

Town of Bon Accord
AGENDA
Regular Council Meeting
April 16, 2024 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. Committee of the Whole Meeting; March 27, 2024 (enclosure)
 - 3.2. Regular Meeting of Council; April 2, 2024 (enclosure)
- 4. DELEGATION**
 - 4.1. 9:10 a.m. Edward Telford – JDP Wasserman LLP – Draft Financial Statements
- 5. DEPARTMENTS REPORT**
 - 5.1. April 2024 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. ICF Survey (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Notice of Motion: Clean Energy Improvement Program (enclosure)
 - 7.2. Bon Accord Gibbons Food Bank (enclosure)
 - 7.3. Council Chambers Chairs Replacement (enclosure)
 - 7.4. Banner Replacement (enclosure)
 - 7.5. LGFF Allocation (enclosure)
 - 7.6. Resident Request: Land Use Bylaw Amendment (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
 - 10.1 Mayor Holden (enclosure)
 - 10.2 Deputy Mayor May (enclosure)
 - 10.3 Councillor Bidney (enclosure)
 - 10.4 Councillor Laing (enclosure)
 - 10.5 Councillor Larson (enclosure)
- 11. CORRESPONDENCE REQUIRING ACTION**
 - 11.1. Snow Clearing Request (enclosure)
 - 11.2. Gibbons 3rd Annual Charity Golf Classic – Silent Auction and Sponsorship (enclosure)
 - 11.3. Redwater Golf Tournament: Dinner Only Option (enclosure)

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11.4. Morinville Mayor and Council's Pancake Breakfast (enclosure)

12. NOTICE OF MOTION

13. CLOSED SESSION

13.1. Lot 4A, Block 8, Plan 5261BA Update – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 17 Disclosure harmful to personal privacy, and Section 27 Privileged information

14. ADJOURNMENT

**Town of Bon Accord
Committee of the Whole Meeting Minutes
March 27, 2024, 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Tanya May – Virtual
Councillor Lynn Bidney
Councillor Timothy J. Larson – Chair

REGRETS

Councillor Lacey Laing

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Councillor Larson called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda for March 27, 2024, as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-124

CLOSED SESSION

**Enforcement Update – FOIP Act Section 24 Advice from officials and Section 27
Privileged information**

COUNCILLOR BIDNEY MOVED THAT Council enter Closed Session to discuss
Enforcement Update – FOIP Act Section 24 Advice from officials and Section 27
Privileged information at 5:04 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-125

COUNCILLOR BIDNEY MOVED THAT Council come out of Closed Session at 6:05 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-126

UNFINISHED BUSINESS

Bus Services Proposal

The presentation was reviewed and discussed.

Springbrook Playground Proposal

The presentation was reviewed and discussed.

NEW BUSINESS

**Town of Bon Accord
Committee of the Whole Meeting Minutes
March 27, 2024, 5:00 p.m. in Council Chambers
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Council Community Connections 2024

The presentation was reviewed and discussed.

Budget Highlights Report

The presentation was reviewed and discussed.

BYLAWS/POLICIES/AGREEMENTS

Proposed Enforcement Policy

The policy was reviewed and discussed.

2024-04 – Repeal of Bylaw 43

The bylaw was reviewed and discussed.

CLOSED SESSION

- ***Policy Proposal – FOIP Act Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials***
- ***Contractor Agreement – FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 17 Disclosure harmful to personal privacy, and Section 24 Advice from officials***
- ***Resident Complaint – FOIP Act Section 24 Advice from officials and Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials, and Section 27 Privileged information***

COUNCILLOR BIDNEY MOVED THAT Council enter Closed Session to discuss Policy Proposal – *FOIP Act Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials*, Contractor Agreement – *FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 17 Disclosure harmful to personal privacy, and Section 24 Advice from officials*, Resident Complaint – *FOIP Act Section 24 Advice from officials and Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials, and Section 27 Privileged information* at 6:48 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-127

COUNCILLOR BIDNEY MOVED THAT Council come out of Closed Session at 7:59 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-128

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the March 27, 2024 Committee of the Whole Meeting adjourn at 8:00 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-129

**Town of Bon Accord
Committee of the Whole Meeting Minutes
March 27, 2024, 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

Mayor Brian Holden

Jodi Brown, CAO

DRAFT

**Town of Bon Accord
Regular Meeting of Council Minutes
April 2, 2024 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Tanya May
Councillor Lynn Bidney
Councillor Lacey Laing
Councillor Timothy J. Larson

ADMINISTRATION

Jodi Brown – Town Manager
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

There were no objections to adding item 9.1 FCM Attendance to the agenda.

COUNCILLOR LARSON MOVED THAT Council adopt the April 2, 2024 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 24-130

PROCLAMATIONS

*National Volunteer Week
National Day of Mourning*

COUNCILLOR BIDNEY MOVED THAT Council accept the proclamations as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-131

ADOPTION OF MINUTES

Regular Meeting of Council; March 19, 2024

DEPUTY MAYOR MAY MOVED THAT Council approves the March 19, 2024 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-132

DELEGATIONS

James MacDonald – Northern Lights Library System – 2023 Value Statement

COUNCILLOR BIDNEY MOVED THAT Council accepts the presentation as information.

CARRIED UNANIMOUSLY RESOLUTION 24-133

Pamela Stuart – Rezoning Request

COUNCILLOR LARSON MOVED THAT Council accepts the presentation as information.

CARRIED UNANIMOUSLY RESOLUTION 24-134

**Town of Bon Accord
Regular Meeting of Council Minutes
April 2, 2024 6:00 p.m.
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John F Merritt – Correct Zoning of Residential Property

COUNCILLOR BIDNEY MOVED THAT Council accepts the presentation as information.

CARRIED UNANIMOUSLY RESOLUTION 24-135

UNFINISHED BUSINESS

Springbrook Playground Proposal

DEPUTY MAYOR MAY MOVED THAT Council approves the purchase and install of playground Option 1 and rescinds the section of resolution #24-089 directing administration to proceed with a community survey to select the equipment choice for Springbrook Park in 2024 AND FURTHER THAT Council directs administration to contact the company with regard to replacing the small swing with a merry-go-round, given it is within budget.

CARRIED UNANIMOUSLY RESOLUTION 24-136

NEW BUSINESS

Council Community Connections 2024

COUNCILLOR LARSON MOVED THAT Council directs administration to plan and advertise the Council Community Connections public engagement sessions to align with the following 2024 community events on the following dates: Spring Bon Accord Connects on May 11, Fall Bon Accord Connects on September 15, and Winter Wonder-Fest on December 7.

CARRIED UNANIMOUSLY RESOLUTION 24-137

BYLAWS/POLICIES/AGREEMENTS

Enforcement Policy

DEPUTY MAYOR MAY MOVED THAT Council approves the Enforcement Policy as presented and circulated.

CARRIED UNANIMOUSLY RESOLUTION 24-138

2024-04 – Repeal Of Bylaw 43

COUNCILLOR LAING MOVED THAT Council gives first reading to Bylaw 2024-04 – Repeal of Bylaw 43 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-139

DEPUTY MAYOR MAY MOVED THAT Council gives second reading to Bylaw 2024-04 – Repeal of Bylaw 43 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-140

COUNCILLOR BIDNEY MOVED THAT Council gives unanimous consent to hear all three readings of Bylaw 2024-04 – Repeal of Bylaw 43 in one meeting.

CARRIED UNANIMOUSLY RESOLUTION 24-141

**Town of Bon Accord
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COUNCILLOR LARSON MOVED THAT Council gives third and final reading to Bylaw 2024-04 – Repeal of Bylaw 43 presented.

CARRIED UNANIMOUSLY RESOLUTION 24-142

WORKSHOPS/MEETINGS/CONFERENCES

FCM Attendance

DEPUTY MAYOR MAY MOVED THAT Councillor Bidney replaces Deputy Mayor May at the FCM Conference.

CARRIED UNANIMOUSLY RESOLUTION 24-143

CORRESPONDENCE

Minister of Municipal Affairs – Assessment Model Review

COUNCILLOR LAING MOVED THAT Council accepts the correspondence as information.

CARRIED RESOLUTION 24-144

Canadian Fallen Heroes Foundation – Project Proposal

DEPUTY MAYOR MAY MOVED THAT Council direct administration to refer the Canadian Fallen Heroes Foundation – Project Proposal to the Veterans' Memorial Park Committee for approval.

CARRIED UNANIMOUSLY RESOLUTION 24-145

Federation of Canadian Municipalities (FCM) – Canada Community Building Fund (CCBF)

COUNCILLOR LARSON MOVED THAT Council direct administration to complete the letter and resolution and bring them back to Council.

CARRIED UNANIMOUSLY RESOLUTION 24-146

Alberta Municipal Affairs - ICF Review Survey

COUNCILLOR LARSON MOVED THAT Council members complete the ICF Review Survey individually.

CARRIED UNANIMOUSLY RESOLUTION 24-147

NOTICE OF MOTION

Clean Energy Improvement Program– Deputy Mayor May

ADJOURNMENT

DEPUTY MAYOR MAY MOVED THAT the April 2, 2024 Regular Meeting of Council adjourn at 7:29 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-148

**Town of Bon Accord
Regular Meeting of Council Minutes
April 2, 2024 6:00 p.m.
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Mayor Brian Holden

Jodi Brown, CAO

DRAFT

News | Projects | Events

News

- The Town welcomes Rhiannon Gammon as the new Economic Development and Planning Officer. Rhiannon will join our team on May 06th, 2024.
- New playground equipment has been ordered for Springbrook Park and is planned to be installed on May 13th, 2024. The old play equipment needs to be removed as it is nearing the end of its lifecycle. Additional play equipment may be added to this playground in the future to expand the park. Photos of the new play equipment are available on the Town's website. The old equipment will be removed two weeks prior to installation.
- We have been approved for \$8,400 in grant funding through Canada Summer Jobs.

Projects

- The flagpole banners that are installed for the spring and summer months (commemorating the Dark Sky Designation) will be replaced this year. The original banners are now in poor condition. Administration will be presenting options to Council for consideration.
- The new garage door opening system for the Fire Hall has been ordered.
- The new A/V system has now been installed. Staff training will take place this month.
- The Town received \$472,500 from the Municipal Climate Change Action Centre following approval of final reporting documents for the Ice Plant Project. The Town is arranging a recognition event for funding contributors such as the MCCAC. Dates and times TBA.

Events & Programs

- March 29th Easter Egg Hunt: This event was successful with 136 attendees. Survey results suggested an indoor option for colder weather.
- April 4th Dark Sky Event: This event was held at the library, and six people attended.
- March 22 and 25-28th, Spring Break youth programming: Community Services coordinated with the library to provide programming here at the office in the morning and then at the library for the afternoon. The programs on March 22 and 28th were cancelled due to low interest.

Key Meetings

- Monthly Staff Safety Meeting
- March 27th Meeting with St. Albert Seniors Association
- March 29th Community Services Advisory Board Meeting
- April 3rd Sturgeon Regional Recreation Meeting

Conferences and Training

- March 20 – Municipal Government 101 – All staff and regional attendees
- April 9-11 Writing Effective Policies and Procedures – Legislative Services and Communications Coordinator
- April 11 – Audio video training – 4 administrative staff

Department Highlights

Administration | Town Manager

- The Complaint Policy is currently under review and will be brought forward to Council for further consideration.
- Assisting with bylaw complaints or reports received.
- Town staff received a preliminary presentation from Magna Engineering Services regarding the stormwater feasibility study. The corresponding report and study will be presented to Council by Magna Engineering Services at the May 07th, 2024 Regular Council Meeting.
- Meeting with business owners, developers, and the Town's planner (Municipal Planning Services) regarding potential projects.
- Orientation process for the new temporary, casual Health and Safety Advisor (Donna Hills). Donna joined the team on April 03rd and will be working with staff on Wednesday afternoons for the remainder of the year.
- Attended the Redwater Mayor's Breakfast with members of Council.
- Developing a training package for the new Economic Development and Planning Officer.
- The Town will make a \$150.00 monetary donation to the SCHS Grad 2024 Banquet Committee in the "Friends of the Class of 2024 Sponsor" tier, which will recognize the Town in their banquet program. This donation request was approved under the Donation Request Policy.
- Working on the playground replacement project for Springbrook Park.
- Assisting with work on the new summer banners for 47th Avenue.
- Approved the request of a resident to proceed with display of red dresses in Town to recognize National Red Dress Day (May 05th). This event honours the memories of missing and murdered indigenous women and girls (MMIWG) across Canada. Métis artist Jaime Black helped inspire the red dress movement, where red dresses are hung from windows and trees to represent the pain and loss felt by loved ones and survivors.
- Attended weekly meetings with the consultant from Municipal Experts Inc. to continue planning actions to meet the Town's economic development goals.

Community Services

- The line-up is booked/confirmed for Music in the Park.
- The letter of support for the Legal Lions Club Transportation has been sent.
- The Dark Sky ad-hoc committee has been established. The first meeting is scheduled for April 25th.
- The St. Albert Seniors' Association will forward brochures and posters about the Meals on Wheels program.

- Sturgeon County has designed a plaque to be hung in facilities in recognition of their recreation funding.
- Collaboration with the Shine, Hype, and Mindful Mentors programs to offer a Find Your Village event. This event aims to bring people together for a sense of community and connection. Shine, Hype, and Mindful Mentors will provide a free dinner, and Bon Accord will provide the space. There will be door prizes, activities, and children's activities.
- Upcoming programs and events include:
 - April 14th: Adult field trip to the Old Strathcona Antique Mall 11 AM – 5 PM
 - April 17th: Volunteer Appreciation Night 6 – 8 PM
 - April 23rd: Art Night Out 6:30 – 9 PM
 - April 28th: Find Your Village 4 – 7 PM
 - May 8th: Community Connections meeting
 - May 9th: Stuff-A-Bus food bank drive
 - May 14th: Art Night Out 6:30 – 9 PM
 - May 11th: Spring Bon Accord Connects 10 AM – 2 PM

Corporate Services

- Muniware conversion training is still ongoing.
- The MSI Operating statement of financial expenditures (SFE) has been submitted. It is due May 1st. The MSI Capital and CCBF SFEs are almost completed.
- The budget highlights report has been uploaded to the website.
- Working on preliminary tax rate information for Council. Information will be brought to the April 24th committee of the whole meeting.

Planning | Economic Development | Bylaw

- The Town received 4 inquiries regarding new development projects that were referred to the Town's planner (Municipal Planning Services) for consultation in the past month. All 4 projects are in the preliminary stages of defining the development projects and are not yet confirmed.
- Received 1 inquiry regarding business/residential mix property for lease or purchase.
- The Town Manager met with the Municipal Experts Inc. and discussed scheduling a Developer's Tour event in June 2024.
- Received 2 bylaw reports from Sturgeon County Bylaw Services regarding vehicles parked on the front lawn. These issues are being addressed to the property owners by bylaw enforcement officers.
- The interview and hire process for the new Economic Development and Planning Officer were completed this month.

Operations | Public Works

- Public Works has been gearing up for the spring/summer maintenance program.
- Several catch basins had to be steamed open to allow drainage to occur.
- Equipment tune-ups and project planning is on-going. We have been working with engineers and contractors to plan numerous projects ranging from yearly routine tasks up to the large capital projects (namely the 53 Ave. mill/overlay and 52 Ave sewer main realigning).
- In this period, we have returned to the weekly L.S. road grading schedule.
- Some street sign repairs were completed. The electronic speed sign was relocated from Springbrook Park to 51 St. and 48 Ave. The winter banners along 47 Ave. have been removed for the season. Summer banners will be ordered and hung once approved.
- The new flag poles for the Veteran's Park have been received. When time permits after the ground has thawed, the Town staff will install the poles.
- Completed the opening/closing of a full burial at the cemetery. Marked plots for upcoming headstones.
- We dealt with some electrical issues at the firehall.
- The electrical issue at the Town's pumphouse has been identified and is currently awaiting parts. We expect the equipment to be up and running within the next couple of weeks. The issue did not turn out to be as long or as costly as we originally anticipated.
- The ice plant at the arena was shut down and the ice surface removed thus completing the arena season. The full-time staff returned to regular day shift hours. Standard "end of the season" maintenance is being done currently.
- Took part in leadership team meeting and met with Magna engineers pertaining to the storm pond/drainage design.
- Staff continue to complete the WorkHub safety courses.
- Conducted a site orientation and collaborated on our present safety procedures with the new safety advisor hired by the Town.

Attachments

- Town Manager:
 - Action List
- Corporate Services Manager:
 - Variance Report
 - Reserves Balances
- Economic Development and Planning Officer:
 - Citation Report
 - Incident Report

Town Manager Action List

Date: April 16th, 2024
Reporting Period: March 20th – April 16th, 2024
Submitted by: Jodi Brown (Town Manager)

ACTION ITEM LIST:

Action Item	Status
Water Shortage Plan Council directs administration to proceed with ordering flowers for baskets and planters within the budget as planned and continue to plan for other operational measures as presented to conserve water in 2024.	Complete Staff have been advised to order flowers for baskets and displays as planned. Administration will work on developing an awareness campaign urging residents to conserve water in addition to the Town's plan for other operational measures.
Distribution Charges Council directed administration to write a letter to the Minister of Affordability and Utilities regarding distribution charges supporting equalized charges to all consumers.	Complete See attached letter.
Notice of Motion: Distribution Charges Council direct administration to write a letter to the appropriate government minister AND FURTHER THAT Council submit a resolution to the Alberta Municipalities Association to advocate to government for better regulation of distribution charges and request an update on Alberta Municipalities Association findings.	Complete Administration presented a report to Council on the AB Municipalities advocacy efforts to date and Mayor Trina Jones (Alberta Municipalities—Small Towns representative) made a presentation to Council about this topic.
Veterans' Park Flagpole Purchase Allocation Council authorizes the purchase of the flagpoles for Veterans' Park with the funds from the Veterans' Park Reserve of \$11,853, and the remainder from the General Reserve.	In Progress Flagpoles have been received.
Redwater Mayor's Breakfast Council direct administration to register Mayor Holden, Councillor Bidney, and Councillor Larson for the Redwater Mayor's Breakfast on April 5, 2024.	Complete The Town Manager also attended this event.

Notice of Motion: Town Security Council postponed this motion until after the Crime Prevention presentation.	In Progress Administration recommends postponing until the new Economic Development and Planning Officer is hired and can reschedule this presentation.
Springbrook Playground Proposal Council approves the purchase and install of playground option 1 and rescinds the section of resolution #24-089 directing administration to proceed with a community survey to select the equipment choice for Springbrook Park in 2024 AND FURTHER THAT Council direct administration to contact the company with regard to replacing the small swing with a merry-go-round, given it is within budget.	Complete The playground equipment has been ordered and installation is planned for May 13 th , 2024. Public Announcement issued April 12 th , 2024
Federation of Canadian Municipalities (FCM) – Canada Community Building Fund Council direct administration to complete the letter and resolution and bring them back to Council.	April 16 th , 2024 Meeting
Canadian Fallen Heroes Foundation – Project Proposal Council direct administration to refer the Canadian Fallen Heroes Foundation – Project Proposal to the Veterans' Memorial Park Committee for approval.	Veteran's Memorial Park Committee meeting to be scheduled.
Community Life Survey Report Council accepted the Community Life Survey Results Report as information and directed administration to set up a Trail and Active Transportation Committee.	April 24 th , 2024 Committee of the Whole Meeting Agenda Item
FCM Attendance Councillor Bidney to replaced Deputy Mayor May at the FCM Conference.	Complete
ICF Survey: Municipal Affairs Council accept the correspondence as information and refer it to the April 2, 2024 regular meeting of Council.	April 16 th , 2024 Regular Council Meeting
Notice of Motion: Bus Service Council direct administration to research collaborating with local towns to use a shuttle bus to serve youth, adults, seniors, and community members.	Complete Presented Report at the March 27 th , 2024 Committee of the Whole Meeting On-going project

Urban Hens and Beekeeping Survey Resolutions #23-254 and #23-255 Council directs administration to start the process of amending the Land Use Bylaw 2016-03 to allow laying hens in all districts except R3 and Commercial districts and FURTHER that Council directs administration to amend the Animal Control Bylaw 2019-10 and prepare an Urban Beekeeping Program and Laying Hens Program that align with the Town's bylaws.	May/June 2024 LUB Amendment Process
Land Use Bylaw Potential Amendments Council directs administration to create an online survey regarding the proposed changes to the Land Use Bylaw and bring back to Council for approval.	In Progress Land Use Bylaw Amendment Survey to be drafted and distributed.
MCSnet Information Council directs administration to complete additional research and bring back to Council.	In Progress
Arena Project Phase II Council direct administration to proceed as advised.	In Progress
Strategic Plan Review Council postpone the Strategic Plan Review until the April Committee of the Whole meeting.	April 24 th , Committee of the Whole Meeting
Contractor Agreement – Council direct administration to proceed as and bring back additional information.	Complete
Lot 4A, Block 8, Plan 5261BA Council direct administration to proceed as directed.	April 16 th , 2024 Regular Council Meeting
Council Workshop: Emergency Preparedness Council direct administration to plan the Council Emergency Preparedness Workshop on April 17, 2024 from 1:30 p.m. – 4:30 p.m. in Council chambers.	To Be Rescheduled Administration to forward poll for alternative dates
Resident Complaint Council direct administration to proceed as advised.	Complete
New Ice Plant Facility Tour: Funding Partner Recognition Council direct administration to invite Minister Schulz, MLA Dale Nally, Sturgeon County Council, and the Municipal Climate Change Action Centre to participate in a tour of the new ice plant facility at the Bon Accord Arena AND FURTHER THAT administration determines a few options for date and time of the tour with Council via survey poll to be included in the invitation.	This event is to be rescheduled. Waiting for response from Sturgeon County

<p>Road Project: 57 Street (RR240)</p> <p>Council approve the 57 St. repair project as presented to be completed in 2023 in the amount of \$22,785 using funding from the roads reserve AND THAT administration continue to do further negotiations and research with municipal partners regarding dust control on 54 Ave. starting from 45 St. to where the black top begins.</p>	<p>April 24th Committee of the Whole Meeting Report on Dust Control options for 54th Avenue</p>
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April 11, 2024

The Honourable Nathan Neudorf
Minister of Affordability and Utilities
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Via Email au.minister@gov.ab.ca

Re: Support for Equalization of Distribution Charges

Dear Minister Neudorf:

As you are aware, one of the mandates outlined by Premier Danielle Smith in her letter dated July 19, 2023, is to prioritize the “[review of] Alberta’s electricity pricing system with the goal of reducing transmission and distribution costs for Albertans”¹.

After a presentation from the Alberta Municipalities Association, our Council has a better understanding of the two components of energy charges: transmission and distribution. Thus, on March 19, 2024, the Town of Bon Accord Council resolved to contact you in support of equalization of distribution charges for Albertans.

Alberta Municipalities Association has been advocating for more affordable distribution charges for the last few years, including a letter to the former Minister of Affordability and Utilities regarding the disparity in rural distribution charges. In his response dated December 13, 2022, Matt Jones indicated there is a “‘postage stamp’ rate” for transmission rates, however, “distribution rates in rural areas are typically higher than in urban areas due to geographical distances and population density”². We are in support of a ‘postage stamp rate’ model for equalization of distribution charges.

The Town of Bon Accord Council encourages the Ministry to adopt this model as a viable solution for our rural communities and look forward to seeing more affordable energy costs for our residents.

Sincerely,

Mayor Brian Holden
Town of Bon Accord

Sources:

¹ Mandate Letter from the Premier of Alberta to the Minister of Affordability and Utilities
<https://open.alberta.ca/dataset/bf7f9a42-a807-49b3-8ba3->

[451ae3bc2d2f/resource/9ebd0656-8e60-45f4-ad06-41f06a3177eb/download/au-mandate-letter-affordability-and-utilities-2023.pdf](https://www.bonaccord.ca/451ae3bc2d2f/resource/9ebd0656-8e60-45f4-ad06-41f06a3177eb/download/au-mandate-letter-affordability-and-utilities-2023.pdf)

² Letter to Alberta Municipalities from the Minister of Affordability and Utilities.
<https://www.abmunis.ca/system/files?file=2023-05/Ltr%20fr%20Min%20Affordability%20and%20Utilities%20re%20Response%20to%20letter%20about%202022%20Resolution.pdf>

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2024
Reporting period: up to March 31, 2024

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	102,322	79,008	23,315	14,014	12,994	1,020	88,308	66,014	22,295	25%
TOTAL MUNICIPAL	\$ 102,322.27	\$ 79,007.50	\$ 23,314.77	\$ 14,013.96	\$ 12,994.00	\$ 1,019.96	\$ 88,308	\$ 66,014	\$ 22,295	34%
Election	-	-	-	-	500	500	-	(500)	500	#DIV/0!
Council	-	-	-	23,295	31,089	7,794	(23,295)	(31,089)	7,794	-33%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 23,295	\$ 31,589	\$ 8,294	-\$ 23,295	-\$ 31,589	\$ 8,294	26%
Administration	4,699	4,504	195	117,986	167,772	49,787	(113,286)	(163,269)	49,982	-44%
TOTAL ADMINISTRATION	\$ 4,699	\$ 4,504	\$ 195	\$ 117,986	\$ 167,772	-\$ 49,787	-\$ 113,286	-\$ 163,269	\$ 49,982	31%
Fire Services	10,709	10,149	560	32,849	31,696	1,153	(22,141)	(21,547)	(594)	3%
Emergency Services	-	-	-	2,761	4,677	1,916	(2,761)	(4,677)	1,916	-69%
Bylaw	2,240	763	1,478	11,096	11,043	53	(8,855)	(10,280)	1,425	-16%
TOTAL PROTECTIVE SERVICES	\$ 12,949	\$ 10,912	\$ 2,038	\$ 46,706	\$ 47,416	-\$ 710	-\$ 33,757	-\$ 36,504	\$ 2,747	8%
Municipal Planning	1,978	2,875	897	30,046	31,115	1,069	(28,068)	(28,240)	172	-1%
Economic Development	-	-	-	24,779	28,624	3,845	(24,779)	(28,624)	3,845	-16%
TOTAL PLANNING & DEVELOPMENT	\$ 1,978	\$ 2,875	-\$ 897	\$ 54,825	\$ 59,739	-\$ 4,914	-\$ 52,847	-\$ 56,864	\$ 4,017	7%
Public Works - Roads	-	-	-	63,004	112,488	49,484	(63,004)	(112,488)	49,484	-79%
Storm Sewer & Drain	-	-	-	4,740	5,142	401	(4,740)	(5,142)	401	-8%
Water	90,997	105,650	14,652	70,601	162,692	92,091	20,396	(57,042)	77,438	380%
Sewer	55,231	58,737	3,506	47,390	91,808	44,418	7,841	(33,072)	40,912	522%
Garbage	17,186	16,882	304	22,283	33,943	11,660	(5,097)	(17,061)	11,964	-235%
Cemetery	8,350	2,000	6,350	2,461	6,645	4,184	5,889	(4,645)	10,534	179%
TOTAL PUBLIC WORKS	\$ 171,764	\$ 183,268	-\$ 11,505	\$ 210,479	\$ 412,717	-\$ 202,237	-\$ 38,716	-\$ 229,448	\$ 190,733	83%
FCSS	1,501	3,538	2,037	18,421	34,015	15,594	(16,921)	(30,478)	13,557	-80%
TOTAL FCSS	\$ 1,501	\$ 3,538	-\$ 2,037	\$ 18,421	\$ 34,015	-\$ 15,594	-\$ 16,921	-\$ 30,478	\$ 13,557	44%
Parks	56,457	55,858	599	16,233	29,899	13,666	40,224	25,959	14,265	35%
Arena	151,408	168,716	17,308	71,679	150,393	78,714	79,729	18,323	61,406	77%
Recreation	186,603	184,928	1,675	16,771	28,920	12,149	169,833	156,008	13,824	8%
TOTAL REC & COMMUNITY SERVICE	\$ 394,468	\$ 409,502	-\$ 15,034	\$ 104,683	\$ 209,212	-\$ 104,529	\$ 289,785	\$ 200,290	\$ 89,495	45%
Library	-	-	-	57,071	56,535	536	(57,071)	(56,535)	(536)	1%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 57,071	\$ 56,535	\$ 536	-\$ 57,071	-\$ 56,535	-\$ 536	1%
Total Excl. General Municipal	\$ 587,359	\$ 614,598	-\$ 27,239	\$ 633,466	\$ 1,018,995	-\$ 385,529	-\$ 46,107	-\$ 404,397	\$ 358,290	-777%
Total Incl. General Municipal	\$ 689,681	\$ 693,606	-\$ 3,925	\$ 647,480	\$ 1,031,989	-\$ 384,509	\$ 42,201	-\$ 338,384	\$ 380,584	

Budget approved at the November 7, 2023, regular meeting of council Resolution #23-474

Variance Report Notes

Reporting Period: up to March 31, 2024

Municipal:

Franchise fees are \$7,500 higher than expected and penalties on taxes are \$1,500 lower than budgeted.

In review:

The Homeland Housing requisition has been paid; higher than expected.
Actual value: \$14,014; budgeted value was \$12,994.

Protective Services:

Bylaw cat and dog licenses revenues are under budget by \$795, however this is offset by bylaw fine distribution revenue being over by \$1,110.

In review:

The fire hall rental revenue from Sturgeon County came in \$560 higher than budgeted;
An increase of 8% versus the budgeted increase of 3%, higher CPI.
Fire contracted services is \$149 higher than budgeted (higher CPI).

Water:

Bulk water sales are under budget by \$12,250.
Water sales are under budget by \$3,205.
Expenses are currently under-budget.

Sewer:

Sewer sales are under budget by \$3,205.
Expense are currently under-budget.

Cemetery:

Plot sales are over budget by \$5,850.

Recreation, Parks, and Arena

The Sturgeon Recreation Grant came in \$3,081 higher than budgeted due to higher CPI.
Arena sales of goods and services is currently \$18,140 under budget.

Statistics from: 3/1/2024 12:00:00AM to 3/31/2024 11:59:00PM

Citation Printout Report by Violation

Total Citations of (BAT S.3 PARK OVER 72 HRS): 2 Total Mandatory Appearances: 0
Total Citations of (OLCV S.20(2) FAIL TO MAKE APPLICATION TO UPDATE DL AFTER 14 DAYS): 1 Total Mandatory Appearances: 0
Total Citations of (ROR S.12(1) DRIVE LEFT OF CENTRE LINE): 1 Total Mandatory Appearances: 0
Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 2 Total Mandatory Appearances: 0
Total Citations of (ROR S.80(A) DR MV OBSURED VIEW THRU WINDSHEILD/WINDOWS): 1 Total Mandatory Appearances: 0
Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 4 Total Mandatory Appearances: 0
Total Citations of (TSA S.160(1) OWNER OF VEHICLE INVOLVED IN CONTRAVENTION): 1 Total Mandatory Appearances: 0

Total Citations of (TSA S.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 2
Total Mandatory Appearances: 0

Total Citations of (TSA S.76(1)(A) ABANDON MV ON HIGHWAY): 2
Total Mandatory Appearances: 0

Total Citations of (VEH S.82(2)(A) DRIVER NOT WEARING SEAT SEAT): 1
Total Mandatory Appearances: 0

Grand Total

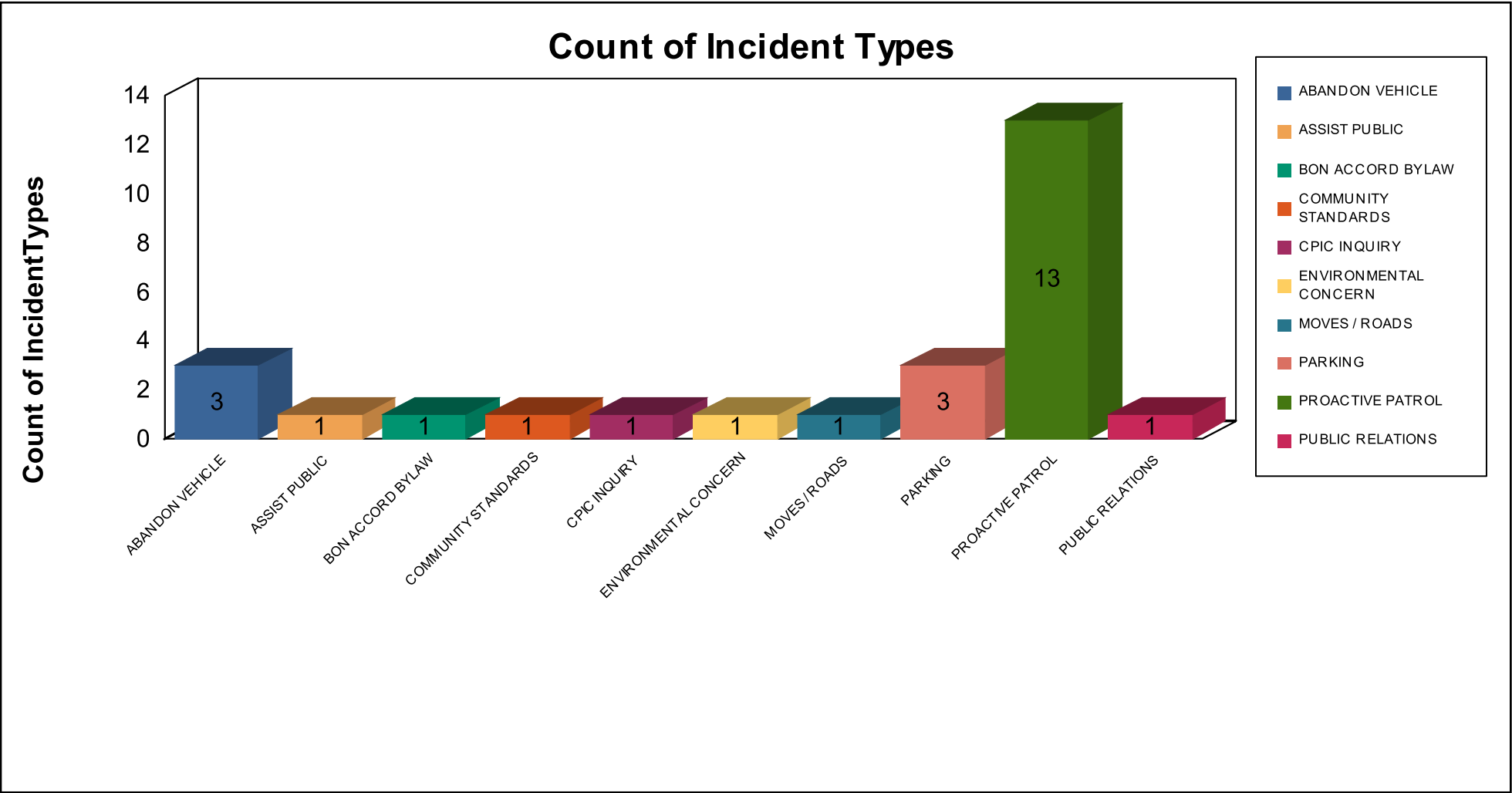
Total Number of Citations Reported: **17**
Total Fine Amounts Reported: **\$990.00**
Total Money Collected: **\$0.00**
Total Money Still Due: **\$990.00**
Total Mandatory Appearances: **0**

Statistics from Occurred Date: 3/1/2024 12:00:00AM to 3/31/2024 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT

Count of Incident Types

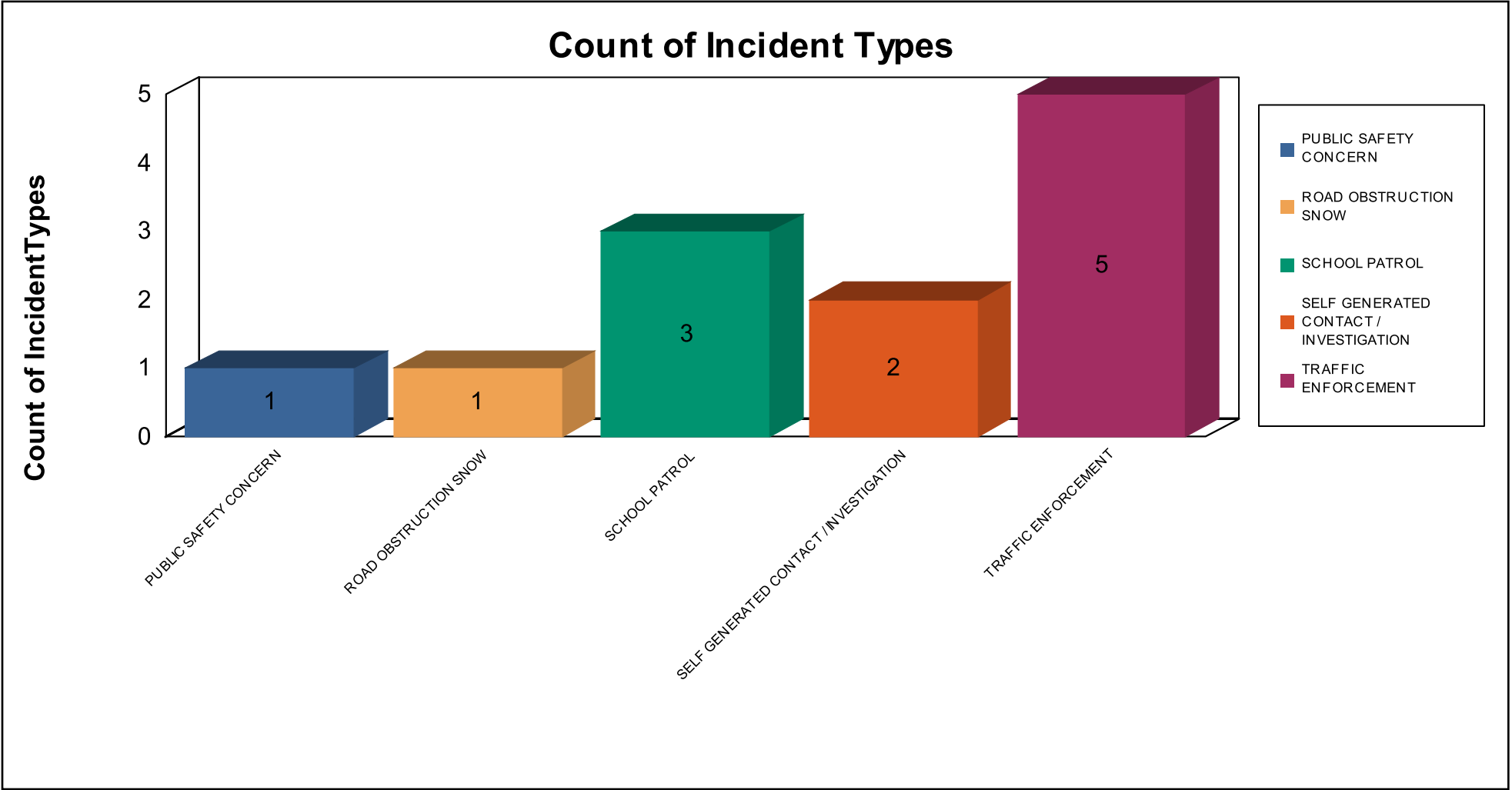


ABANDON VEHICLE: 3 8%

Incident Report

STURGEON COUNTY ENFORCEMENT

ASSIST PUBLIC: 1	3%
BON ACCORD BYLAW: 1	3%
COMMUNITY STANDARDS: 1	3%
CPIC INQUIRY: 1	3%
ENVIRONMENTAL CONCERN: 1	3%
MOVES / ROADS: 1	3%
PARKING: 3	8%
PROACTIVE PATROL: 13	34%
PUBLIC RELATIONS: 1	3%



PUBLIC SAFETY CONCERN: 1 3%

ROAD OBSTRUCTION SNOW: 1 3%

SCHOOL PATROL: 3 8%

SELF GENERATED CONTACT / INVESTIGATION: 2 5%

Incident Report

STURGEON COUNTY ENFORCEMENT

TRAFFIC ENFORCEMENT: 5 13%

Grand Total: 100.00% Total # of Incident Types Reported: 38

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	April 16, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Intermunicipal Collaboration Frameworks (ICF) Survey: Municipal Affairs
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

Minister of Municipal Affairs, Rick McIver, invited municipalities to complete a survey regarding Intermunicipal Collaboration Frameworks (ICF) requirements legislated by the province.

Municipalities were asked to submit one survey rather than individual surveys from each Councillor.

Collaboration frameworks must specify what and how services are funded and delivered with other municipalities that share a common boundary.

Intermunicipal Collaboration Frameworks (ICFs) must align with the requirements outlined in Part 17.2 of the [Municipal Government Act](#).

Frameworks are intended to:

- provide for integrated and strategic planning, delivery and funding of intermunicipal services.
- allocate scarce resources efficiently in the providing local services.
- ensure municipalities contribute funding to services that benefit their residents.

The Town of Bon Accord has an ICF Bylaw with Sturgeon County (reference enclosed) and associated agreements for recreation cost sharing and road maintenance.

More information on ICFs is available on the Municipal Affairs website:

[Intermunicipal Collaboration Frameworks | Alberta.ca](#)

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed responses to the ICF survey are enclosed for Council consideration.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

Discussion is welcome from all levels of government, neighboring municipalities, residents and businesses in the Town, the place we call home.

Priority: # 5 Collaboration

The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Resolution #1

THAT Council rescinds resolution #24-147 that reads: COUNCILLOR LARSON MOVED
THAT Council members complete the ICF Review Survey individually.

Resolution #2

THAT Council approves the ICF survey responses as presented and circulated.

OR

THAT Council approves the ICF survey responses as amended (list amendments).

OR

THAT Council directs administration to...

TOWN OF BON ACCORD
BYLAW #2021-02
INTERMUNICIPAL COLLABORATION FRAMEWORK BYLAW

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

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

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

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

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


The "Intermunicipal Collaboration Framework Between Sturgeon County and the Town of Bon Accord", attached and forming part of Bylaw 2021-02, is hereby adopted.

This Bylaw will repeal Bylaw 2020-13 and shall come into force and effect upon third reading.

READ a first time this 2nd day of March 2021.

READ a second time this 30th day of March 2021.

READ a third time this 30th day of March 2021.



Mayor
G. Mac MOSY CORLE



Chief Administrative Officer

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

Intermunicipal Collaboration Framework

Sturgeon County and The Town of Bon Accord

Bylaw No. 1540/21 for Sturgeon County
Bylaw No. 2021-02 for The Town of Bon Accord

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

WHEREAS Sturgeon County and the Town of Bon Accord share common interests and are desirous of working together for the mutual benefit of their residents and landowners; and

WHEREAS the *Municipal Government Act* stipulates municipalities that have a common boundary must create a framework with each other that describes the services to be provided under the framework common to more than one of the municipalities that are parties to the framework, identify which municipality is responsible for providing which services, and outline how the services will be delivered and funded; and

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

1. DEFINITIONS

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

- a) **Committee** means the Intermunicipal Committee, as defined in Section 7 of this Framework.
- b) **Cost-sharing Agreement** means a legally binding agreement entered into by the Parties that may include provisions related to the operation, maintenance, funding and capital improvement of the Municipal Service(s) specified.
- c) **Framework** means this document, the Intermunicipal Collaboration Framework (ICF) entered into by Sturgeon County and the Town of Bon Accord, pursuant to Part 17.2 of the MGA.
- d) **MGA** means the *Municipal Government Act*, RSA 2000, c M-26, as amended.
- e) **Municipal Service** means any service provided by, or on behalf of, a Party that benefits their residents. These services may be provided independently by each Party, by a third party, or may be provided on an intermunicipal basis. Example services include, but are not limited to water and wastewater systems, solid waste systems, recreation, transportation, emergency services, gas distribution systems, etc.
- f) **Parties** means, collectively, Sturgeon County and the Town of Bon Accord and **Party** means either one of them.
- g) **Shall** means obligatory direction.
- h) **The Town** means the Town of Bon Accord.
- i) **The County** means Sturgeon County.

2. APPLICATION OF THIS FRAMEWORK

1. This Framework applies to Sturgeon County and the Town of Bon Accord. Under the MGA, Sturgeon County and the Town of Bon Accord are required to create a framework to address intermunicipal collaborations for Municipal Services by April 1, 2021.

3. TERMS AND REVIEW

1. This Framework shall come into force upon the passing of bylaws by Sturgeon County and the Town of Bon Accord adopting this Framework.
2. This Framework must be reviewed every four (4) years after its coming into force date (or within a shorter period of time, if agreed upon by the Parties). After review, if the Parties do not agree that this Framework continues to serve the interests of the Parties, the Parties must negotiate in good faith to create a replacement Framework.
3. This Framework may be amended by mutual consent of the Parties in writing. An amended Framework shall come into force on the passing of bylaws by Sturgeon County and the Town of Bon Accord adopting the amended Framework. Amended versions to this Framework shall supersede and replace all previous versions of this Framework.
4. When a Party believes there is a dispute under this Framework with respect to the interpretation, implementation, or application of the Framework, or a contravention or alleged contravention of this Framework, and wishes to engage in dispute resolution, the Dispute Resolution Process in Appendix A of this Framework shall apply.

4. PURPOSE

1. This Framework outlines an agreement between Sturgeon County and the Town of Bon Accord as required under Part 17.2 of the MGA.

5. EXISTING MUNICIPAL SERVICES

1. Sturgeon County and the Town of Bon Accord have agreed that the best and most efficient way to provide Municipal Services to residents is to continue providing services independently or through the various arrangements that each Party currently has with its respective neighbours or in the agreements included in Section 5 of this Framework.
2. The Town and the County have a history of working together to provide Municipal Services to residents on an intermunicipal basis. The following agreements are in place, or are intended to be negotiated and agreed upon by the Parties, for the following services to be provided to residents:
 - a. **Transportation**
 - i. The County maintains a gravel road in the Town (referred to as Highway 28 Service Road), north of Highway 28 and west of Rge Rd 240.

- ii. The Town and the County agree to work together in 2021 to discuss the development of an agreement to maintain the above noted road within the Town, adjacent to the County. If a new agreement is not finalized by December 31, 2021, and the Parties have not mutually agreed to extend negotiations, then the negotiations are deemed unsuccessful, and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

b. Emergency Services

- i. The County and the Town entered into a 2017 – 2021 Fire Service Agreement dated December 20, 2016, for the County to provide firefighting and related services to the Town. The lead municipality is the County and the fees for services provided are in accordance with the agreement.
- ii. The Town and the County developed a new Fire Services Agreement, subject to the approval of each Party's Council. If the new agreement is not ratified by December 31, 2021 and the municipalities have not mutually agreed to extend the negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.
- iii. The County and the Town, together with the Towns of Morinville, Legal, Redwater, and Gibbons, entered into the Sturgeon Regional Emergency Management Partnership Agreement, dated November 14, 2016. The lead municipality is the County and costs are paid in accordance with the agreement.

c. Recreation

- i. The Town and the County entered into a Recreation Cost-Sharing Agreement on June 7, 2016; this agreement expired on December 31, 2020. The Town and County developed a new recreation funding agreement and if the new agreement is not ratified by April 1, 2021, and the municipalities have not mutually agreed to extend negotiations, then the negotiations are deemed unsuccessful, and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

d. Safety Codes Act

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

e. **Peace Officer**

- i. The County provides Peace Officer Services to the Town under an agreement dated January 27, 2016. The County is the lead municipality, and the Peace Officer Services are provided on fees in accordance with the agreement. The Town and County developed a Peace Officer agreement and if the new agreement is not ratified by December 31, 2021, and the Parties have not mutually agreed to extend negotiations, then the negotiations are deemed unsuccessful, and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

3. Goods and Services Tax (GST) shall be applied to all applicable Cost-Sharing Agreements, as required.

6. NEW INTERMUNICIPAL SERVICES

1. In the event that either Party wishes to initiate a new intermunicipal service, facility, or initiative, the initiating Party's Chief Administrative Officer will notify the other Party's Chief Administrative Officer of the following:
 - a) General project or initiative description; and
 - b) Envisioned scope.
2. Once either Party has received written notification on the desire to engage in discussion on a new intermunicipal service, facility, or initiative, a Committee meeting, organized by the initiating Party, must be held within ninety (90) calendar days of the date the written notice was received.
3. The Committee shall confirm the following criteria to the satisfaction of both Parties in accordance with Section 7(5) of this Framework, before a new intermunicipal service, facility, or initiative can be further pursued by the Committee:
 - a) Demonstrated community impact and support in both municipalities;
 - b) A joint planning model involving both municipalities; and
 - c) Demonstrated potential for intermunicipal efficiencies.
4. Pursuant to the completion of Section 6(3) of this Framework, the Committee shall develop a business plan and evaluate the following criteria as the basis for determining if a new service, facility, or initiative is desirous by both Parties:
 - a) Estimated cost (capital and operating) and long-term borrowing implications;
 - b) Appropriate funding and timing of expenditures for both Parties;
 - c) The level of projected use and benefit to the residents and ratepayers of both Parties;

- d) An implementation plan;
 - e) Which Party will manage the operations of the service, facility, or initiative;
 - f) The appropriate process for planning the agreed upon service(s);
 - g) A process and implications for discontinuing the service provided; and
 - h) A time frame for the delivery of the service(s) being discussed, including a start and end date of the service(s) delivery.
5. The cost associated with developing a business plan, as described in Section 6(4) of this Framework, shall be shared between the Parties based on the Committee's direction in assigning each Party a portion of the cost.
6. In addition to the Cost-sharing Agreements detailed in Section 5 of this Framework, the Parties agree to work collaboratively on additional services of regional importance to benefit residents as opportunities arise.
- a) These future opportunities may include, but are not limited to, Family and Community Support Services, physician recruitment, purchasing and procurement, efficiency reviews, and weed inspection.

7. INTERMUNICIPAL COMMITTEE

1. Sturgeon County and the Town of Bon Accord hereby create a recommending body known as the Intermunicipal Committee.
2. The Committee will meet on an as-required basis and will develop recommendations to the Councils of their respective municipalities on matters of strategic direction and cooperation affecting their Municipal Services, including:
 - a) Periodic review of this Framework as required under Section 3 of this Framework;
 - b) Matters as required under Section 6 of this Framework; and
 - c) Periodic review of the County and Town's existing Intermunicipal Development Plan.
3. The Committee shall consist of three (3) members from each Party's Council.
4. A member from either Party's Council shall chair the meetings on an alternating basis. The Chair shall be appointed by the Committee at the first meeting of the Committee and shall be a member from either Party's Council.
5. Decisions of the Committee shall be made by vote, with a majority required for approval.
6. Quorum for the purposes of Committee meetings shall be a minimum of two (2) members from each Party.

7. Incidental costs for Committee support shall be shared equally by the Parties.
8. The Chief Administrative Officers, and/or their designates, of the Parties will be advisory staff to the Committee and will be responsible to provide background information and recommendations, develop agendas and record the recommendations of the Committee on all matters, and forward all recommendations from the Committee to their respective Councils.
9. Meetings of the Committee can be called by either Party by the Chief Administrative Officer serving a written request for a Committee Meeting to the other Party's Chief Administrative Officer, advising the reason for requesting a meeting and providing options for meeting dates. The Committee will endeavour to meet at the earliest possible time, but no later than sixty (60) days after receipt of the written request. The requesting Party shall organize the meeting.

8. CORRESPONDENCE

1. Written correspondence under this Framework shall be addressed as follows:
 - a. In the Case of Sturgeon County to:
Sturgeon County
c/o Chief Administrative Officer
9613 – 100 Street
Morinville, AB T8R 1L9
 - b. In the case of the Town of Bon Accord to:
Town of Bon Accord
c/o Chief Administrative Officer
P.O. Box 779
Bon Accord, AB T0A 0K0
2. In addition to Section 8(1), notices may be sent by electronic mail to the Chief Administrative Officer of each municipality. If an email is received after 5PM on a Friday, it shall be deemed to be received the following business day.

IN WITNESS WHEREOF the Parties have affixed their corporate seals as attested by the duly authorized signing officers of the Parties, signed this 12th day of April 2021 at Bon Accord, Alberta.

STURGEON COUNTY

ORIGINAL SIGNED

Mayor

ORIGINAL SIGNED

Chief Administrative Officer

TOWN OF BON ACCORD

ORIGINAL SIGNED

Mayor

ORIGINAL SIGNED

Chief Administrative Officer

APPENDIX A

DISPUTE RESOLUTION PROCESS

1. The Parties commit to resolving any disputes under the Intermunicipal Collaboration Framework in a non-adversarial, informal, and cost-efficient manner.
2. The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
3. When a Party believes there is a dispute under the Intermunicipal Collaboration Framework and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the Chief Administrative Officer of the other Party to attempt to negotiate a resolution to the dispute.
4. If a dispute cannot be resolved to the satisfaction of the Parties within thirty (30) calendar days of the dispute being referred to the Chief Administrative Officers, the dispute will be referred to the Committee to attempt to negotiate a resolution to the dispute.
5. If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Committee, the dispute will be referred to the Councils of both Parties.
6. If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Councils of the Parties, the dispute will be referred to a mediator acceptable to both Parties, unless the Parties mutually agree not to mediate the dispute. The costs of mediation shall be shared equally between the Parties.
7. Mediation of a dispute shall be completed in a timely and efficient manner. If the dispute has not been resolved to the satisfaction of the Parties within three (3) months after the appointment of a mediator, and the Parties have not mutually agreed to extend the term of mediation, the mediation is deemed unsuccessful and shall be terminated.
8. If a dispute is not resolved through the above noted process, the Parties shall refer the matter to an arbitrator acceptable to both Parties and the arbitration process described in Part 17.2 of the *Municipal Government Act* shall apply whether or not one year has passed after the Parties started the dispute resolution process in this Framework.

Page 1

INTRODUCTION

1. What is the name of your municipality or organization: Town of Bon Accord.
2. What is your municipality or organization type: Town
3. Did your municipality use mediation during the development of your ICF: No
4. Did your municipality use arbitration: No

Page 2

ICF PROVISIONS

When the ICF provisions were originally introduced, these intermunicipal services were required to be included in an ICF:

- A. transportation;
- B. water and wastewater;
- C. solid waste;
- D. emergency services;
- E. recreation; and
- F. any other services that benefit residents in more than one of the municipalities that were parties to the framework.

The list was removed from the MGA in 2020 to streamline the legislation, create greater flexibility for municipalities, and reduce red tape. Currently, the legislation does not limit what can be included in an ICF, but municipalities are required to describe the services to be provided in their agreements.

5. Based on your experience, the legislation should be amended to:

Reinsert the list of specific services, without the ability for municipalities to add other services (i.e., A – E on the list above).

Reinsert the list of specific services, with the ability for municipalities to add other services delivered directly by the municipality (i.e., A – F on the list above).

- ✓ **No change – the legislation should continue to allow municipalities to determine the services to be included.**

Other (please specify):

- 6. Referring to A – E above, if a list were reintroduced to the legislation, are there other services that should be added to the list as mandatory?**

No

Unsure

- ✓ **Yes (what other services should be added?): Emergency services, recreation, Stormwater, transportation, and potentially FCSS**

- 7. Referring to A – E above, if a list were reintroduced to the legislation, are there services that should be removed from the list as mandatory?**

- ✓ **No**

Unsure

Yes (what services should be removed?):

Page 3

ICF AGREEMENT DURATION (TERM AND REVIEW)

Currently, the legislative provisions require ICFs to be reviewed at least every five years after the framework is created, or within a shorter period of time as agreed to by the municipalities. Given the possibility of arbitration and other challenges, the agreements may only be operational for a relatively short period, and not allow the municipalities to learn from their collaborative efforts to improve the next iteration of the agreement.

- 8. Based on your experience, the legislation should:**

- ✓ **Remain the same, requiring review at least every five years.**

Change, requiring review at least every seven years.

Change, to not specify the duration of an agreement, allowing municipalities to review their agreements as they see fit.

Other (please specify):

Calculating costs for an ICF can be challenging for any municipality; however, it is critical to finalize the framework. One option is to legislate how costs will be shared, ensuring that there is some degree of consistency across all agreements.

- 9. Based on your experience, the legislation should require costs associated with shared services in an ICF to be determined based on (select all that apply):**

Equalized assessments

- ✓ **Usage by each municipality**
- ✓ **Population (i.e., cost per capita)**

Mutual agreement by municipality, based on a specific service

- ✓ **Independent assessment findings and recommendations**

None of the above, the legislation should not specify how costs are allocated

Page 4

ARBITRATION AND MEDIATION

During the development of the frameworks, some municipalities experienced disagreements. If municipalities do not reach an agreement by the legislated timeline, they have one year to finalize an agreement through mandatory arbitration. Prior to arbitration, municipalities may choose to enter mediation.

The legislation could be amended to include mediation as a mandatory step in the event of disagreements. However, this would mean that municipalities who had not reached an agreement 18 months before the deadline would be required to commence mediation, and arbitration would begin one year prior to the legislated deadline.

10. Please rate your municipality's experience with the mediation process:

Very positive

Positive

Neither positive nor negative

Negative

Very negative

Unsure

- ✓ **Not Applicable**

11. In your opinion, under the legislation, if municipalities are unable to reach an agreement by a set timeline should they:

- ✓ **Be required to enter into mediation**

Go directly to arbitration (status quo)

Other (please specify):

While the province offers grant funding for mediation services, it requires a cost-share commitment from the requesting municipality, and the funding is limited. Costs for arbitration are currently based on equalized assessment. However, the use of equalized assessment has raised concerns for some municipalities.

12. In your opinion, the division of costs associated with mediation and arbitration should be based on (select all that apply):

Equalized assessment

- ✓ **A standard metric, i.e., total revenue (please specify metric in the space below)**

Equal division among all parties

Other (please specify):

Following the arbitrator's decision, municipalities are currently responsible for drafting an agreement that incorporates the arbitrator's decision and adopting it. Some stakeholders have suggested that the arbitrator should draft the agreement as part of their role as arbitrator.

13. In your opinion, for municipalities going through the arbitration process, the legislation should stipulate that:

The arbitrator (not the Minister) writes the framework and the municipalities are required to adopt it.

- ✓ **The municipalities write the framework based on the arbitrator's decision and are required to adopt it (status quo).**

Another third-party writes the framework and the municipalities are required to adopt it.

Other (please specify):

Page 5

ENFORCEMENT

It is critical that municipalities complete their legislative requirements to ensure the effective and fair application of ICFs across the province.

14. In your opinion, in the event a municipality chooses to ignore an arbitrated decision, the Minister should have the authority to (select all that apply):

- ✓ **Act as the municipality and adopt the framework on their behalf.**

Take any action as if the municipalities had not followed a directive issued under the Act (i.e., suspending municipal authority to pass bylaws, withholding money from the municipality, and/or dismissing council or the chief administrative officer).

Allow the municipalities to pursue this in a court action (status quo).

Other (please specify):

Some municipalities have argued that some of the arbitrated decisions resulted in frameworks that unfairly impact a municipality, or go beyond the legislated provisions of an ICF.

15. In your opinion, in cases where arbitrated decisions are determined to have an unfair impact, or go beyond the legislated provisions of an ICF, the Minister should:

Allow the arbitrator's order to stand

- ✓ **Have the authority to dismiss the arbitrator's decision and have the municipalities renegotiate**

Have the authority to amend or remove elements of the arbitrator's decision

Other (please specify):

Final Page

16. Do you have anything else to share about ICFs:

The ICF requirement is important for a number of reasons:

It helps support the purpose of local government as stipulated in the Municipal Government Act Part 1, section 3 (d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

Secondly, it supports equitable cost sharing for services offered by urban centres and accessed by rural residents from bordering municipalities.

Thirdly, collaboration helps to facilitate efficient, sustainable, and cost-effective service delivery.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	April 16, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Notice of Motion: Clean Energy Improvement Program
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Deputy Mayor May brought forward a Notice of Motion at the April 2, 2024, Regular Meeting of Council regarding a Clean Energy Improvement Program.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Deputy Mayor May's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

NOTICE OF MOTION

I Tanya may would like to make a notice of motion for administration to bring back more information on the clean energy improvement program.

Deputy Mayor

Tanya May

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	April 16, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Bon Accord Gibbons Food Bank
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

On February 20, 2024, we received a letter via email from the Town of Gibbons regarding the Bon Accord Gibbons Food Bank. The letter indicated that the food bank is seeing a record number of clients, but due to limited resources and funds, the food bank needs to cap the number of weekly hampers to 20 family hampers per week. Once that cap is reached, families will be delayed until the following week. The letter has been attached for reference.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Community Services collaborated with Legal, Sturgeon County, and Gibbons community services departments to meet with a food bank staff member (volunteer).

We learned the following information:

- In 2023, the food bank served 828 individual family units, an increase of 55% from 2022.
- The food bank is seeing 1-2 new clients a week.
- The food bank spent \$60,000 on grocery items needed to fill baskets in 2023. In 2024, with inflation and increasing demand, that same amount will not go as far.
- There is insufficient monthly financial support to sustain services with the current demand growth rate.
- Many of the items donated are expired and cannot be used in baskets, though they are still kept on the shelf for those in need. Many donated items lack nutritional value.
- The food bank receives occasional support from the Fort Saskatchewan and Edmonton food banks.
- The current food bank space is insufficient to store the needed inventory or accommodate volunteers.
- Baskets are available to each family/household once per month. The baskets are worth \$300 and are meant to last the month, but they likely do not.

- The food bank has no paid staff members. The main volunteer works three days per week to ensure the food bank runs smoothly. Staff or more volunteers would allow for full-time administration and help solicit donations.
- All food banks across Canada must complete a “Standard of Excellence” accreditation program by March 2025, however it does not come with any additional funding.

At the meeting, the group brainstormed ways to help, which could include the following:

- Encourage residents to donate their bottle money to the food bank.
- Advertise that we are accepting donations at all town events.
- Parade entries for Harvest Days will be asked for a food bank donation.
- Add food bank collection to the Music in the Park posters.
- Sturgeon County will have the communications team create a poster or fact sheet to share and spread the word.
- Change the name from Bon Accord Gibbons Food Bank to the Sturgeon County Food Bank, as the food bank serves clients from across Sturgeon County.
- Approach local businesses and tourist attraction areas for support, including rural drop-off points like the smaller communities in Sturgeon, such as Cardiff and Coronado.
- Signage for the town office that we are a food bank drop-off point and reminders in the newsletter.

Bon Accord Community Services is also looking at revamping the food bank drive in May to increase donations, support, and awareness.

Bon Accord could consider a town donation to support the food bank and require that the food bank submit funding support requests to the other municipalities it serves. The town donations budget has \$3,140 available.

STRATEGIC ALIGNMENT

Values Statement of Collaboration

- Discussion is welcome from all levels of government, neighbouring municipalities, residents and businesses in the Town, the place we call home.

Priority #5 Collaboration

- The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

COSTS/SOURCES OF FUNDING

2024 operating budget or NA.

RECOMMENDED ACTION (by originator)

THAT...Council accepts the Bon Accord Gibbons Food Bank RFD as information.

Or

THAT...Council directs administration to....

February 20, 2024

Fellow Mayors and Councillors,

It has been brought to my attention that the need for our local food bank has been increasing exponentially over the last year. The Bon Accord/Gibbons Food Bank is continuing to see record numbers of clients accessing their services. Just this past week **26** family units requested food hampers. As a comparison, at this time last year, the average request was **15** family hampers per week.

To meet this on going need the Foodbank has had to make a tough decision. The Bon Accord Gibbons Food Bank has decided to cap the weekly hampers to 20 family hampers per week. Once they have reached the maximum number, families will be delayed until the following week. If families are in desperate need, gift cards will be issued by the Gibbons Family Resource Centre to help tide them over.

The Bon Accord Gibbons Food Bank services Sturgeon County, Bon Accord, Gibbons, and Legal. The statistical break down by community of citizens accessing the services at the Food Ban are as follows:

Gibbons 38%
Sturgeon County 34%
Bon Accord 19%
Legal 9%

Please know, I understand the current financial constraints on all our communities but, if it is possible, would you, your Councils, and Service Groups consider creative ways to support the Bon Accord/Gibbons Food Bank and the Gibbons Family Resource Centre.

This being the situation I would like to thank all the communities for their support of, not only the Bon Accord/Gibbons Food Bank, but also the Gibbons Family Resource Centre.

Sincerely,



Dan Deck
Mayor
Town of Gibbons

Dear Valued Community,

On behalf of the Bon Accord Gibbons Food Bank, we want to thank all our existing supporters for your generous donations and support this past year. Your gifts of money, food, services, and time enabled us to provide monthly foodbank hampers to residents of Bon Accord, Gibbons, Legal, and Sturgeon County. More than the 1205 adults, 822 children, with a total of 2027 people came to us for help this past year, an increase of 55% over last year. A total of 43156.40 pounds of food has been handed out in the past 12 months.

In the past year food banks in Canada saw a 32% increase compared to 2022 and a 78.5% increase compared to 2019. The top reasons people accessed a food bank this year were food costs, housing costs, and low wages or not enough hours of work. The most source of income for 42.4 per cent of food bank clients is provincial social assistance. One third of food bank clients are children. And 17% of foodbank clients report employment as their main source of income. *Hungercount 2023 Food Banks Canada.

Alberta was ranked fourth in the country for increased need to food banks, with 174,311 Albertans accessing food banks, with 63,729 of them being children. 59.7% of rural food bank users received government assistance like AISH or CPP/pension. *Hungercount 2023 Food Banks Canada, and Food Banks Alberta

In preparing for 2024, the Bon Accord Gibbons Food Bank will continue to be alert to emerging needs and seek additional innovative ways to help keep the residents of Bon Accord, Gibbons, Legal, and Sturgeon County fed. If you or your organization could help with a financial donation, community food bank drive, or volunteer support contact us at anytime.

We are very grateful for your help, as it is crucial to providing essential assistance to our regional community in need. Thank you for your continued, generous support.

Sincerely,

The Bon Accord Gibbons Food Bank



TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	April 16, 2024
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Council Chambers Chairs Replacement
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

The appearance of Council Chambers is a reflection of the Town's professionalism. Over the last few years, the five (5) leather Council chairs in Council Chambers have become severely damaged and peeling, with much of the leather pieces ending up on the floor making Council Chambers untidy and the chairs look old and worn.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends replacing these chairs with one of the options listed below:

Option 1: Uline chair. Leather material. \$795 for 5 chairs. These chairs match the style of the chairs administration currently use.

Leather Manager's Chair



Classic mid-back styling.

- Soft bonded leather upholstery.
- 3 1/2" thick seat with 3" back.
- Standard tilt with adjustable tension.
- Fixed armrests.

Option 2: Uline chair. Fabric material. \$725 for 5 chairs.



FABRIC MANAGER'S CHAIR

Good support for those late nights at the office.

- Classic mid-back style with polypropylene armrests.
- Durable fabric upholstery over 4" thick foam seat.
- Sturdy nylon base.

Option 3: [Amazon chair](#). Leather material. \$924.95 for 5 chairs. (On sale at time of writing.)



STRATEGIC ALIGNMENT

Value Statement: Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

There is \$1000 allocated in the 2024 budget for Council chair replacement.

RECOMMENDED ACTION (by originator)

THAT Council directs administration to proceed with Option [choose number] for the purchase of five (5) replacement chairs for Council Chambers.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	April 16, 2024
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Banner Replacement
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

Over the last several years, there have been 7 street poles with a total of 14 banners (2 per pole) with the dark sky theme along 50th Street. These banners are now faded, torn, and in need of replacement.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends replacing these banners with two (2) different designs: the Dark Sky Community theme and a Music in the Park (MITP) theme. Design options are outlined below for council's consideration.



Dark Sky Option 1:



Dark Sky Option 2:



Dark Sky Option 3:



MITP Option 1:



MITP Option 2:



MITP Option 3:



MITP Option 4:



MITP Option 5:

STRATEGIC ALIGNMENT

Value Statement: Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

There is \$1500 allocated in the 2024 budget for banner replacement. The total cost for these signs is \$1680 + tax. Therefore, an additional \$180.00 is required for full replacement.

RECOMMENDED ACTION (by originator)

Choose one (1) of the following:

THAT Council directs administration to proceed with Dark Sky Option [choose number] and Music in the Park Option [choose number] AND FURTHER THAT Council approves an additional \$180.00 in the budget for banner replacement.

OR

THAT Council directs administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	April 16, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	LGFF Allocation
Agenda Item No.	7.5

BACKGROUND/PROPOSAL

The Town's Local Government Fiscal Framework operating grant for 2024 is higher than originally budgeted. The total funds received in 2024 are \$119,284, double what was expected. Therefore, \$59,642 needs to be allocated. At the March 19th regular council meeting, council approved \$26,730 of the operating grant to be allocated towards economic development and planning engineering (\$20,000) and repairing the fire hall doors (\$6,370).

This leaves \$32,912 left to allocate.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends that the funds be allocated as follows:

Pumphouse PLC Upgrade	12,600.00	Replace the outdated PLC processor in the pump house.
Grind tree stumps	3,000.00	Funds to grind the stumps where trees were removed in 2023
Banners additional cost	500.00	There is \$1,500 in the budget currently, however the cost is higher than expected.
FCSS & Recreation programs	1,000.00	Purchase a storage cabinet for program supplies. There is minimal space for storage for community services.
Society of Local Government Managers Conference	2,375.00	Funds for Infrastructure Manager to attend the SLGM conference for training.
Funds to planning	6,673.50	For the LUB and other reviews.
Additional funds to Legal – Admin	6,673.50	

Unspent funds cannot be carried forward. Unspent funds at the end of the year will need to be returned.

STRATEGIC ALIGNMENT

Values Statement of **Stewardship**

- Administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

2024 Operating budget

RECOMMENDED ACTION (by originator)

THAT...Council approves the allocation of LGFF funding as presented (*or as amended if there are changes*).

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	April 16, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Resident Request: Land Use Bylaw Amendment
Agenda Item No.	7.6

BACKGROUND/PROPOSAL

Pamela Stewart and John Merritt appeared before Council as delegations at the April 02nd, 2024 Regular Meeting of Council to request that Council amend the Land Use Bylaw to redistrict their properties as residential and further that Council waive the application fee to amend the Land Use Bylaw.

The current Land Use District Map for the Town of Bon Accord is enclosed for reference.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The current Land Use Bylaw (2016-03 including amending bylaws in 2018 and 2020) includes stipulations for applications to amend the Land Use Bylaw as enclosed (reference Part 6: Administration, section 1 Application to Amend the Bylaw, Section 2 Form of Application, Section 3 Amending Bylaws and Section 4 Public Hearing.

Section 1 (a) includes the requirement to pay a fee when making application. The Fees and Charges Bylaw includes a fee of \$1100 for applications to amend the Land Use Bylaw. This fee includes website advertisements, letter notifications to residents as required, the cost of service from Municipal Planning Services, and legal fees if required. The cost of newspaper advertising is not included.

Administration has been directed by Council to bring forward proposed amendments to the Land Use Bylaw relative to urban hens and bee keeping in Town. Other amendments may be considered at Council's discretion as proposed by administration prior to first reading and the subsequent legislated processes to amend the Land Use Bylaw. Therefore, Council may choose to waive the application fee and consider the resident requests as part of the planned Land Use Bylaw amendment legislated process that will be taking place in the next few months.

Secondly, if Council waives the fee, the "Form of Application" required under Section 2 would be satisfied as the Town has already received formal requests with background information from both residents.

For planning reasons, Council may also consider redistricting of the third property currently being used as residential non-conforming in the C1 district in the downtown core. The property owner would be notified of the proposed redistricting as required by the legislated process for Land Use Bylaw amendments and may choose to speak to Council relative to rezoning of their property at the required Public Hearing.

Should Council amend the districting of these properties in the downtown core from commercial to residential, the Municipal Development Plan (MDP) would also need to be amended to align with this change. The amendment of the MDP will require the same legislated processes as the Land Use Bylaw amendment.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

Fees and Charges Bylaw Schedule D—Planning and Economic Development Fees

\$1100 (Schedule D Enclosed)

Annual Operating Budget

RECOMMENDED ACTION (by originator)













Choose one of the following actions:

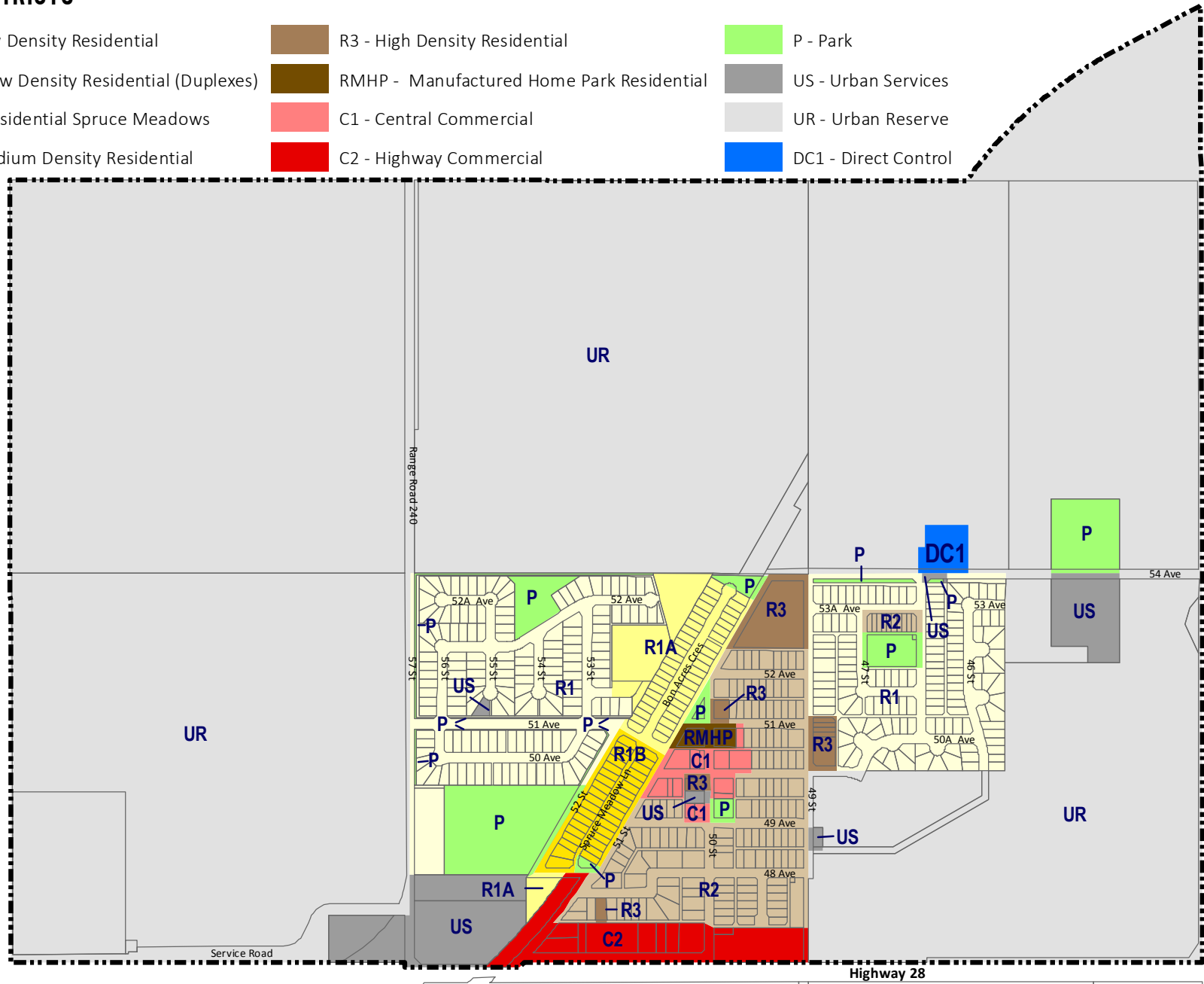
1. **THAT** Council directs administration to waive the \$1100 fee for resident requests from Pamela Stewart and John Merritt to redistrict their properties from C1 to residential and directs administration to include the requested amendments for Council consideration during the forthcoming Land Use Bylaw amendment legislated processes.

OR

2. **THAT** Council directs administration to....

LAND USE DISTRICTS

	R1 - Low Density Residential		R3 - High Density Residential		P - Park
	R1A - Low Density Residential (Duplexes)		RMHP - Manufactured Home Park Residential		US - Urban Services
	R1B - Residential Spruce Meadows		C1 - Central Commercial		UR - Urban Reserve
	R2 - Medium Density Residential		C2 - Highway Commercial		DC1 - Direct Control



Consolidated to
include Bylaws:
No. 2018-11
No. 2020-12

TOWN OF BON ACCORD LAND USE DISTRICT MAP

Digital Information:
Geogratis and Altalis
Projection:
UTM NAD 83 12N



 **Bon Accord**
building for tomorrow



PART 6 – ADMINISTRATION

1 | APPLICATION TO AMEND BYLAW

- 1) Application:
 - a. Subject to the provisions of the Act a person may apply to have this Bylaw amended, by applying in writing to the municipality, in care of the Development Authority, furnishing reasons in support of the application and paying the fee therefore required under Part 6.2(6) of this Bylaw.
- 2) Proposed Amendments May Originate From the Development Authority:
 - a. The Development Authority may, at any time on its own motion, present for the consideration of Council any proposed amendment to this Bylaw, and the proposed amendment shall be accompanied by the report and recommendation of the Development Authority and the report and recommendation of the Development Officer.
- 3) Amendments Proposed in Council:
 - a. Council may, at any time, initiate an amendment to this Bylaw, but prior to first reading of any proposed amendment the proposal shall be referred to the Development Authority and to the Development Officer for their reports and recommendations.
- 4) Technical Amendments:
 - a. Proposed bylaw amendments which are deemed not to result in a shift of direction of the Land Use Bylaw, meet the spirit and intent of the Land Use Bylaw, and are of a clerical nature (clarification, typo correction, etc.) may be processed as a technical amendment and not require a formal public hearing at the discretion of Council.

2 | FORM OF APPLICATION

- 1) All applications for amendment to the Land Use By-law, by an owner or authorized agent, shall be made on the form as determined by the Development Officer and shall be accompanied by the following:
 - a. A copy of the certificate of title for the lands affected, copies of any caveats registered by the Town or restrictive covenants and any other documents satisfactory to the Development Officer verifying that the applicant has a legal interest in the land for at least the period of time necessary to process the application to a public hearing.
 - b. A statement of the reasons for the request to amend the by-law.
 - c. Properly dimensioned vicinity maps of appropriate scale indicating the site to be amended, its relationship to existing land uses within a 90 metre (295 ft.) radius of the boundaries of the site and any prominent geographic or natural features.
 - d. A fee, according to a scale to be established by resolution of Council.
 - e. Where the applicant is an agent acting for the owner, a letter from the owner(s) must be provided verifying the agent's authority to make the application.
 - f. any other information deemed necessary by the Development Authority or by Council.

- 2) Where the amendment is to change the District applicable to a site, the Development Authority may require that the applicant undertake and provide an environmental screening of the site as part of the amendment application.
- 3) The Development Officer may deem the application to amend the Bylaw as incomplete if the information required by **PART 6.2(1)** has not been supplied or if, in his opinion, it is inadequate to properly evaluate the application.
- 4) Referral of Applications
 - a. In order to prepare the proposed Bylaw amendment for Council, the Development Officer may refer the application to such agencies as they considers necessary for comment.
 - b. During consideration and deliberation of the proposed Bylaw amendment, Council may refer the application to such agencies as it considers necessary for comment.
- 5) Additional Information
 - a. Council may request such information as it considers necessary in order to reach a decision on the proposed amendment.
- 6) Payment and Undertaking
 - a. A person making an application to amend this Bylaw for a purpose other than the clarification of an existing provision of this Bylaw shall:
 - i. pay the municipality an application fee as set by resolution of Council;
 - ii. undertake in writing on a form provided by the municipality to be liable for, and pay on demand, all expenses made necessary by the processing of the proposed amendment which the municipality may incur, whether it be enacted or not, including but not limited to map printing and reproduction costs, surveys and advertising charges;
 - iii. provide the Development Authority with all additionally requested information in a reasonable time frame. Additional information may include: an Area Structure Plan or Outline Plan, geophysical or hydrological report, traffic impact assessment, etc.;
 - iv. sign a certificate authorizing the right of entry by the Development Authority to such lands or buildings as may be required for investigation of the proposed amendment; and
 - v. be responsible for all costs incurred by the Town in their review of the application including professional consulting fees.
- 7) Consideration by Council
 - a. An application for an amendment to this Bylaw shall be referred to the Development Authority for a recommendation. The recommendations of the Development Authority shall be presented to Council prior to Council's decision on the proposed amendment.

8) Investigation by Development Officer

- a. Upon receipt of an application to amend the Land Use Bylaw, the Development Officer shall:
 - i. initiate or carry out any necessary investigation or analysis of the problems involved in or related to the amendment, including circulating the application to such agencies as s/he considers necessary for comment;
 - ii. prepare a detailed report for the Council on the proposed amendment; and
 - iii. submit a copy of the report, maps and all material relevant thereto to the Council.

9) Preliminary Examination

- a. The Development Authority shall:
 - i. examine the proposed amendment for content; and
 - ii. advise the applicant that:
 - 1. they are prepared to recommend the amendment to the Council without further investigations, or
 - 2. they are prepared to recommend an alternative amendment either at once or after due investigation, or
 - 3. they are not prepared to recommend the amendment with reasons provided.

10) Procedure by Applicant

- a. Upon receiving the preliminary advice of the Development Officer or an agent thereof, the applicant shall advise the Development Authority if:
 - i. they wish the Council to proceed with the amendment as submitted by the person, or
 - ii. an alternative amendment proposed by the Development Authority; or
 - iii. they wish to withdraw their application for an amendment.

11) Decision by Council

- a. As soon as reasonably convenient and regardless of its recommendation, the Development Authority may submit the proposed amendment as originally applied for, or as alternatively chosen by the applicant, as the case may be, to the Council, accompanied by the recommendation of the Development Authority, the report of the Development Officer and other relevant material, if any, and the Council shall then consider the proposed amendment.

12) Limit on Frequency of Applications

- a. Notwithstanding anything in this Part 6, where an application for amendment to this Bylaw has been refused by Council, another application for amendment on the same site for the same or similar use of land may not be made, at the discretion of Council, by the same or any other applicant until at least six (6) months from the date of Council's decision.

- 13) Proposed amendments to this Bylaw are subject to those requirements and procedures set out in the Act regarding enactment of Bylaws.
- 14) Prior to third reading of a proposed amendment, Council may require the applicant to apply for a development permit and negotiate a development agreement for the proposal which initiated said proposed amendment.

3 | AMENDING BYLAWS

- 1) All amendments to this Bylaw shall be made by Council by Bylaw and in conformity with the requirements of the Act and regarding the notification and holding of a public hearing.

4 | PUBLIC HEARING

- 1) All amendments to this Bylaw shall be made by Council by bylaw and in conformity with the Act and regarding the notification and holding of a public hearing.

TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW

Schedule "B" Taxation & Assessment

GST to be added on all items unless otherwise stated.

TAXATION	
Tax Certificate	\$35.00/property/certificate (GST exempt)
Verbal Tax Search	\$15.00/property (GST exempt)
Inspection of the Tax Roll	\$35
TAX RECOVERY NOTIFICATION	
Registration of Tax Notification	\$100/title/occurrence*
Public Auction	\$50.00 (GST exempt) + advertising costs**
*All costs for tax recovery notifications will be automatically applied to the tax roll. **Advertising costs are subject to GST.	
ASSESSMENT INFORMATION	
Assessment Complaint Fee	\$100.00/per property

Schedule "C" Public Works

GST to be added on all items.

PUBLIC WORKS RATES	
Public Works labour charge	\$65.00 if required during regular business hours \$100.00 if required outside of regular business hours Per hour plus any additional costs that may be incurred in attending to non-emergent issues

Schedule "D" Planning and Development

Costs are GST exempt. Third party costs such as engineering or legal incurred by the Town will be passed on. No review processes or considerations will commence until all applicable fees are paid in full.

RESIDENTIAL DEVELOPMENT	
Single Family	\$110.00
Multi Family	\$150.00 plus \$50.00 per unit
Laying Hens and Urban Beekeeping	\$35.00
ACCESSORY DEVELOPMENT	
Deck/Fence	\$55.00
Garage	\$82.50
Basement Development	\$93.50
Discretionary Uses	\$150.00 plus regular permit fees
Signage	\$110.00
Residential/Home Based Business	\$150.00
Demolition	\$150.00
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (less than 48 hours)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
COMMERCIAL DEVELOPMENT	
Permitted Use	\$220.00
Discretionary Use	\$200.00 plus regular permit fees

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

Accessory Development/Buildings	\$100.00
Temporary Development/Structure	\$100.00
Demolition	\$150.00
Not for Profit and School Development Permit	50% off regular development permit fee
Signage	\$200.00 (includes 3 signs) plus \$50 for additional
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (less than 48 hours)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
OTHER FEES	
Water during construction	\$0.11 per square foot of building size (one time charge)
Public Property Damage Deposit (New Residential, Commercial, Industrial, and Institutional)	\$440.00 (\$350 refundable provided no damage observed upon inspection. Any damage repaired by the town shall be taken from this deposit and any balance is to be refunded. Any charge above \$350 to be added to the tax roll.)
Landscape Deposit (Residential, Commercial, and Industrial)	100% of estimated landscaping costs with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer.
Land Use Bylaw (LUB) Amendment	\$1100.00 plus advertising costs
Area Structure Plan (ASP) Amendment	\$1100.00 plus advertising costs
Electric Vehicle Level 3 Charger Fee	\$0.45/kWh
SUBDIVISION AND DEVELOPMENT APPEAL FEES	
Subdivision and Development Appeal Fee	\$330.00/appeal Clerk services – per hour cost to the municipality of the staff member
Intermunicipal Subdivision and Development Appeal Board Member-at-Large Remuneration	\$220.00/day for a meeting over 4 hours in duration \$110.00/day for a meeting 4 hours or less in duration

GST to be added on the following items.

SUBDIVISION FEES	
Subdivision	\$750.00 + 350.00 per lot (Lot Fee) + \$200 per lot (Endorsement Fee)
Recirculation	\$250.00
Extension	\$350.00
Title Search	\$15.00
BUSINESS LICENSE FEES	
Storefront	\$50.00
Home Occupation	\$35.00
Non-Resident Business	\$150.00
Non-Resident Contractor	\$300.00
Resident Contractor	\$150.00

TOWN OF BON ACCORD

Mayor Report – for period March 14 – April 9, 2024

March 14, 15, 2024	Alberta Munis Spring Caucus. As always, a lot of information. Minister of Municipal Affairs said that political parties will not enter into Municipal elections. Then, our Premier said exactly the opposite. She really wants to do this. There were also discussions regarding the possible upcoming drought as well as changes to resolution policies.
March 17, 2024	Attended Legal's Celebration of Arena Closing. The arena will be closed from now until after next year's ice season for major upgrades. A good time was had by all. There was an alumni hockey game with standing room only. There was food and drink and games for both kids and adults.
March 18, 2024	Elected Officials Education Program Course. Council's Roles in Land Use and Development Approvals. This was a good course that gave more clarity to Land Use and Development.
March 19, 2024	Attended Regular Meeting of Council
March 20, 2024	Attended Community Services Advisory Board Meeting. This was my first meeting as a board member. I feel that I will be a good fit with much to contribute to this board.
March 21, 2024	Attended Coffee with a Cop. This was another successful meeting. Our residents enjoyed the time with the RCMP, Sturgeon County Peace Officer and Animal Control. One thing that many noticed was that there was very little discussion about crime in Bon Accord as all three of the above are doing a great job.
March 21, 2024	Attended Roseridge Commission Meeting. A fairly short meeting covering Soil Policy Amendments and Approval of Borrowing Bylaw.
March 27, 2024	Committee of the Whole Meeting. Some things discussed were: Bus Services Proposal, Springbrook Playground Proposal, Council Community Connections, and bylaws, policies and agreements.
April 2, 2024	I was interviewed by Chris Brown of Cross Border Interviews. This was a 45 minute interview for Chris Brown's podcast. We ran out of time and I feel that I was not able to brag about as many of our accomplishments as I had hoped to.
April 2, 2024	Attended Regular Meeting of Council

April 5, 2024

Attended Mayor's Breakfast in Redwater. Entertainment was Dallas Arcand, 3-time world champion hoop dancer. There were 2 interesting presentations from light industrial businesses operating in the Redwater area. Redwater's Mayor Dave McRae had a very interesting presentation about infrastructure.

Note:

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD*March 14 – April 10, 2024*

March 14 Attended Spring Municipal Leaders Caucus.

March 14 Attended Sturgeon Victim Services Meeting.

March 15 Attended Spring Municipal Leaders Caucus.

March 19 Attended Regular Meeting of Council.

March 21 Attended Sturgeon Victim Services AGM.

March 21 Attended Central Alberta Regional Victim Service Society.

March 23 Attended Families First Fundraiser.

March 27 Attended Committee of the Whole Meeting.

March 28 Attended Getting Canada's Energy Future Right.

April 23 Attended Regular Meeting of Council.

Note:

Tanya May
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD*Councillor Report – for period March 13 – Apr 10, 2024*

Mar 14 – 15	Attended the AB Munis Spring Municipal Leaders Caucus. Much emphasis placed on planning for anticipated drought conditions in the upcoming year.
Mar 18	Attended Minister Dreeschen's announcement of the provincial grant to Arrow Utilities for the Train 4 expansion. The grant will help to stabilize rates into the future and allow for residential and industrial growth in the area. A tour was offered. The scope of the construction is huge!
Mar 19	Regular Meeting of Council.
Mar 21	Attended Coffee with a Cop.
Mar 22	Attended Arrow Utilities Workshop Committee meeting followed by the scheduled Commission meeting. The auditors presented the audit, and it was deemed a clean audit.
Mar 27	Attended the Committee of the Whole meeting.
Mar 28	Attended the Homeland Housing board meeting. The audit was presented. There were no areas of concern, and it was deemed a clean audit.
Apr 2	Attended the Regular Meeting of Council.
Apr 5	Attended the Redwater Mayors' breakfast. Presentations by Jay-Nart Directional Drilling and Conifer Energy outlined how these local businesses started from a small family business and have seen growth and success. Mayor McRae gave a speech outlining Redwater's plan to address aging infrastructure.

Note: Any additional information for report

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period, March 13 – April 10, 2024

- March 14 Alberta Municipalities Convention- we had some really good conversations with other municipalities in the region and got to hear the things that are problems and struggles for them.
- March 15 Alberta Municipalities Convention- always a good use of council time, to participate in conversations and lobbying of Alberta Ministers and pushing issues affecting the whole province.
- March 18 EOEP Course at RMA convention- Land Use
- March 22 Edmonton Salutes Meeting
- March 23 FCSS Fundraiser at the Bears Den in Fort Sask, this was a very well attended event, there was so many people in support of the Families First Fundraiser. Such a great cause and glad that we could represent Bon Accord.
- April 2 Attended Regular Council meeting

Note: I attended the Easter Egg Hunt with my family in town, and again another successful event put on by the town and very much appreciated by residents and surrounding community members.

Councillor
Lacey Laing
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – March 13 to April 10

March 14, 15 2024	Spring Municipal Leaders Caucus (AB Munis). It was a very good networking sessions for both days discussion about the possibility of the upcoming drought. I had some discussion regarding infrastructure for smaller towns. Some very interesting comments.
March 18, 2024	Attended Land Use Development and Approvals course, this was a very informative educational session.
March 19, 2024	Attended Regular Council Meeting.
March 21, 2024	Attended Coffee with a cop. These connections with the public and the officers is a great program for the community.
March 21, 2024	Attended Sturgeon Victim Services AGM This service is a great asset to the community, and I am in full support of the service continuing even if it is going to be under a different management style. Deputy Mayor Tanya May was also there to add support from the town.
March 25, 2024	Attended CRNWSC. Working on protocol and procedures. A lot of work to be done but the board is progressing.
March 27, 2024	Attended Committee of the Whole Meeting.
April 02, 2024	Attended Regular Council Meeting.
April 05, 2024	Town of Redwater Mayor's Breakfast. The entertainment was excellent, and the presenters had good information and history with the town of Redwater. Mayor Dave McRae talked about the direction of their infrastructure.

Timothy LARSON
Councillor
Town of Bon Accord

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Street cleaning for handicapper persons
Date: April 2, 2024 1:32:08 PM

From: s. 17(1)
Sent: Monday, March 4, 2024 5:13 PM
To: cao <cao@bonaccord.ca>
Subject: Street cleaning for handicapper persons

I was asked to email the CAO from my father Roger Ruland.

He was asking if the administrator can receive a list for the streets cleaner to clean specific areas as required for handicapper persons.

Thank you, Roger Ruland

s. 17(1)

Re: Andrew Ruland

s. 17(1)

(Resending as failed to deliver)

Sent from [Mail](#) for Windows

Silent Auction Items

In Support of



*3rd Annual
Gibbons Charity
Golf Classic*



**Do you have any items you would like to donate?
email kfahlman@gibbons.ca or call (780) 923-2374**

Recognition at item table and dinner

Friday June 21st, 2024



GIBBONS 3RD ANNUAL CHARITY GOLF CLASSIC SPONSORSHIP LEVELS

*All golf registrations
include 18 holes, cart,
breakfast, and dinner*

Bronze - \$2500

- Tournament signage
- Name and logo in all media and print advertising
- 1 golf registration

Silver - \$3000

- All the above plus:
- Tee Sign
- 2 golf registrations total

Gold Sponsor - \$5000

- All the above plus:
- Prominent logo display in all advertising
- Literature in participants welcome bags
- Special dinner recognition
- 4 golf registrations total

Platinum Sponsor - \$10,000

- All of the above plus:
- Premium logo display in all advertising
- Logo recognition on hats distributed to all players, staff, and volunteers
- Banner display at registration and dinner
- 4 golf registrations total

In support of:



"TEE" Party Hole Sponsor - \$500

Includes hole sponsorship with table and chairs set up with the ability to network and interact with golfers. Hole signage, 2 dinner tickets also included.



Please Contact: Katie @ (780) 923-2374 or by
email kfahlman@gibbons.ca
to discuss sponsorship options

TOWN OF REDWATER MAYOR & COUNCIL 2024 GOLF TOURNAMENT

THURSDAY, AUGUST 8, 2024

Redwater Community Golf Club

REGISTRATION

\$175/PLAYER

18 HOLE
TEXAS
SCRAMBLE
WITH POWER
CART

\$40 NO GOLF

BBQ SUPPER
AUCTION
ENTERTAINMENT
NETWORKING



WATCH FOR REGISTRATION TO OPEN

SCHEDULE

7:00AM-8:00AM

CHECK-IN &
BREAKFAST

8:30AM

SHOTGUN START

2:00PM

COCKTAILS
AUCTION
SUPPER

TOURNAMENT IS RAIN
OR SHINE, HOWEVER,
PLAY WILL BE
SUSPENDED IN THE
EVENT OF LIGHTNING

**THIS IS A
BUSINESS MIXER,
ADULT ONLY
EVENT.**

In appreciation of our sponsors, registration will open in phases prioritizing previous year sponsors, followed by new sponsors. Previous year golfers who provided their email will receive a courtesy email with the general registration date and link. **We're looking for silent auction items and volunteers** - contact us! Tournament proceeds benefit **local community groups**. Apply to be our 2024 proceed recipients; watch for the application date to open soon!

For More Information & Sponsorship Opportunities Contact:

Jennifer Edworthy
780-942-4101
jedworthy@redwater.ca

Tournament Website

<https://birdease.com/Redwater2024>



[Town of Redwater](#)

Town of Redwater Mayor & Council 2023 Golf Tournament Fundraiser

FUNDS RAISED IN 2023: CHEQUE PRESENTATION: FEB 6TH, REGULAR COUNCIL MEETING

\$8474.46

\$4237.23 REDWATER & DISTRICT MUSEUM
\$4237.23 REDWATER ART SOCIETY

**THANK YOU ALL OUR 2023 GENEROUS SPONSORS,
AUCTION CONTRIBUTORS, PARTICIPANTS, VOLUNTEERS, AND STAFF!**



WE COULDN'T DO IT WITHOUT YOUR SUPPORT!

**2024 SAVE THE DATE:
Thursday, August 8, 2024**



In appreciation of our sponsors, registration will open in phases prioritizing previous year sponsors, followed by new sponsors. Previous year golfers who provided their email will receive a courtesy email with the registration date and link. We're looking for volunteers, contact us! Local Community Groups: apply to be our 2024 proceed recipients, watch for the application date to open soon!

For More Information Contact:

Jennifer Edworthy
780-942-4101
jedworthy@redwater.ca

For 2024 Updates Visit:

<https://birdease.com/Redwater2024>



[Town of Redwater](#)

From: [Tracy Reaume](#)
To: [Tracy Reaume](#)
Subject: You are Invited - Morinville Mayor & Council's Annual Pancake Breakfast June 15, 2024
Date: April 11, 2024 2:00:03 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Good afternoon,

Attached please find an invitation to Council's pancake breakfast as part of Morinville Festival Days on Saturday, June 15, 2024. Please forward this invitation to your Councils, Commanding Officers, and Regimental Sergeant Majors.

We look forward to hosting you on Saturday, June 15th. RSVP for the breakfast is not necessary but is appreciated by June 10th via this email.

~ Sent on behalf of Mayor Boersma and Council ~



Tracy Reaume

Executive Assistant
Office of the Chief Administrative Officer
Office of Mayor and Council
T. 780-939-7853 | F. 780-939-5633 | treume@morinville.ca
www.morinville.ca

