property, whether publicly or privately owned, to which members of the public have access as a right or by express implied invitation, whether on payment of any fee or not.
- 3.21 "Sidewalk" means that part of a highway especially adapted to the user or ordinarily used by pedestrians and includes that part of a highway between the curb line, or where there is no curb line, the edge of the highway and the adjacent property line whether or not it is paved or improved.
- 3.22 "Town" means the Municipal Corporation of the Town of Bon Accord.
- 3.23 "Violation Tag" means a tag or similar document issued by the Town pursuant to the Municipal Government Act R.S.A. 2000, c. M-26 as amended or repealed and replaced from time to time and regulation there under.
- 3.24 "Violation Ticket" means a ticket issued pursuant to the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time and regulations there under.
- 3.25 "Weed" means any plant designated as either a noxious weed or prohibited noxious weed in accordance with the Weed Control Act, R.S.A, c. W-5.1as amended or repealed and replaced from time to time and regulations there under.

**4. INTERPRETATIONS**

- 4.1. An Owner is ultimately responsible for all activities on their property which may constitute an infraction of this bylaw.
- 4.2. Nothing in this bylaw relieves a Person from complying with any Federal or Provincial statute or regulation.

**5. PROPERTY MAINTENANCE/LAND AND BUILDINGS**

- 5.1. A person who is the Owner or Occupier shall be considered to occupy the boulevard and sidewalks immediately adjacent to their property.
- 5.2. A person shall not cause or permit a nuisance or unsightly condition to exist on property they own or occupy.
- 5.3. A nuisance or unsightly condition in respect of property means property that shows serious disregard for general maintenance and upkeep, whether it is detrimental to the surrounding area or not, including but not limited to:
- 5.3.1. excessive accumulation of material including building materials, appliances, household goods, boxes, tires and vehicle parts whether of apparent value or not
- 5.3.2. loose litter, garbage, refuse or animal feces, whether located in a storage area, collection area or elsewhere on the property.
- 5.3.3. unkept grass longer than 10 cm, and weeds

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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- 5.3.4. any excavation, depression, drain or ditch, watercourse, pond, surface water or other matter or thing that may be dangerous to the public safety or health
- 5.3.5. production of any generally offensive odor originating from the Property
- 5.3.6 dense or opaque dust emitted into the atmosphere,
- 5.3.7. any tree, shrub, other type of vegetation or any structure that:
  - 5.3.7.1. Interferes or could interfere with any public work or utility
  - 5.3.7.2. Obstructs any sidewalk or highway adjacent to the property; or
  - 5.3.7.3 Impairs visibility required for safe traffic flow at any intersection adjacent to the property
- 5.3.8. the failure to keep property in a reasonable state of repair and shows significant deterioration of buildings, structures, fences or improvements or portions of buildings, structures, or improvements.
- 5.4. In the case of salvage yards, auto wreckers or other businesses which by their nature appear to be untidy or unsightly, the property shall be obscured from view by approved screening from surrounding properties.
- 5.5. In the case of private or general contractors during the construction, renovation or demolition of a building, the property shall be kept in a reasonable condition so as not to constitute a nuisance and shall secure all manner of debris so as to prevent it from blowing onto any other private or public property.
- 5.6. Two (2) inoperable motor vehicles, either insured and registered or uninsured and nonregistered, may be allowed on any property and including Owner or Occupier's properties. Such motor vehicles shall be covered by a tarpaulin or placed in an approved structure in accordance with the Land Use Bylaw.
- 5.7. Notwithstanding Section 5.6, motor vehicles that may be considered dilapidated or derelict due to an incident or accident, may be stored on a property but for no more than 14 days.
- 5.8. At no time shall motor vehicles referred to in Sections 5.6 and 5.7 be stored in any front yard other than in a parking area where motor vehicles are intended to be parked.

**6. UNOCCUPIED, ABANDONED STRUCTURES**

- 6.1. Unoccupied and abandoned structures may be detrimental to the surrounding area causing the decline of the market value of property, and notwithstanding Section 5.3, a nuisance and unsightly condition.
- 6.2. Unoccupied and abandoned structures may include a structure whose exterior shows signs of significant physical deterioration and in respect of land, includes land that shows signs of a serious disregard for general maintenance or upkeep, to which is ultimately the responsibility of the owner to keep structures and property in a reasonable state of repair.
- 6.3. If a structure is normally intended for human habitation is unoccupied and/or abandoned, any and all doors and window openings in the structure shall be secured in a manner

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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sufficient to prevent unauthorized entry into the building while at the same time not detracting from the appearance of the building.

6.4. A structure that is dangerous to the public safety or property, because of its unsightly condition, is detrimental to the surrounding area, an order may be written to require the owner of the structure to:

6.4.1 eliminate the danger to public safety in the manner specified, or remove or demolish the structure and level the site, or

6.4.2 require the owner of the property that is in an unsightly condition to improve the appearance of the property in the manner specified, or

6.4.3 if the property is a structure, remove or demolish the structure and level the site

**7. WATER, EAVES TROUGHS, DOWNSPOUTS**

7.1. No Owner or Occupier of a property shall allow a flow of water from a hose or similar device on the property to be directed toward an adjacent property

7.2. An Owner or Occupier of a property shall direct any rainwater, downspout or eaves trough on the property towards the:

7.2.1. Front of the property

7.2.2. Rear of the property

7.2.3. Side yard which does not abut another property; or

7.2.4. A side yard which abuts another property only if there is a minimum of 6 (six) meters of permeable ground between the outfall of the downspout or eaves trough and the adjacent property.

**8. SNOW, ICE, DEBRIS OR OBSTRUCTION**

8.1. All persons within the town owning, controlling or occupying property that adjoins any sidewalks shall remove or cause to be removed and cleared away, all snow, ice, dirt, debris or other material from that part of the sidewalk adapted to the use of pedestrians. Such removal shall be completed within ninety-six (96) hours of the time when the snow, ice, dirt, debris or other material was formed or deposited thereon. Where an Owner or Occupier anticipates being absent, the Owner or Occupier must ensure the sidewalks are maintained in accordance with this bylaw.

8.2. No Person shall remove snow, ice, dirt, debris or other materials from any sidewalk or property and place such items:

8.2.1. onto any portion of a highway other than an adjacent boulevard

8.2.2. onto any other public place adjacent to such property; or

8.2.3. onto any property other than their own unless permission is obtained.

8.3. An Owner or Occupier of a building abutting or within three (3) meters of any highway or public place, shall remove snow or ice that has accumulated on the roof, eaves or awning to the extent that a danger or risk is created to the public passing or the

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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property of others. The corrective action shall be undertaken immediately with due care for the warning and safety of public passing or the property of others.

- 8.4. If water drips from a building or awning upon a sidewalk or highway, the Owner or Occupier of the property shall clean the sidewalk or highway portion thereof to prevent ice from forming thereon.
- 8.5. No person shall place any goods, wares, merchandise or any other article upon a sidewalk or highway outside any shop, warehouse or other building so as to obstruct or cause a hazard to pedestrian or vehicular traffic.
- 8.6. Any sign, notice or other object placed on or beside a highway or other public lands, shall be removed without notice or warning to the person or persons erecting it unless placement of the object is authorized pursuant to the Land Use Bylaw

**9. OUTDOOR FIRES**

- 9.1. In this part a fire hazard means a possible source of danger or risk of injury or harm by fire to a person or property.
- 9.2. Where the Fire Chief or a Peace Officer determines a fire hazard to exist, they may order the Owner or Occupier to reduce or remove the hazard within a fixed time.

**10. FIRE PIT STANDARDS**

- 10.1. In this part a fire pit means an outdoor receptacle used for recreational fire that meets the following specifications:
  - 10.1.1. The location is at least 3.0 meters (9.84) feet from any building, property line or combustible material
  - 10.1.2. The opening does not exceed 82 cm (32 inches) in width or in diameter
  - 10.1.3. The installation has enclosed sides made of non-combustible material
  - 10.1.4. It has spark arrester mesh screen cover with an opening no larger than 1.25 m or 1/2 inches
  - 10.1.5. Is not located over any underground utilities or under any above ground wires.
- 10.2. When using a fire pit there shall be no burning of grass, weeds, tree limbs, garden refuse, garbage, or other material and not anything in contrary of federal, provincial, or municipal legislation or regulations.
- 10.3. Every Owner or Occupier, who builds, ignites, or allows a fire in an approved fire pit must ensure that:
  - 10.3.1. Only dry or seasoned wood intended for recreational purposes is used
  - 10.3.2. A means of extinguishing the fire is available while the fire is burning
  - 10.3.3. The flames from the fire do not exceed 1 meter in height at any time
  - 10.3.4. The fire is supervised by a responsible person

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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10.3.5. Prior to leaving the fire, the fire is extinguished completely, leaving only cold ashes.

**11. FIRE BAN**

- 11.1. Notwithstanding any provision of this or any other bylaw the Fire Chief or their designate may declare a partial or complete ban on burning of any kind within the Town limits.
- 11.2. No Person shall build, ignite, or allow any kind of fire contrary to a fire ban declared by the Fire Chief or their designate.

**12. NOISE**

- 12.1. Except to the extent it is allowed by this bylaw, no person shall make, continue, cause or allow to be made or continued any loud, unnecessary or unusual noise which annoys, disturbs, injures, endangers or detracts from the comfort, repose, health, peace or safety of other Persons within the limits of the Town.
- 12.2. Domestic Noise: No person shall operate a power or hand mower or chainsaw in a residential area unless:
  - 12.2.1. It is between the hours of 8:00a.m. and 10:00 p.m., Monday to Friday; or
  - 12.2.2. It is between the hours of 9:00a.m. and 9:00p.m., Saturday, Sunday and statutory holidays.
- 12.3. Powered Toys: no person shall operate a powered toy powered by an engine of any type in a residential area except during the hours described in Section 12.2.1. and 12.2.2.
- 12.4. Snow clearing device: no person shall operate a snow clearing device powered by an engine of any type in a residential area except during the hours as described in Section 12.2.1 or 12.2.2.
- 12.5. Seasonal Construction Noise

12.5.1. No Person shall carry on construction activities of any type which involves hammering, sawing or the use of any mechanical tools or equipment capable of creating a sound which may be heard beyond the boundaries of the site on which the activity is being carried on in any district other than one designated in the Land Use Bylaw as an Agricultural District or an Industrial District unless it is between the hours of 7:00a.m. and 10:00p.m. Monday to Friday or 9:00a.m. and 9:00p.m., Saturday, Sunday and statutory holidays.

12.5.2. The provision of the section does not apply to any work of an emergency nature.

**13. STANDARDS FOR PUBLIC ACTIVITIES**

- 13.1. A person shall not urinate or defecate in a public place, except in a facility designed and intended for such use.
- 13.2. A person shall not leave any litter, garbage, or other refuse in a public place, except in a receptacle designed and intended for such use.

**14. MISCELLANEOUS RESTRICTIONS AND PROHIBITIONS**

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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- 14.1. The Owner or Occupier is responsible for any object or good disposed of or from the property onto any portion of a highway.
- 14.2. A motor vehicle found to be leaking engine, transmission or brake fluid, antifreeze or any other environmentally harmful fluids of any type shall be deemed to constitute a danger to public safety and may be towed away and the fluids removed from the street at the expense of the registered Owner of the motor vehicle.
- 14.3. No person shall dispose of anything into a sewer, manhole, or catch basin except those persons authorized by issuance of a permit by the Town Manager and at those sites so designated by the Town Manager or as outlined in the utilities bylaw for the town.
- 14.4. No person shall tamper with or remove a manhole cover or valve cover from its seat base without authorization from the Town Manager.

**15. ADDRESSING**

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- 15.1. The Owner of a property on which a building has been erected shall display the civic address number assigned to the property at a location plainly visible from the highway in front of property.

**16. ENFORCEMENT**

- 16.1. A Peace Officer is hereby authorized to enforce the provisions of this Bylaw.

**17. ORDER TO REMEDY**

- 17.1. Pursuant to the Municipal Government Act, if a designated officer believes, on reasonable grounds, that a person is contravening this bylaw, the designated officer may, by written order require any person responsible for the contravention to remedy it.
- 17.2. The order may:
  - 17.2.1. Direct a person to stop doing something, or to change the way in which the person is doing it
  - 17.2.2. Direct a person to take any action or measures necessary to remedy the contravention of this bylaw and to prevent a re-occurrence of the contravention
  - 17.2.3. State a time within which the person must comply with the directions
  - 17.2.4. State that if the person does not comply with the directions within a specified time, the Town will take the necessary actions or measures required to remedy the contravention, at the expense of the person.
- 17.3. Pursuant to the Municipal Government Act the expenses and cost of an action or measure taken by the Town under this section are an amount owing to the Town by the person who contravened the bylaw.
- 17.4. Pursuant to the Municipal Government Act, a Council may add the following amount to the tax roll of a parcel of land:
  - 17.4.1. Unpaid expenses and costs referred to in the Municipal Government Act if the Owner of the property contravened the bylaw and the contravention occurred on all or part of the property.

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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17.4.2. Any administrative charges as set in policy by Council resolution as amended from time to time.

17.5. A person named in and served with an order issued pursuant to this section shall comply with any action or measure required to be taken within the time specified.

17.6. An order issued pursuant to this section may be served:

17.6.1. in the case of an individual:

17.6.1.1. by delivering it personally to the individual,

17.6.1.2. by leaving it for the individual at their apparent place of residence with someone who appears to be at least 18 years of age, or

17.6.1.3. by registered mail addressed to the individual at their apparent place of residence or to any address for the individual on the tax roll of the Town; and

17.6.2. in the case of a corporation:

17.6.2.1. by delivering personally to any director or officer of the corporation,

17.6.2.2. by delivering it personally to a Person apparently in charge of an office of the corporation at an address held out by the corporation to be its address, or

17.6.2.3. by registered mail addressed to the registered office of the corporation.

**18. OBSTRUCTION**

18.1. A person shall not obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this bylaw.

**19. GENERAL**

19.1. Without restricting any other power, duty or function granted by this bylaw, the Chief Administrative Officer or any Peace Officer may:

19.1.1. Carry out any inspection to determine compliance with this bylaw, or take any steps or carry out any action required to enforce this bylaw, or

19.1.2. Take any steps or carry out any actions required to remedy a contravention of this bylaw, or

19.1.3. Establish investigation and enforcement procedures with respect to property and such procedures may differ depending on the type of property in question.

**20. APPEAL PROCEDURE**

20.1 Appeal of a Directive

20.1.1 Any persons who believe that a directive unfairly affects them, may appeal to the Committee by delivering an Appeal Notice in person, or sending it by mail, to:

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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Chief Administrative Officer  
Town of Bon Accord  
5025 – 50 Avenue, Box 779  
Bon Accord, Alberta T0A 0K0

within 14 days after service of the directive.

**20.2 Date of Appeal**

- 20.2.1 If the Chief Administrative Officer receives an Appeal Notice within 14 days after service of the directive, the Chief Administrative Officer must place the Appeal Notice on the Committee's agenda.
- 20.2.2 When the matter has been placed on an agenda, the Chief Administrative Officer must send written notice of the date and location of the hearing to the Appellant at the address given in the Appeal Notice and, if the Appellant is not the Owner registered under the Land Titles Act, the Chief Administrative Officer must also send this written notice to that Owner.
- 20.2.3 If the Chief Administrative Officer receives the Appeal Notice after the 14 day period referred to in Section 20.2.1, the Chief Administrative Officer will not place the Appeal Notice on the Committee's agenda. The Chief Administrative Officer will notify the Appellant at the address given in the Appeal Notice that the appeal will not be heard.

20.3 After hearing the appeal, the Committee may confirm, vary, substitute, or cancel the directive.

**20.4 Service of Directive**

- 20.4.1 The Town must serve written notice of the Committee's directive by delivering it or sending it by registered mail to the Appellant, and the Owner registered under the Land Titles Act.

**20.5 Appeal to Court**

- 20.5.1 Any persons who are affected by the Committee's directive may appeal to the Court of Queen's Bench as allowed under the Municipal Government Act. The appeal must be filed with the Court of Queen's Bench and served on the Town within 30 days after service of the Committee's directive.

**21. OFFENCE**

21.1. A person who contravenes any provision of this bylaw is guilty of an offence.

**22. ENFORCEMENT**

22.1. A Peace Officer is hereby authorized to enforce the provisions of this Bylaw.

**23. OFFENCES & PENALTIES**

23.1. A Person who is guilty of an offence is liable, upon summary conviction, to a specified penalty for that offence.

23.2. Notwithstanding section 22.1 of this bylaw, any person who commits a second or subsequent offence under this bylaw within ONE (1) year of committing a first offence under this Bylaw, is liable upon summary conviction to the fine as set out in this Bylaw, for that offence.



**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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23.3. Under no circumstances shall a person contravening any provision of this Bylaw be subject to the penalty of imprisonment.

**24. VIOLATION TAGS**

24.1. A Peace Officer is hereby authorized and empowered to issue a violation tag to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

24.2. A violation tag may be served:

24.2.1. in the case of an individual:

24.2.1.1. by delivering it personally to the individual

24.2.1.2. by leaving it for the individual at the apparent place of residence with someone who appears to be a least 18 years of age; or

24.2.1.3. by mail addressed to the individual at the apparent place of residence or to any address for the individual on the tax roll of the Town; and

24.2.2. in the case of a corporation:

24.2.2.1. by delivering personally to any director or officer of the corporation

24.2.2.2. by delivering it personally to a person apparently in charge of an office of the corporation at an address held out by the corporation to be it address; or

24.2.2.3. by mail addressed to the registered office of the corporation.

24.3. A violation tag issued pursuant to this Bylaw shall be in a form approved by the Chief Administrative Officer and shall state:

24.3.1. The name of the person to whom the violation tag is issued

24.3.2. A description of the property upon which the offence has been committed, if applicable

24.3.3. A description of the offence and the applicable bylaw section

24.3.4. The appropriate penalty for the offence as specified in this Bylaw

24.3.5. The time in which the specified penalty must be paid in order to avoid prosecution for the alleged offence; and

24.3.6. Any other information as may be required by the Chief Administrative Officer.

24.4. Where a violation tag has been issued pursuant to this Bylaw, the person to whom the violation tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town, the penalty specified on the violation tag.

24.5. Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
BYLAW #2020-19**

**25. VIOLATION TICKETS**

- 25.1 In those cases where a violation tag has been issued, and if the penalty is not paid within the prescribed time period, a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to Part II of the Provincial Offences Procedure Act, to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.
- 25.2 Notwithstanding the foregoing provision of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to Part II of the Provincial Offences Procedure Act, to any Person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.
- 25.3 A violation ticket issued with respect to a contravention of this bylaw shall be served on the person responsible for the contravention in accordance with the Provincial Offences Procedure Act.
- 25.4 The Person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided for in this bylaw.
- 25.5 When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to section 24.4 and the Provincial Offences Procedure Act, the act of recording constitutes acceptance of a fine in the amount of the specified penalty.

**26. SEVERABILITY**

- 26.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions, and it is further the intention of Council that if any provision of this bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the bylaw shall remain in force and effect.

**27. COMING INTO FORCE**

- 27.1 This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council
- 27.2. This Bylaw will repeal bylaw 2019-15.

Read a first time this 16<sup>th</sup> day of June 2020.

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Mayor David Hutton

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Chief Administrative Officer Joyce  
Pierce

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
BYLAW #2020-19**

Read a second time this 7th day of July 2020.

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

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

Read a third and final time this 7th day of July 2020.

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

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

**Town of Bon Accord Community Standards Bylaw #2020-XX**

<b>Section No.</b>	<b>Offence</b>	<b>Penalty 1st Offence</b>	<b>Penalty 2nd Offence</b>	<b>Violation Ticket 1st Offence</b>	<b>Violation Ticket 2nd Offence</b>
5.2	Unightly premise	\$100.00	\$150.00	\$200.00	\$250.00
5.3.1	Excessive accumulation of materials	\$100.00	\$150.00	\$200.00	\$250.00
5.3.2	Loose litter garbage not properly stored	\$100.00	\$150.00	\$200.00	\$250.00
5.3.3	Unkept grass	\$100.00	\$150.00	\$200.00	\$250.00
5.3.5	Creating odor	\$100.00	\$150.00	\$200.00	\$250.00
5.3.6.1	Tree interferes with public works	\$100.00	\$150.00	\$200.00	\$250.00
5.3.6.2	Tree obstructing sidewalk or highway	\$100.00	\$150.00	\$200.00	\$250.00
5.3.6.3	Tree impairing visibility	\$100.00	\$150.00	\$200.00	\$250.00
5.3.7	Property showing significant deterioration	\$100.00	\$150.00	\$200.00	\$250.00

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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5.5	Debris during construction or demolition	\$100.00	\$150.00	\$200.00	\$250.00
5.6	More than 2 derelict vehicles	\$100.00	\$150.00	\$200.00	\$250.00
5.7	Derelict vehicle longer than 14 days untarped	\$100.00	\$150.00	\$200.00	\$250.00
5.8	Vehicle in front yard	\$100.00	\$150.00	\$200.00	\$250.00
6.1	No securing unoccupied building	\$100.00	\$150.00	\$200.00	\$250.00
7.1	Water flowing onto adjacent property	\$100.00	\$150.00	\$200.00	\$250.00
8.2.1,8.2.2,8.2.3	Placing snow off property	\$50.00	\$100.00	\$100.00	\$150.00
8.5	Removal of snow from eaves	\$50.00	\$100.00	\$100.00	\$150.00
8.6	Objects on sidewalk to cause obstruction	\$50.00	\$100.00	\$100.00	\$150.00
9.2	Fire hazard	\$50.00	\$100.00	\$100.00	\$150.00
10.1.1	Fire pit not meeting guidelines	\$50.00	\$100.00	\$100.00	\$150.00
10.1.2	Fire pit opening to large	\$50.00	\$100.00	\$100.00	\$150.00
10.1.3	Non-combustible material	\$50.00	\$100.00	\$100.00	\$150.00
10.1.4	Fire pit with no spark arrester	\$50.00	\$100.00	\$100.00	\$150.00
10.1.5	Fire pit placed over or under utility lines	\$50.00	\$100.00	\$100.00	\$150.00
10.2	Burning of non-seasoned wood	\$100.00	\$150.00	\$150.00	\$200.00
10.3.2	No extinguisher available	\$50.00	\$100.00	\$150.00	\$200.00
10.3.4	No supervisor	\$50.00	\$100.00	\$150.00	\$200.00
10.3.5	No means of extinguishing	\$50.00	\$100.00	\$150.00	\$200.00
11.2	Burning while there is a fire ban	\$100.00	\$200.00	\$200.00	\$250.00
12.1	Noise	\$100.00	\$200.00	\$200.00	\$250.00
1.2.1,12.2.2	Operation of power or hand mower	\$50.00	\$100.00	\$100.00	\$200.00
12.3	Operation of	\$50.00	\$100.00	\$100.00	\$200.00

**TOWN OF BON ACCORD COMMUNITY STANDARDS  
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	model aircraft				
12.4	Operation of snow clearing device	\$50.00	\$100.00	\$100.00	\$200.00
12.5.1	Construction off time limit	\$50.00	\$100.00	\$100.00	\$200.00
14.2	Leaking vehicle	\$100.00	\$150.00	\$100.00	\$150.00
15.1	Address in front	letter	\$50.00	\$100.00	\$150.00
14.3	Disposing into sewer	\$100.00	\$150.00	\$100.00	\$150.00
14.4	Tampering with manhole cover	\$100.00	\$150.00	\$100.00	\$150.00

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**TOWN OF BON ACCORD COMMUNITY STANDARDS  
BYLAW #2020-19**

SCHEDULE "A"

APPEAL NOTICE – BY-LAW #2020-XX

(If you want to appeal the Direction, you must serve this Appeal Notice by mailing or delivering it to the Chief Administrative Officer within 14 days after the Direction was served on you).

Dated: \_\_\_\_\_

To:           The Chief Administrative Officer  
              Town of Bon Accord  
              5025 – 50 Avenue, Box 779  
              Bon Accord, Alberta   T0A 0K0

I am appealing the Direction dated: \_\_\_\_\_ No.: \_\_\_\_\_

Property Address: \_\_\_\_\_

You may give reasons for your appeal:

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Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: Home - \_\_\_\_\_ Work - \_\_\_\_\_

Note: Only appeals files within the 14-day period will be heard by Town Council's Committee. You will be notified by mail of the date and location of the hearing.

**Mayor's Report  
for the period May 19, 2020 to June 16, 2020**

May 20, 2020	Attended Municipal Affairs Telephone Townhall Meeting Attended Council Remote Discussion
May 29, 2020	Attended Remote w/Four Towns and Sturgeon County Attended Remote Debrief ICF/IDP Meeting
June 1, 2020	Attended Telephone Townhall re: Libraries with Minister Madu
June 2, 2020	Attended Remote Regular Meeting of Council
June 3, 2020	Attended Telephone Townhall re: esthetics, tanning, spas
June 4, 2020	Attended Telephone Townhall re: Arenas, etc.
June 9, 2020	Holiday return on June 15, 2020

Notes:

May 29 Feed the Families Food Drive: Unfortunately, due to the COVID-19 I did not participate.

The June 4 Townhall was terminated after 15 minutes, and I was unable to reconnect.

*David J. Hutton,*  
Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Deputy Mayor Report – for May 13 – June 9, 2020*

May 14, 2020	Attended Webinar hosted by AUMA regarding the Relaunch strategy for Covid 19 precautions.
May 19, 2020	Attended Virtual Regular Meeting of Council.
May 20, 2020	Attended virtual informal council discussion.
May 22, 2020	Attended Zoom meeting of the Alberta Capital Region Wastewater Commission. Highlights included: <ul style="list-style-type: none"><li>- The source Control Program continues to effectively meet objectives</li><li>- Successes were noted around Fats, Oil and Grease management and large industry discharge permits in 2019 and 2020 to date</li><li>- Overall member compliance to the policy is good with some room for improvement</li><li>- The Food Services Code of Practice is moving into its roll-out phase in consultation with member communities</li><li>- The Wet Weather Strategy is progressing slower than anticipated</li><li>- The 35<sup>th</sup> Anniversary Barbeque planned for September has been postponed until 2021 due to uncertainty surrounding large group gatherings</li><li>- ACRWC has signed-on to be a participant of the Canadian Coalition on Wastewater-Related COVID-19 Research</li></ul>
May 27, 2020	Attended Zoom Meeting on Municipal Media Training by Doug Downs of JGR Communications hosted by Alberta Counsel. Lots of good information presented.
May 28, 2020	Attended Homeland Housing Zoom Meeting.
May 29, 2020	Attended Zoom Meeting of Workshop Committee of ACRWC. Participated in the Food Bank Drive and assisted to weigh and put away donations at the Food Bank.
June 2, 2020	Attended the Regular Meeting of Council via Microsoft Teams.

*Lynn Bidney*  
Deputy Mayor  
Town of Bon Accord



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

***May 15 – June 15, 2020***

- May 19 Regular Meeting of Council  
May 20 Online Council Discussion  
May 23 NLLS Meeting  
Business as usually. First online meeting since the out break of COVID. Lots of talk about moving forward in a “different” world. Some library funding will be released early to help with the struggle during this time. Nominations for the board are now open.
- June 2 Regular Meeting of Council  
June 5 Virtual Roundtable on COVID-19  
Very interesting conversation. Loads of good info on what is to come and future plans.
- June 8 CSAB Meeting  
Cancelled is the word of the day for this meeting. Unfortunately, almost all summer events have been cancelled. Music in the park will also be cancelled this summer. Jenny is looking into the outdoor theater. Unfortunately, the system she picked out was sold out before we finished our meeting. So, she is looking into anything else she can get. I would also like to thank Jenny Larson for all her efforts she has put into our community events. Even though we have COVID, she is trying her best. I can’t imagine the struggle of trying to bring a community together during this time.
- June 9 Library Board Meeting  
Looks like we have a couple of community members looking into joining the board. Library has been doing a stand-up job of helping our residents make sure they have access to the library resources despite being closed. They have a book drop off and pick up for the residents. They have also been cleaning, re organizing, and preparing our library for a future open. We are super lucky as a community to have such a great staff at our library. These ladies are amazing and very much appreciated in our community.
- June 10 Morinville Rotary Meeting on amalgamation  
Meeting is tomorrow so I have no information yet.
- June 12 Webinar: Ask the expert: What phase 2 means to municipal and community services.  
June 13 NLLS Alta Agm
- Notes: Well things are slowly picking back up for council. Hopefully, we do not see a spike in COVID cases. Unfortunately, a lot of our summer activities have been cancelled.

Tanya May  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report – for period May -June 9 2020*

May 19, 2020	Attended Regular Meeting of Council
May 20, 2020	Virtual Council discussion
June 2, 2020	Attended Regular Meeting of Council

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

Lacey Laing  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councillor Report – for period May 14 – June 10, 2020*

- May 14, 2020*      *Attended AUMA Ask The Expert Webinar. Deena Hinshaw spoke first about Covid 19 and laid out the guidelines for the 1<sup>st</sup> phase of relaunch. Shane Schreiber spoke about Alberta Emergency Management. Craig Hrynchuk, Executive Director of Alberta Municipal Health & Safety Association, spoke about 1. Increased Risk Factors, 2. Fit for Duty Considerations. 3. Employee Mental Health.*
- May 19, 2020*      *Regular Meeting of Councillor*
- May 20, 2020*      *Attended Council Discussion*
- May 27, 2020*      *Made effort to attend virtual Albert Counsel Webinar; however, my computer could not run Zoom. It has since been set up by Jessica / Trinus*
- May 29, 2020*      *Participate in Town Food Drive*
- June 2, 2020*      *Attended Regular Meeting of Council*
- June 5, 2020*      *Attended Zoom meeting regarding Impacts of Covid 19 on Canadian Urban Economy with Featuring Bill Morneau, Minister of Finance and Edwardo Lopez Moreno of UN-Habitat. Anantha Krishinan Chaired the meeting. It was quite interesting hearing from speakers in Canada as well as UN countries from around the globe. Adam Vaughan, Liberal MP, made an interesting comment; “Federal and Provincial Governments are afraid of their cities as they are more powerful. Therefore, they want to keep them poor. During wartime, enemies go after the big cities as they are the strength of the country.*

*Brian Holden*  
Councillor  
Town of Bon Accord