

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**September 17, 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. Regular Meeting of Council; September 3, 2024 (enclosure)
- 4. DELEGATION**
  - 4.1. 9:05 a.m. Matt Roblin and Susie Pestana – Sturgeon County Enforcement Services
  - 4.2. 9:30 a.m. Jennifer Massig – Magna Engineering (enclosure)
- 5. DEPARTMENTS REPORT**
  - 5.1. September 2024 (enclosure)
- 6. UNFINISHED BUSINESS**
  - 6.1. Nature-Based Stormwater Project (enclosure)
  - 6.2. Council Workshop Proposal (enclosure)
  - 6.3. R. Howard Webster Foundation Grant (enclosure)
- 7. NEW BUSINESS**
  - 7.1. Organizational Meeting (enclosure)
  - 7.2. CCBF Memorandum of Agreement (enclosure)
  - 7.3. MSI Capital Allocation (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. 2025 NLLS Levy (enclosure)
- 12. NOTICE OF MOTION**

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**September 17, 2024 9:00 a.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

**13. CLOSED SESSION**

- 13.1.** Arena Phase II – *FOIP Act 21 Disclosure harmful to intergovernmental relations*
- 13.2.** Lots 24 & 25, Block 7, Plan 5261BA – *FOIP Act Section 24 Advice from officials and Section 27 Privileged information*
- 13.3.** Regional Initiative – *FOIP Act 21 Disclosure harmful to intergovernmental relations*

**14. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
September 3, 2024 2:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

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

**REGRETS**

Councillor Lacey Laing

**ADMINISTRATION**

Falon Fayant – Corporate Services Manager, Acting CAO  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Holden called the meeting to order at 2:00 p.m.

**ADOPTION OF AGENDA**

COUNCILLOR LARSON MOVED THAT Council adopt the September 3, 2024 agenda as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-348**

**PROCLAMATIONS**

*Alberta Culture Days  
National Day for Truth and Reconciliation*

**ADOPTION OF MINUTES**

*Regular Meeting of Council; August 20, 2024*

DEPUTY MAYOR MAY MOVED THAT Council approves the August 20, 2024 Regular Meeting of Council minutes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-349**

*Committee of the Whole Meeting; August 28, 2024*

COUNCILLOR BIDNEY MOVED THAT Council approves the August 28, 2024 Committee of the Whole minutes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-350**

**NEW BUSINESS**

*Fortis Franchise Fee*

COUNCILLOR BIDNEY MOVED THAT Council supports no change of the Fortis franchise fees for 2025.

Deputy Mayor May requested a recorded vote.

**Town of Bon Accord  
Regular Meeting of Council Minutes  
September 3, 2024 2:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

In Favour: Mayor Holden, Councillor Bidney, Councillor Larson

Opposed: Deputy Mayor May

**CARRIED RESOLUTION 24-351**

***Fire Alarms for New Dressing Rooms at Arena***

COUNCILLOR LARSON MOVED THAT Council approves the funding of the fire alarm installations in the 2 dressing rooms in the amount of \$3,930.54 plus GST to be funded by the parks and recreation operating reserve.

**CARRIED UNANIMOUSLY RESOLUTION 24-352**

**BYLAWS/POLICIES/AGREEMENTS**

***Community Grant Policy***

DEPUTY MAYOR MAY MOVED THAT Council approves the Community Grant Policy as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-353**

***Complaint Policy***

COUNCILLOR LARSON MOVED THAT Council approves the Complaint Policy as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-354**

***Town Facilities Security Policy***

COUNCILLOR BIDNEY MOVED THAT Council approves the Town Facilities Security Policy as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-355**

***2024-11 Fees and Charges Bylaw Amendments***

COUNCILLOR LARSON MOVED THAT Council gives first reading to Bylaw 2024-11 Fees and Charges Bylaw as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-356**

**CORRESPONDENCE**

***Bruderheim Deutschland Day Parade Invitation***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to register all members of Council for the *Bruderheim Deutschland Day Parade* on October 5, 2024.

**CARRIED UNANIMOUSLY RESOLUTION 24-357**

**CLOSED SESSION**

***Facility Rental Contract – FOIP Act Section 24 Advice from officials***

DEPUTY MAYOR MAY MOVED THAT Council enter into closed session to discuss Facility Rental Contract – *FOIP Act Section 24 Advice from officials* at 2:28 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 24-358**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
September 3, 2024 2:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

DEPUTY MAYOR MAY MOVED THAT Council come out of closed session at 2:34 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 24-359**

***Facility Rental Contract – FOIP Act Section 24 Advice from officials***

COUNCILLOR LARSON MOVED THAT Council directs administration to proceed as directed regarding the proposed Facility Rental Agreement and FURTHER following confirmation of required information and including the amendments as discussed to proceed with signature of the agreement.

**CARRIED UNANIMOUSLY RESOLUTION 24-360**

**ADJOURNMENT**

DEPUTY MAYOR MAY MOVED THAT the September 3, 2024 Regular Meeting of Council adjourn at 2:35 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 24-361**

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Mayor Brian Holden

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Jodi Brown, CAO



# NATURE-BASED STORMWATER FEASIBILITY STUDY REVIEW

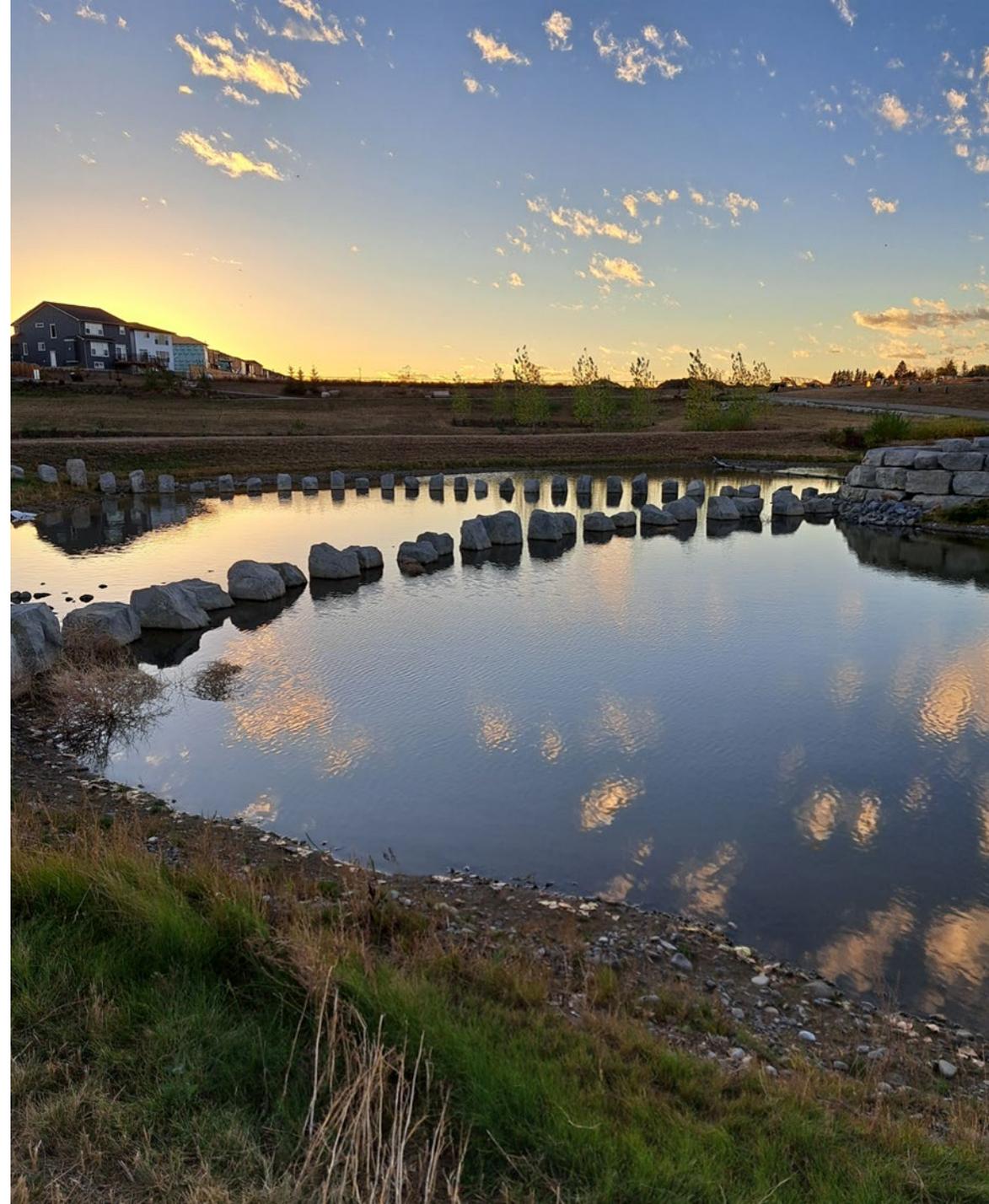
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SEPTEMBER 17, 2024



# •••OVERVIEW

- Project Progress (so far)
- Feasibility Study Overview
- Feasibility Study Options:
  - Option 1: Traditional Storm Pond
  - Option 2: MAGNA Stormpark w/ treatment cells
  - Option 3: MAGNA Stormpark w/o treatment cells
- Costs & Phasing
- Recommendations
- Conclusions and Next Steps



# ...PROJECT PROGRESS SO FAR...

**FEASIBILITY  
STUDY  
COMPLETE!**

**COMPLETE**

THE FEASIBILITY STUDY IS COMPLETE INCLUDING 3 POTENTIAL OPTIONS AND THEIR ASSOCIATED COSTS.

**DFPP  
FUNDING  
RECEIVED!**

**COMPLETE**

MAGNA, ON BEHALF OF THE TOWN, APPLIED FOR PROVINCIAL DFPP FUNDING TO HELP FINANCE THE COSTS OF THE PHASE 1 DETAILED DESIGN.

**FCM GRANT  
APPLIC.  
SUBMITTED**

**COMPLETE**

MAGNA, ON BEHALF OF THE TOWN, APPLIED FOR FCM FUNDING TO HELP FINANCE THE CONSTRUCTION COSTS OF PHASE 1.

**MORE  
FUNDING  
OPTIONS**

**IN PROGRESS**

MAGNA IS RESEARCHING ADDITIONAL FUNDING OPPORTUNITIES FOR THE TOWN TO HELP OFFSET SOME OF THE COSTS.

**CHOOSE AN  
OPTION  
AND START  
DETAILED  
DESIGN**

**NEXT STEP**

CHOOSE BETWEEN OPTION 2 AND OPTION 3 AND KICKOFF THE DETAILED DESIGN PORTION OF PHASE 1.

# •••FEASIBILITY STUDY OVERVIEW



## OBJECTIVE 1

IDENTIFY NATURE-BASED  
STORMWATER SOLUTIONS TO  
REPLACE OR RETROFIT NATURAL  
AREA 2.



## OBJECTIVE 2

ASSESS OPTIONS BASED ON COSTS,  
THE TOWN'S VALUES, AND  
ENVIRONMENTAL AND AESTHETIC  
BENEFITS.



## OBJECTIVE 3

INVESTIGATE POTENTIAL REUSE  
OPPORTUNITIES FOR TREATED  
STORMWATER AS A RESOURCE  
WITHIN THE COMMUNITY.

# ••• OPTION 1: TRADITIONAL STORM POND



- A traditional pond is an engineered basin designed to collect rainwater and snowmelt from surrounding areas.
- It releases the accumulated water at a controlled rate, which helps prevent downstream flooding.
- Traditional ponds also improve water quality before discharge by capturing suspended sediments through gravitational settling.
- This option was retained from the Wetland Study (AE 2021) for comparison.

# ••• OPTION 2: STORM PARK W/ TREATMENT CELLS



- Potential to **integrate with Natural Area 2**
- **Flood protection** by storing runoff during rainfall events
- **Discharge by gravity** during wet weather
- **Recirculation during dry weather** for
  - Wetland maintenance
  - Secondary treatment and reuse
- **Enhanced wetland habitat** restores and preserves ecological habitat for **variety of wildlife, including migrating waterfowl, native animals, and other species.**
- Provides a **community amenity** with pathways and recreation spaces

# ••• OPTION 3: STORM PARK W/O TREATMENT CELLS



- Potential to **integrate with Natural Area 2**
- **Flood protection** by storing runoff during rainfall events
- **Discharge by gravity** during wet weather
- **Enhanced wetland habitat** restores and preserves ecological habitat for **variety of wildlife, including migrating waterfowl, native animals, and other species.**
- Provides a **community amenity** with pathways and recreation spaces

# ••• COSTS

Storm Park (both Options 2 and 3) construction and land costs are lower than the proposed traditional pond.

Other costs (to be determined through detailed design):

- Conveyance system tie-in
- Outlet/discharge alignments
- Wetland reconstruction credits

ESTIMATED COSTS FOR:	TRADITIONAL POND (AE 2021)	STORM PARK WITH TREATMENT WETLANDS	STORM PARK WITHOUT TREATMENT WETLANDS
CONSTRUCTION	\$9,705,000 <sup>1</sup>	\$5,375,000 <sup>2</sup>	\$3,982,000 <sup>2</sup>
LAND ACQUISITION	\$1,500,000	-	-
WETLAND DISTURBANCE	- <sup>4</sup>	\$640,000 <sup>3</sup>	\$640,000 <sup>3</sup>
<b>TOTAL</b>	<b>\$11,205,000</b>	<b>\$6,015,000</b>	<b>\$4,622,000</b>

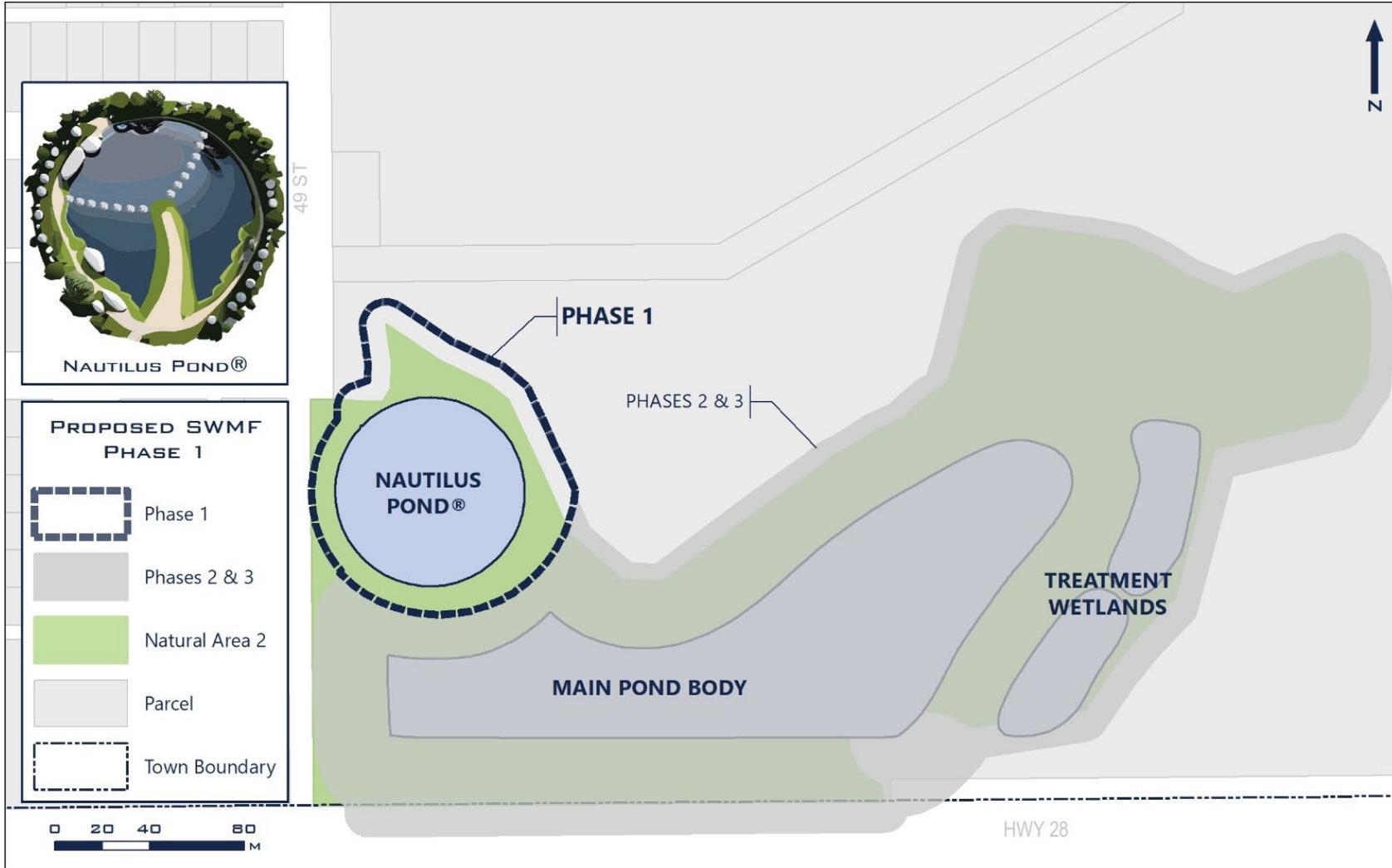
1 - Wetland Storage Study (AE 2021) reported the total construction cost as \$10,676,000 including 50% contingency and 15% design fees. Reported here without design fees.

2 - Does not include any contingency and design fees.

3 - Assumes \$160,000 max per hectare and 4 ha wetland disturbance. Does not consider classification of existing wetland, or potential reconstruction credits.

4 - No disturbance costs were reported by the *Wetland Study* (AE 2021); however, it is likely that some fees will be charged because the runoff is still routed through the wetland.

# PHASING



PHASE	ELEMENTS	SUB-TOTAL
1	Nautilus Pond®	\$1,019,000
2	Main Pond	\$2,333,000
3	Wetland benches (Options 2 and 3)	\$630,000
	Pumps, treatment wetland cells (Option 2 only)	\$1,393,000

*\*Estimated construction costs only. Does not include contingency or design fees.*

# ••• RECOMMENDATIONS

- Based on the **technical benefits, costs**, and the **Town's values and expectations** from the facility, the **Storm Park solution (Options 2 & 3) is a better choice** than a traditional storm pond.
- The only **difference between Options 2 and 3 are the treatment wetland cells** included in Option 2 for secondary treatment, and not included in Option 3.
- **Secondary treatment** provides an alternate water source during dry weather (**drought resilience**) and allows flexible water volume management (**dewatering method if alternate means not available**).

CRITERIA		WEIGHTING SCORE	OPTION 1	OPTION 2	OPTION 3
Engineering & Planning Optimization	Footprint Size	3	1	3	3
	Water Quality (Regulatory Compliance)	1	2	3	2
	Site Servicing	2	2	1	2
Social	Public Perception / Aesthetic	3	2	3	3
	Water Reuse Opportunities	2	1	3	1
	Climate Change Resiliency	1	2	2	2
Economic	Capital Costs / Engineering Costs	3	1	2	3
	O&M Costs	3	3	2	3
<b>Weighted Total (higher score indicates more favourable)</b>			<b>31</b>	<b>43</b>	<b>46</b>

## •••NEXT STEPS...

### CONCLUSION

THE STORMPARK  
OPTIONS ARE BEST  
ALIGNED WITH THE  
TOWN'S VALUES AND  
PRIORITIES

### NEXT STEPS

CHOOSE AN OPTION  
AND PROCEED WITH  
PHASE 1 DETAILED  
DESIGN.

QUESTIONS OR  
COMMENTS?



**THANK YOU!**

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403-470-2333



JMASSIG@MAGNAENGINEERING.CA



WWW.MAGNAENGINEERING.CA

# REFERENCE SLIDES

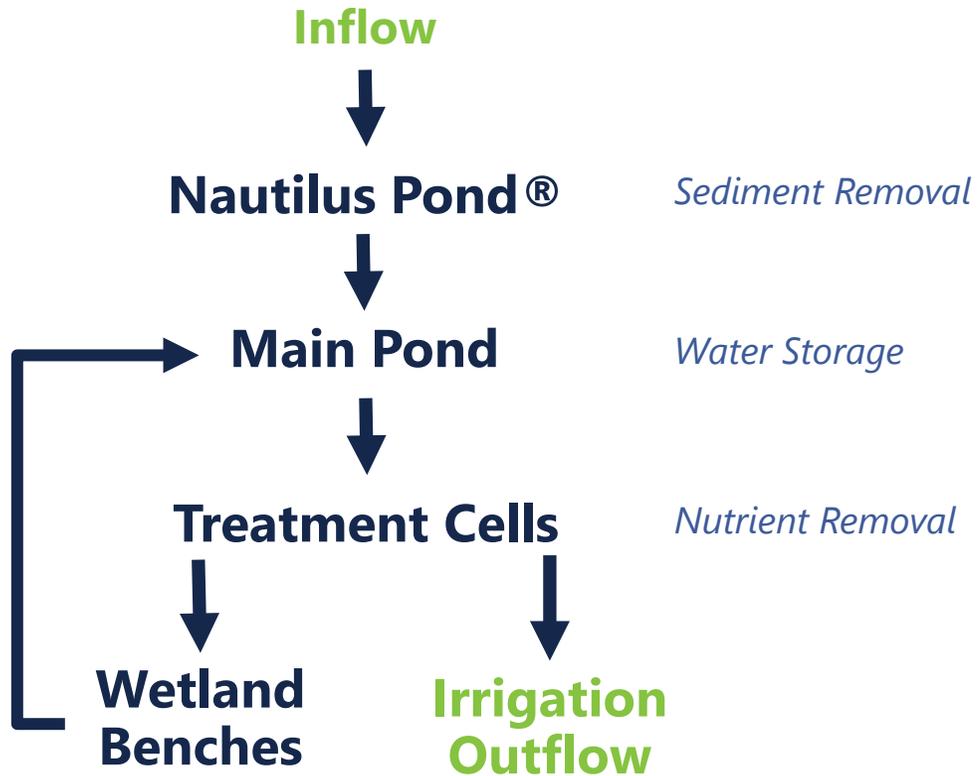
*(if necessary)*

# ••• STORM PARK VS TRADITIONAL POND

- **Better Space Efficiency:** Integrates with wetland areas, making efficient use of available space.
- **Environmental Benefits:** Retains and promotes wetland ecosystems, contributing to overall environmental health.
- **Placemaking Advantages:** Serves as a community amenity and provides an ecological habitat.
- **Secondary Treatment:** Offers treatment for nutrients and microorganisms present in stormwater.
- **Water Reuse Opportunities:** Allows for irrigation supply using secondary-treated stormwater.



# •••POND 2A STORM PARK



## News | Projects | Events

### News

- The Town will be updating the Animal Control Bylaw with regulations for Urban Hen and Beekeeping as per recent amendments to the Land Use Bylaw.
- Town staff are working on the 2025 operating and capital budget, the three-year operating plans, and the five-year and ten-year capital plans for presentation to Council over the next few months. Council must approve the 2025 operating and capital budget and the financial plans prior to December 31<sup>st</sup>, 2024.
- The Town has posted and advertised the public notice as per the Municipal Government Act regarding the proposed Public Notification Bylaw. The draft bylaw is on the Town's website for review or residents may request a hard copy at the Town office.
- Arena staff have completed installation of the ice for the upcoming winter season. Minor hockey practices started on September 08<sup>th</sup>, 2024. Public skating schedules will be released soon.
- The Town is currently recruiting volunteer members for the newly established Parks and Trails Committee. More information is available on the Town website under volunteer opportunities or residents may stop into the Town office for more information.

### Projects

- The hydrant replacement on 48th Avenue between 51 Street and 50 Street is scheduled for Monday, September 16<sup>th</sup>. Residents and businesses with affected water services that day have been notified.
- Sewer line repairs on 52 Avenue have been completed, and the relining of the main is now underway. Residents that may be impacted by this project have been notified. This relining project is expected to extend the life of the existing line as an alternative to line replacement at a much higher cost.

### Events & Programs

- September 7<sup>th</sup>: Large item pickup: 60 residents registered, many with multiple items to pick up. Thank you to the Bon Accord Fire Department for their hard work and heavy lifting.
- Bon Accord Connects on September 8<sup>th</sup> had over one hundred people visit the vendors and information tables. Thank you to the 4H Club for running the concession.

### Key Meetings

- Monthly Staff Safety Meeting
- Budget Meetings
- All Staff Team Meeting and Training session held September 05<sup>th</sup>, 2024

### Conferences and Training

- Ongoing training for new staff and mentorship provided by the Economic Development consultant and the Planning Consultant

## Department Highlights

### Administration | Town Manager

- Ongoing meetings with the Fire Chief regarding maintenance needs for the fire hall.
- Working with the Legislative Services Coordinator on the proposed draft of the Animal Control Bylaw and the Public Notification Bylaw.
- Continued work on additional funding options for the Stormwater Park project.
- Briefly attended the Bon Accord Connects event.
- Meeting with Sturgeon County regarding the recreation cost share agreement.
- Working with the Town's new Development Officer and Planning Consultant to support ongoing development projects.
- Setting up quarterly meetings for the upcoming year with Sturgeon County Bylaw services.
- Attended the Sturgeon Region Emergency Management Committee meeting.
- Ongoing meetings with the leadership team regarding the 2025 operating and capital budget, the three-year operating plans, and the five-year and ten-year capital plans.
- Planning for the 3<sup>rd</sup> quarter All Staff Team Meeting and Training session held on September 05<sup>th</sup>, 2024. The staff training topic this month was communications procedures including a review of procedures when the Town receives media inquiries.

### Community Services

- Summer programs have concluded for the year. The camps and field trips were successful, with many registrants. Thank you to our summer recreation staff for all their work and creativity over the summer.
- Music in the Park has concluded for the year; thank you to all the bands who visited our community, our Music in the Park summer staff, and all the residents who attended to make this event successful.
- Planning is underway for the Halloween Spooktacular event and Remembrance Day services.
- Upcoming events and programs include:
  - October 10th: Mediterranean Way of Eating for Seniors 55+ at the Jewel Box.
  - October 15th: Art Night Out at the Bon Accord Arena Mezzanine.
  - October 20th: Adult field trip to Bountiful Farmers Market.

### Corporate Services

- Information on Alberta's new *Utilities Affordability Statutes Amendment Act, 2024*, affecting the Town franchise fee agreement with ATCO, has been advertised in the local newspaper. Residents had two weeks following print to submit any comments. Administration received no comments.

- Continuing to work on the 2025 operating and capital budget, the three-year operating plans, and the five-year and ten-year capital plans.

## Economic Development | Safe Communities

- The Positive Ticketing Program ends on September 18<sup>th</sup>. The program has received positive feedback from community members, with multiple Facebook posts being made by parents.
- Attended Bon Accord Connects, hosting a Dark Sky information table on how residents can help by implementing the correct lighting practices, as well as an Ec. Dev information table with news, statistics and upcoming events.
- A Save The Date invite has been created and sent out to our residential, commercial developers/investors curated invite list, for our October 3<sup>rd</sup> Business Showcase taking place in Downtown Edmonton. Planning for the event is underway in collaboration with Paul Salvatore.
- Crime Prevention Through Environmental Design (CPTED) is scheduled for October 22<sup>nd</sup> in the Bon Accord Library. S/Sgt. Darcy McGunigal & Jennifer Penner, Sturgeon County's Safe Communities Facilitator, will be speaking at the event.
- Organized Coffee with a Cop on September 12<sup>th</sup> at 9 am in Council Chambers with S/Sgt. Darcy McGunigal as our key speaker.
- Currently working with Christine Nantchouang who works as a Business & Entrepreneurship Strategist for the Government of Alberta, as well as Amanda Robinson from Community Futures, to organize a business speaker for a local business owner meeting/workshop locally – this will serve as an icebreaker to kickstart regular quarterly business meetings.
- Currently researching economic development grant opportunities for the Town's advancement as a part of our 2025 budgeting.

## Operations | Public Works

- The final walk-through inspection was completed with the contractor on the 53 Avenue mill and overlay project. The project went smoothly and was completed with no deficiencies.
- There was restructuring work done on the north end of the alley between 46 Street and 47 Street. The culvert was extended, and material was added to mitigate drainage issues in the alley.
- Public Works staff removed a couple problem trees, one that was blocking a public sidewalk. This work provided a start on the annual fall pruning and will be continuing as time permits over the next couple months.
- Had a pre-construction meeting with the contractor doing the re-lining of the sewer main on 52 Avenue. The initial inspection/cleaning was done on Sept 3 and the actual re-lining will happen on Sept 24.
- The annual sewer flushing program for the rest of Town started after the Labour Day weekend.
- Water main flushing was conducted by the Town staff and the Fire Department

(through their training exercises) to refresh the water supply in Town lines on the east side of Town. This was to ensure a safe water supply to Lilian Schick school for when the students started back.

- Arena staff have been busy putting in the ice for the upcoming season. The first bookings started on the Sept 7 weekend.
- Summer staff have finished for the season. We would like to thank them for their hard work this past summer. With the summer staff finished and the arena up and running, Public Works staff will take over the park's maintenance for the remainder of the season.

## Attachments

- Town Manager:
  - Action List
- Corporate Services Manager:
  - Variance Report
- Economic Development | Safe Communities:
  - Citation Report
  - Incident Report

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

# Town Manager Action List

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**Date:** September 17<sup>th</sup>, 2024  
**Reporting Period:** August 21<sup>st</sup>, 2024 – September 16<sup>th</sup>, 2024  
**Submitted by:** Jodi Brown (Town Manager)

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## ACTON ITEM LIST:

Action Item	Status
<p><b>2024-10 Public Notification Bylaw – First Reading</b>            Council gives first reading to Public Notification Bylaw 2024-10 as presented.</p>	<p>The proposed bylaw has been advertised as required by the MGA.            A public hearing has been scheduled for the December 03<sup>rd</sup>, 2024 evening RCM following the required advertising and petition period.</p>
<p><b>Reallocation of Funds: Windows to Lighting</b>            Council directed administration to reallocate \$5,510 from window replacement allocation of \$8,500 to the lighting retrofit project AND FURTHER THAT Council direct administration to reallocate \$2,990 of the remainder to the Facility Infrastructure reserve to be utilized towards the future window replacement.</p>	<p>Complete            The office lighting project is in progress.</p>
<p><b>Notice of Motion: Town Security</b>            Council postponed this motion until after the Crime Prevention presentation.</p>	<p>In Progress            Crime Prevention Seminar is scheduled on October 22<sup>nd</sup>, 2024.</p>
<p><b>Council Workshop Proposal</b>            Council directed administration to schedule a half day workshop including the following topics: Emergency Preparedness, Economic Development Strategy Presentation, and Governance Policy Decision Making Framework, and proceed with the required advertising as per the Council Workshop Policy and confirm attendance by digital poll</p>	<p>September 17<sup>th</sup>, 2024 RCM            The date has been moved to November to be included in the annual Council Workshop. The date, time, and length (1 or 2 days) to be confirmed by Council.</p>

<p><b>Roseridge Grand Opening Invitation</b> Council directed administration to register Deputy Mayor May and Councillor Larson for the Roseridge Grand Opening on October 20, 2024.</p>	<p>Complete</p>
<p><b>Town of Gibbons Mayor's Luncheon Invitation</b> Council directed administration to register Mayor Holden, Councillor Bidney, and Councillor Larson to the Town of Gibbons Mayor's Luncheon on October 18, 2024.</p>	<p>Complete</p>
<p><b>Drainage Infrastructure</b> Council directs administration to include engineering study fees in the proposed 2025 budget for Council review.</p>	<p>The engineering study quote has been received and will be considered by Council during the 2025 budget deliberations.</p>
<p><b>Drought and Flood Protection Program:</b> Council direct administration to allocate \$300,000 from unrestricted surplus to the wetland stormwater park project AND FURTHER THAT administration work with Magna Engineering Services to identify other funding opportunities.</p>	<p>Complete September 17<sup>th</sup> RCM</p>
<p><b>Notice of Motion: Colour Changing Cups</b> Council direct administration to bring back an RFD for color changing cups with the Bon Accord town logo for handing out at the Bon Accord Harvest Days Parade and future promotional items.</p>	<p>This item has been included in the proposed 2025 budget.</p>
<p><b>Alberta Community Partnership Grant</b> Council approved the enclosed draft Alberta Community Partnership Grant Application.</p>	<p>In Progress Application deadline: October 01<sup>st</sup>, 2024</p>
<p><b>Fees and Charges Bylaw</b> Council directed administration to bring forward a proposed amendment to the Fees and Charges Bylaw at an upcoming Council meeting to permit the Town Manager the discretion to waive fees of up to \$500.</p>	<p>In Progress 2<sup>nd</sup> and 3<sup>rd</sup> Readings of the proposed Fees and Charges Bylaw scheduled for the September 17<sup>th</sup>, 2024 RCM.</p>
<p><b>Fallen Heroes Foundation Project:</b> Councillor Larson to discuss the Fallen Heroes Foundation Project Proposal with Darren Longstaff and bring back to administration with an update to be included in an upcoming report.</p>	<p>In Progress</p>

<p><b>Clean Energy Improvement Program</b> Council directed administration to bring back more information on the Clean Energy Improvement Program and any grant information about the program.</p>	<p>Completed</p>
<p><b>Municipal Affairs – Meeting with Minister Mclver</b> Council direct administration to request a meeting with Minister Mclver.</p>	<p>Complete Administration has confirmed the meeting with Minister Mclver on Wednesday, September 25, at 4:15 p.m. in Red Deer at the Alberta Municipalities Convention.</p>
<p><b>Fire Alarms for New Dressing Rooms at Arena</b> Council approved the funding of the fire alarm installations in the 2 dressing rooms in the amount of \$3,930.54 plus GST to be funded by the parks and recreation operating reserve.</p>	<p>In Progress The alarms have been ordered. Note, the parks and recreational operating reserve funds for this project are from the recreational cost share funding received from Sturgeon County.</p>
<p><b>Bruderheim Deutschland Day Parade Invitation</b> Council directed administration to register all members of Council for the Bruderheim Deutschland Day Parade on October 5, 2024.</p>	<p>Registration form to be signed September 17</p>
<p><b>Facility Rental Contract</b> Council directs administration to proceed as directed regarding the proposed Facility Rental Agreement and FURTHER following confirmation of required information and including the amendments as discussed to proceed with signature of the agreement.</p>	<p>In Progress Administration is working on confirmation of the required information.</p>
<p><b>Bon Accord Out of School Care Agreement Renewal</b> Council accepts this RFD as information.</p>	<p>A new rental agreement has been signed for an additional one-year term.</p>
<p><b>Stormwater Park Project</b> Council directed administration to proceed with landowner negotiations and related agreements as directed.</p>	<p>In Progress</p>
<p><b>Boundary Tree Policy</b> Council directs administration to respond to the resident as directed and to draft a Boundary Tree Policy to be brought forward to Council for approval.</p>	<p>In Progress Administration is working on the draft Boundary Tree Policy</p>



**Year-to-Date Variance Report (Unaudited)**  
 for the year ending December 31, 2024  
 Reporting period: up to September 9, 2024

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,499,933	2,421,914	78,019	210,402	209,382	1,020	2,289,531	2,212,532	76,999	3%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,499,932.73</b>	<b>\$ 2,421,913.50</b>	<b>\$ 78,019.23</b>	<b>\$ 210,401.51</b>	<b>\$ 209,381.50</b>	<b>\$ 1,020.01</b>	<b>\$ 2,289,531</b>	<b>\$ 2,212,532</b>	<b>\$ 76,999</b>	<b>3%</b>
Election	-	-	-	-	1,500	1,500	-	(1,500)	1,500	#DIV/0!
Council	-	-	-	86,079	92,836	6,758	(86,079)	(92,836)	6,758	-8%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 86,079</b>	<b>\$ 94,336</b>	<b>\$ 8,258</b>	<b>-\$ 86,079</b>	<b>-\$ 94,336</b>	<b>\$ 8,258</b>	<b>9%</b>
Administration	22,316	13,511	8,805	380,877	450,560	69,683	(358,561)	(437,049)	78,488	-22%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 22,316</b>	<b>\$ 13,511</b>	<b>\$ 8,805</b>	<b>\$ 380,877</b>	<b>\$ 450,560</b>	<b>-\$ 69,683</b>	<b>-\$ 358,561</b>	<b>-\$ 437,049</b>	<b>\$ 78,488</b>	<b>18%</b>
Fire Services	10,709	10,149	560	38,863	36,417	2,445	(28,154)	(26,268)	(1,886)	7%
Emergency Services	-	-	-	11,353	13,531	2,178	(11,353)	(13,531)	2,178	-19%
Bylaw	47,105	44,330	2,776	11,096	33,288	22,192	36,010	11,042	24,968	69%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 57,814</b>	<b>\$ 54,479</b>	<b>\$ 3,336</b>	<b>\$ 61,312</b>	<b>\$ 83,236</b>	<b>-\$ 21,924</b>	<b>-\$ 3,498</b>	<b>-\$ 28,757</b>	<b>\$ 25,260</b>	<b>88%</b>
Municipal Planning	30,790	5,625	25,165	88,181	99,641	11,460	(57,391)	(94,016)	36,625	-64%
Economic Development	-	-	-	59,921	79,167	19,246	(59,921)	(79,167)	19,246	-32%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 30,790</b>	<b>\$ 5,625</b>	<b>\$ 25,165</b>	<b>\$ 148,102</b>	<b>\$ 178,808</b>	<b>-\$ 30,705</b>	<b>-\$ 117,312</b>	<b>-\$ 173,183</b>	<b>\$ 55,871</b>	<b>32%</b>
Public Works - Roads	11,175	8,800	2,375	268,943	309,690	40,747	(257,768)	(300,890)	43,122	-17%
Storm Sewer & Drain	-	-	-	13,859	16,425	2,566	(13,859)	(16,425)	2,566	-19%
Water	394,475	382,103	12,371	342,914	426,378	83,464	51,560	(44,275)	95,835	186%
Sewer	234,869	234,171	698	223,681	279,807	56,126	11,188	(45,636)	56,824	508%
Garbage	71,942	67,229	4,714	91,655	101,828	10,173	(19,713)	(34,600)	14,887	-76%
Cemetery	23,450	6,000	17,450	9,433	12,792	3,359	14,017	(6,791)	20,809	148%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 735,911</b>	<b>\$ 698,303</b>	<b>\$ 37,609</b>	<b>\$ 950,485</b>	<b>\$ 1,146,919</b>	<b>-\$ 196,434</b>	<b>-\$ 214,574</b>	<b>-\$ 448,617</b>	<b>\$ 234,043</b>	<b>52%</b>
FCSS	28,306	46,907	18,601	81,190	107,287	26,096	(52,885)	(60,380)	7,495	-14%
<b>TOTAL FCSS</b>	<b>\$ 28,306</b>	<b>\$ 46,907</b>	<b>-\$ 18,601</b>	<b>\$ 81,190</b>	<b>\$ 107,287</b>	<b>-\$ 26,096</b>	<b>-\$ 52,885</b>	<b>-\$ 60,380</b>	<b>\$ 7,495</b>	<b>12%</b>
Parks	59,557	58,308	1,249	90,253	138,432	48,178	(30,697)	(80,124)	49,427	-161%
Arena	151,408	168,716	17,308	229,915	250,853	20,938	(78,508)	(82,137)	3,630	-5%
Recreation	194,064	189,778	4,286	91,948	98,874	6,926	102,117	90,904	11,212	11%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ 405,029</b>	<b>\$ 416,802</b>	<b>-\$ 11,773</b>	<b>\$ 412,117</b>	<b>\$ 488,159</b>	<b>-\$ 76,042</b>	<b>-\$ 7,088</b>	<b>-\$ 71,357</b>	<b>\$ 64,269</b>	<b>90%</b>
Library	-	-	-	59,919	58,246	1,673	(59,919)	(58,246)	(1,673)	3%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,919</b>	<b>\$ 58,246</b>	<b>\$ 1,673</b>	<b>-\$ 59,919</b>	<b>-\$ 58,246</b>	<b>-\$ 1,673</b>	<b>3%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 1,280,167</b>	<b>\$ 1,235,627</b>	<b>\$ 44,540</b>	<b>\$ 2,180,081</b>	<b>\$ 2,607,551</b>	<b>-\$ 427,470</b>	<b>-\$ 899,914</b>	<b>-\$ 1,371,924</b>	<b>\$ 472,010</b>	<b>-52%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 3,780,099</b>	<b>\$ 3,657,540</b>	<b>\$ 122,559</b>	<b>\$ 2,390,482</b>	<b>\$ 2,816,932</b>	<b>-\$ 426,450</b>	<b>\$ 1,389,617</b>	<b>\$ 840,608</b>	<b>\$ 549,009</b>	

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

## Variance Report Notes

Reporting Period: up to September 9, 2024

### Municipal:

To date, 84% of taxes have been received compared to 87% at this time last year.

Franchise fees are \$14,811 lower than expected and return on investments is \$48,098 higher than expected.

Natural gas across all departments has been higher than expected by 14%.

Current natural gas costs (to-date) are \$28,800 with a budget of \$24,800.

Power across all departments is overbudget by 70% due to less than expected solar credits.

Total power cost is \$122,871 versus a total budget of \$37,250 to date.

### *In review:*

*The Homeland Housing requisition has been paid; higher than expected.*

*Actual value: \$14,014; budgeted value was \$12,994.*

*Power across all departments will likely be over-budget for the year. This may be offset by surplus in other areas (such as the return on investment income).*

*The market price for power has been low compared to the previous two years, so the same quantity of power results in less value (i.e. less solar credits).*

*There was a slight rise in market price in July due to the extreme heat.*

*This year, the average volume (to-date) from our solar farm is 3,700 kwh versus the average of 3,715 kwh last year. However, the average value in credits for this year (to-date) is \$ (3,216) versus last year's average of \$ (11,319).*

### Protective Services:

Fines distribution revenue is currently over budget by \$1,743.

Animal license revenue is over budget by \$1,062.

Bylaw invoices for the third quarter have not yet been received.

### *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: & Sewer

Bulk water sales are over budget by \$6,475.

Water sales are over budget by \$4,180.

Sewer sales are over budget by \$2,160.

### Economic Development & Planning

As a reminder there is projected to be deficits in some areas of economic development that will be offset by a surplus in planning due to the staffing changes in these areas.

Planning revenue is from the LGFF operating grant allocated by Council.

### Cemetery:

Plot sales are over budget by \$12,500 and open/close revenue is over budget by \$4,950.

**Sturgeon County**

Statistics from: 8/1/2024 12:00:00AM to 8/31/2024 11:59:00PM

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**Citation Printout Report by Violation**

Total Citations of (BACS P5 S.5.3.3 UNKEPT GRASS/WEEDS LONGER THAN 10 CM): 1  
Total Mandatory Appearances: 0

Total Citations of (BACS P5 S5.2 UNSIGHTLY/ NUSIANCE PROPERTY): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 2  
Total Mandatory Appearances: 0

**Grand Total**

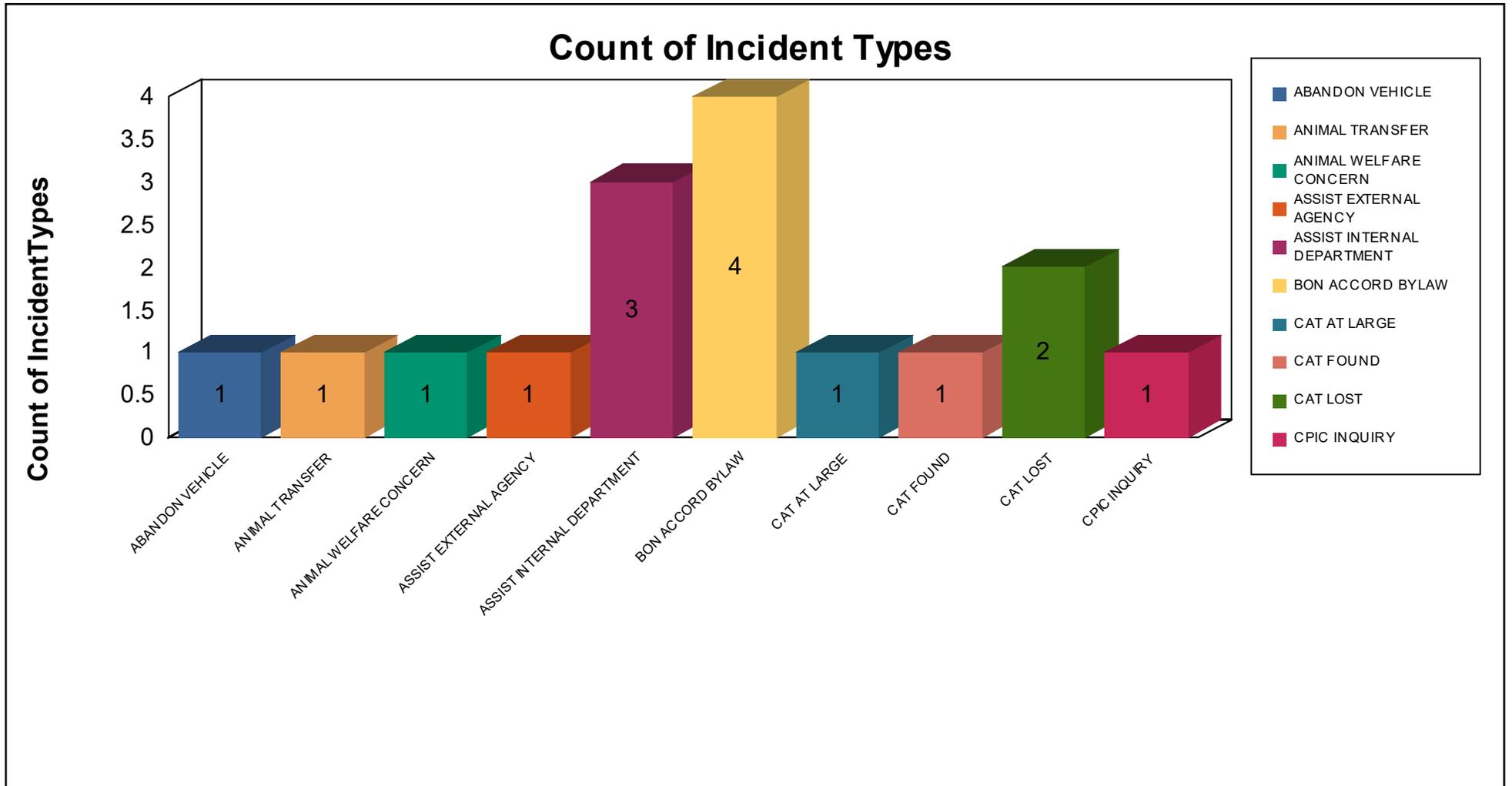
Total Number of Citations Reported: **4**  
Total Fine Amounts Reported: **\$424.00**  
Total Money Collected: **\$0.00**  
Total Money Still Due: **\$424.00**  
Total Mandatory Appearances: **0**

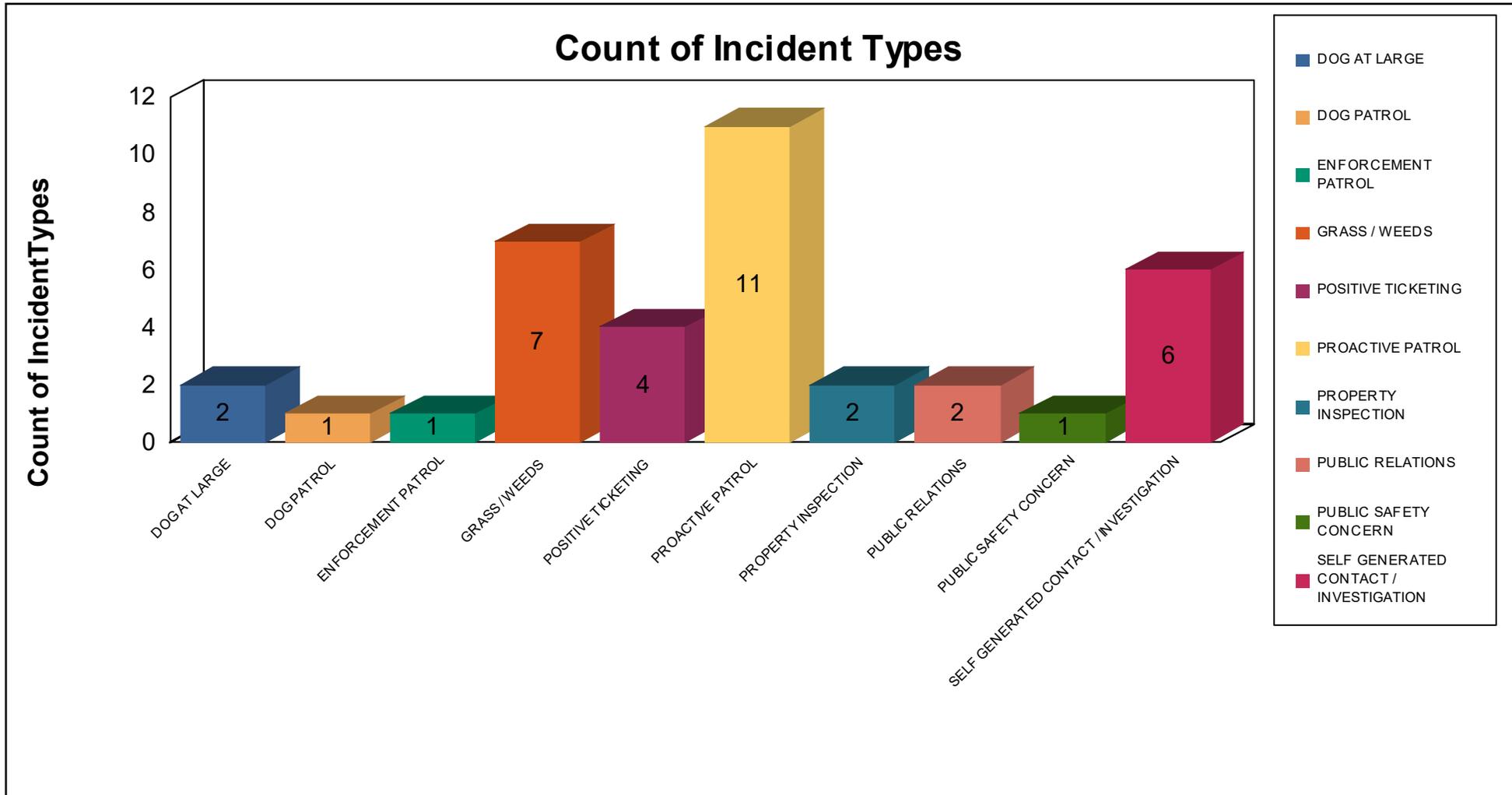
# Sturgeon County

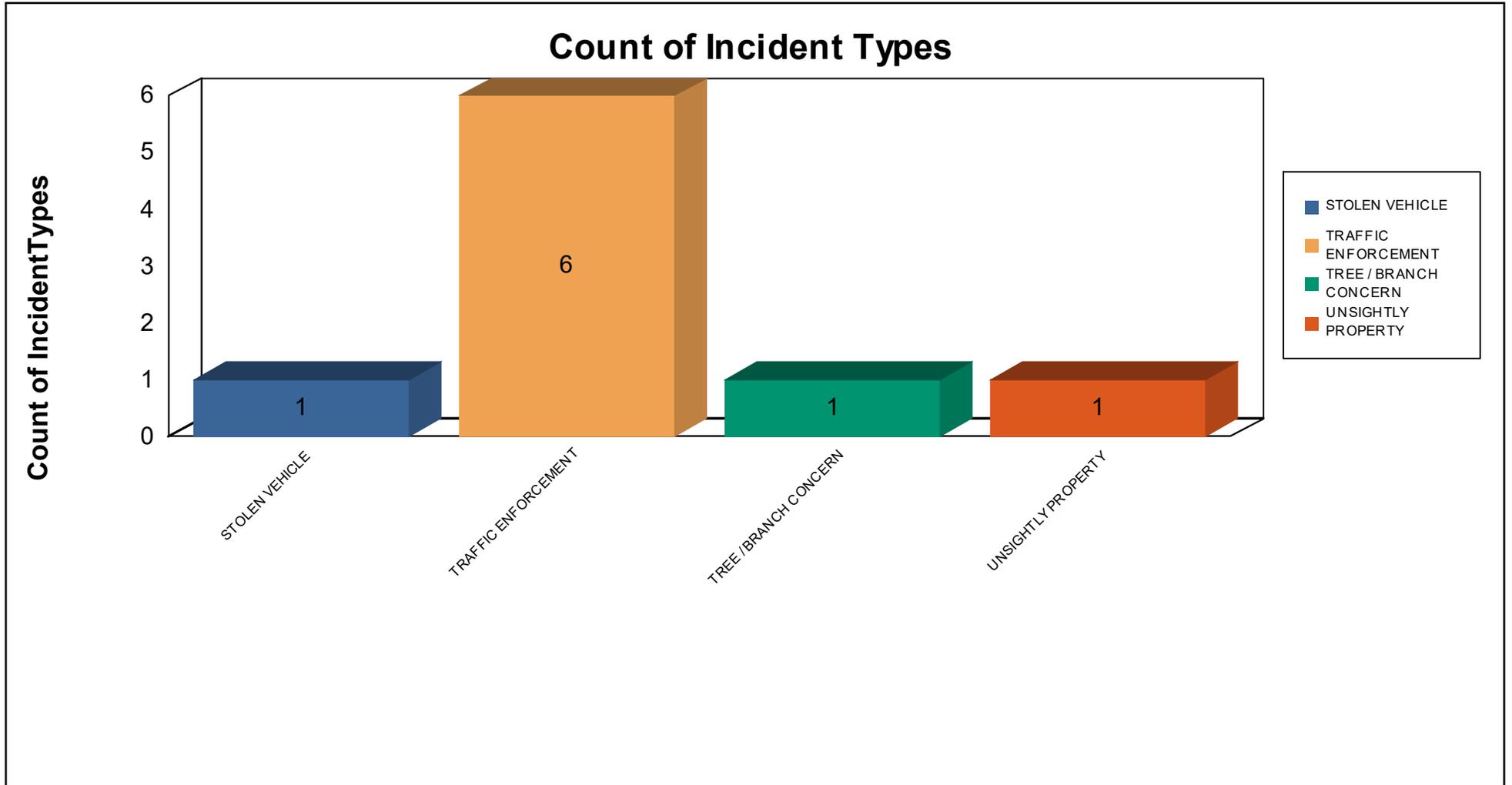
Statistics from Occurred Date: 8/1/2024 12:00:00AM to 8/31/2024 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT -







**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 17 <sup>th</sup> , 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Nature-Based Stormwater Project</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

The Town engaged Magna Engineering Services to complete the enclosed Nature Based Stormwater Feasibility Study for the wetlands area in the southeast section of the Town.

The main objectives of this feasibility study are:

- ✓ To identify and analyze a spectrum of feasible SWMF (Stormwater Management Facility) options, such as nature-based storm parks, to replace or supplement the stormwater capacity of the existing Natural Area 2 in the southeast portion of the town.
- ✓ To assess and compare the SWMF options based on upfront capital costs, long-term operations, maintenance and lifecycle needs, as well as the Town's values, environmental benefits, and aesthetic appeal.
- ✓ Investigate stormwater quality improvement for water reuse opportunities for treated stormwater as a resource within the community to provide drought resilience.

During the May 29<sup>th</sup> Committee of the Whole Meeting, Jennifer Massig of Magna Engineering Services presented the enclosed presentation regarding the project.

During the August 20<sup>th</sup>, 2024 Regular Council Meeting, Council directed administration to arrange an information session with Magna Engineering (Resolution #24-312). Administration scheduled Jennifer Massig from Magna Engineering Services to attend as a delegation at the September 17<sup>th</sup> Regular Council Meeting.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Feasibility Study completed by Magna Engineering (enclosed) includes 3 options for Council consideration:

1. Traditional Storm Pond
2. Storm Park with Enhanced Treatment
3. Storm Park

In order to facilitate project planning, grant funding and landowner negotiations, the Town needs to approve one of the above options.

Information on phasing and estimated costs are included in the feasibility study.

## **STRATEGIC ALIGNMENT**

### *Values Statement of Stewardship*

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

### *Priority # 3: Infrastructure*

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

## **COSTS/SOURCES OF FUNDING**

Based on annual and 5-year capital plans and funding opportunities.

## **RECOMMENDED ACTION (by originator)**

THAT Council approves Option 2 (Storm Park with Enhanced Treatment) as the Town's future Stormwater Management Facility in the southeast wetlands area of Town and directs administration to continue working on grant funding opportunities, capital planning, and landowner negotiations as required for this project.

OR

THAT Council approves Option 3 (Storm Park) as the Town's future Stormwater Management Facility in the southeast wetlands area of Town and directs administration to continue investigating grant funding opportunities, capital planning, and landowner negotiations as required for this project.

OR

THAT Council directs administration to...



**NATURE BASED  
STORMWATER  
FEASIBILITY STUDY**

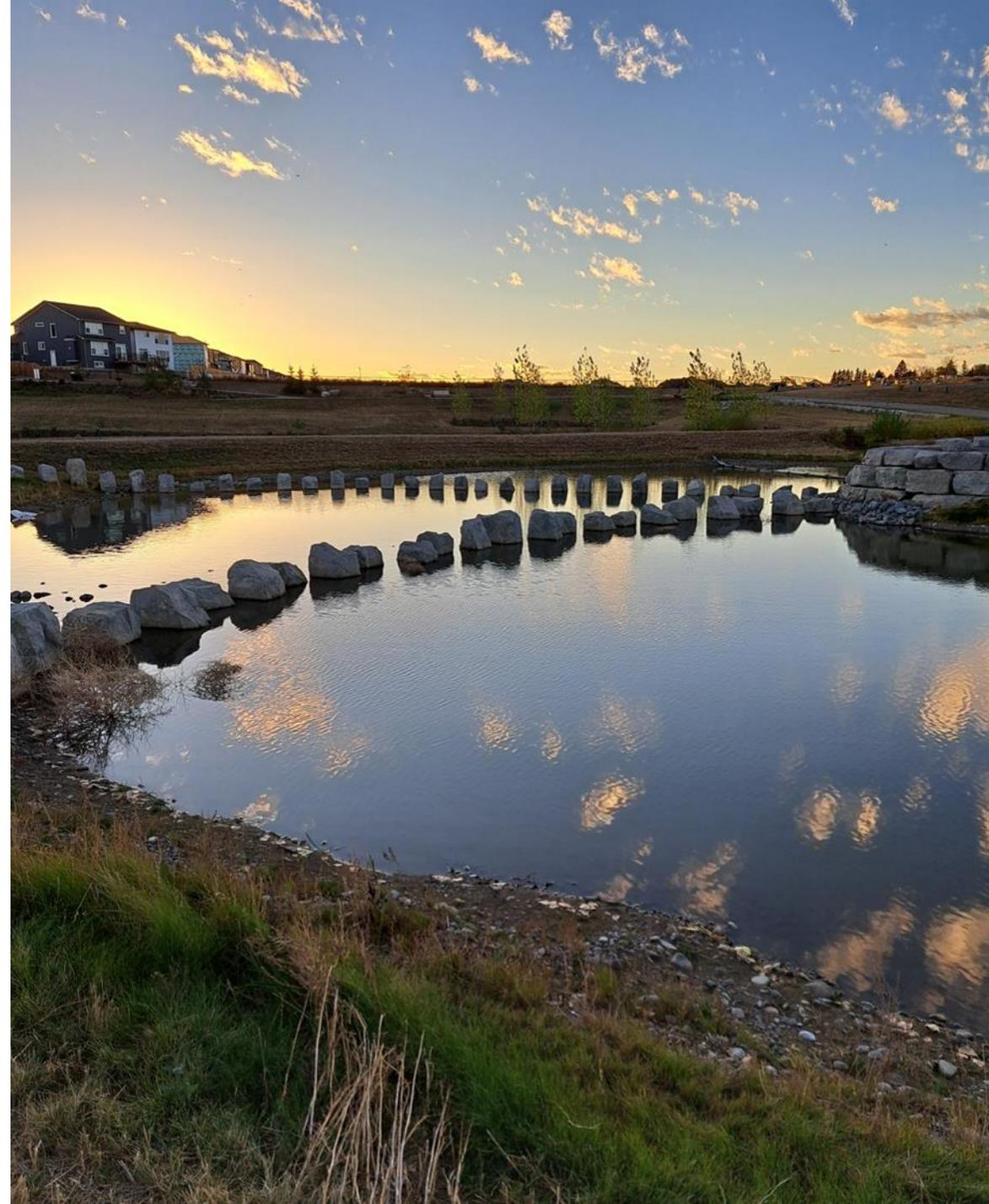
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**TOWN OF BON ACCORD**



# •••OVERVIEW

1. Background
2. Study Objectives
3. Stormwater Facility Options
  - a. Traditional Storm Pond
  - b. MAGNA Stormpark w treatment cells
  - c. MAGNA Stormpark w/o treatment cells
4. Costs & Phasing
5. Recommendations
6. Conclusions and Next Steps



# ••• BACKGROUND

## Observed issues within Natural Area 2:

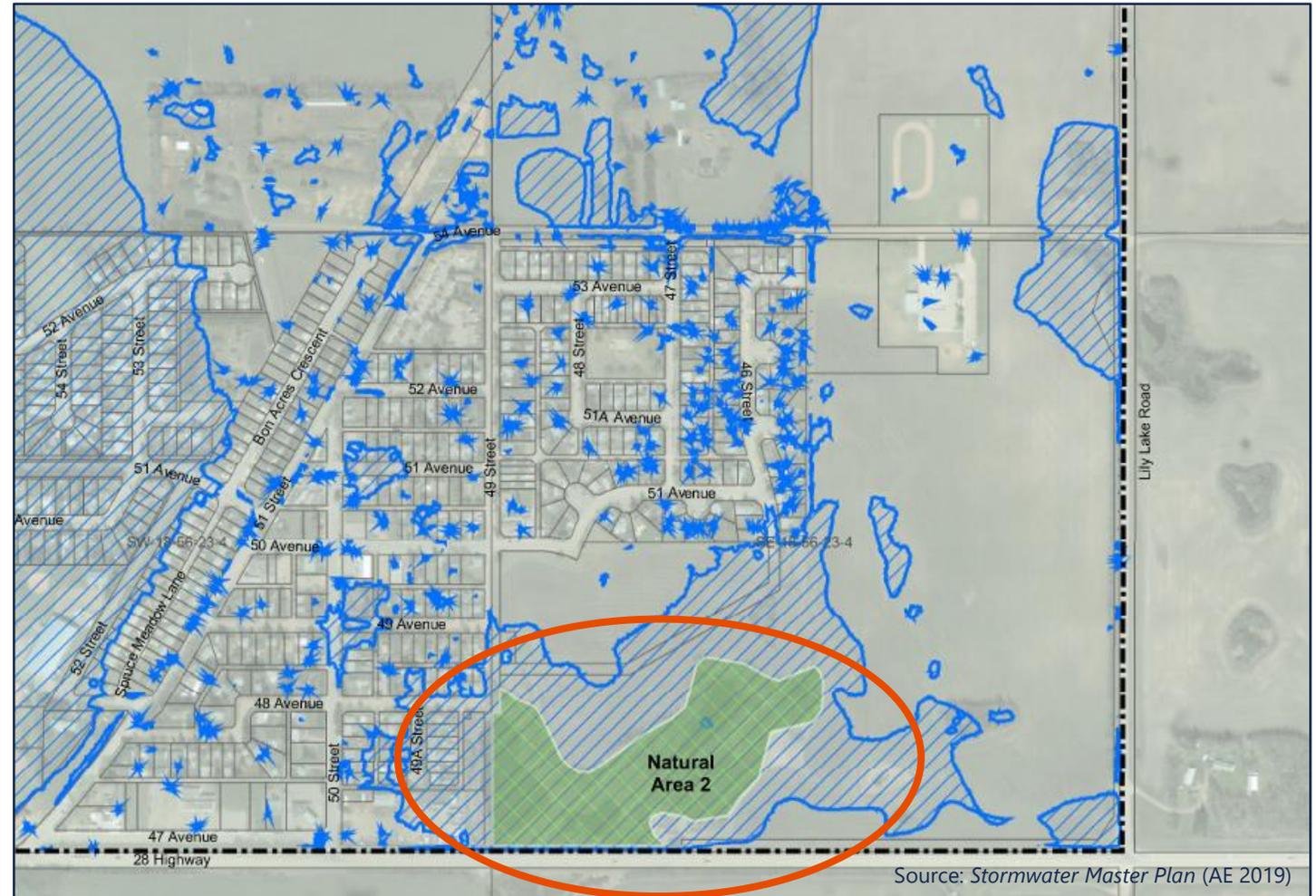
- Decreased stormwater storage capacity
- Flooding in adjacent areas during storm and snowmelt events
- Large sediment deposition
- Declining vegetation health

## Stormwater Master Plan (AE 2019):

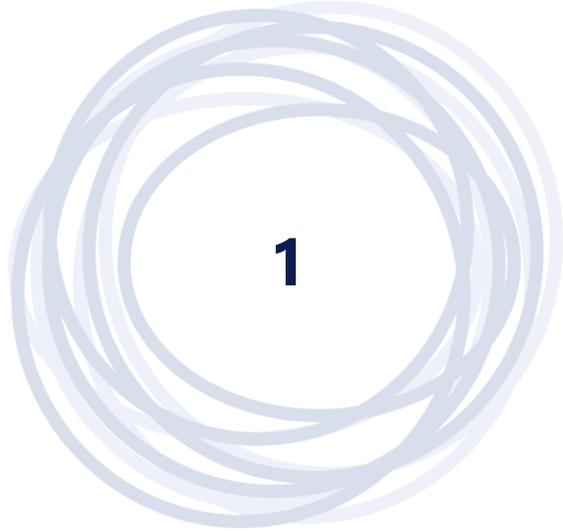
- Highlighted flooding potential near the wetland.
- Suggested expanding Natural Area 2 to increase capacity.

## Wetland Storage Study (AE 2021):

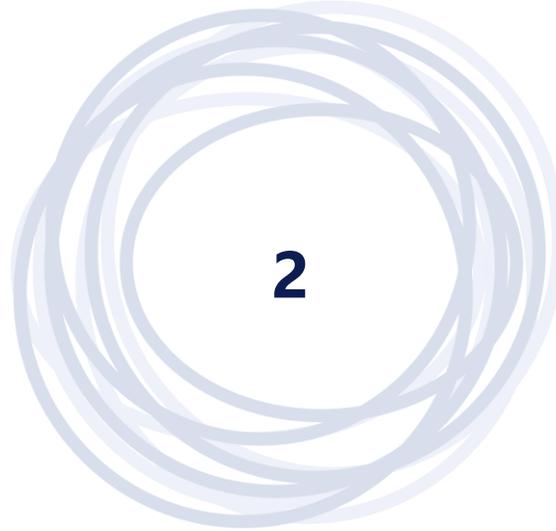
- Do not use Wetland as a storage element
- Construct new storm pond or constructed wetland east of Natural Area 2.



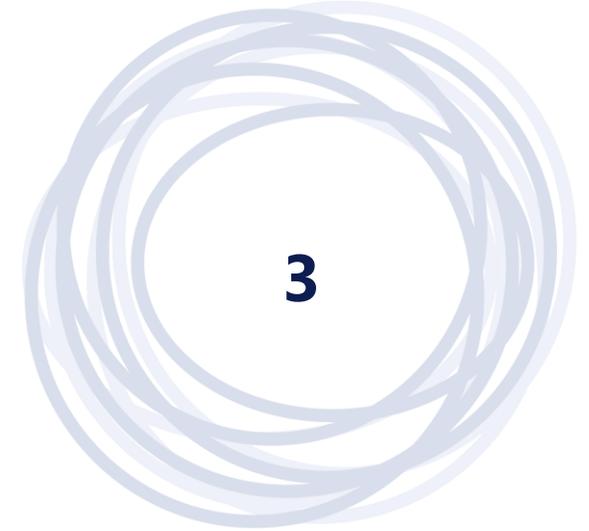
# •••STUDY OBJECTIVES



IDENTIFY NATURE-BASED  
STORMWATER SOLUTIONS TO  
REPLACE OR RETROFIT NATURAL  
AREA 2.



ASSESS OPTIONS BASED ON COSTS,  
THE TOWN'S VALUES, AND  
ENVIRONMENTAL AND AESTHETIC  
BENEFITS.



INVESTIGATE POTENTIAL REUSE  
OPPORTUNITIES FOR TREATED  
STORMWATER AS A RESOURCE  
WITHIN THE COMMUNITY.

# ••• OPTION 1: TRADITIONAL STORM POND

- A traditional pond is an engineered basin designed to collect rainwater and snowmelt from surrounding areas.
- It releases the accumulated water at a controlled rate, which helps prevent downstream flooding.
- Traditional ponds also improve water quality before discharge by capturing suspended sediments through gravitational settling.
- This option was retained from the Wetland Study (AE 2021) for comparison.

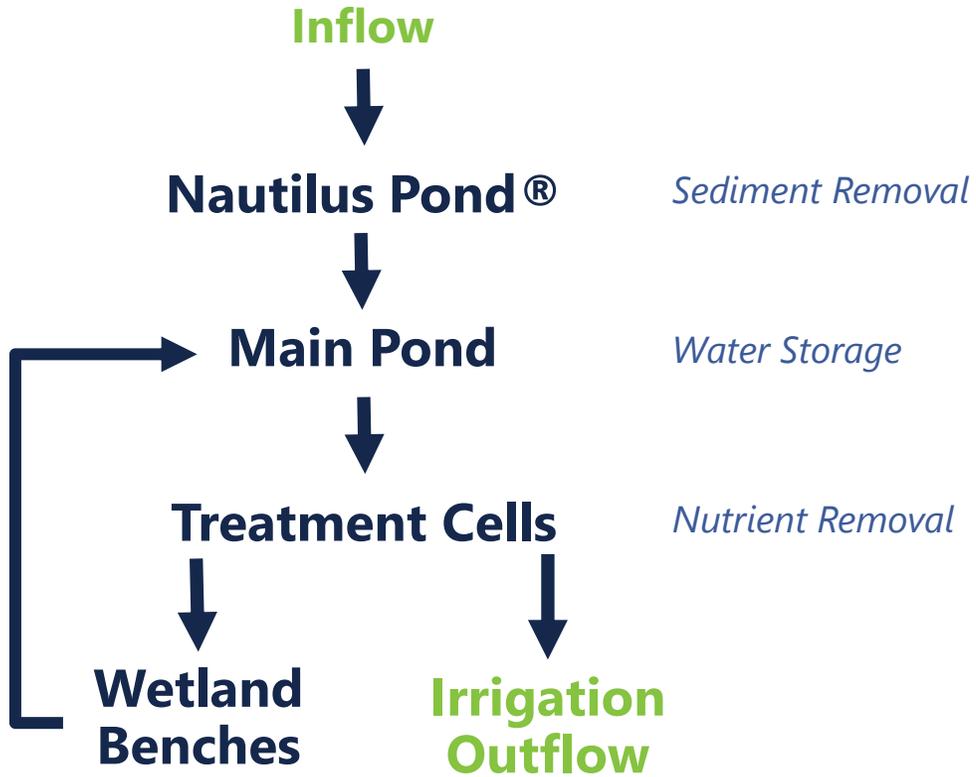


# ••• STORM PARK VS TRADITIONAL POND

- **Better Space Efficiency:** Integrates with wetland areas, making efficient use of available space.
- **Environmental Benefits:** Retains and promotes wetland ecosystems, contributing to overall environmental health.
- **Placemaking Advantages:** Serves as a community amenity and provides an ecological habitat.
- **Secondary Treatment:** Offers treatment for nutrients and microorganisms present in stormwater.
- **Water Reuse Opportunities:** Allows for irrigation supply using secondary-treated stormwater.



# •••POND 2A STORM PARK



# ••• OPTION 2: STORM PARK W/ TREATMENT CELLS

- Potential to **integrate with Natural Area 2**
- **Flood protection** by storing runoff during rainfall events
- **Discharge by gravity** during wet weather
- **Recirculation during dry weather** for
  - Wetland maintenance
  - Secondary treatment and reuse
- **Enhanced wetland habitat** restores and preserves ecological habitat for **variety of wildlife, including migrating waterfowl, native animals, and other species.**
- Provides a **community amenity** with pathways and recreation spaces



\*The proposed facility currently aligns with the existing Natural Area 2 boundary, but alternate alignments may be considered if required by the Town.

# •••OPTION 3: STORM PARK W/O TREATMENT CELLS

- Potential to **integrate with Natural Area 2**
- **Flood protection** by storing runoff during rainfall events
- **Discharge by gravity** during wet weather
- **Enhanced wetland habitat** restores and preserves ecological habitat for **variety of wildlife, including migrating waterfowl, native animals, and other species.**
- Provides a **community amenity** with pathways and recreation spaces



\*The proposed facility currently aligns with the existing Natural Area 2 boundary, but alternate alignments may be considered if required by the Town.

# ••• COSTS

Storm Park (both Options 2 and 3) construction and land costs are lower than the proposed traditional pond.

Other costs (to be determined through detailed design):

- Conveyance system tie-in
- Outlet/discharge alignments
- Wetland reconstruction credits

ESTIMATED COSTS FOR:	TRADITIONAL POND (AE 2021)	STORM PARK WITH TREATMENT WETLANDS	STORM PARK WITHOUT TREATMENT WETLANDS
CONSTRUCTION	\$9,705,000 <sup>1</sup>	\$5,375,000 <sup>2</sup>	\$3,982,000 <sup>2</sup>
LAND ACQUISITION	\$1,500,000	-	-
WETLAND DISTURBANCE	- <sup>4</sup>	\$640,000 <sup>3</sup>	\$640,000 <sup>3</sup>
<b>TOTAL</b>	<b>\$11,205,000</b>	<b>\$6,015,000</b>	<b>\$4,622,000</b>

1 - Wetland Storage Study (AE 2021) reported the total construction cost as \$10,676,000 including 50% contingency and 15% design fees. Reported here without design fees.

2 - Does not include any contingency and design fees.

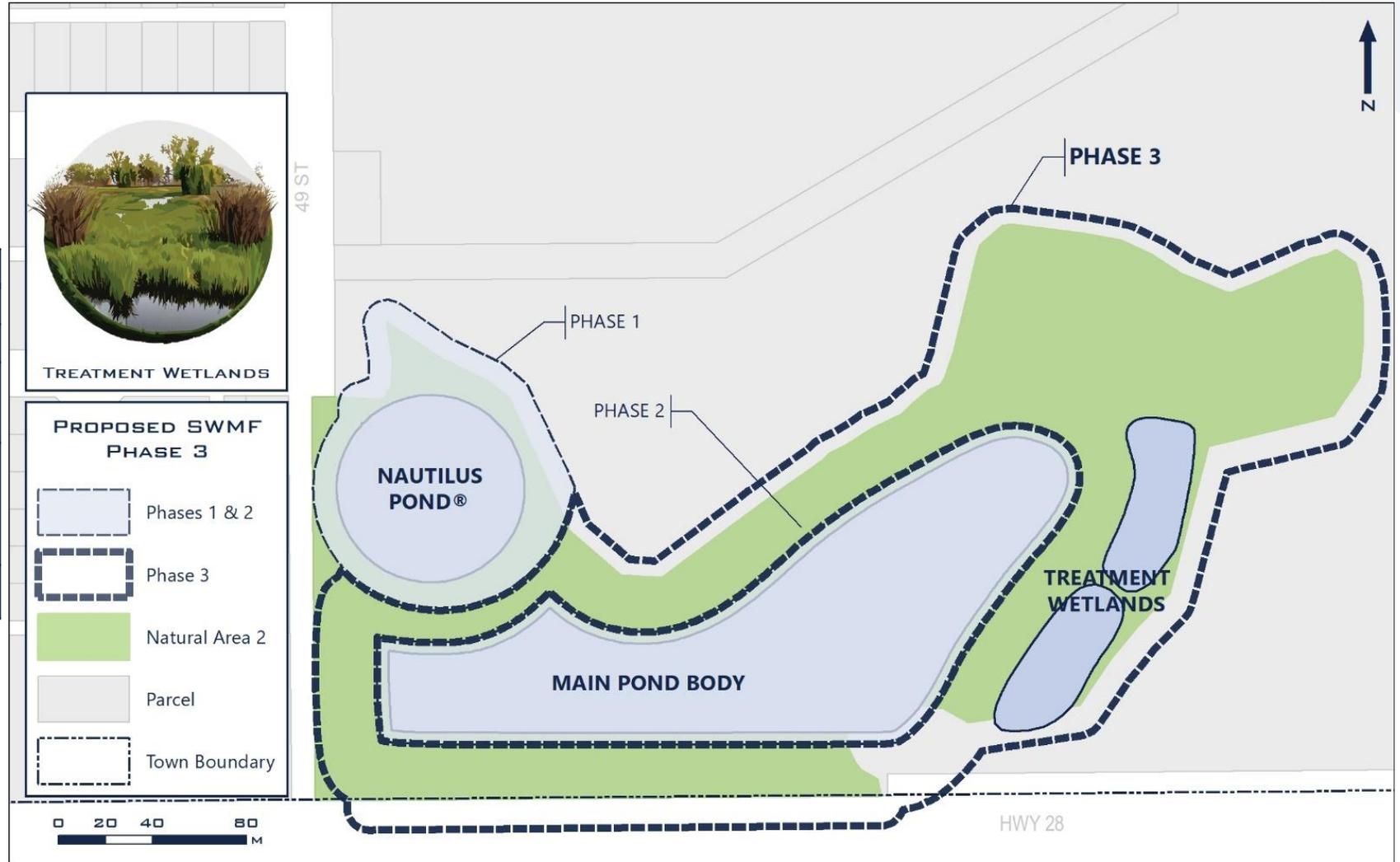
3 - Assumes \$160,000 max per hectare and 4 ha wetland disturbance. Does not consider classification of existing wetland, or potential reconstruction credits.

4 - No disturbance costs were reported by the *Wetland Study* (AE 2021); however, it is likely that some fees will be charged because the runoff is still routed through the wetland.

# PHASING

PHASE	ELEMENTS	SUB-TOTAL
1	Nautilus Pond®	\$1,019,000
2	Main Pond	\$2,333,000
3	Wetland benches (Options 2 and 3)	\$630,000
	Pumps, treatment wetland cells (Option 2 only)	\$1,393,000

*\*Estimated construction costs only. Does not include contingency or design fees.*



# ••• RECOMMENDATIONS

- Based on the **technical benefits, costs**, and the **Town's values and expectations** from the facility, the **Storm Park solution (Options 2 & 3) is a better choice** than a traditional storm pond.
- The only **difference between Options 2 and 3 are the treatment wetland cells** included in Option 2 for secondary treatment, and not included in Option 3.
- **Secondary treatment** provides an alternate water source during dry weather (**drought resilience**) and allows flexible water volume management (**dewatering method if alternate means not available**).

CRITERIA		WEIGHTING SCORE	OPTION 1	OPTION 2	OPTION 3
Engineering & Planning Optimization	Footprint Size	3	1	3	3
	Water Quality (Regulatory Compliance)	1	2	3	2
	Site Servicing	2	2	1	2
Social	Public Perception / Aesthetic	3	2	3	3
	Water Reuse Opportunities	2	1	3	1
	Climate Change Resiliency	1	2	2	2
Economic	Capital Costs / Engineering Costs	3	1	2	3
	O&M Costs	3	3	2	3
<b>Weighted Total (higher score indicates more favourable)</b>			<b>31</b>	<b>43</b>	<b>46</b>

## ••• CONCLUSION & NEXT STEPS

### CONCLUSION:

THE STORM PARK OPTIONS  
ARE BEST ALIGNED WITH THE  
TOWN'S VALUES AND  
EXPECTATIONS

### NEXT STEPS:

1. WETLAND CLASSIFICATION
2. OUTLET OPTIONS
3. CONVEYANCE TIE-IN



**THANK YOU!**

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403-470-2333



JMASSIG@MAGNAENGINEERING.CA



WWW.MAGNAENGINEERING.CA

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 17 <sup>th</sup> , 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Council Annual Workshop Proposal</b>
<b>Agenda Item No.</b>	6.2

**BACKGROUND/PROPOSAL**

During the June 04<sup>th</sup>, 2024 Regular Council meeting, the following resolution was passed:

Council directs administration to schedule a half day workshop including the following topics: Emergency Preparedness, Economic Development Strategy Presentation, and Governance Policy Decision Making Framework, and proceed with the required advertising as per the Council Workshop Policy. Resolution #24-243

Councillor Bidney moved to add “and confirm attendance by digital poll.”

As reported to Council and discussed at the Committee of the Whole Meeting on August 28<sup>th</sup>, 2024 administration did not yet plan the half day Council Workshop due to other emergent issues over the past few months.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Given that September and October are very busy months for Council and administration with the 2025 budget deliberations and the Alberta Municipalities Convention, administration proposes including the above topics in the annual Council Workshop planned for November. These topics can be delivered by staff or contractors and therefore, no consultant fees are expected.

**The proposed agenda is below:**

- ✓ Emergency Preparedness/ Emergency Management (CAO/DEM and Deputy DEM)
- ✓ Economic Development Strategy Presentation (Municipal Experts)
- ✓ Governance Policy Decision Making Framework (CAO)
- ✓ FOIP Training (Legislative Services and Communications Coordinator)
- ✓ Strategic Plan Overview (Department Presentations)

Administration recommends that Council consider a 1.5- or 2-day workshop this year given the number of topics to be reviewed.

The preferred dates discussed at the Committee of the Whole Meeting were November 25<sup>th</sup> and/or 26<sup>th</sup>.

If Council approves one or two days will determine the length and depth of the sessions provided.

As per the Council Workshop Policy, the Council Annual Workshop dates and agenda topics will be brought forward for Council approval at a Regular Council Meeting.

### **STRATEGIC ALIGNMENT**

All areas of the strategic plan align with this report.

### **COSTS/SOURCES OF FUNDING**

\$1,000 is available in the Council budget for the Council Annual Workshop.

Administration recommends that the cost of lunch and snacks over the 1 – 2-day Council Workshop be applied to this budget.

### **RECOMMENDED ACTION (by originator):**

THAT Council directs administration to plan the Council Annual Workshop on \_\_\_\_\_ (insert the date or dates here).

OR

THAT Council directs administration to...

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 17, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>R. Howard Webster Foundation Funding Application</b>
<b>Agenda Item No.</b>	6.3

**BACKGROUND/PROPOSAL**

During the June 04<sup>th</sup>, 2024 Regular Council Meeting, the following resolutions were carried:

**Drought and Flood Protection Program Application for the Stormwater Facility Retrofit Project:** COUNCILLOR LARSON MOVED THAT Council direct administration to proceed with application to the provincial Drought and Flood Protection Program grant for the initial phase of the wetland’s stormwater park project in the amount of \$1,000,000 with a matching fund requirement of \$300,000 from the Town. (Resolution # 24-240)

**Drought and Flood Protection Program Application for the Stormwater Facility Retrofit Project:** COUNCILLOR LAING MOVED THAT Council direct administration to allocate \$300,000 from unrestricted surplus to the wetland stormwater park project AND FURTHER THAT administration work with Magna Engineering Services to identify other funding opportunities. (Resolution # 24-241).

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Magna Engineering Services identified the R. Howard Webster Foundation as a potential funding opportunity to help offset a portion of the required \$300,000 in matching funds for the Stormwater Facility Retrofit Project (wetlands area).

Magna Engineering Services provided the **enclosed** work plan and \$5,000 quote to complete the application on behalf of the Town.

The Town’s application would be based on the environmental benefits to the wetland area achieved through completion of the Stormwater Facility Retrofit Project.

**Funding Program Information:**

- ✓ Applications are accepted year-round.
- ✓ The main interests of the Foundation are in the areas of arts and culture, education, environment and social services.
- ✓ Innovation is one of the key elements of a proposal.

- ✓ The decision-making process may take up to 6 months.

For more information, go to the R. Howard Webster Foundation at [FAQ - R. Howard Webster Foundation \(rhowardwebsterfoundation.ca\)](https://www.rhowardwebsterfoundation.ca).

### **Considerations:**

**Risk:** In reviewing the R. Howard Webster Foundation website, there is no confirmation of the amount of funding that the Town may qualify to receive for this project. Hence, if the funding application is not successful or the amount received is less than \$5,000 there is risk of financial loss to the Town.

**Application Quality:** Town staff may complete the application; however, staff do not have the expertise in environmental science to clearly articulate detailed and technical based environmental benefits and stormwater management innovation. This may have an impact on the success of the application.

**Other:** The Town can provide most of the documents required. For example, some additional work by Town staff will be required to create a 2023 – 2024 annual report and to retrieve the other required information.

### **Options:**

Should Council decide not to proceed with this funding application, administration may continue to research other funding sources.

Additionally, Council may direct administration to include the \$5,000 fee in the 2025 budget and plan to apply in 2025 within the operational budget to avoid depleting reserves in 2024.

## **STRATEGIC ALIGNMENT**

*Value Statement: Stewardship*

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

## **COSTS/SOURCES OF FUNDING**

**Magna Engineering Fees:** \$5,000

### **Potential Funding Sources:**

- 2024: Stormwater Reserve
- 2025: Operational Budget

**RECOMMENDED ACTION (by originator)**

THAT Council directs administration to complete the R. Howard Webster Foundation funding application.

OR

THAT Council directs administration to hire Magna Engineering Services to complete the R. Howard Webster Foundation funding application at a cost of \$5,000 to be funded by the Stormwater Reserve.

OR

THAT Council accepts this report as information with no further action by administration required.

OR

THAT Council directs administration to...

## SUMMARY

The R. Howard Webster Foundation is dedicated to supporting exceptional Canadian charitable or municipal organizations (CRA Charity Registered) that offer unique and inspiring programs to enhance and develop Canadian society. The Foundation focuses its funding on initiatives in the areas of Arts & Culture, Education, Environment, Medical, and Social Services.

GRANT (CATEGORY)	FUNDING	DEADLINE
R. Howard Webster Foundation - Environment	To be determined on review of the Grant application and proposal	There is no specific deadline for the application

## GRANT CATEGORY OVERVIEW

Our world is influenced by numerous factors, with the environment being a critical component. Centuries of environmental degradation have had significant impacts, necessitating initiative-taking measures to drive positive change for the benefit of society. The R. Howard Webster Foundation is committed to supporting innovative programs that promote research and foster transformative initiatives.

Visit the R. Howard Webster Foundation website for more information on grants: <https://www.rhowardwebsterfoundation.ca>

## GRANT PROPOSAL REQUIREMENTS FOR APPLICATION

To apply for a grant, the Foundation's application form must be completed and submitted with a grant proposal. The proposal must contain the following:

- A detailed description of your organization, including history, purpose, and activities.
- A detailed description of the project/program/campaign and the rationale for support.
- What is the expected impact of the project in terms of benefit, improvement, and development of Canadian society?
- A yearly detailed budget for the project, the amount requested from the Foundation, and over what time frame.
- What organizations or groups will be involved in the project?
- What other programs/organizations are providing or undertaking similar work?
- Do you share information and project outcomes? If yes, with whom?
- What is the expected timeline for your project/campaign?
- What are your sources (or expected sources) of revenue?
- What other funders have been approached?
- The total amount of funding confirmed to date, from the following funding sources:
  - Government
  - Corporations
  - Foundations
  - Individuals
- The project shortfall and expected sources of funding for the shortfall.
- In the event the project does not receive adequate financial support, will you proceed with it or how will it be modified?

## CLOSURE

If you are confident your community/municipality is eligible for the grant, based on the proposal requirements above, and has or can easily obtain the required information, MAGNA can proceed with the grant application as soon as the 'Authorization to Proceed' is signed (below).

### CONTACT INFORMATION

If you have any questions regarding the grant application process, you can contact Jessica Letizia at 403-660-1160 or [jletizia@magnaengineering.ca](mailto:jletizia@magnaengineering.ca).

## AUTHORIZATION TO PROCEED

MAGNA can complete the R. Howard Webster Foundation Grant Application for a total fee of **\$5,000** plus GST (5%) and disbursements (8%). Invoicing will be submitted monthly and due 30 days after receipt. Interest will accrue at 5% per month beyond the due date. The above fee is shown separated by deliverable in the following tables.

Please provide your authorization to proceed with the R. Howard Webster Foundation Grant Application outlined above by completing the signature line below and returning to [jletizia@magnaengineering.ca](mailto:jletizia@magnaengineering.ca).

Date: \_\_\_\_\_

Representative  
(Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 17, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Organizational Meeting</b>
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

In accordance with the Municipal Government Act (MGA):

*192(1) Except in a summer village, a council must hold an organizational meeting annually not later than 14 days after the 3rd Monday in October.*

Therefore, Bon Accord’s Organizational Meeting must take place prior to November 4, 2024.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Typically, Council holds the Organizational Meeting immediately preceding a Regular Council Meeting. Administration recommends holding the 2024 Organizational Meeting on October 1 at 5:15 p.m. with the Regular Council Meeting to follow.

**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**

N/A

**RECOMMENDED ACTION (by originator)**

THAT Council direct administration to plan and advertise an Organizational Meeting on October 1, 2024 at 5:15 p.m. with the Regular Meeting of Council to follow.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 9, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>CCBF Memorandum of Agreement</b>
<b>Agenda Item No.</b>	7.2

**BACKGROUND/PROPOSAL**

Administration received a copy of the Canada Community Building Fund memorandum of agreement on August 29<sup>th</sup>.

Alberta and Canada have agreed to a renewed administrative agreement for the CCBF program. The program had been governed by a 10-year administrative agreement that covered the 2014-15 to 2023-24 period and expired in March 2024. The renewed CCBF administrative agreement, signed in July 2024, covers the 2024-25 to 2033-34 period. The municipality must also sign the memorandum of agreement.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Some changes have been made to the program; most notable is the requirement for reporting following project completion. The Statement of Financial Expenditures is now the Statement of Expenditures and Project Outcomes, and, as indicated in the title, the report now also requires the municipality to demonstrate how the project met program objectives and outcomes.

The CCBF capital funding for Bon Accord for 2025 has not yet been released. Funding received for 2024 is \$135,114.

A copy of the agreement and a copy of the program guidelines are attached to this RFD.

**STRATEGIC ALIGNMENT**

**Value Statement of 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**

2025 budget

**RECOMMENDED ACTION (by originator)**

THAT...Council directs that Mayor Holden and the Town Manager, Jodi Brown, sign the CCBF memorandum of agreement.

**CANADA COMMUNITY-BUILDING FUND**

**MEMORANDUM OF AGREEMENT**

BETWEEN:

**HIS MAJESTY IN RIGHT OF ALBERTA**, as  
represented by the Minister of Municipal Affairs  
(hereinafter called the “**Minister**”)

**AND**

**THE TOWN OF BON ACCORD** in the Province of Alberta  
(hereinafter called the “**Local Government**”)

(Collectively, the “**Parties**”, and each a “**Party**”)

**WHEREAS** the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities (“**Canada**”) and the Minister, have, under a separate Administrative Agreement, agreed to administer the Canada Community-Building Fund (“**CCBF**”) program for Local Governments in Alberta to help communities build and revitalize their public infrastructure; and

**WHEREAS** Canada and the Minister wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong communities; and

**WHEREAS** under the *Ministerial Grants Regulation*, Alta Reg 215/2022 the Minister is authorized to make grants and enter into agreements with respect to any matters relating to the payment of grants.

**NOW THEREFORE** in consideration of the mutual terms and conditions hereinafter specified,  
**THE PARTIES AGREE AS FOLLOWS:**

**A. Definitions**

1. In this Agreement,

- (a) “**Administrative Agreement**” means the Administrative Agreement on the Canada Community-Building Fund effective as of April 1, 2024, between Canada and the Minister, as may be amended from time to time.
- (b) “**Agreement**” means this funding agreement between the Parties, which may, from time to time, be amended by the Parties.
- (c) “**Application**” has the meaning ascribed to such term in the Program Guidelines.
- (d) “**Canada Community-Building Fund**” (**CCBF**) means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

- (e) **“CCBF Funding”** means all CCBF funding received by the Minister from Canada as well as any funding received by the Minister from Canada under the Previous Agreements.
- (f) **“Contract”** means an agreement between the Local Government and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.
- (g) **“Credit Items”** has the meaning ascribed to such term in the Program Guidelines.
- (h) **“Eligible Expenditures”** means those expenditures described as eligible in the Program Guidelines.
- (i) **“Eligible Projects”** means projects as described in the Program Guidelines.
- (j) **“Funding”** means funds made available by the Minister to the Local Government under this Agreement, to be used solely for Eligible Expenditures, and includes any earned interest on the said funds that may be realized by the Local Government as a result of holding or investing any or all of the funds, as well as any Unspent Funds and Credit Items held by a Local Government.
- (k) **“Housing Needs Assessment”** means a report informed by data and research describing the current and future housing needs of a Local Government or community according to guidance provided by Canada.
- (l) **“Previous Agreements”** means any agreements between Canada and the Minister for the purposes of administering the Gas Tax Fund or CCBF, including but not limited to the 2005-2015 New Deal for Cities and Communities, the 2009-2013 Federal Gas Tax Fund, and the 2014-2024 Federal Gas Tax Fund.
- (m) **“Program Guidelines”** means, unless the context requires otherwise, the *Canada Community-Building Fund Program Guidelines* or such other guidelines or directions applicable to the CCBF program as prescribed or determined by the Minister and as may be amended from time to time.
- (n) **“Third Party”** means any person or legal entity, other than Canada, the Government of Alberta or a Local Government, who participates in the implementation of an Eligible Project by means of a Contract.
- (o) **“Unspent Funds”** means GTF Funding (as defined in the former Gas Tax Fund Memorandum of Agreement between the Minister and the Local Government dated effective as of April 1, 2014) that has not been reported as spent by the Local Government as of December 31, 2023.

## **B. Funding**

2. The Minister agrees to provide Funding to the Local Government in accordance with the Administrative Agreement and the Program Guidelines, and subject to the following:
  - (a) the Parties will execute this Agreement and the Local Government will return an executed Agreement to the Minister;
  - (b) the Minister’s receipt of an annual Statement of Priorities letter from Canada confirming the CCBF Funding amount for the Province of Alberta;
  - (c) receipt by the Province of CCBF Funding from Canada;
  - (d) Alberta Treasury Board approval of cash-flow and funds;

- (e) submission of sufficient Applications by the Local Government in accordance with the Program Guidelines;
- (f) completion of reporting requirements by the Local Government as outlined in the Program Guidelines;
- (g) adherence to the communication and signage requirements by the Local Government as outlined in the Program Guidelines;
- (h) compliance by the Local Government with any other payment conditions outlined in the Program Guidelines;
- (i) compliance by the Local Government with all requirements and obligations assigned to the Local Government in the Administrative Agreement, including but not limited to the requirements in Annex B, Schedule A of the Administrative Agreement; and
- (j) compliance by the Local Government with all other terms of this Agreement and the Program Guidelines.

### **C. Local Government Responsibilities**

#### **3. The Local Government will:**

- (a) Provide the Minister with an Application for each Eligible Project to be initiated under the CCBF;
- (b) Provide the Minister with annual financial statements;
- (c) Provide the Minister with the required financial and outcome reporting documentation in accordance with the Program Guidelines;
- (d) If the Local Government has a population of 30,000 or more as specified in the Program Guidelines, provide the Minister with a Housing Needs Assessment prepared in accordance with the guidance documents provided by Canada;
- (e) If the Local Government has a population of 30,000 or more as specified in the Program Guidelines, provide the Minister with project-level data on housing requirements in accordance with the Program Guidelines;
- (f) Be responsible for the completion of each Eligible Project in accordance with the Program Guidelines;
- (g) Comply with all program reporting, communications, and housing outcomes requirements as outlined in the Program Guidelines;
- (h) Continue to develop and implement asset management strategies and plans for the assets under their control and make use of these plans to inform community infrastructure decision-making;
- (i) Invest, in a distinct account, the Funding if received in advance of paying Eligible Expenditures;
- (j) With respect to Contracts, award and manage all Contracts in accordance with the Program Guidelines;
- (k) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project;

- (l) Allow the Minister reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of the Funding, and all other relevant information and documentation requested by the Minister or Canada via the Minister or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with the Administrative Agreement;
- (m) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to the Minister. Keep proper and accurate accounts and records relevant to the CCBF program for a period of at least six (6) years after the termination of the Administrative Agreement;
- (n) Comply with all requirements and obligations assigned to the Local Government in the Administrative Agreement, including but not limited to the requirements in Annex B, Schedule A of the Administrative Agreement; and
- (o) Provide any other information requested by the Minister in relation to this Agreement or the Funding,

and where the Program Guidelines prescribe a format for any of the requirements set out above, consistent with such format requirements.

- 4. The Local Government agrees to:
  - (a) accept the Funding provided under this Agreement subject to; and
  - (b) comply with,all criteria, items, terms and conditions contained in the Program Guidelines.
- 5. The Local Government agrees that it may not use the Funding, or claim any other compensation, for its costs, expenses, inconvenience, or time expended, in relation to the administration of the Funding or the administration of this Agreement.
- 6. The Local Government acknowledges that the Funding provided under this Agreement is not a commitment to fund all potential Eligible Project costs. The Local Government is responsible for ensuring suitable financing is in place for each Eligible Project.
- 7. The Local Government agrees to allow the Minister or persons authorized by the Minister access to each Eligible Project site upon request.

#### **D. Termination of Agreement**

- 8. The Minister may terminate this Agreement by notifying the Local Government in writing on two (2) years notice. Upon termination under this Clause 8, or upon expiry of this Agreement under Clause 19:
  - (a) the Local Government may use any unexpended portion of the Funding which prior to termination or expiry was formally committed to the Local Government in accordance with the Program Guidelines, regardless of whether such Funding has yet been paid to the Local Government, and
  - (b) all provisions of this Agreement will continue to apply to the Funding in (a), as though the Agreement had not terminated or expired,

until the date(s) that the applicable time limit(s) to use the Funding as outlined in the Program Guidelines have expired, or until such earlier date as may be determined by the

Minister. Thereafter, any portion of the Funding in (a) which remains unexpended shall be returned to the Minister within thirty (30) days following the Local Government's submission of final reporting documents in accordance with the Program Guidelines.

#### **E. Debt to the Crown**

9. If the Local Government owes an amount to the Crown in right of Alberta, the Minister may deduct from the Funding all or a portion of the amount owing.

#### **F. Repayment of Funding**

10. If the Local Government does not meet all its obligations under this Agreement, or uses the Funding for any unauthorized purpose, the Minister will notify the Local Government of such breach in writing and the Local Government must remedy such breach within a reasonable time in the Minister's sole discretion as so stated in the notice. If, in the opinion of the Minister, the Local Government does not remedy the breach, the Minister may require the Local Government to repay all or part of the Funding, or such lesser amount as the Minister may determine, to the Minister, or the Minister may deduct from the Local Government's future Funding all or a portion of the amount owing.

#### **G. Local Government Indemnity and Insurance**

11. The Local Government will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to the Funding or an Eligible Project and that they will, at all times, compensate the Government of Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to the Funding or an Eligible Project.
12. The Local Government will indemnify and hold harmless the Minister and their employees and agents against and from any third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Local Government is legally responsible in relation to the subject matter of this Agreement, including those arising out of negligence or willful acts by the Local Government or its employees, officers, contractors or agents.
13. The Local Government will ensure that it maintains suitable insurance coverage including but not limited to liability insurance with appropriate terms and limits for any Eligible Project and, when applicable, property insurance on an "all risk" basis covering the Eligible Project for replacement cost.

#### **H. Independent Status**

14. The Local Government is an independent legal entity and nothing in this Agreement is to be construed as creating a relationship of employment, agency or partnership between the Minister, Canada, or any affiliated government department and the Local Government. Neither Party will allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, partnership, agency or joint venture.
15. Any persons engaged by the Local Government to provide goods and services in carrying out this Agreement are employees, agents or contractors of the Local Government and not of the Minister, Canada, or any affiliated government department.

## **I. Conflicts**

16. The Local Government will not enter into any other agreement, the requirements of which will conflict with the requirements of this Agreement, or that will or may result in its interest in any other agreement and this Agreement being in conflict.
17. The Local Government will ensure that the Local Government and its officers, employees and agents:
  - (a) conduct their duties related to this Agreement with impartiality and will, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality to question;
  - (b) not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest; and
  - (c) have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement,

and the Local Government will promptly disclose to the Minister any such conflict of interest or apparent conflict of interest arising under this clause.

## **J. Freedom of Information and Protection of Privacy**

18. The Local Government acknowledges that this Agreement may be subject to disclosure pursuant to the *Freedom of Information and Protection of Privacy Act (Alberta)* (“**FOIP**”). The Local Government further acknowledges that FOIP applies to information obtained, related, generated, collected or provided to the Minister under this Agreement and that any information in the custody or under the control of the Minister may be disclosed.

## **K. General Provisions**

19. This Agreement will come into effect April 1, 2024, and will be in effect until March 31, 2034, unless terminated in accordance with this Agreement.
20. The Parties may amend this Agreement only by mutual written agreement signed by the Parties. Notwithstanding the foregoing, the Minister may, upon thirty (30) days written notice to the Local Government, unilaterally amend this Agreement when the Minister considers it necessary to comply with any amendments to the Administrative Agreement.
21. This Agreement is the entire agreement between the Minister and the Local Government with respect to the Funding. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.
22. Notwithstanding any other provisions of this Agreement, those clauses of this Agreement which by their nature continue after the conclusion or termination of this Agreement will continue after such conclusion or termination, including without limitation clauses:
  - (a) Local Government Responsibilities – Clauses 3 to 7;
  - (b) Termination of Agreement – Clause 8;
  - (c) Repayment of Funding – Clause 10;
  - (d) Local Government Indemnity – Clauses 11 and 12;

- (e) Freedom of Information and Protection of Privacy – Clause 18; and
- (f) Entire Agreement – Clause 21.

23. Any notice, approval, consent or other communication under this Agreement will be deemed to be given to the other Party if it is in writing and personally delivered, sent by prepaid registered mail, couriered or emailed to the addresses as follows:

The Minister:

c/o Director, Grant Program Delivery  
Municipal Affairs  
15<sup>th</sup> Floor Commerce Place  
10155 - 102 Street  
Edmonton AB T5J 4L4  
Email: ma.ccbfgrants@gov.ab.ca

Local Government:

Town of Bon Accord  
PO Box 779  
Bon Accord, AB T0A 0K0  
Attention: Chief Administrative Officer  
Email: CAO@bonaccord.ca

Either Party may change its contact information by giving written notice to the other in the above manner.

24. This Agreement does not replace, supersede, or alter the terms of any other existing funding agreement between the Minister and the Local Government. Notwithstanding the foregoing, upon execution of this Agreement the Funding will be subject to the terms and conditions of this Agreement and will no longer be governed by the terms and conditions of the former Gas Tax Fund Memorandum of Agreement between the Minister and the Local Government dated effective as of April 1, 2014.
25. Nothing in this Agreement in any way relieves the Local Government from strict compliance with any other provincial legislation or regulation, or otherwise impacts the interpretation or application of the *Ministerial Grants Regulation*, Alta Reg 215/2022, as amended from time to time.
26. The rights, remedies, and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
27. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement will be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement will be enforceable.
28. This Agreement is binding upon the Parties and their successors.
29. This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta and the Parties submit to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.

30. The Local Government represents and warrants to the Minister that the execution of the Agreement has been duly and validly authorized by the Local Government in accordance with all applicable laws.
31. The Local Government will not assign, either directly or indirectly, this Agreement or any right of the Local Government under this Agreement.
32. A waiver of any breach of a term or condition of this Agreement will not bind the Party giving it unless it is in writing. A waiver which is binding will not affect the rights of the Party giving it with respect to any other or any future breach.
33. Time is of the essence in this Agreement.

**This space left intentionally blank.**

34. Communication of execution of this Agreement e-mailed in PDF format will constitute good delivery.

The Parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

**HIS MAJESTY IN RIGHT OF ALBERTA**, as represented by the Minister of Municipal Affairs

Signed by the  
Minister of Municipal Affairs  
of the Province of Alberta

Per:   
Name: Ric McIver  
Title: Minister of Municipal Affairs  
Date: August 26, 2024

**LOCAL GOVERNMENT**

Signed by a duly  
authorized representative  
of the Local Government

Per: \_\_\_\_\_  
Name of Local Government:  
  
Name of signatory:  
  
Title:  
  
Date:

Signed by a duly  
authorized representative  
of the Local Government

Per: \_\_\_\_\_  
Name of Local Government:  
  
Name of signatory:  
  
Title:  
  
Date:



# Canada Community- Building Fund

Program guidelines

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Canada Community-Building Fund Program Guidelines | Municipal Affairs  
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# Glossary

This section provides definitions and explanations of key terms frequently used throughout the Canada Community-Building Fund (CCBF) program guidelines. The glossary aims to provide clarity and understanding, ensuring local governments have a common understanding of the terminology used in the context of the CCBF program requirements, grant application and/or reporting. Glossary terms used in the guidelines are hyperlinked to this section (only the first usage of a glossary term in a section or sub-section will show the hyperlink in blue, but all uses are hyperlinked).

**Affordable Housing:** A dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30 per cent of before-tax household income. The household income is defined as 80 per cent or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the local government.

**Application:** A formal request submitted by a local government to obtain acceptance from the Minister to apply CCBF funding to a specific project(s) within an eligible project Category (e.g., Local Roads and Bridges, Recreational Infrastructure). It includes a description of the proposed asset(s), activities(s) and scope of work, estimated project costs, CCBF funding committed, other funding sources, estimated start and end dates, and geo-location to enable program staff to determine project eligibility. A project application can include activities that fall into more than one eligible project category. For example, a project may include the replacement of deep services, such as water and wastewater mains, as well as reconstruction of the road surface and adjacent sidewalks upon completion of the underground work.

**Asset Management:** A principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets in order to maximize benefits and effectively manage risk.

**Audited Financial Statement:** The document(s) required under Section 276 of the [Municipal Government Act](#). Each municipality must prepare annual financial statements for the immediately preceding year in accordance with the Canadian generally accepted accounting principles for municipal governments. Annual financial statements are due by May 1 of the year following the year the financial statements have been prepared.

**Capital Plan:** A plan that outlines the local government's planned five-year capital property additions, and allocated or anticipated funding sources as required under section 283.1 of the [Municipal Government Act](#) (and further defined in the [Municipal Corporate Planning Regulation](#)).

**Financial Information Returns (FIR):** The document required under sections 277 and 278 of the [Municipal Government Act](#) which requires municipalities to annually prepare a financial information return and send it, together with an auditor's report, to the Minister by May 1 of the following year.

**Housing Needs Assessment (HNA):** A report informed by data and research describing the current and future housing needs of a Local Government or community according to guidance provided by Canada.

**Local Government:** As per section 1 of the [Local Government Fiscal Framework Act](#), a local government is a municipal authority, a Metis Settlement, or the Townsite of Redwood Meadows Administration Society.

**Metis Settlements:** The eight communities governed by the [Metis Settlements Act](#), which includes Buffalo Lake, East Prairie, Elizabeth, Fishing Lake, Gift Lake, Kikino, Paddle Prairie, and Peavine Metis Settlements.

**Municipality:** A local government that is governed by the [Municipal Government Act](#). This includes the Special Areas Board and Improvement Districts. The term "municipality" is not inclusive of the Metis Settlements.

**Outcome Indicator:** Measurable information used to determine if a program is being implemented as expected and achieving its outcomes.

**Primary Outcome:** An outcome is a change expected as the result of a project. While a CCBF project may have many outcomes, the primary outcome is the principal change expected, or the main reason a project is undertaken.

**Program Year:** For municipalities this means January 1 to December 31, for Metis Settlements this means April 1 to March 31.

**Project:** Projects considered eligible include investments in infrastructure for construction, renewal, or material enhancement in each of the categories described in Appendix 1.

**Project Amendment:** At any time, local governments can submit an amendment to update estimated project costs, including funding sources (e.g., CCBF amount, municipal sources) on an accepted project to ensure Municipal Affairs has the most up to date information on projects. Applications are accepted based on “estimated costs” and as projects are tendered and/or costs are realized, changes to the CCBF funding amount may occur. A cash flow amendment ensures financial transparency for the actual costs, and provides a proactive risk management approach to address any over-commitments and/or budget shortfalls.

**Restructured Municipalities:** Municipalities that have undergone dissolutions (ceasing to operate or exist as a municipality and being absorbed by another municipality) or amalgamations (merging of two or more municipalities).

**Resulting Capital Asset:** The physical asset acquired or rehabilitated as a direct outcome or consequence of the project (e.g., kilometres of new roads built, square meters of the building upgraded).

**Statement of Expenditures and Program Outcomes (SEPO):** Annual reporting of financial (e.g., total project costs, CCBF funding applied) and non-financial information (e.g., project status, project outcomes, updated start dates).

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# Canada Community-Building Fund

## Program Guidelines

### 1. Introduction

The federal Canada Community-Building Fund (CCBF) provides predictable, long-term, stable funding for Canadian [municipalities](#) to help build and revitalize public infrastructure while creating jobs and long-term prosperity.

Additional information and support are also available from the CCBF program Grant Advisors (refer to [Section 14](#)) and on the [website](#).

### 2. Program Objective and Outcomes

Through the CCBF program, Canada and Alberta are helping communities to build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment, and strong communities.

Program outcomes related to the objectives of productivity and economic growth, clean environment, and strong communities will be achieved by funding infrastructure [projects](#) and other key activities at the local level, including [asset management](#). To measure progress towards the outcomes, [local governments](#) are required to report on project results (refer to [Section 11](#) for further information on outcomes reporting).

Local governments determine projects and activities to be funded by the CCBF based on local priorities, within the general qualification criteria set out in these guidelines.

The funding provided under this program is in addition to provincial grant funding programs, such as the Local Government Fiscal Framework (LGFF), and non-grant funding of local government infrastructure. CCBF funding is intended to cover capital costs only and may not be used for maintenance costs, operating costs, debt reduction, or replacement of existing local government infrastructure expenditures.

### 3. Key Dates

Activity	Responsibility	Timeline
Project <a href="#">Application Submission</a>	<a href="#">Local Government</a>	Submit <b>anytime</b> throughout the year through the CCBF online portal.
Annual CCBF Allocation Commitment	Government of Alberta	After <b>April 1</b> , following provincial budget approval.
Annual CCBF Allocation Payment	Government of Alberta	By approximately <b>July 31</b> , following receipt of federal funding and after all payment conditions are met (refer to <a href="#">Section 10</a> ).
<a href="#">Statement of Expenditures and Project Outcomes (SEPO) Submission</a>	Local Government	Due <b>May 1</b> for <a href="#">municipalities</a> . Due <b>August 1</b> for <a href="#">Metis Settlements</a> (refer to <a href="#">Section 11</a> ).
<a href="#">Project Recognition and Communication Requirements</a>	Local Government	<b>Ongoing</b> . For media events and news releases, local governments must provide a minimum of 20 working days' notice (refer to <a href="#">Section 13</a> ).

### 4. Submission Method

CCBF [applications](#) and reporting must be submitted through the CCBF Online portal. The CCBF online portal is accessed by logging into [www.maconnect.alberta.ca/MACConnect](http://www.maconnect.alberta.ca/MACConnect) and clicking on the CCBF tile or by clicking on <https://www.alberta.ca/canada-community-building-fund>, which will direct you to the login page.

CCBF training material and other resources are available on the CCBF Online resources page in the portal and on the program website at [www.alberta.ca/canada-community-building-fund](http://www.alberta.ca/canada-community-building-fund).

Questions or requests to access CCBF can be directed to the contacts listed in [Section 14](#).

## 5. Funding Formula and Allocations

The annual program budget for the CCBF is subject to Canada advising Alberta of the yearly provincial funding.

[Local governments](#) will be advised of their annual CCBF funding allocations after Alberta's funding has been confirmed by Canada and individual funding allocations have been authorized by the Minister of Municipal Affairs.

CCBF funding is allocated to local governments annually on a per capita basis, according to the most recent Municipal Affairs Population List. Local governments receive a base allocation of \$50,000 per year, with the exception of summer villages which receive a base allocation of \$5,000 per year. All local governments will receive a per capita amount in addition to its base funding.

The annual allocations are available on the CCBF website at [www.alberta.ca/canada-community-building-fund](http://www.alberta.ca/canada-community-building-fund).

### 5.a. Time Limit to Use Allocated Funds

To provide flexibility in scheduling capital [projects](#), and to accommodate larger projects requiring more than one year's grant allocation, funding allocated and not expended or committed in the year it was allocated may be carried forward to the next five subsequent years. Funds that are carried forward must be expended on an accepted project(s) before December 31 of the fifth subsequent year for [municipalities](#) (March 31 for [Metis Settlements](#)). This provides a total of six years in which to use allocated funding. For example, the 2024 allocation must be expended before December 31, 2029, for municipalities (March 31, 2030, for Metis Settlements). Time extensions will not be permitted.

Where a credit item has been recorded on an annual [SEPO](#), (see [Section 11](#)), the amount becomes part of the annual allocation for the year in which it is reported. Credit item amounts not expended or committed in the year they were reported may be carried forward to the next five subsequent years.

Where a local government intends to carry CCBF funding forward to a future dated project, [applications](#) for the eligible projects must be submitted to indicate how the funds will be utilized and to qualify for payment of future annual funding allocations (see [Section 8](#) and [Section 10](#)).

### 5.b. Restructured Municipalities

[Municipalities](#) that undergo restructuring will receive an allocation that is equivalent to the funding amount that would have been calculated for each individual municipality as if restructuring had not occurred. This calculation will apply in the year the restructuring occurred plus the five subsequent years.

If two or more municipalities amalgamate, the amalgamated municipality will receive CCBF funding equivalent to the amount that would have been allocated to the former municipalities as if the amalgamation had not taken place.

For example, if a municipality dissolved on July 1, 2025, the receiving municipality would receive the benefit of the CCBF allocation calculated as if the municipality had not dissolved for the next five years (i.e., 2026 through 2030). In addition, any unspent CCBF funding (based on the final 2025 [SEPO](#) reporting) from the dissolved municipality prior to July 1, 2025, would be transferred to the receiving municipality.

It is critical that the receiving municipality submits the dissolved municipality's [audited financial statements](#) to Municipal Affairs to ensure the correct unspent funding is transferred to the receiving municipality. In addition, all CCBF projects must be marked as completed/fully funded on the final SEPO for the dissolved municipality.

## 6. Eligible Applicants

An eligible applicant includes any city, town, village, summer village, specialized municipality, municipal district, [Metis Settlement](#), the Special Areas Board, the Townsite of Redwood Meadows Administration Society, and those Improvement Districts that have populations according to the latest Municipal Affairs Population List and report tangible capital assets.

Eligible applicants may contribute funds to other eligible entities for eligible CCBF [projects](#) that provide a municipal service or benefit and do not limit public access.

Eligible entities include:

- non-profit organizations, as defined in section 241 of the [Municipal Government Act](#), (e.g., a society);
- regional services commissions established under Part 15.1 of the [Municipal Government Act](#); and

- controlled corporations as defined in section 75.1 of the [Municipal Government Act](#).

When contributing CCBF funding to a non-profit organization and/or other eligible entities, the [local government](#) remains responsible for all CCBF conditions and obligations that would apply if the local government was completing the project, including the need to report on project expenditures and outcomes. It is recommended the local government enter into a binding legal agreement with the recipient to protect its interests. The local government remains responsible for all uses of the funding.

## 7. Asset Management

An [asset management](#) plan provides a structured and comprehensive approach to effectively manage the [local government's](#) assets, establishes longer term financing needs, optimizes asset lifecycles, and regularly schedules maintenance, rehabilitation and replacement work for the long-term sustainability of its assets. Asset management plans should include:

- a comprehensive description of asset portfolios;
- current level of service performance for each asset and desired level of performance;
- asset risk and strategic risks;
- anticipated capital [projects](#) required to deliver service and mitigate risks;
- asset valuation such as current and projected replacement costs and funding needs;
- consequences of not following the plan; and
- timelines for major projects.

When asset management practices are adhered to, residents and businesses in Alberta communities experience improved and more reliable municipal services. These asset management practices can offer various advantages to local governments, including:

- helping to decide what infrastructure needs to be replaced or renewed and the appropriate timing for doing so;
- determining the appropriate amount to save for future infrastructure renewal;
- improving economic sustainability by lowering service delivery costs;
- evaluating and communicating trade-offs between service, cost, and risk management;
- providing a defensible way of prioritizing projects and allocating resources;
- enhancing transparency with the public and fostering greater public confidence in municipal government; and
- maximizing the value of infrastructure investments over the long-term.

Asset management planning and implementation is essential to supporting local municipal infrastructure, and the long-term outcomes of the CCBF program. While an asset management plan is not required to receive CCBF funding, the adoption of asset management strategies, plans, and activities by local governments of every size and type is encouraged to ensure their infrastructure investments are made in the best way possible. This proactive approach ensures optimal utilization of local infrastructure and maximizes the effectiveness of CCBF expenditures. Local governments are also encouraged to participate in various asset management initiatives conducted and/or supported by Alberta to ensure that CCBF funds are supporting full lifespan infrastructure. This includes items such as the annual Asset Management Survey and the development of individual Local Government Asset Management plans and strategies.

To ensure [municipalities](#) have basic asset management practices in place, the [Municipal Government Act](#) requires local governments to prepare a [Capital Plan](#) identifying their anticipated capital property additions and funding sources for a minimum of five years. Although this requirement does not specify how each local government will determine the projects to be included in this plan, it does imply that appropriate asset management processes will be used to ensure that the resulting plan adequately reflects local infrastructure pressures and needs.

The Government of Alberta's approach to asset management is available at [www.alberta.ca/canada-community-building-fund](http://www.alberta.ca/canada-community-building-fund). Additional information about asset management is available on the Federation of Canadian Municipalities asset management [web page](#), including the Asset Management Toolkit and Handbook, which provides technical resources for asset management at various levels of complexity.

## 8. Applications

CCBF [applications](#) must include sufficient information to determine [project](#) eligibility, including a description of the proposed asset(s); activities; scope of work; location; estimated project costs and funding source; and estimated start and end date.

### 8.a. Project Eligibility

Eligible [projects](#) must fall into a project category listed and defined in Appendix 1.

Eligible projects are those associated with: the acquiring, planning, designing, constructing, or renovating of a tangible capital asset, or completing work to extend the life of an asset; the strengthening of the ability of [local governments](#) to improve local and regional planning and [asset management](#). Additional information on eligible and ineligible project costs is provided in Appendices 2 and 3.

In addition, projects submitted should have an end-date of no more than five years after the [application](#) is submitted, meaning the local government would have up to five years to complete the project. Larger projects that are not planned to be completed within five years should be submitted in phases.

### 8.b. Project Applications

[Local governments](#) must submit an [application](#) for each [project](#) proposed under the program. Applications can be submitted at any time through the CCBF online system. The application must be certified by the Chief Administrative Officer or a delegated authority. This certification confirms that the provided information is accurate and adheres to the program guidelines and funding agreements.

The objective of the application is to provide information regarding the proposed project such as location, project functions, primary accomplishments, an estimate of the total project cost, estimate of CCBF funding to be used, and anticipated project start and end dates.

The estimated total project costs should reflect the total value of the project. Where other sources of funding (local government, provincial, or other federal) will be used, in addition to the CCBF funding, estimates of this additional funding should be included in the total project cost estimate.

Where an accepted project includes proposed expenditures in more than one year, the subsequent years' expenditures are also accepted.

Where a project changes materially (change in cash flow, timing etc.), the local government will be required to submit a [project amendment](#) identifying the changes that are being requested for further approval. Where a local government decides to add a new project or re-direct funding from an accepted project to a new project, it must submit a new project application for review.

A local government may proceed with a project, to be funded wholly or partially from its CCBF allocation(s), prior to receiving notification of acceptance if it believes that the project will be eligible under these guidelines. However, should the project be deemed ineligible, the local government will be responsible for bearing the cost of the project and must apply the CCBF funding to a different eligible project.

A CCBF Online user guide is available on the Municipal Affairs CCBF [website](#) to assist local governments in entering project information.

### 8.c. Withdrawal

[Local governments](#) can exercise the option to withdraw an accepted [project](#), provided that no CCBF funds have been claimed against the project. If this condition has been met, the project can be withdrawn on the [SEPO](#).

### 8.d. Maximum Project Commitment Limit

A [local government](#) has the flexibility to commit its future CCBF allocations, including credit items, to eligible [projects](#) prior to receiving its annual allocation.

Should these commitments notably surpass the local government's projected future anticipated annual allocations, a Grant Advisor may contact the local government for a more in-depth evaluation of those applications to mitigate the risk of over-

committing grant funding and resource misallocation. Local governments may be required to reduce their CCBF commitments prior to the department recommending them for acceptance by the Minister.

## 8.e. Joint Projects

[Projects](#) that involve funding from more than one [local government](#) should identify all contributing parties in the project description of the [application](#). Each local government must submit a project application for its own portion of the project costs being funded through the CCBF. The local government that is directly responsible for the project should include the total project costs, listing the contributions of the other local government(s) in the “Municipal Sources” project section. The other contributing local government(s) should include only its portion/contribution of these costs.

# 9. Project Management

## 9.a. Provincial Standards

CCBF-funded [projects](#) undertaken by [local governments](#) must comply with provincially regulated standards. For example, CCBF-funded projects involving regional water and wastewater systems should appropriately align with the [Environmental Protection and Enhancement Act](#).

Where a CCBF project impacts a highway under provincial jurisdiction, the local government must enter into a separate agreement with Alberta Transportation and Economic Corridors to carry out the work and/or receive permission to access the highway right-of-way. Grant Advisors may request confirmation from the local government of the agreement with Alberta Transportation and Economic Corridors.

## 9.b. Requirements for Awards of Contracts

All calls for proposals or tenders for [projects](#) to be funded under the CCBF must be carried out in accordance with the rules, regulations, and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the [Canadian Free Trade Agreement](#) (CFTA) and the [New West Partnership Trade Agreement](#) (NWPTA).

The [local government](#) may award contracts for planning, design, engineering, and architectural services for a municipal capital project based on best overall value consistent with the local government’s policies. The local government may award contracts for the construction or purchase of a municipal capital project by public tender based on either unit prices or lump sum amounts. The CCBF program does not require local governments to award projects to the lowest tender and does not prohibit them from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the CFTA and NWPTA, as long as the tender selected is the best value.

## 9.c. Use of Municipal Forces

Where a [local government](#) has been unable to secure an appropriate or cost-effective private sector response to a proposal or tender for a capital [project](#), or anticipates that it will be able to carry out the project in a more efficient or cost-effective basis, project costs can include the cost of municipal forces (staff and equipment) used to carry it out. Costs can include all labour costs, including benefits, attributable to work carried out on and off-site. Labour costs associated with general municipal administration are excluded.

If the local government chooses to use local government forces, it must declare the intent to use local government forces on the project [application](#).

## 9.d. Use of Other Provincial and Federal Grants

Under the CCBF, use of multiple grant funding sources for a CCBF [project](#) is permitted; the [local government](#) is responsible to understand and ensure compliance with the separate requirements of each grant program.

CCBF funds may be used to fund the local government portion of provincial grant programs that require a local government contribution, unless doing so is prohibited by that program. For example, if a local government is supporting construction of a water infrastructure project for \$1,000,000 and is receiving Water for Life funding of \$750,000, CCBF funding may be used to fund the remaining \$250,000.

CCBF funds are treated as federal funds with respect to other federal infrastructure programs. As such, CCBF funds may not be used to fund the local government or provincial contribution of federal grant programs that require a local government and/or provincial contribution, unless doing so is explicitly permitted by that program.

More information about the requirements of other provincial grant programs can be found on the [Municipal Affairs Grants Portal](#).

## 10. Payments

CCBF payments are based on annual allocation amounts. Payment of [local government](#) CCBF allocations is contingent on confirmation from Canada of Alberta's total CCBF allocation and legislative approval of the provincial budget. Local government CCBF payments are conditional on meeting the following requirements:

- Execution of the CCBF Memorandum of Agreement (MOA): the local government has submitted the executed MOA.
- [Application](#) Commitment(s): Submission of sufficient applications that commit all CCBF funding allocated to date including credit items.
- Certification of the [SEPO](#): Certification of the previous year's financial and outcomes reporting.

For payments after 2024, local governments with a 2021 federal census population of 30,000 or more must also meet the following conditions:

- submission of a [Housing Needs Assessment](#) (HNA);
- submission of the previous [program year](#) Housing Outcomes Report; and
- certification of all previous program year Housing Outcomes Reports.

HNAs must be resubmitted every five years.

## 11. Reporting

All [local governments](#) are required to annually submit a Statement of Expenditures and Project Outcomes that reports on the previous year's expenditures and outcomes. Local governments with populations over 30,000 will also have to provide reporting on housing outcomes.

### 11.a. Statement of Expenditures and Project Outcomes (SEPO)

All [local governments](#) are required to annually submit a [SEPO](#) that reports on the previous year's expenditures and outcomes.

[Municipalities](#) are required to submit a SEPO by May 1 of each year to align with their financial year end of December 31 (e.g., the 2024 SEPO is due by May 1, 2025). [Metis Settlements](#) are required to submit their SEPO by August 1 of each year, to align with their financial year end of March 31 (e.g., the 2024 SEPO is due by August 1, 2025).

In instances where a municipality dissolves in the middle of the [program year](#) (e.g., a municipality dissolves into another municipality on July 1), the receiving municipality must submit a SEPO for both itself and the dissolved municipality by May 1 of the following year.

The SEPO consists of two parts: financial reporting and outcomes reporting.

The financial report captures the following information:

- the CCBF carry-forward amount from the previous year (which includes any unpaid allocations);
- grant allocation for the reporting year, whether or not it was received;
- credit items earned in reporting year;
- all active [projects](#), and those projects completed in the reporting year, including the project name, status, reporting year expenditure, and funding sources;
- the total CCBF expended in the reporting year; and
- CCBF funds to be carried forward to the opening balance in the next program year.

On an annual basis, Municipal Affairs will compare the SEPOs against the [municipality's audited financial statements](#) to ensure financial alignment with their CCBF reporting. [Metis Settlements](#) are also required to submit audited financial statements under the CCBF for the same purpose. If discrepancies are noted, Grant Advisors will work with the local government to determine the nature of the discrepancy and/or determine next steps (if applicable).

The outcome report captures the following information for completed projects only:

- the project's eligible project category and name;

- the project output(s), consisting of the [resulting capital asset\(s\)](#) (e.g., roads) and the actual quantity upgraded and/or constructed (e.g., # of lane km);
- the project's [primary outcome](#) (e.g., increased service life of a road) and [outcome indicator](#) (e.g., number of years the road service life has been increased); and
- the asset condition after upgrades.

Examples of CCBF outcomes and indicators can be found in Appendix 4. Outcome information is collected on completed projects to satisfy several requirements, including but not limited to program accountability and reporting to the federal government.

SEPOs are generated in the CCBF Online system, in which the local government will report project expenditures and outcomes and submit them electronically (no hard copy is required to be submitted).

All supporting documentation such as reports, drawings, and invoices for each project must be retained by the local government for a minimum of six years following completion of the project. The SEPO may be subject to a review by the provincial Auditor General.

## 11.b. Reset of Certified SEPO

[SEPO](#) resets (reversing a SEPO from *Certified* status) will be permitted in order to make corrections to individual [project](#) status indicators or to CCBF expenditures, to ensure SEPO reporting aligns with the [local government's audited financial statements](#). SEPO resets will not be permitted to reverse a CCBF expenditure for the purpose of replacing the CCBF funding for the expenditure to an alternative funding source, including other provincial or federal grant programs, local funding, or grant programs available through non-government organizations (i.e., Federation of Canadian Municipalities, etc.). It is strongly recommended that the audited financial statements break down the deferred revenue by specific grants to reduce any unforeseen administrative burden on the local government. If the financial statements are submitted late, the SEPO certification and allocation payment will be delayed.

## 11.c. Credit Items

Funds available under the CCBF program are not provided for the purpose of generating investment income. However, recognizing that any CCBF funds held in a financial institution may earn some investment income, that income must be reported on the [SEPO](#) and will become part of the total CCBF funding available. These funds must be used towards eligible costs on CCBF approved [projects](#).

In addition to investment income earned, other credit items must be reported on the SEPO, if these credit items were realized within five years of completion of the CCBF-funded project. Examples of credit items include:

- net proceeds or market value (whatever is greater) to a maximum of the grant applied, from the sale or trade-in of capital assets purchased with CCBF funds; and
- net proceeds from an insurance claim on capital assets purchased, constructed, or improved with CCBF funds.

[Local governments](#) must maintain a distinct bank account for CCBF funding received in advance of paying eligible project expenditures and maintain separate accounting records for the grant funds.

The amount of income earned on grant funds may be calculated by one of two methods:

- actual income earned on the funds being held; or
- notional income earned on the funds. This can be calculated by multiplying the average CCBF funding balance by the number of months the grant funds were held in an account, by the average annual interest rate for those months.
  - For example: If a local government has a carry forward amount of \$100,000 held in an interest-bearing account for a period of eight months with an annual interest rate of five per cent, the credit item amount reported should be \$3,333 (e.g., \$100,000 X 8/12 X 5 per cent).

## 11.d. Housing Reports

All communities with a 2021 federal census population of 30,000 or more must complete a [Housing Needs Assessment](#) (HNA), publish the HNA on its website, and email the link to [ma.ccbfgrants@gov.ab.ca](mailto:ma.ccbfgrants@gov.ab.ca) by March 15, 2025. Templates and instructions for completing an HNA are available at <https://housing-infrastructure.canada.ca/housing-logement/hna-ebml/index-eng.html>. [Municipalities](#) required to complete an HNA are encouraged to request a pre-populated template from [hna.secretariat-secretariat.ebml@infc.gc.ca](mailto:hna.secretariat-secretariat.ebml@infc.gc.ca).

[Local governments](#) that have completed HNAs after April 1, 2019, can submit their existing HNA. However, any gaps between the existing HNA and the federal template are expected to be addressed. If the existing HNA does not meet the requirements, the local government must prepare and submit the additional information to [ma.ccbfgrants@gov.ab.ca](mailto:ma.ccbfgrants@gov.ab.ca) by March 15, 2025.

Local governments meeting the above criteria are required to submit [project](#)-level data on housing outcomes by May 1 annually. The housing outcomes report will include the following core indicators, as relevant to each investment category:

- # of housing units enabled; and
- # of [affordable housing](#) units enabled or preserved.

## 12. Project Eligibility Restrictions

### 12.a. Purpose

In exceptional instances, [local governments](#) experiencing viability and infrastructure challenges may be subject to CCBF [project](#) eligibility restrictions. These restrictions aim to prioritize the resolution of critical infrastructure needs over less pressing projects. Specifically, in these cases, project eligibility in these communities will be restricted to core infrastructure only. This will ensure that provincial grant funding targets critical infrastructure first, while maintaining local autonomy to determine which specific core assets to support through the CCBF.

For this purpose, core infrastructure is defined as capital assets related to:

- local roads and bridges;
- drinking water;
- wastewater;
- resilience;
- capacity building; and
- fire halls.

Local governments under these restrictions can seek permission from the Minister to spend CCBF allocations on non-core infrastructure in only exceptional circumstances.

If local governments under these restrictions need to make [amendments](#) to accepted project(s), those amendments will be subject to a higher degree of scrutiny to ensure the local government continues to focus on core infrastructure.

### 12.b. Measures Used

Annually, [local governments](#) submit data on a variety of infrastructure and financial matters to Municipal Affairs through their [audited financial statements](#) and [Financial Information Returns](#). Utilizing this data, Municipal Affairs has established two measures for assessing when [project](#) eligibility restrictions would be applied.

Local governments will be recognized as having viability and infrastructure management challenges if both of the following measures are triggered in three consecutive prior years:

1. Investment in Infrastructure Ratio – triggered when the indicator falls below 1.0; and
2. Capital Grants as Percentage of Investment in Infrastructure – triggered when the indicator is above 0.8.

#### 1. Investment in Infrastructure Ratio

The total cost of annual additions to tangible capital assets relative to the annual amortization on all tangible capital assets, measured as a five-year average. A ratio of 1.0 means that replacement of existing tangible capital assets and investment in new assets occurs at the same rate as the estimated wear or obsolescence of existing capital assets. The indicator is calculated based on data submitted annually through audited financial statements and/or Financial Information Returns. More information on the Investment in Infrastructure indicator can be found on Alberta's [municipal indicators webpage](#).

## 2. Capital Grants as Percentage of Investment in Infrastructure Ratio

Amount of annual capital funding allocated under the Municipal Sustainability Initiative/LGFF and CCBF relative to total cost of annual additions to tangible capital assets, measured as a five-year average. A ratio of more than 0.8 means that the local government relies heavily on provincial and federal allocation-based grants to fund its infrastructure investments. The indicator is calculated based on data submitted annually through the audited financial statements and/or Financial Information Returns.

### 12.c. Warning Process

Starting in 2024, Municipal Affairs began assessing each [local government's](#) Investment in Infrastructure ratio and Capital Grants as Percentage of Investment in Infrastructure ratio for the period of three prior years. Those with an investment ratio less than 1.0 and Capital Grants ratio higher than 0.8 in each of the three years were advised by the Minister that they are at risk of having eligibility restrictions placed on their LGFF expenditures if both indicators are also triggered in the subsequent year, and the local government is not able to demonstrate to the Minister that its core infrastructure is in good condition.

Beginning in 2025, this process will be implemented for CCBF funding and will occur on an annual basis, and will take place in late summer/early fall.

After a warning is issued, the local government will have the opportunity to demonstrate the state of its core infrastructure through submission of an asset condition assessment. The warning will be revoked if the assessment indicates that core infrastructure is in good condition. If the core infrastructure condition is not known at that time, the local government can make the decision to evaluate its infrastructure as part of an [asset management](#) plan, an activity that is eligible under the CCBF.

There may be exceptional or extenuating circumstances for the local government that result in a warning not being necessary.

### 12.d. Placing and Removing Restrictions

[Local governments](#) that receive a warning indicating that they are at risk of having eligibility restrictions placed, whose assets are in poor or unknown condition, and whose Investment in Infrastructure ratio continues to be less than 1.0 and Capital Grants ratio continues to exceed 0.8 in the following year, will be subject to [project](#) eligibility restrictions.

This means that once the restrictions are in effect, new projects will be accepted only if they pertain to core infrastructure.

Project eligibility restrictions will be in place until at least one of the two ratios is at the required level for a minimum of three consecutive years following the year the restrictions were imposed, or until the local government is able to demonstrate that its core infrastructure is in good condition, whichever is earlier.

#### Example

In fall 2024, the [municipality](#) of Sampleford receives a warning that it is at risk of having project eligibility restrictions imposed because its Investment in Infrastructure ratio was below 1.0 and its Capital Grants ratio was over 0.8 in three prior consecutive years. Sampleford does not have an up-to-date asset condition assessment report and is unable to demonstrate that its core infrastructure is in good condition.

In fall 2025, Municipal Affairs confirms that both ratios are outside of the required levels and Sampleford is advised that no new projects requesting CCBF funding will be accepted, unless they support core infrastructure defined in [Section 12.a](#). These restrictions do not impact Sampleford's ongoing public works building project that has been previously accepted for CCBF funding.

Sampleford remains subject to project eligibility restrictions until 2029, at which time three consecutive years have passed when one or both of the ratios have met or exceeded the required thresholds. Once the restrictions are lifted in fall 2029, Sampleford regains flexibility to apply CCBF funding to non-core infrastructure projects, subject to all other program conditions.

		Municipality of Sampleford		
Program Year	FIR Data Year	Investment in Infrastructure	Capital Grants as % of Infrastructure Investment	
--	2021	0.95	0.85	} Fall 2024: Warning is issued
--	2022	0.90	0.90	
				} Fall 2025: Eligibility restrictions placed

2024	2023	0.85	0.95
2025	2024	0.90	0.85
Project Eligibility Restricted to Core Infrastructure for a Minimum of 3 Years			
2026	2025	0.95	0.95
2027	2026	1.05	0.90
2028	2027	1.00	0.80
2029	2028	0.95	0.75

## 13. Project Recognition and Communication Requirements

[Local governments](#) are required to recognize the CCBF through installation of federal signs and/or hosting of events according to the guidelines below and all communications activities must follow a joint Alberta-Canada communications approach.

The federal government may select specific [projects](#) that merit public recognition through installation of signs, media events, or other communication activities. Local governments with such selected projects will be contacted by Alberta Municipal Affairs.

### 13.a. Signs

Placing signs at construction sites is a long-standing practice to communicate key project details to the public. Albertans can easily recognize where infrastructure investments are being made in their communities and the benefits of those investments through [project](#) signage.

Government of Canada and Government of Alberta (if provincial funding sources are being used) signage for high visibility projects is generally required on CCBF-funded capital projects. In some instances, an interior sign placed in a lobby or a sign installed in a community gathering place may be a good alternative to an exterior sign.

There may be some instances in which a sign is not required, such as for a project of short duration (i.e., under seven days), if it represents a modest investment in relation to the total CCBF received or is located in a remote area where signage would not be visible to the public. The [local government](#) should seek guidance from a Grant Advisor if unsure whether a sign should be erected in relation to its proposed project.

For questions related to whether local governments are to use unilingual or bilingual signs, please refer to the table on the last page of the Infrastructure Project Sign Design and Installation Guidelines on the CCBF website at <https://www.alberta.ca/canada-community-building-fund>.

Canada has also provided specifications for digital sign options. The cost of the sign is an eligible expense under CCBF.

If you have any questions on signage requirements for your project or require additional technical information or other guidance, please contact a Grant Advisor at 780-422-7125 or email [ma.ccbfgrants@gov.ab.ca](mailto:ma.ccbfgrants@gov.ab.ca). The Infrastructure Project Sign Design and Installation Guidelines can be accessed on the CCBF website at <https://www.alberta.ca/canada-community-building-fund>.

### 13.b. Media Events and Other Communications Activities

[Local governments](#) may choose to highlight CCBF-funded [projects](#) by publicizing the projects (e.g., council minutes, annual reports, local media) and by celebrating key project milestones through media events, including news conferences, news releases, public announcements, and official ceremonies.

Local governments should provide the federal and provincial governments opportunities to be represented at any media events, including news conferences, public announcements, and official ceremonies, that celebrate the key milestones for CCBF funded projects.

**Media events for CCBF-funded projects may not occur without prior knowledge and agreement of the federal and provincial governments.** If the local government decides to hold a media event, it must provide a minimum of 20 working days' notice to Alberta Municipal Affairs by emailing [ma.ccbfgrants@gov.ab.ca](mailto:ma.ccbfgrants@gov.ab.ca). Alberta Municipal Affairs Communications will then make arrangements with the federal government.

If communication is proposed through the issuing of a news release with no supporting event, local governments must provide at least 20 working days' notice of their intent to issue a news release, and five working days with the draft news release to secure approvals and confirm the federal and provincial representatives' quotes.

To discuss project recognition options or communications requirements, please call Municipal Affairs at 780-422-7125, toll free by first dialing 310-0000, or email [ma.ccbfgrants@gov.ab.ca](mailto:ma.ccbfgrants@gov.ab.ca).

If the notice of the media event is not provided within the specified timeframes, the province may require the media event to be rescheduled.

### 13.c. Digital Communications, Websites, and Webpages

Where a website or webpage is created to promote or communicate progress on an eligible [project\(s\)](#), it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada," as applicable. The Canada wordmark or digital sign must link to Canada's website, at [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca). The guidelines for how this recognition is to appear and language requirements are published on Canada's website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>

Where a [local government](#) produces social media content to provide visibility to CCBF projects, it must @mention the relevant Infrastructure Canada official social media account and Government of Alberta social media account(s), as applicable.

### 13.d. Other Communications Activities

[Local governments](#) may carry out, at their own cost, advertising and public information campaigns related to the CCBF program and CCBF funded [projects](#). Where such a campaign is to be carried out, the local government must inform Alberta Municipal Affairs at minimum 30 working days prior to the campaign launch.

Local governments may also install, at their own cost, permanent plaques for projects that are partially or fully funded through CCBF. If the local government decides to install a permanent plaque, the plaque must recognize the federal contribution and be approved by Canada. The local government must contact Alberta Municipal Affairs, which will work directly with the federal government to obtain plaque approval.

To discuss project recognition options or communications requirements, please call Municipal Affairs at 780-422-7125, toll free by first dialing 310-0000, or email [ma.ccbfgrants@gov.ab.ca](mailto:ma.ccbfgrants@gov.ab.ca).

## 14. Contacting the CCBF Program

To contact the Canada Community-Building Fund program Grant Advisors, please contact:

Phone: [780-422-7125](tel:780-422-7125)

Toll free: [310-0000](tel:310-0000) before the phone number (in Alberta)

Email: [ma.ccbfgrants@gov.ab.ca](mailto:ma.ccbfgrants@gov.ab.ca)

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)

For a pre-populated HNA ([local governments](#) with populations over 30,000 only): [hna.secretariat-secretariat.ebml@inf.gc.ca](mailto:hna.secretariat-secretariat.ebml@inf.gc.ca)

For information on accessing the CCBF online portal, please contact:

Phone: [780-644-2413](tel:780-644-2413)

Toll free: [310-0000](tel:310-0000) before the phone number (in Alberta)

Email: [ma.ccbfonlineaccess@gov.ab.ca](mailto:ma.ccbfonlineaccess@gov.ab.ca)

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)

# Appendix 1: Eligible Project Categories

The following section categorizes the general types of capital [projects](#) that are eligible for CCBF funding. Eligible expenditures related to these categories are defined in Appendix 2.

## 1.a) Local Roads and Bridges

- Roadways, bridges, and related structures
- Railway or Light Rail Transit (LRT) grade separations and roadway crossings
- Other ancillary works such as sidewalks, commuter bikeways, lighting and energy efficient retrofitting, traffic control signals, pedestrian signals, storm drainage, and utility relocations (utility relocation costs are eligible only as part of a qualifying project)
- Traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Noise attenuation devices as a part of a qualifying project, and rehabilitation of existing noise attenuation devices on qualifying roadways or transit ways, consistent with the [local government's](#) noise attenuation policy
- Pedestrian trail systems along roadways

## 1.b) Highways

- Highway infrastructure
- Railway crossings
- Other ancillary works such as lighting, traffic control signals, pedestrian signals

## 1.c) Short-sea Shipping

- Shipping terminals or other related infrastructure

## 1.d) Short-line Rail

- Railway construction or rehabilitation
- Buildings or other related infrastructure

## 1.e) Regional and Local Airports

- Primary runway, cross-wind runways, secondary runways and taxiways, and runway extensions
- Aprons
- Primary taxiway from main/terminal apron to runway
- Airport buildings, including terminals and storage areas/sheds
- Development areas, access roads, fencing, and drainage
- Lighting and navigation equipment

Note: category excludes infrastructure that is part of the National Airport System

## 1.f) Broadband Connectivity

- Network connectivity infrastructure, including high-speed backbone networks, fiber optic cables, and transmitting towers
- Servers and server applications
- Data storage infrastructure
- Local distribution networks
- Satellite capacity infrastructure

## 1.g) Public Transit

- LRT lines, station structures, park and ride facilities, and LRT maintenance facilities. LRT lines must be designated in the [local government's](#) transportation system bylaw.

- Major public transit terminals and transit garages
- Public transit vehicles, LRT vehicles, "low-floor" standard buses, "low-floor" articulated buses, and accessible community public transit vehicles as well as specialized transit vehicles for seniors and/or persons with disabilities
- Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services
- Intelligent Transportation Systems (ITS) in support of public transit services

## 1.h) Drinking Water

- Water treatment facilities
- Water quality management and monitoring systems (e.g., SCADA system)
- Water pumping facilities
- Treated-water supply lines, storage facilities, and related works
- Water distribution system extensions (including to and within new subdivisions), betterment, and replacements, including individual services to the property line and locally owned water meters

## 1.i) Wastewater

- Wastewater collection system extensions (including to and within new subdivisions), betterment, and replacements, including service mains to the property line
- Wastewater pumping facilities and lift stations
- Wastewater lines from the collection system to the wastewater treatment facilities
- Wastewater treatment facilities
- Wastewater outfalls from the wastewater treatment facilities to the point of discharge or disposal and related works

## 1.j) Solid Waste

- Waste collection depots
- Solid waste and recycling collection container systems (only eligible if part of the construction of a waste collection depot)
- Recycling and material recovery facilities
- Organics management systems
- Thermal treatment systems
- Waste disposal landfills

## 1.k) Community Energy Systems

- Building retrofits that serve to improve the energy efficiency of current operations, for example:
  - Architectural retrofits that reduce heat transfer (gain or loss) through building components (e.g., walls, roofs, doors, and windows)
  - Modifying or upgrading Heating, Ventilating and Air-Conditioning systems (HVAC) to newer, more energy efficient models (e.g., Energy Star qualified furnaces, air conditioners, and programmable thermostats)
  - Upgrading insulation, weather-stripping and/or replacing windows with modern sealed-glass windows
  - Upgrading to an energy efficient furnace/hot water heater
  - Upgrading or retrofitting the interior and/or exterior lighting to energy saving alternatives
  - Green power generation (e.g., solar pool, geothermal pool, or ground-source heat pump)
- Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity, including smart grid technologies
- Renewable electricity generation facilities (e.g., wind energy, solar energy, small scale hydro)
- Thermal heat/cooling delivery system (i.e., district energy systems) using renewable or combined heat/power plants
- [Projects](#) for new or material rehabilitation or expansion of carbon transmission and storage infrastructure
- Electric vehicle infrastructure

## 1.l) Brownfield Redevelopment

- Remediation or decontamination and redevelopment of a brownfield site within [local government](#) boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other category under the CCBF
  - the construction of municipal use public parks and publicly-owned social housing

## 1.m) Sport Infrastructure

- Amateur sports facilities, for example: hockey rinks and arenas, baseball diamonds, swimming pools, ski areas, etc. Note: excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g., Western Hockey League)

## 1.n) Recreational Infrastructure

- Playgrounds and equipment
- Permanent park facilities
- Public wharves, docks, and piers
- Trail systems

## 1.o) Cultural Infrastructure

- Cultural or community centers
- Performing arts facilities
- Museums and art galleries
- Designated local heritage sites

## 1.p) Tourism Infrastructure

- Campground facilities
- Convention or trade centers
- Exhibition buildings
- Tourist facilities
- Zoo facilities

## 1.q) Resilience

- Infrastructure and assets that increase a community's capacity to withstand, respond to, and rapidly recover from damage and disruptions caused by extreme weather events, for example:
  - infrastructure to manage and control flood water movement, including floodwalls and flood gates
  - river stabilization infrastructure, including spurs, berms, and ripraps
  - restoring wetlands and other natural infrastructure to redirect and capture rainwater
  - constructing firebreaks to limit the spread of wildfires

Note: excludes normal routine, maintenance, and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.)

## 1.r) Capacity Building

- Investments related to strengthening the ability of [local governments](#) to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, [housing needs assessment](#), and/or [asset management](#) plans, related to strengthening the ability of recipients to develop long-term planning practices.

- Infrastructure management systems capable of recording and retrieving information on various types of infrastructure, including key infrastructure characteristics and condition, on a consistent basis to assist systematic infrastructure planning and management, for example:
  - purchase of computer hardware and software to facilitate the Municipal Infrastructure Management System (MIMS) or other infrastructure management systems
  - collection and input of local infrastructure asset data

## 1.s) Fire Halls

- New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities, and administration areas)
- Retro-fit and modernization of existing fire halls and attached building space
- Acquisition of a firetruck as a capital asset when associated to a new infrastructure [project](#) or retro-fit

## Appendix 2: Eligible Expenditures

Eligible expenditures are limited to the following:

- Expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset.
- For capacity building category only, the expenditures related to strengthening the ability of [local governments](#) to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, [housing needs assessment](#), and/or [asset management](#) plans. The expenditures could include developing and implementing:
  - studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - studies, strategies, or systems related to housing or land use, including housing needs assessment; and
  - training directly related to asset management planning.
- Expenditures directly associated with joint federal communication activities and with federal [project](#) signage.
- The incremental costs of the employees or leasing of equipment under the following conditions:
  - the local government must declare that it is not economically feasible to tender a contract;
  - the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
  - the arrangement is approved through the project submission process.

## Appendix 3: Ineligible Expenditures

The following expenditures are deemed ineligible:

- [Project](#) expenditures incurred before April 1, 2005.
- Project expenditures incurred before April 1, 2014, for the following categories:
  - highways;
  - regional and local airports;
  - short-line rail;
  - short-sea shipping;
  - broadband connectivity;
  - brownfield redevelopment;
  - cultural infrastructure;
  - tourism infrastructure;
  - sport infrastructure; and
  - recreational infrastructure.
- Project expenditures incurred before April 1, 2021, for the following project category:
  - fire halls.
- The cost of leasing of equipment by the [local government](#), any overhead costs, including salaries and other employment benefits of any employees of the local government, direct or indirect operating or administrative costs of the local government, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with eligible expenditures above.
- Borrowing costs (exception for the cities of Calgary and Edmonton only, for whom such costs are eligible – representatives from these two cities should contact a Grant Advisor for information on how to apply CCBF toward borrowing costs).
- Taxes for which the local government is eligible for a tax rebate and all other costs eligible for rebates.
- Purchase of land or any interest therein, and related costs.
- Legal fees.
- Routine repair and maintenance costs.
- Costs associated with health infrastructure or assets (hospitals, convalescent and senior centers).

## Appendix 4: Example Outcomes and Indicators

National Objective	Project Category	Outcome	Outcome Indicator	
<b>Productivity and Economic Growth</b>	Local roads and bridges	Increase in estimated service life of infrastructure	Time (years)	
	Highways	Increase in estimated service life of infrastructure	Time (years)	
	Short-sea shipping	Increase in estimated service life of infrastructure	Time (years)	
	Short-line rail	Increase in estimated service life of infrastructure	Time (years)	
	Regional and local airports	Increase in estimated service life of infrastructure	Time (years)	
	Broadband connectivity	Number of households experiencing increased or improved service	Count (# households)	
	Public transit	Decrease in average age of fleet	Time (years)	
<b>Clean Environment</b>	Drinking water	Change in total drinking water treatment capacity	Volume (m <sup>3</sup> water processed daily)	
		Number of households experiencing increased or improved drinking water service	Count (# households)	
	Wastewater	Change in total wastewater treatment capacity	Volume (m <sup>3</sup> water processed daily)	
		Number of households experiencing increased or improved wastewater service	Count (# households)	
	Solid waste	Additional solid waste management capacity built or expanded in tonnes	Volume (m <sup>3</sup> waste processed daily)	
		Number of households experiencing increased or improved solid waste service	Count (# households)	
	Community energy systems	Tonnes of greenhouse gas reduced	Average annual energy consumption or production before and after project completion (KWh)	
	Brownfield remediation	Estimated land value of redeveloped site	Value (\$ per m <sup>2</sup> )	
	<b>Strong Cities and Communities</b>	Sport infrastructure	Number of increased or improved public events or days open to the public	Area (m <sup>2</sup> impacted)
		Recreation infrastructure	Number of increased or improved public events or days open to the public	Count (# events or # days open annually)

National Objective	Project Category	Outcome	Outcome Indicator
	Cultural infrastructure	Number of increased or improved public events or days open to the public	Count (# events or # days open annually)
	Tourism infrastructure	Number of increased or improved public events or days open to the public	Count (# events or # days open annually)
	Resilience	Infrastructure equipped for climate change impacts	Count (# assets)
	Fire halls	Number of increased or improved emergency responses	Count (# responses annually)

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 17, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>MSI Capital Allocation</b>
<b>Agenda Item No.</b>	7.3

**BACKGROUND/PROPOSAL**

After completing the 2023 financial statements, a balance of \$7,449 in unspent MSI—Capital grant funding is available.

As the MSI program has been changed to LGFF, these funds must be spent.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Per the MSI-Capital guidelines, eligible capital projects are listed, and a 5% minimum project threshold applies, meaning the project total must be \$9,116 or more (based on 5% of our MSI allocation of \$182,309).

Administration has determined that an eligible project for the remaining MSI funds is the budgeted public works vehicles. The budget for 2024 was approved as \$30,000 to be funded from reserves.

There are two options available:

Option #1: Increase the budget from \$30,000 to \$37,449 and utilize the budgeted \$30,000 from reserves and the \$7,449 of MSI funds. This would increase the purchase options available to public works.

Option #2: Reduce the use of reserves for the purchase of the public works truck; maintain the budget at \$30,000 and utilize \$22,551 of reserves and \$7,449 of MSI funds.

**STRATEGIC ALIGNMENT**

Values Statement of **Stewardship**

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

## **COSTS/SOURCES OF FUNDING**

2024 capital budget utilizing reserves and available MSI funds.

Option #1: \$37,449 using \$30,000 reserves and \$7,449 MSI.

Option #2: \$30,000 using \$22,551 reserves and \$7,449 MSI.

## **RECOMMENDED ACTION (by originator)**

### **One of the following:**

THAT...Council approves the budget increase for the public works truck to \$37,449 using \$30,000 of reserves and \$7,449 of MSI capital funds.

Or

THAT...Council maintains the public works truck budget at \$30,000 and approves the allocation of \$7,449 of MSI capital funds to the project, with the remainder to be funded by reserves.

**TOWN OF BON ACCORD**

*Mayor Report – for period August 14 – September 11, 2024*

August 15, 2024	Attended Agenda Committee Meeting
August 17, 2024	Participated in Redwater Discovery Days Parade. Always good to support our neighbours
August 20, 2024	Chaired Regular Meeting of Council
August 28, 2024	Attended Committee of the Whole Meeting. We discussed 2025 Budget Highlights & Priorities, Community Grant Policy, Complaint Policy, Town Facilities Security Policy, and Fees and Charges Bylaw Amendments
September 3, 2024	Chaired Regular Meeting of Council
September 8, 2024	Attended Bon Accord Connects at Community Hall. Another success! Great turnout.

*Brian Holden*  
Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*August 14 – September 11, 2024*

August 15	Attended Agenda Review.
August 17	Attended Redwater Discovery Days Parade.
August 20	Attended Regular Council Meeting.
August 28	Attended Agenda Review.
September 3	Attended Regular Council Meeting.
September 4	Attended SVS Meeting.
September 8	Attended Council Community Connections.
September 11	Attended NLLS Meeting.
September 12	Attended Agenda Review.

Note:

*Tanya May*  
Deputy Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report – Aug 15 – Sept 11, 2024*

Aug 17, 2024      Attended Redwater Discovery Days pancake breakfast and parade.  
Aug 20, 2024      Attended the Regular Meeting of Council.  
Aug 28, 2024      Attended the Governance Committee meeting for Homeland  
                                 Housing.  
                                 Attended the Committee of the Whole meeting.  
Sept 2, 2024      Attended the Regular Meeting of Council.  
Sept 8, 2024      Attended “Community Connections”. Attendance was good,  
                                 however, not many took advantage of the opportunity to chat with  
                                 council.  
Sept 10, 2024      Attended the information session by the Primary Care Network on  
                                 “Healthy Eating for Seniors”. It was a great opportunity to  
                                 understand the complexity of healthy eating and ask questions.

Note:                      Thank you to the fire department for doing the large item garbage  
                                 pick up again this year. This service is much appreciated by those  
                                 who took advantage of the opportunity to get large items to landfill.

*Lynn Bidney*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report – for period, Aug 14-Sept 11, 2024*

Aug 28 Committee of the whole meeting

Sept 8 Attended council community connections at the arena

*Note: I Attended the last Music in the park, what a wonderful community event, so nice to see so many attending and enjoying the music, a great end to the summer.*

Also, heard a few compliments to the firefighters, from residents, who were so pleased with this service. Thank you!

Councilor  
Lacey Laing  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report –August 14-Sept 10*

- August 16, 2024      Royal Canadian Air Force 100 Anniversary. This was a great honour to attend. The mention of the 427-bomber squad which my father served with during World War II. We must never forget their contribution to our great nation.
- August 17, 2024      Participated in the Redwater Discovery Days parade. Always a wonderful way to support our neighbours.
- August 19, 2024,      Attended the Capital Regional Northeast Water Service Commission board meeting. I would also like to thank Mayor Holden for attending the last meeting of the CRNWSC for me. Good development going on at the board level.
- August 20, 2024      Attended Regular Meeting of Council
- August 26, 2024      Attended SREMP (Sturgeon Regional Emergency Management Partnership) Meeting
- August 28, 2024      Attended Committee of the Whole Meeting
- Sept 03, 2024      Attended Regular Meeting of Council
- Sept 08, 2024      Council Community Connections. This was great to see all the vendors and citizens come out, good discussions and support for the community.

Note: Music in the park was great this year, can't wait till next year.

*Timothy LARSON*  
Councillor  
Town of Bon Accord



5616 – 48 St, Postal Bag 8, Elk Point, AB, T0A 1A0  
Tel 780-724-2596 Fax 780-724-2597

September 11, 2024

Ms. Jodi Brown  
Town of Bon Accord  
PO Box 779  
Bon Accord, AB  
T0A 0K0  
[CAO@bonaccord.ca](mailto:CAO@bonaccord.ca)

Dear Ms. Brown,

The Northern Lights Library System Board unanimously approved, in principle, the upcoming 2025 budget. The budget includes a 1.5% levy increase for Municipalities and/or their Library Boards.

Northern Lights Library System's agreement stipulates that we use the same population list to assess the membership levy that the provincial government uses to calculate library operating grants. Therefore, your population for purposes of the 2025 library system levy is **1529**.

Please send a copy of your council motion accepting or rejecting the presented Northern Lights Library System Board 2025 Budget, with its 1.5% levy increase.

**2025 Levies:**

<b>\$5.47 per capita</b>	<b>Municipality</b>
\$10.94 per capita	Municipality without Library Board

The total levy for 2025 equals **\$8,363.63** from the Town of Bon Accord. (1529 x \$5.47) Do NOT remit payment, the invoice will follow in December.

You may contact your Northern Lights Library Board member representative if you have any questions. A copy of the budget is available from your Northern Lights Library Board member representative.

Regards,

Jennifer Anheliger  
Chairman  
Northern Lights Library System Board

James MacDonald  
Executive Director  
Northern Lights Library System