

Town of Bon Accord
AGENDA
Regular Council Meeting
October 17, 2023 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. Organizational Meeting; October 3, 2023 (enclosure)
 - 3.2. Regular Meeting of Council; October 3, 2023 (enclosure)
- 4. DELEGATION**
 - 4.1. 9:10 a.m. Jill Yanch – Resilient Rurals
 - 4.2. 9:35 a.m. Michael Brandl – Commercial Building with Liquor Store and Daycare
- 5. DEPARTMENTS REPORT**
 - 5.1. October 2023 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. ATCO Franchise Fees (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Notice of Motion: Bus Service (enclosure)
 - 7.2. Notice of Motion: Engine Retarder Brakes (enclosure)
 - 7.3. Fortis Franchise Fees (enclosure)
 - 7.4. Tree Maintenance Funding Approval (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Rescinding of Policies (enclosure)
 - 8.2. Out of School Care Agreement – Extension Request (enclosure)
 - 8.3. Proposed Snow and Ice Removal Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1. FCSSAA Conference (enclosure)
- 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**
GENERAL

Town of Bon Accord
AGENDA
Regular Council Meeting
October 17, 2023 9:00 a.m. in Council Chambers
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- 11.1. Minister Amery – Letter Response (enclosure)
- 11.2. Minister Turton – Letter Response (enclosure)
- 11.3. Minister Yaseen – Letter Response (enclosure)

12. NOTICE OF MOTION

- 12.1. “The Last Post” Donation – Councillor Laing (enclosure)

13. CLOSED SESSION

- 13.1. Funding Proposal – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations*
- 13.2. Offer to Purchase – L2-B2-P9022300 – *FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information*
- 13.3. Stormwater Management Project – *FOIP Act – Section 16 Disclosure harmful to business interests of a third party*

14. ADJOURNMENT

Town of Bon Accord
Organizational Meeting of Council Minutes
October 3, 2023 5:15 p.m.
Live streamed on Bon Accord YouTube Channel

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jenny Larson – Economic Development and Planning Officer
Kaitie Blackwell – Corporate Services Supervisor

CALL TO ORDER

Mayor Holden called the meeting to order at 5:15 p.m.

APPOINTMENT OF DEPUTY MAYOR

Deputy Mayor Bidney nominated Councillor May as Deputy Mayor for the next year.
Councillor May accepted the nomination.
Mayor Holden closed the nomination period.

ADOPTION OF AGENDA

COUNCILLOR LARSON MOVED THAT Council adopt the agenda for the October 3, 2023 Organizational Meeting of Council, as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-410

NEW BUSINESS

2024 Council Meeting Schedule

DEPUTY MAYOR BIDNEY MOVED THAT Council approves the 2024 Council Meeting Schedule as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-411

2023-2024 Council Appointments to Boards, Commissions, and Committees

COUNCILLOR MAY MOVED THAT Council approves the 2023-2024 Council Appointments to Boards, Commissions and Committees as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-412

APPOINTMENTS

Subdivision Authority and Development Officer

Town of Bon Accord
Organizational Meeting of Council Minutes
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COUNCILLOR LAING MOVED THAT Council appoints Jane Dauphinee of Municipal Planning Services as the Subdivision Authority for the Town of Bon Accord and Jenny Larson as the Development Officer for the Town of Bon Accord.

CARRIED UNANIMOUSLY RESOLUTION 23-413

Financial Institution

COUNCILLOR LARSON MOVED THAT Council designates ATB Financial as the financial institution for the Town of Bon Accord.

CARRIED UNANIMOUSLY RESOLUTION 23-414

Municipal Assessor

COUNCILLOR LAING MOVED THAT Council affirms the appointment of Mike Krim from Tanmar Consulting Inc. as the Town's Municipal Assessor.

CARRIED UNANIMOUSLY RESOLUTION 23-415

Municipal Auditor

COUNCILLOR MAY MOVED THAT Council affirms the appointment of JDP Wasserman LLP as the Town of Bon Accord's Municipal Auditor.

CARRIED UNANIMOUSLY RESOLUTION 23-416

Legal Counsel

COUNCILLOR LARSON MOVED THAT Council appoint Lidstone and Company (Barristers and Solicitors) as the primary solicitors to represent the interests of the Town of Bon Accord and that Reynolds, Mirth, Richards, and Farmer LLP be appointed as alternate solicitors.

CARRIED UNANIMOUSLY RESOLUTION 23-417

Engineers

DEPUTY MAYOR BIDNEY MOVED THAT Council appoint Associated Engineering as the Town of Bon Accord's primary engineering firm for building, infrastructure, and utility areas of operations.

CARRIED UNANIMOUSLY RESOLUTION 23-418

Signing Authority

COUNCILLOR MAY MOVED THAT Council appoints the Mayor and all Councillors, the Town Manager, and all Managers as signing authority for the Town of Bon Accord.

CARRIED UNANIMOUSLY RESOLUTION 23-419

Councillor May was sworn into office as Deputy Mayor for the Town of Bon Accord by Mayor Holden.

ADJOURNMENT

Town of Bon Accord
Organizational Meeting of Council Minutes
October 3, 2023 5:15 p.m.
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COUNCILLOR LAING MOVED THAT the October 3, 2023 Organizational Meeting adjourn at 5:45 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-420

Mayor Holden

Jodi Brown, CAO

DRAFT

**Town of Bon Accord
Regular Meeting of Council Minutes
October 3, 2023 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jenny Larson – Planning and Economic Development Officer
Kaitie Blackwell – Corporate Services Assistant

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

COUNCILLOR LARSON MOVED THAT Council adopt the October 3, 2023 agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-421

PROCLAMATIONS

*National Fire Prevention Week
Small Business Week*

ADOPTION OF MINUTES

Regular Meeting of Council – September 19, 2023

DEPUTY MAYOR MAY MOVED THAT Council adopt the minutes of the September 19, 2023 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-422

Committee of the Whole Meeting – September 21, 2023

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the September 21, 2023 Committee of the Whole Meeting as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-423

NEW BUSINESS

ATCO Franchise Fees

DEPUTY MAYOR MAY MOVED THAT Council postpones a decision on the ATCO Franchise Fees and directs administration to bring back more information at the next regular meeting.

**Town of Bon Accord
Regular Meeting of Council Minutes
October 3, 2023 6:00 p.m.
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CARRIED UNANIMOUSLY RESOLUTION 23-424

Notice of Motion: Sound Barrier

COUNCILLOR LAING MOVED THAT Council direct administration to research a cost for a sound barrier wall that would extend the length of Town on the highway frontage, please also include a quote from the Eco-Flex Rubber products in Legal, AB.

Councillor Laing rescinded her motion.

Notice of Motion: Resilient Rurals

COUNCILLOR LAING MOVED THAT Council direct administration to contact “Resilient Rurals” to ask them to come as a delegate to better understand the Council committee that they have with Gibbons, Bruderheim, Redwater and other surrounding municipalities and the benefit of being on such a committee.

CARRIED UNANIMOUSLY RESOLUTION 23-425

Notice of Motion: Trail and Sidewalk Repairs

COUNCILLOR LAING MOVED THAT Council direct administration to review the trail and sidewalks in Bon Accord and come up with a 1-5-year capital plan and bring forward information during the upcoming budget deliberations.

CARRIED UNANIMOUSLY RESOLUTION 23-426

Notice of Motion: Branded Apparel Option

DEPUTY MAYOR MAY MOVED THAT Council direct administration to create a Council Branded Apparel Policy.

CARRIED UNANIMOUSLY RESOLUTION 23-427

CORRESPONDENCE

Minister LaGrange – Letter Response

Minister Nixon – Letter Response

Minister Williams – Letter Response

COUNCILLOR BIDNEY MOVED THAT Council accept the general correspondence as information.

CARRIED UNANIMOUSLY RESOLUTION 23-428

Gibbons Legion – Remembrance Day

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to contact the Gibbons Legion and RSVP Deputy Mayor May for the Remembrance Day Ceremony.

CARRIED UNANIMOUSLY RESOLUTION 23-429

NOTICE OF MOTION

Bus Service – Councillor Laing

**Town of Bon Accord
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Engine Retarder Brakes – Mayor Holden

CLOSED SESSION

- ***Offer to Purchase – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information***
- ***Development Update – FOIP Act – Section 16 Disclosure harmful to business interests of a third party and Section 27 Privileged information***
- ***Council Relations – FOIP Act – Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials***

DEPUTY MAYOR MAY MOVED THAT Council enter closed session to discuss Offer to Purchase – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information; Development Update – FOIP Act – Section 16 Disclosure harmful to business interests of a third party and Section 27 Privileged information; and Council Relations – FOIP Act – Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials at 6:51 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-430

DEPUTY MAYOR MAY MOVED THAT Council come out of closed session at 7:48 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-431

Offer to Purchase – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information

COUNCILLOR BIDNEY MOVED THAT Council direct administration proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 23-432

Development Update – FOIP Act – Section 16 Disclosure harmful to business interests of a third party and Section 27 Privileged information

COUNCILLOR LARSON MOVED THAT Council directs administration to proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 23-433

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the October 3, 2023 Regular Meeting of Council adjourn at 7:50 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-434

**Town of Bon Accord
Regular Meeting of Council Minutes
October 3, 2023 6:00 p.m.
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Mayor Brian Holden

Jodi Brown, CAO

DRAFT

News | Projects | Events

News

- The new equipment for the Skateboard Park was installed on October 10th, 2023.
- The new playground equipment for Centennial Park and Springbrook Park is planned for the week of October 23rd, 2023.

Projects

- The construction of the new ice plant building is underway. The site has been prepped with materials for the new building to arrive next week.
- Asset Retirement Project is still underway. Associated Engineering has collected data from the Town's assets and GIS information. They'll analyze this data to determine where there may be gaps in information that need to be filled.

Events

- The Municipal Development Plan Open House is scheduled for October 17th from 6:00 pm to 8:30 pm at the Jewel Box. This event will be jointly hosted by Municipal Planning Services and the Town of Bon Accord.

Programs

- PD Day programming was held at the arena mezzanine on October 10th for school-aged children. Avedonia Art provided crafts and activities, and the Town partnered with the library for activities in the afternoon. There were 5 participants registered.
- Upcoming programs and events include:
 - Adult field trip to the Muttart Conservatory October 25th. Registration is still open, and the cost is \$25 per person.
 - Halloween Spooktacular October 28th at Lilian Schick school from 3:00 p.m. to 6:00 p.m. Attendance for this event is free but registration is required.
 - Fall Break Day Camp programming November 6th.
 - Home Alone course November 9th and the Babysitting Course November 10th.
 - Remembrance Day Services on November 11th at Veterans' Park beginning at 10:45 a.m.
 - Art Night Out October 18th, November 22nd, and December 13th. Cost is \$30 per person and registration is required one week prior to the event date.

Key Meetings

- Sep 21 – GEET Mtg – Ec/Dev & Planning Officer
- Oct 12 – Economic Developers Alberta Mentor Mtg– Ec/Dev & Planning Officer
- Oct 12 – Muniware Conversion Mtg with Catalis and Trinus
- Oct 12 – CAO Regional Mtg
- October 13 – Leadership Team Budget Mtg
- Oct 4 Community Services Advisory Board Meeting

Conferences and Training

- Sep 18-21 – SDAB Clerk Training – Legislative Services & Communications Coordinator
- Sep 20-22 Alberta Municipal Taxation Professionals Conference – Corporate Services Supervisor
- Sep 27 – ARB Clerk Training – Legislative Services & Communications Coordinator
- Oct 15 – 17 Alberta Professional Planning Institute conference – Ec/Dev & Planning Officer
- Sep 27 – 29 Alberta Municipalities Convention
- Oct 5 – Sturgeon County Seniors Conference – Community Services
- Oct 10-12 Healthy Aging Conference – Community Services

Department Highlights

Administration | Town Manager

- Continued assistance with development projects:

24 & 25, Block 7, Plan 5261BA: (4907 51 Avenue)

- A house was moved to this location in August 2023.
- The developer is working on sub-dividing this lot and has submitted applications for engineering review of the new utility service to be installed. A conditional subdivision approval is in place.

Lot 4A, Block 8, Plan 5261BA at 5028 50 Ave

- The Town has notified the developer of several issues that need to be resolved, that include drainage and accessible parking.
- The Town has not required that the businesses located in the building close at this time.

- Continued development of new policies for Road Maintenance and Snow Removal with the Infrastructure Manager.
- Enjoyed attending the fall Alberta Municipalities Convention; attended sessions on stormwater management and Council-CAO relations.
- Met with the Leadership Team to review the 2024 budget draft prior to presentation to Council.
- Continuing to work on the annual review of the Strategic Plan prior to the November 01st Council Workshop.
- Working on final review of fees and charges for implementation of a new Fees and Charges Bylaw.
- Working with the Town's engineers and Infrastructure Manager on the new ice plant project expected to be completed by December 2023.
- Working with the Infrastructure Manager to determine options for trail improvements and assessment of the trees lining Spruce Meadows and Bon Acres.
- Attended the Gibbons Mayor's Brunch on September 22nd, 2023.
- Attended a meeting with school officials from Lilian Schick School, Sturgeon School Division, Bylaw Services, and a resident regarding the track area at the school.
- Meetings scheduled with two engineering firms this month regarding opportunities for service provision and fees.

Community Services

- The Bon Accord Ag Society provided a \$500 donation to the Halloween Spooktacular event.

- Staff attended the Sturgeon County Senior's conference on October 5th and the Healthy Aging Conference virtually from October 10-12th.
- The It's Not Right seniors' information session held in the arena meeting room on September 19th unfortunately had no attendance.
- The Date Night in the Country adult event at Prairie Gardens sold out and the feedback for this event was positive.
- The adult art night planned for October 18th currently has 19 people signed up to attend.
- The adult field trip to the Muttart Conservatory on October 25th currently has 6 registrants. A minimum of 15 registrants is required to hold this event. Another adult field trip is in planning stages for November 29th.
- Community Services is looking at working with the food bank to have a basket pick-up location here at the office; this is in progress to determine feasibility.
- The take-home kits for National Truth and Reconciliation Day were provided at the town office, the library, and the schools.
- Staff have been working on the winter festival. Staff discussed with the advisory board about a name change from Winter Wonderland to Winter Wonder-fest. There was a favorable response from the board for this.

Corporate Services

- Busy preparing the 2024 operating and capital budget excel worksheets and presentation.
- The ABMunis Power+ final agreement paperwork has been signed and submitted.
- Have been coordinating with Catalis and Trinus regarding the upcoming Muniware conversion to ensure that we have all the required specifications.
- A 6% penalty was applied to current 2023 outstanding taxes after September 30th. This resulted in \$3,814 of revenue. A penalty of 15% will be applied to all outstanding taxes after December 31st.
- One staff member attended the Alberta Taxation Professionals conference in September. There was one day devoted to tax recovery and the conference was beneficial with takeaways and learning.
- Working with Associated Engineering for the asset retirement obligations project.

Planning | Economic Development | Bylaw

- Weekly proactive monitoring drive through Town to assist with bylaw compliance.
- Received two complaints as shown below:
 - Stray cats
 - Unsightly vacant lot (ongoing)
- Meeting with Account Executive from Rogers Business to discuss broadband (information to be presented at an upcoming Regular Meeting of Council)
- Meeting scheduled with the Jasper Dark Sky Festival Coordinator to discuss possible collaboration or partnership opportunities as recommended in the

Economic Development Assessment report completed in 2023.

- Planned and advertised the Small Business Mixer to recognize Small Business Week
- Meeting with Municipal Planning Services to discuss Land Use Bylaw updates (LUB). The LUB updates should be ready by early in the New Year.
- 2024 preliminary budget meeting with the Corporate Services Manager.
- Meeting with Postmedia representative to discuss advertising opportunities to attract developers as per the Economic Development Assessment report.
- Working on developing a spreadsheet of available land or properties in Town are for sale, for rent, or vacant.

Operations | Public Works

- Annual sewer flushing program completed.
- Fall wastewater lift station wet well cleaning booked for Oct. 19.
- Continuing with seasonal mowing/checks of parks, greenspaces and cemetery.
- Hanging baskets around town have been removed and planters will be cleaned out by month's end.
- Concrete repairs at Town office and on the public sidewalk on 51Ave have been completed and re-landscaped.
- The new Ice plant building at the arena has had the pilings drilled and area prepped for the slab to be poured on Oct. 13 with building erection to take place the following week. The service water line that supplies water to the Jewel Box was hit during the installation of pilings which resulted in a couple day setback in construction as it was being repaired.
- Chlorine levels are still being monitored and are remaining constant at appropriate levels.
- New skateboard equipment has been installed in the skateboard park.
- Operators are starting preparations on equipment for the winter snow removal season.
- Staffing resources have been limited as vacation time has been used this month.
- 1 operator completed a course on responding to water main breaks. Another is completing the certification prep course and expects to pass the government certification exam in November.
- Currently recruiting for an additional Operator as approved.

Attachments

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

Town Manager Action List

Date: October 17th, 2023
Reporting Period: September 20th – October 17th, 2023
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
ATCO Franchise Fees Council postpones a decision on the ATCO Franchise Fees and directs administration to bring back more information at the next regular meeting.	October 17 th , 2023 RCM
Notice of Motion: Resilient Rurals Council direct administration to contact “Resilient Rurals” to ask them to come as a delegate to better understand the Council committee that they have with Gibbons, Bruderheim, Redwater and other surrounding municipalities and the benefit of being on such a committee.	October 17 th , 2023 RCM Jill Yanch of Resilient Rurals attending as a delegation
Notice of Motion: Branded Apparel Option Council direct administration to create a Council Branded Apparel Policy.	In progress
Notice of Motion: Trail and Sidewalk Repairs Council direct administration to review the trail and sidewalks in Bon Accord and come up with a 1-5-year capital plan and bring forward information during the upcoming budget deliberations.	In progress
Economic Development and Planning Fees Council direct administration to bring back a range of percentages, to choose between three options.	In progress

54th Avenue Project Council direct administration to proceed with the letter as directed.	October 17 th , 2023 RCM
Stormwater Management Project Council tabled this item until a special meeting date is determined by Council.	October 17 th , 2023 RCM
Offer to Purchase	October 17 th , 2023 RCM
Community Survey Results Council accepts this report as information and direct administration to come back with a plan.	In progress A plan to be brought forward during the 2024 budget deliberations
Urban Hens and Beekeeping Survey Resolutions #23-254 and #23-255 Council directs administration to start the process of amending the Land Use Bylaw 2016-03 to allow laying hens in all districts except R3 and Commercial districts and FURTHER that Council directs administration to amend the Animal Control Bylaw 2019-10 and prepare an Urban Beekeeping Program and Laying Hens Program that align with the Town's bylaws.	In progress The Laying Hen and Urban Beekeeping programs have been developed based on the existing Town bylaws. These programs will be updated when the Land Use Bylaw and Animal Control Bylaw are amended.
2023 Annual EDA Ministry Dinner Council direct administration budget for one (1) Council member and one (1) member of administration to attend the 2024 Annual EDA Ministry Dinner.	2024 budget deliberations
Christmas Tree Locations Resolution #22-513 Direct administration to bring back a plan and costs for repair or replacement of the Christmas tree and for hanging new lights on the east side of Town.	2024 Capital Budget Deliberations

OTHER PROJECTS:

- New Fees and Charges Bylaw
- Policies: Road Maintenance/Snow Removal Policy and the Arena Operational Policy
- Continued policy and bylaw review (rescinding or updating old bylaws and policies)
- Road Projects research

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2023
Reporting period: up to October 12, 2023

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,427,194	2,286,946	140,248	208,823	382,746	- 173,923	2,218,371	1,904,201	314,170	16%
TOTAL MUNICIPAL	\$ 2,427,194.00	\$ 2,286,946.17	\$ 140,247.83	\$ 208,823.00	\$ 382,745.50	-\$ 173,922.50	\$ 2,218,371	\$ 1,904,201	\$ 314,170	16%
Election	-	-	-	-	1,667	- 1,667	-	(1,667)	1,667	100%
Council	-	-	-	85,736	97,580	- 11,844	(85,736)	(97,580)	11,844	12%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 85,736	\$ 99,247	-\$ 13,511	-\$ 85,736	-\$ 99,247	\$ 13,511	14%
Administration	23,050	4,513	18,538	400,323	480,425	- 80,102	(377,273)	(475,912)	98,639	21%
TOTAL ADMINISTRATION	\$ 23,050	\$ 4,513	\$ 18,538	\$ 400,323	\$ 480,425	-\$ 80,102	-\$ 377,273	-\$ 475,912	\$ 98,639	21%
Fire Services	10,531	9,661	870	33,379	34,588	-1,208	(22,848)	(24,927)	2,078	8%
Emergency Services	-	-	-	1,523	10,389	-8,866	(1,523)	(10,389)	8,866	85%
Bylaw	52,288	44,842	7,446	32,336	31,692	645	19,952	13,151	6,802	52%
TOTAL PROTECTIVE SERVICES	\$ 62,819	\$ 54,503	\$ 8,316	\$ 67,238	\$ 76,668	-\$ 9,430	-\$ 4,419	-\$ 22,165	\$ 17,746	80%
Municipal Planning	4,141	6,500	- 2,359	96,467	136,904	- 40,437	(92,326)	(130,404)	38,078	29%
Economic Development	-	-	-	66,565	87,910	- 21,345	(66,565)	(87,910)	21,345	24%
TOTAL PLANNING & DEVELOPMENT	\$ 4,141	\$ 6,500	-\$ 2,359	\$ 163,032	\$ 224,814	-\$ 61,782	-\$ 158,891	-\$ 218,314	\$ 59,423	27%
Public Works - Roads	8,800	8,800	-	251,092	345,130	- 94,038	(242,292)	(336,330)	94,038	28%
Storm Sewer & Drain	35,000	-	35,000	25,315	16,278	9,037	9,685	(16,278)	25,963	159%
Water	420,193	426,582	- 6,389	346,257	448,988	-102,731	73,936	(22,406)	96,342	430%
Sewer	238,718	255,260	- 16,542	199,284	257,894	-58,610	39,434	(2,634)	42,068	1597%
Garbage	69,592	63,241	6,351	83,147	99,453	-16,306	(13,555)	(36,213)	22,658	63%
Cemetery	12,800	6,000	6,800	6,759	9,227	-2,468	6,041	(3,227)	9,268	287%
TOTAL PUBLIC WORKS	\$ 785,103	\$ 759,883	\$ 25,221	\$ 911,854	\$ 1,176,970	-\$ 265,116	-\$ 126,751	-\$ 417,088	\$ 290,337	70%
FCSS	40,181	35,561	4,620	80,360	79,743	617	(40,179)	(44,182)	4,003	9%
TOTAL FCSS	\$ 40,181	\$ 35,561	\$ 4,620	\$ 80,360	\$ 79,743	\$ 617	-\$ 40,179	-\$ 44,182	\$ 4,003	9%
Parks	57,263	55,478	1,785	76,526	126,256	- 49,730	(19,263)	(70,778)	51,515	73%
Arena	144,859	191,512	- 46,653	204,394	335,741	- 131,347	(59,535)	(144,229)	84,694	59%
Recreation	198,083	177,989	20,094	97,257	107,963	- 10,706	100,826	70,026	30,800	44%
TOTAL REC & COMMUNITY SERVICE	\$ 400,205	\$ 424,979	-\$ 24,774	\$ 378,177	\$ 569,960	-\$ 191,783	\$ 22,028	-\$ 144,981	\$ 167,009	115%
Library	2,742	-	2,742	61,844	58,900	2,944	(59,102)	(58,900)	(202)	0%
TOTAL LIBRARY	\$ 2,742	\$ -	\$ 2,742	\$ 61,844	\$ 58,900	\$ 2,944	-\$ 59,102	-\$ 58,900	-\$ 202	0%
Total Excl. General Municipal	\$ 1,318,241	\$ 1,285,937	\$ 32,304	\$ 2,148,564	\$ 2,766,726	-\$ 618,162	-\$ 830,323	-\$ 1,480,788	\$ 650,465	44%
Total Incl. General Municipal	\$ 3,745,435	\$ 3,572,884	\$ 172,551	\$ 2,357,387	\$ 3,149,471	-\$ 792,084	\$ 1,388,048	\$ 423,412	\$ 964,636	

Budget approved October 18, 2022 Regular Meeting of Council, Resolution 22-443

Variance Report Notes

Reporting Period: up to October 12, 2023

Municipal:

To date, 89% of current outstanding taxes have been collected, compared to 90% at this time last year.

A penalty of 6% was applied to current outstanding after September 30th, resulting in \$3,814 of penalty revenue.

Return on investments is \$110,874 over budget for the year-to-date.

Franchise fees are currently under-budget by \$18,056.

Council:

Memberships and registrations has a remaining budget of \$1,081 for the year.

Administration:

Revenue includes the \$14,750 MSI operating grant allocated to Muniware software.

This cost has not been recorded yet as the conversion is set to start in November.

Legal fees are over budget by \$4,248.

Bylaw:

Animal licenses are over budget for the year by \$2,465.

Storm:

Storm revenue includes the \$35,000 from MSI Operating grant allocated to the Magna Engineering study; offset by the related expenses.

Water:

Bulk water sales are currently under budget by \$13,427.

Water sales are under budget. Budgeted consumption to date was 70,141 m3 and actual to date is 62,724 m3.

These numbers tend to fluctuate over/under throughout the year.

Water purchases from the commission are under budget reflected by the usage.

The new Sensus handheld meter has been received.

Sewer:

Sewer sales are under budget, due to the water consumption being lower.

Garbage:

Garbage contracted services is \$7,406 over budget due to the increase in fuel costs.

Municipal Planning and Economic Development

Legal is currently over-budget by \$15,555 due to the on-going development issues, however it should be off-set by surpluses in other department areas.

Statistics from: 9/1/2023 12:00:00AM to 9/30/2023 11:59:00PM

Citation Printout Report by Violation

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 4
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: **4**
Total Fine Amounts Reported: **\$725.00**
Total Mandatory Appearances: **0**

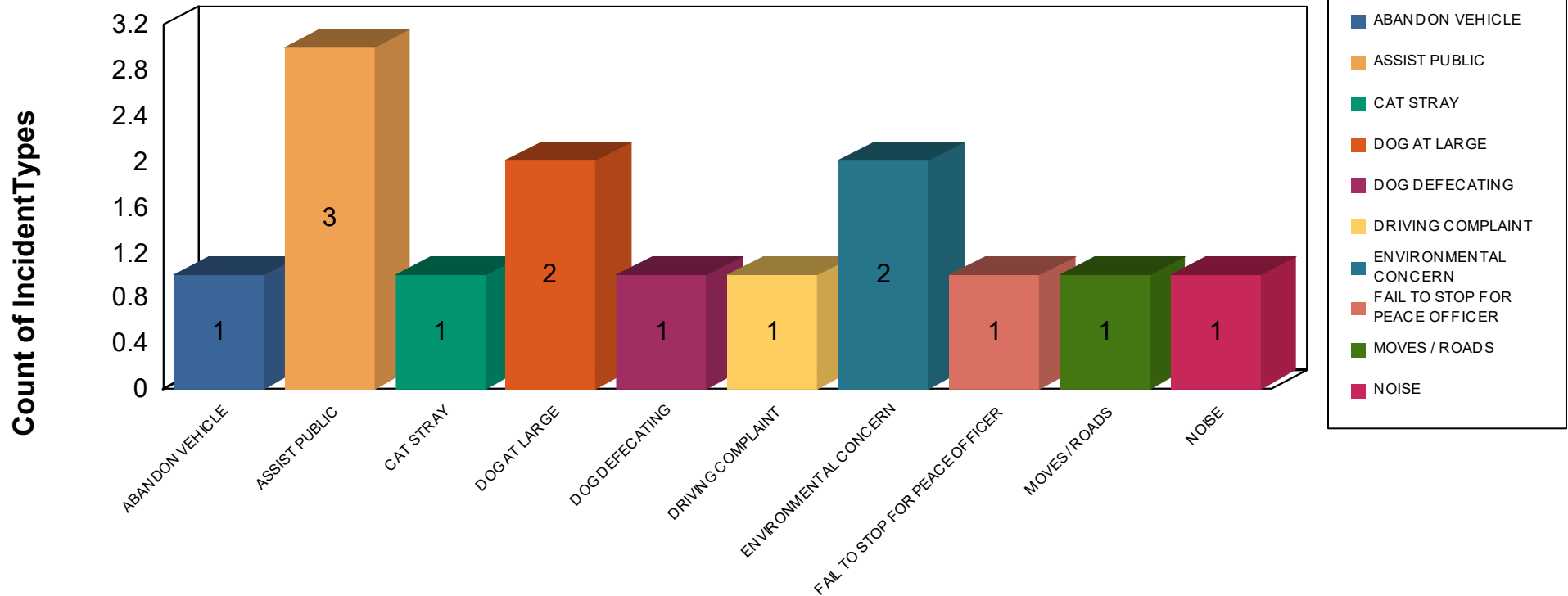
Sturgeon County

Statistics from Occurred Date: 9/1/2023 12:00:00AM to 9/30/2023 11:59:00PM

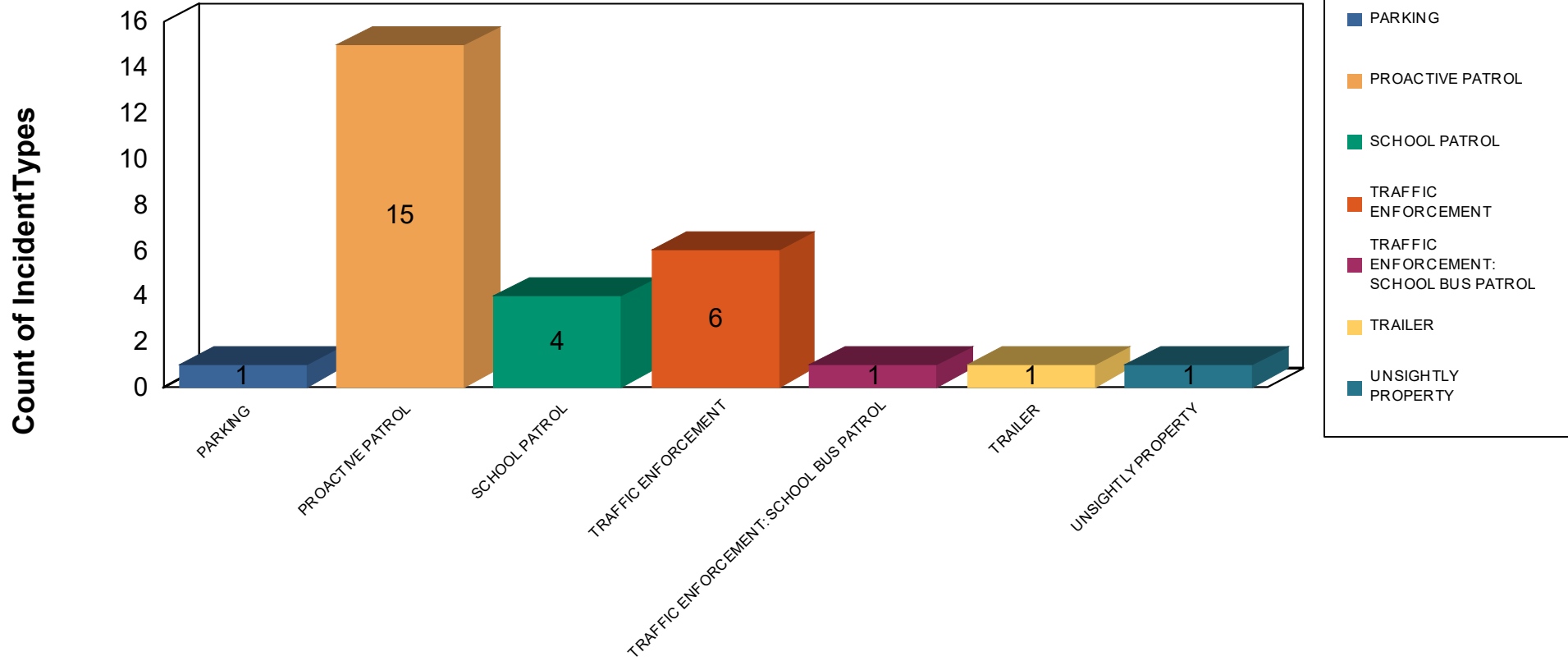
Incident Report

STURGEON COUNTY ENFORCEMENT

Count of Incident Types



Count of Incident Types



TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 17, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	ATCO Franchise Fees
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

The Town has received communication from ATCO regarding the franchise fees for 2024. Please see the attached letter dated August 29, 2023. The franchise fee is collected from customers in the community based on a percentage of the Delivery Tariff in the Town. Currently, this percentage is 23%.

ATCO is forecasting \$376,868 of Delivery Tariff revenue for 2024. Therefore, the Town's forecasted franchise fee revenue for 2024 is \$86,680.

ATCO must receive any requests to change the franchise fee in writing prior to November 1, 2023.

At the October 3, 2023, Regular Meeting of Council, Council directed administration to bring back more information regarding rates in nearby communities as well as the potential impact to the budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached to this RFD is a listing of the franchise rates in communities in Alberta. (*Refer to Page 4 – Rider "A" Municipal Franchise Fee.*)

For the Town, the ATCO franchise fee was lowered from 25% to 23% for 2022 and maintained at 23% for 2023.

The revenue received from this is dependant upon the actual tariff received. Forecasts have fluctuated based on customer operations and weather.

Year	Forecast – Delivery Tariff Revenue	Actual - Delivery Tariff Revenue	Franchise Revenue to the Town
2023	\$426,247	\$256,648 (<i>to date</i>)	\$59,029 (<i>to date</i>)
2022	\$414,247	\$398,701	\$91,701

Maintaining the franchise fee at 23% allows the Town to plan for continuity of revenue in the budget. Utilizing all revenue sources in the best way possible has positive impacts.

Increasing the franchise fee would add financial impact to residents and is not recommended at this time.

Administration is recommending that Council support no change of the ATCO franchise fees for 2024, however should Council choose to increase or decrease the percentage the impacts are as follows: *(based on \$376,868 of forecasted delivery tariff revenue)*

Percentage	Forecasted Franchise Revenue to the Town	Budget Impact (Revenue)
21% (↓ 2%)	\$79,142	\$7,538 less revenue
22% (↓ 1%)	\$82,911	\$3,769 less revenue
23% (no change)	\$86,680	
24% (↑ 1%)	\$90,448	\$3,768 more revenue
25% (↑ 2%)	\$94,217	\$7,537 more revenue

** 25% is the maximum*

Should Council choose to lower the franchise fee by 1%, there will be a loss of \$3,769 in revenue. The impact to the budget is that there will either need to be a cut in expenses of \$3,769 or an increase in the tax revenue required to be collected by \$3,769.

STRATEGIC ALIGNMENT

Values statement of Stewardship – Administration and Council embody the responsible planning and management of our resources.

Values statement of Service Excellence – Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

The 2024 operating budget.

RECOMMENDED ACTION (by originator):

THAT...Council directs Administration to *[lower/maintain/raise]* the ATCO franchise fee *[to/at]* *[insert percentage]* for 2024.

29 August 2023

Town of Bon Accord
PO Box 779
Bon Accord, AB, T0A 0K0

Attention: Ms. Jodi Brown, Chief Administrative Officer

RE: **ATCO Gas and Pipelines Ltd. Natural Gas Distribution Franchise Agreement**

As you are aware, ATCO Gas pays the Town of Bon Accord a franchise fee. The franchise fee is collected from customers in Bon Accord and is based on a percentage of our Delivery Tariff. In Bon Accord, this percentage currently is 23.00%.

In 2022, our Delivery Tariff revenue in Bon Accord was \$414,858. Our forecast Delivery Tariff revenue for 2024 is \$376,868. Therefore, based on the current franchise fee percentage, your forecast 2024 franchise fee revenue would be \$86,680.

Please note that the forecast 2024 Delivery Tariff revenue can be impacted by changes in customer operations and weather. Additionally, ATCO Gas has utilized forecast 2024 delivery rates, however, they are not yet approved by the Alberta Utilities Commission. ATCO Gas commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to the update of these forecast assumptions.

Pursuant to our franchise agreement, you have the option to change the franchise fee percentage in 2024. A request to change the franchise fee must be received by ATCO in writing prior to November 1, 2023. If you are considering changing the franchise fee in 2024, please contact us as soon as possible to begin the process.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at Paul.Delano@atco.com.

Yours truly,



Chance Herring
Manager, Operations
ATCO Gas & Pipelines



ATCO GAS AND PIPELINES LTD.

ATCO GAS NORTH

RATE SCHEDULES

MAY 1, 2023



Effective May 1, 2023

**ATCO GAS AND PIPELINES LTD. - NORTH
RATE SCHEDULES****INDEX**

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Effective January 1, 2022 by Decision 26847-D01-2021
This Replaces General Conditions
Previously Effective January 1, 2021

ATCO GAS AND PIPELINES LTD. - NORTH GENERAL CONDITIONS

1. Approval of Alberta Utilities Commission (AUC):

Changes in Rates from time to time are subject to approval by the AUC for the Province of Alberta.

2. Special Contracts:

Unless varied by the AUC, service to Customers under Special Contracts shall be subject to the terms and conditions thereof.

3. Specific Facilities Conditions:

The Rates do not include extra costs incurred by the Company and payable by the Customer for Special Facilities or conditions requested by the Customer at the Point of Delivery.

4. Winter Period - Summer Period:

The winter period is the five calendar months from November 1 to March 31, and the summer period is the seven calendar months from April 1 to October 31.

5. Late Payment Charge:

When accounts are not paid in full on or before the due date within 15 business days of statement date, the Company will apply a 1% penalty on the amount due. If the payment is not received by the next billing cycle, a 1% penalty will be applied to the balance carried forward (including prior penalties).

6. Terms and Conditions:

The Company's Customer and Retailer Terms and Conditions for Gas Distribution Service apply to all Customers and form part of these Rate Schedules. The Company's Producer Terms and Conditions apply to all Producers and form part of these Rate Schedules.

7. DSP Rider F:

The words "DSP Rider F" as they appear on the Rate Schedules, shall mean the Default Supply Provider's Regulated Services Gas Cost Flow-Through Rate for ATCO Gas.

Effective March 1, 2023 by AUC Disposition 27993-D01-2023

This Replaces Rider "A"

Previously Effective February 1, 2023

ATCO GAS AND PIPELINES LTD. – NORTH RIDER "A" MUNICIPAL FRANCHISE FEE TO ALL RATES AND ANY OTHER RIDERS THERETO

All charges under the Rates, including any charges under other Riders, to Customers situated within the communities listed on this Rider "A" Municipal Franchise Fee are subject to the addition of the percentage shown. The percentage shown is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect.

Method A. - Applied to gross revenues*.

Method C. - Applied to gross revenues* and Rider "E".

<u>Municipalities –</u> <u>Method A</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>yymmdd</u>	<u>Municipalities –</u> <u>Method A</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>yymmdd</u>	<u>Municipalities –</u> <u>Method A</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>yymmdd</u>
Alberta Beach	8.00	20/03/01	Grimshaw	30.00	12/02/15	Seba Beach	20.00	10/06/03
Alix	12.00	19/01/01	Hardisty	22.00	18/01/01	Sexsmith	25.00	07/04/24
Amisk	9.10	00/04/18	Hines Creek	30.00	05/08/02	Sherwood Park	22.00	10/07/01
Argentia Beach	0.00	10/07/09	Hinton ***	12.00	23/01/01	Silver Beach	20.00	05/03/24
Bashaw	13.00	23/01/01	Holden	3.50	14/01/01	Slave Lake	25.50	20/01/01
Beaverlodge	11.50	20/01/01	Hughenden	10.98	00/07/18	Spirit River	24.00	01/06/18
Bentley	12.00	20/01/01	Hythe	12.00	18/02/01	Spruce Grove	35.00	23/01/01
Berwyn	22.00	19/01/07	Innisfree	25.00	08/09/08	St. Albert	20.30	19/01/01
Bittern Lake	7.00	18/01/01	Irma	20.00	04/10/15	Stony Plain	35.00	21/02/01
Blackfalds	35.00	10/01/01	Itaska	12.00	04/09/21	Swan Hills	10.00	21/01/01
Bon Accord	23.00	22/01/01	Jasper Muni	19.10	22/01/01	Sylvan Lake	32.00	23/01/01
Breton	15.00	17/01/01	Jasper Ntl Pk	17.10	06/09/01	Thorsby	35.00	23/03/01
Bruderheim	20.00	21/01/01	Kitscoty	10.00	05/09/15	Tofield	10.00	04/05/04
Camrose	27.00	20/04/01	Lacombe	27.75	22/01/01	Vegreville	33.00	04/10/12
Caroline	35.00	21/01/01	Lamont	35.00	04/05/10	Vermilion	22.00	21/01/01
Chipman	0.00	06/05/12	Lavoy	16.61	09/10/23	Veteran	6.00	17/01/01
Clive	17.17	23/01/01	Legal	25.00	22/01/01	Viking	21.51	04/09/26
Clyde	9.46	10/05/04	Lloydminster	25.00	08/02/01	Wabamun	15.00	18/06/01
Cold Lake	13.00	05/11/01	Lougheed	15.00	12/09/17	Warburg	10.00	09/01/01
Consort	22.00	04/05/07	Mannville	25.00	20/01/01	Wembley	25.00	08/07/01
Coronation	10.05	09/07/14	Mayerthorpe	17.00	23/01/01	Wetaskiwin	33.00	21/01/01
Czar	11.84	00/04/27	McLennan	24.00	05/05/19	Whitecourt ***	27.17	23/01/01
Donnelly	30.00	05/09/06	Millet	22.00	08/01/01			
Drayton Valley***	22.00	04/10/22	Minburn	16.61	16/01/01	<u>Municipalities –</u> <u>Method C</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>yymmdd</u>
Eckville	20.00	16/03/01	Mirror	12.60	06/07/13	Andrew	9.00	99/11/25
Edgerton	15.00	22/01/01	Mundare	23.00	20/04/01	Eaglesham	5.26	05/06/08
Edmonton	35.00	19/01/01	Nampa	16.84	04/04/22			
Edson***	22.54	23/01/01	Onoway	10.00	22/01/01			
Entwistle	17.32	10/02/22	Oyen	30.00	08/01/17			
Fairview	19.31	23/01/01	Peace River	32.00	22/01/01			
Falher	18.00	23/01/01	Point Alison	15.00	07/10/12			
Fort McMurray	10.00	21/03/01	Ponoka	27.00	23/02/01			
Fort Saskatchewan	0.00	04/09/28	Provost	22.00	13/01/01			
Fox Creek	15.00	20/01/01	Red Deer	35.00	17/01/01			
Gibbons	30.00	05/10/01	Rimbey	26.00	18/01/01			
Girouxville	26.00	19/01/01	Rocky Mtn. House	30.00	15/01/01			
Golden Days	25.00	04/06/15	Rycroft	30.00	16/02/10			
Grande Prairie	25.00	06/03/07	Ryley	10.00	16/02/01			

* Gross Revenues are ATCO Gas total charges, less GST.

*** Includes a \$10,000 maximum annual allowable assessment (Max) on any individual metered account.

The Company's Terms and Conditions apply to all retailers and customers provided with System and/or Distribution Access Service by the Company. The Terms and Conditions are available at ATCO Gas offices during normal working hours or on the website www.atcogas.com.

Effective February 1, 2023 by AUC Disposition 27953-D01-2023
This Replaces Rider "B"
Previously Effective August 1, 2022

ATCO GAS AND PIPELINES LTD. – NORTH RIDER "B" MUNICIPAL PROPERTY TAX AND SPECIFIC COSTS TO ALL RATES AND ANY OTHER RIDERS THERETO

This Rider is applicable to Customers and Producers resident in municipalities that receive a property tax under the Municipal Government Act or receive payment for specific costs which are not generally incurred by the Company. This Rider is the estimated percentage of gross revenue required to provide for the tax payable or specific cost incurred each year. To the extent that this percentage may be more or less than that required to pay the tax or specific cost, the percentage of gross revenue provided in the Rider will be adjusted on the 1st of February each year.

The percentage is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect with respect to the following municipalities:

<u>Municipalities –</u> <u>Method A</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>yymmdd</u>	<u>Municipalities –</u> <u>Method A</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>yymmdd</u>	<u>Municipalities –</u> <u>Method A</u>	<u>%</u>	<u>Effective</u> <u>Date</u> <u>yymmdd</u>
Alberta Beach	3.20	23/02/01	Holden	9.60	23/02/01	Spirit River	3.80	23/02/01
Argentia Beach	2.20	23/02/01	Hughenden	4.10	23/02/01	Spruce Grove	1.80	23/02/01
Bashaw	2.70	23/02/01	Hythe	4.90	23/02/01	Stony Plain	1.90	23/02/01
Beaverlodge	3.50	23/02/01	Innisfree	6.90	23/02/01	Stony Plain Indian Reserve	7.10	23/02/01
Bentley	3.20	23/02/01	Irma	3.00	23/02/01	Swan Hills	6.50	23/02/01
Berwyn	7.90	23/02/01	Itaska Beach	2.00	23/02/01	Sylvan Lake	2.80	23/02/01
Bittern Lake	14.50	23/02/01	Jarvis Bay	1.20	23/02/01	Thorsby	9.20	23/02/01
Blackfalds	2.30	23/02/01	Jasper, Town	2.90	23/02/01	Tofield	7.40	23/02/01
Bon Accord	3.90	23/02/01	Kitscoty	5.70	23/02/01	Vegreville	3.90	23/02/01
Breton	4.20	23/02/01	Lacombe	2.20	23/02/01	Vermilion	2.70	23/02/01
Bruderheim	2.70	23/02/01	Lakeview	14.00	23/02/01	Veteran	7.00	23/02/01
Camrose	2.50	23/02/01	Lamont	4.20	23/02/01	Viking	5.50	23/02/01
Caroline	3.80	23/02/01	Lavoy	3.60	23/02/01	Wabamun	0.00	23/02/01
Clive	2.60	23/02/01	Legal	4.60	23/02/01	Warburg	4.70	23/02/01
Clyde	5.60	23/02/01	Lloydminster	2.50	23/02/01	Wembley	3.80	23/02/01
Cold Lake	2.70	23/02/01	Lougheed	5.60	23/02/01	Wetaskiwin	4.50	23/02/01
Consort	4.30	23/02/01	Mannville	8.60	23/02/01	Whitecourt	3.30	23/02/01
Coronation	3.90	23/02/01	Mayerthorpe	4.60	23/02/01	Wood Buffalo (Ft. McMurray)	1.60	23/02/01
Eckville	3.30	23/02/01	Millet	3.80	23/02/01			
Edgerton	3.10	23/02/01	Mundare	3.10	23/02/01			
Edmonton	4.10	23/02/01	Nampa	5.20	23/02/01			
Edson	4.80	23/02/01	Norglenwold	1.20	23/02/01			
Entwistle	1.70	23/02/01	Onoway	7.00	23/02/01			
Fairview	2.80	23/02/01	Oyen	3.70	23/02/01			
Falher	5.20	23/02/01	Paul Band First Nation	14.00	23/02/01			
Ft McMurray 468 First Nation	1.90	23/02/01	Peace River	6.00	23/02/01			
Ft. Saskatchewan	4.30	23/02/01	Point Alison	4.00	23/02/01			
Fox Creek	3.70	23/02/01	Ponoka	2.80	23/02/01			
Gibbons	3.70	23/02/01	Provost	3.90	23/02/01			
Girouxville	5.30	23/02/01	Red Deer	3.00	23/02/01			
Golden Days	1.30	23/02/01	Rocky Mtn. House	2.50	23/02/01			
Grande Prairie	3.60	23/02/01	Rycroft	4.40	23/02/01			
Grimshaw	2.90	23/02/01	Ryley	12.00	23/02/01			
Hardisty	3.80	23/02/01	Seba Beach	2.20	23/02/01			
Hines Creek	6.10	23/02/01	Silver Beach	1.10	23/02/01			
Hinton	3.90	23/02/01	Slave Lake	2.70	23/02/01			

The Company's Terms and Conditions apply to all retailers and customers provided with System and/or Distribution Access Service by the Company. The Terms and Conditions are available at ATCO Gas offices during normal working hours or on the website www.atcogas.com.



Effective November 1, 2022 by Decision 27583-D01-2022

This Replaces Rider "D"

Previously Effective November 1, 2021

**ATCO GAS AND PIPELINES LTD.
ATCO GAS RIDER "D" TO DISTRIBUTION ACCESS SERVICE CUSTOMERS
FOR THE RECOVERY OF UNACCOUNTED FOR GAS (UFG)**

All Retailer and Default Supply Provider Customers utilizing Distribution Access Service for delivering gas off the ATCO Gas distribution systems will be assessed a distribution UFG charge of 1.271% at the Point of Delivery. The UFG assessment will be made up "In-Kind" from each Customer Account.

Effective September 1, 2007 by Decision 2007-059

This Replaces Rider "E"

Previously Effective April 1, 2002

**ATCO GAS AND PIPELINES LTD. - NORTH
RIDER "E" TO DELIVERY SERVICE RATES
FOR THE DETERMINATION OF THE "DEEMED VALUE OF NATURAL GAS"
FOR CALCULATION OF MUNICIPAL FRANCHISE FEE PAYABLE**

A Deemed Value of Natural Gas Rate will be applied to the energy delivered to Delivery Service Customers for the determination of municipal franchise fee payable by Customers in municipalities designated as Method "C" municipalities on Rider "A" of these Rate Schedules.

FOR ALL RATES:

The "Deemed Value" is an amount equal to the Gas flow Through Rate specified on the DSP Rider "F".

Effective May 1, 2023 by Decision 28061-D01-2023

This Replaces Rider "L"

Previously Effective September 1, 2022

**ATCO GAS AND PIPELINES LTD. - NORTH
RIDER "L" TO ALL RATES FOR CREDITING OR DEBITING
LOAD BALANCING DEFERRAL ACCOUNT (LBDA) BALANCES**

To be applied to the energy delivered to all Delivery Service Customers as per the schedule below unless otherwise specified by specific contracts or AUC.

Low Use Delivery Rate – May 1, 2023 to December 31, 2023	\$0.106 per GJ
Mid Use Delivery Rate – May 1, 2023 to December 31, 2023	\$0.101 per GJ
High Use Delivery Rate – May 1, 2023 to December 31, 2023	\$0.096 per GJ
Ultra High Use Delivery Rate – May 1, 2023 to December 31, 2023	\$0.090 per GJ
Alternative Technology and Appliance Delivery Service – May 1, 2023 to December 31, 2023	\$0.106 per GJ

Effective November 1, 2022 by Decision 27583-D01-2022

This Replaces Rider "P"

Previously Effective November 1, 2021

**ATCO GAS AND PIPELINES LTD.
RIDER "P" TO PRODUCERS
FOR THE RECOVER OF UNACCOUNTED FOR GAS (UFG)**

All Producers utilizing Distribution Access Service for exporting gas off the ATCO Gas distribution system will be assessed a distribution UFG charge of 1.270% at the Point of Export. The UFG assessment will be made up "In-Kind" from each Producer Account.

Effective January 1, 2023 by Decision 27752-D01-2022

This Replaces Rider "T"

Previously Effective January 1, 2022

**ATCO GAS AND PIPELINES LTD.
RIDER "T" TRANSMISSION SERVICE CHARGE**

To be applied to Low Use, Mid Use and High Use, Ultra High Use and Alternative Technology and Appliance (ATA) customers unless otherwise specified by specific contracts or the AUC, effective January 1, 2023.

Low Use Delivery Rate	\$1.145 per GJ
Mid Use Delivery Rate	\$1.052 per GJ
High Use Delivery Rate	\$0.314 per GJ per Day of 24 Hr. Billing Demand
Ultra High Use Delivery Rate	\$0.305 per GJ per Day of 24 Hr. Billing Demand
Alternative Technology and Appliance Delivery Service	\$1.145 per GJ

Effective January 1, 2023 by Decision 27684-D01-2022
This Replaces Low Use Delivery Service
Previously Effective January 1, 2022 by Decision 26847-D01-2021

**ATCO GAS AND PIPELINES LTD. - NORTH
LOW USE DELIVERY SERVICE**

Available to all Customers using 1,200 GJ per year or less.

CHARGES:

Fixed Charge: \$ 0.925 per Day

Variable Charge: \$ 0.934 per GJ

Load Balancing Deferral Account Rider: Rider "L"

Transmission Service Charge: Rider "T"

RATE SWITCHING:

A Low Use customer that consumes more than 1,200 GJ of natural gas annually but no more than 8,000 GJ annually for two consecutive years will automatically be switched to the Mid Use rate group without notice. ATCO Gas will notify the customers' retailers of any such rate switches.

Effective January 1, 2023 by Decision 27684-D01-2022
This Replaces Mid Use Delivery Service
Previously Effective January 1, 2022 by Decision 26847-D01-2021

**ATCO GAS AND PIPELINES LTD. - NORTH
MID USE DELIVERY SERVICE**

Available to all Customers using more than 1,200 GJ per year but no more than 8,000 GJ annually.

CHARGES:

Fixed Charge:	\$ 1.765 per Day
Variable Charge:	\$ 0.972 per GJ
Load Balancing Deferral Account Rider:	Rider "L"
Transmission Service Charge:	Rider "T"

RATE SWITCHING:

A Mid Use customer that consumes less than 1,201 GJ of natural gas annually for two consecutive years will automatically be switched to the Low Use rate group without notice. ATCO Gas will notify the customers' retailers of any such rate switches.

Effective January 1, 2023 by Decision 27684-D01-2022
This Replaces High Use Delivery Service
Previously Effective January 1, 2022 by Decision 26847-D01-2021

ATCO GAS AND PIPELINES LTD. - NORTH HIGH USE DELIVERY SERVICE

Available to all Customers using more than 8,000 GJ per year but no more than 100,000 GJ annually.

CHARGES:

Fixed Charge:	\$ 6.567 per Day
Variable Charge:	\$0.000 per GJ
Demand Charge:	\$ 0.185 per GJ per Day of 24 Hr. Billing Demand
Load Balancing Deferral Account Rider:	Rider "L"
Transmission Service Charge:	Rider "T"

DETERMINATION OF BILLING DEMAND:

The Billing Demand for each billing period shall be the greater of:

1. Any applicable contract demand, or
2. The greatest amount of gas in GJ delivered in any Gas Day (i.e. 8:00 am to 8:00 am) during the current and preceding eleven billing periods provided that the greatest amount of gas delivered in any Gas Day in the summer period shall be divided by 2.
3. 50 GJ/day.

Provided that for a Customer who elects to take service only during the summer period, the Billing Demand for each billing period shall be the greatest amount of gas in GJ in any Gas Day in that billing period.

In the first contract year, the Company shall estimate the Billing Demand from information provided by the Customer.

RATE SWITCHING

A customer billed under the High Use rate schedule that consumes less than 8,000 GJ of natural gas per year for two consecutive years will be switched to the Low or Mid Use rate schedule, as appropriate. ATCO Gas will notify Customers in advance of the rate switch. Only one switch per year will be allowed, and the effective date for the switch will be determined by ATCO Gas. ATCO Gas will notify the customers' retailers of any such rate switches.

Effective January 1, 2023 by Decision 27684-D01-2022
This Replaces Ultra High Use Delivery Service
Previously Effective January 1, 2022 by Decision 26847-D01-2021

ATCO GAS AND PIPELINES LTD. - NORTH ULTRA HIGH USE DELIVERY SERVICE

Available to all Customers using more than 100,000 GJ year.

CHARGES:

Fixed Charge:	\$ 7.694 per Day
Variable Charge:	\$0.000 per GJ
Demand Charge:	\$ 0.167 per GJ per Day of 24 Hr. Billing Demand
Load Balancing Deferral Account Rider:	Rider "L"
Transmission Service Charge:	Rider "T"

DETERMINATION OF BILLING DEMAND:

The Billing Demand for each billing period shall be the greater of:

1. Any applicable contract demand, or
2. The greatest amount of gas in GJ delivered in any Gas Day (i.e. 8:00 am to 8:00 am) during the current and preceding eleven billing periods provided that the greatest amount of gas delivered in any Gas Day in the summer period shall be divided by 2.
3. 400 GJ/day.

In the first contract year, the Company shall estimate the Billing Demand from information provided by the Customer.

RATE SWITCHING

A customer billed under the Ultra High Use rate schedule that consumes less than 100,000 GJ of natural gas per year for two consecutive years will be switched to the Low, Mid, or High Use rate schedule, as appropriate. ATCO Gas will notify Customers in advance of the rate switch. Only one switch per year will be allowed, and the effective date for the switch will be determined by ATCO Gas. ATCO Gas will notify the customers' retailers of any such rate switches.

Effective January 1, 2023 by Decision 27684-D01-2022
This Replaces Alternative Technology and Appliance Delivery Service
Previously Effective January 1, 2022 by Decision 26847-D01-2021

ATCO GAS AND PIPELINES LTD. - NORTH ALTERNATIVE TECHNOLOGY AND APPLIANCE DELIVERY SERVICE

Available by request only and at the discretion of the company for use to all Customers:

- Using less than 40 GJ per year, and
- Have one of the following use types:
 - Uses alternative technologies that reduce natural gas space heating load including solar thermal, geoexchange, and net zero/near net zero emission homes; or
 - Uses natural gas solely for non-space heating purposes.

CHARGES:

Fixed Charge:	\$ 0.440 per Day
Variable Charge:	\$ 6.360 per GJ
Load Balancing Deferral Account Rider:	Rider "L"
Transmission Service Charge:	Rider "T"

RATE SWITCHING:

Customers switching to or from Alternative Technology and Appliance Delivery Service will be allowed one rate switch per year. ATCO Gas will notify the customers' retailers of any such rate switches.

Effective January 1, 2023 by Decision 27684-D01-2022
This Replaces Producer Receipt Service
Previously Effective January 1, 2022 by Decision 26847-D01-2021

ATCO GAS AND PIPELINES LTD. - NORTH PRODUCER RECEIPT SERVICE

Available to all producers injecting natural gas directly onto the ATCO Gas distribution system. This rate is not applicable to Gas receipted onto the ATCO Gas distribution system from Nova Gas Transmission Ltd.

CHARGES:

Fixed Charge:	\$ 173.575 per Day
Variable Charge:	\$0.000 per GJ
Demand Charge:	\$ 0.196 per GJ per Day of 24 Hr. Billing Demand

DETERMINATION OF BILLING DEMAND:

The Billing Demand for each billing period shall be the greater of:

1. Any applicable contract demand, or
2. The greatest amount of gas in GJ received in any Gas Day (i.e. 8:00 am to 8:00 am) during the current and preceding eleven billing periods



Effective January 1, 2023 by Decision 27684-D01-2022
This Replaces Unmetered Gas Light Service
Previously Effective January 1, 2022

**ATCO GAS AND PIPELINES LTD. - NORTH
UNMETERED GAS LIGHT SERVICE**

Applicable to all Customers with existing Company installed and approved gas lights. This rate is closed to new unmetered gas lights.

CHARGES:

Fixed Charge: \$ 0.094 per Mantle per Day

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 17, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Notice of Motion: Bus Service
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Councillor Laing brought forward a Notice of Motion at the October 3, 2023, Regular Meeting of Council regarding Bus Service.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor Laing's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

Notice of Motion

I, Councillor Laing, bring forward a notice of motion, to be presented at October 3, RMC and brought forward for discussion at the RMC October 17, 2023.

To Direct administration to research bringing back a shuttle bus to serve youth, adults, seniors and community members. This would accommodate the community and would be beneficial for summer youth programs as well as seniors and any other need.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 17, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Notice of Motion: Engine Retarder Brakes
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

Mayor Holden brought forward a Notice of Motion at the October 3, 2023, Regular Meeting of Council regarding Engine Retarder Brakes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Mayor Holden's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Notice of motion
Date: September 26, 2023 10:52:30 AM
Attachments: [image001.png](#)

From: Brian Holden <bholden@bonaccord.ca>

Sent: Tuesday, September 26, 2023 9:52 AM

To: cao <cao@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>; Lacey Laing <llaing@bonaccord.ca>; Timothy Larson <tlarson@bonaccord.ca>; Tanya May <tmay@bonaccord.ca>

Subject: Notice of motion

I am bringing forward this Notice of Motion to petition the Minister of Transportation to increase restrictions on Engine Retarder Brakes and ask our regional partners to send a letter of support, rather than just asking Alberta Transportation to give us information regarding enforcement that only suggests that truckers avoid the use of engine retarder brakes. The Town Devon has done this unsuccessfully, however, I believe that doing the same, as well as asking our neighbours to send letters of support, could start a trend that may sway Alberta Transportation.

PS: This government was determined to shut down the lab in Morinville and with enough municipalities lobbying the government to change their mind, the lab is still open.

Brian Holden
Mayor, Town of Bon Accord
Office Phone: 780-921-3550
Cell: 780-893-8344
Email: bholden@bonaccord.ca
Box 779
5025 – 50th Avenue
Bon Accord, AB T0A 0K0



TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 17, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Fortis Franchise Fees
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

The Town has received communication from Fortis regarding the franchise fees for 2024. Please see the attached letter dated September 26, 2023. The franchise fee is collected from customers in the community based on a percentage of the distribution and transmission tariffs (D&T) in the Town. Currently, this percentage is 19%.

Fortis is forecasting \$773,425 of D&T tariff revenue for 2024. Therefore, the Town's forecasted franchise fee revenue for 2024 is \$146,951.

Fortis must receive any requests to change the franchise fee in writing prior to November 1, 2023. Should there be a requested change, the impact to billing must be advertised in the local newspaper for two consecutive weeks and concerns reported back to Fortis.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached to this RFD is a listing of the Fortis franchise rates in communities in Alberta.

For the Town, the Fortis franchise fee was lowered from 20% to 19% for 2022 and maintained at 19% for 2023.

The revenue received from this is dependant upon the actual D&T revenue received. Fortis has submitted their annual rates to the Alberta Utilities Commission; however, a decision has not yet been made. This decision could impact the revenue.

Year	Forecast – D&T Revenue	Actual – D&T Revenue	Franchise Revenue to the Town
2023	\$751,652	\$612,953 <i>(to date)</i>	\$116,461 <i>(to date)</i>
2022	\$741,732	\$723,142	\$137,397

Maintaining the franchise fee at 19% allows the Town to plan for continuity of revenue in the budget. Utilizing all revenue sources in the best way possible has positive impacts.

Increasing the franchise fee would add financial impact to residents and is not recommended at this time.

Administration is recommending that Council support no change of the Fortis franchise fees for 2024, however should Council choose to increase or decrease the percentage the impacts are as follows: *(based on \$773,425 of forecasted d&t tariff revenue)*

Percentage	Forecasted Franchise Revenue to the Town	Budget Impact (Revenue)	Impact to avg. Consumer Billing (based on 640 kWh consumption)
17% (↓ 2%)	\$131,482	\$15,469 less revenue	\$1.59 decrease/month
18% (↓ 1%)	\$139,217	\$7,734 less revenue	\$0.81 decrease/month
19% (no change)	\$146,951		
20% (↑ 1%)	\$154,685	\$7,734 more revenue	\$0.80 increase/month

* 20% is the maximum

Should Council choose to lower the franchise fee by 1%, there will be a loss of \$7,734 in revenue. The impact to the budget is that there will either need to be a cut in expenses of \$7,734 or an increase in the tax revenue required to be collected by \$7,734.

STRATEGIC ALIGNMENT

Values statement of Stewardship – Administration and Council embody the responsible planning and management of our resources.

Values statement of Service Excellence – Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

The 2024 operating budget.

Advertisement costs of \$370 from the 2023 operating budget.

RECOMMENDED ACTION (by originator):

THAT...Council directs Administration to *[lower/maintain/raise]* the Fortis franchise fee *[to/at]* *[insert percentage]* for 2024.

September 26, 2023

RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

2024 Franchise Fee Calculator

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

Request - Confirmation of Franchise Fee

Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage.** Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

StakeholderRelations@FortisAlberta.com to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

Media Coverage on Franchise Fees

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

Microgeneration Update

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 17, 2023
Presented by:	Terry Doerkson, Infrastructure Manager
Title:	Tree Maintenance Funding Approval
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

On the west side of 51 Street there is a row of large evergreens extending from 48 Ave north to 54 Ave. They are large, mature evergreens that were planted approximately 50 years ago. The maintenance on these trees have been neglected for numerous years and as a result they are in various states of health and appearance. From overcrowding issues, multiple dominant leaders, and some struggling smaller trees the row has become a potential safety concern. The large trees may break in strong winds and are impeding on private property. Numerous residents have expressed various concerns about these trees. Upon consultation with a certified arborist, a plan has been proposed to mitigate the issues. A combination of pruning to reshape trees, thinning the upper half of the canopies to allow more wind movement through them, and certain removals of co-dominant leaders and/or complete trees should be undertaken. Through these measures the issues around the trees would be dealt with while at the same time preserving this row of trees.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

It has been noted that the trees running between 48th Ave. and 51st Ave. (Spruce Meadow Lane) has a covenant upon them. It is administration's understanding that actions can be taken to maintain these trees in the scope of safety or if in the opinion of the arborist that trees should be removed as they are dying or causing other trees to die or become weak. It is also the Town's understanding, that these trees have been trimmed and maintained under an arborist's direction in the past.

After this work is completed an on-going maintenance program would be put in place to ensure efficient and regular trimming of the trees.

The quote for the proposed work is \$20,000 (not including GST).

It is proposed that this work could be completed this fall and within the current year's budget with the 2024 budget including annual tree maintenance funding.

STRATEGIC ALIGNMENT

Value 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.

Value of Stewardship

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

COSTS/SOURCES OF FUNDING

Total cost: \$20,000 (not including GST)

This cost is unbudgeted and would come from the Parks department; the cost of this maintenance would be offset by the expected surplus in the overall Parks department.

Current spending to date in the Parks department is \$76,525 with a budget of \$149,236, leaving a variance of \$72,711 in surplus.

RECOMMENDED ACTION (by originator)

THAT ... Council approves the re-designation of funds in the amount of \$20,000 in the parks department to complete the tree maintenance along the west side of 51 St. between 48 Ave and 53Ave.

Or

That ... Council directs administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 17, 2023
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Rescinding of Policies
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

At the September 6, 2023 regular Council meeting,

COUNCILLOR LAING MOVED THAT Council approve the Communications Policy as amended. Carried resolution #23-370

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is now bringing the following policies forward to be rescinded, as they are incorporated into the recently approved Communications Policy (excerpt attached):

- Community Events and Program Advertising Policy (attached)
 - Covered in the Communications Policy under section VIII subsection 12, page 9.
- Advertising of Non-Profit Organization's Events on Town Media Outlets Policy (attached)
 - Covered in the Communications Policy under section VIII subsection 13, page 9.
- Social Media Policy (attached)
 - Covered in the Communications Policy under section X, page 11.

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)

All three (3) of the following:

Resolution #1:

THAT Council rescind the Social Media Policy.

Resolution #2:

THAT Council rescind the Community Events and Program Advertising Policy.

Resolution #3:

THAT Council rescind the Advertising of Non-Profit Organization's Events on Town Media Outlets Policy.

municipal services, programs, events, and initiatives as well as any public health, safety, or essential services updates. Announcements include press releases, public notices, electronic signs, email, newsletters, letters, newspaper advertisements, posters, signage, Social Media, and website.

12. COMMUNITY EVENTS AND PROGRAMS ADVERTISING

- a. Free or low-cost advertising opportunities will be utilized for Community Events and Programs that do not have an advertising budget and as supplemental advertising for all Community Events and Programs.
- b. A consistent process will ensure increased awareness of Community Events and Programs, promote a positive Town image, and improve visibility of local government.
- c. Administration will determine which advertising opportunities will be most effective for each Community Event and Program and record the utilized advertising opportunities on the internal “Free or Low-Cost Advertising Checklist” for each community event and program.
- d. The Free or Low-Cost Advertising Checklist will be used for future analysis of cost, environmental impact, accessibility, efficiency, and effectiveness and will be reviewed and updated as needed to ensure that all advertising opportunities listed are current.

13. NON-PROFIT ADVERTISING

- a. Non-profit organizations are vital to Bon Accord’s growth and community spirit. Allowing them to advertise on the Town’s media outlets provides a wider audience which in turn benefits the Town as a whole.
- b. Non-profits may advertise free of charge on the following Town media outlets:
 - i. Town of Bon Accord Facebook page
 1. When a non-profit organization posts to their Facebook page, they may request that the Town share the same post on the Town Facebook page.

- ii. Community bulletin board (located by the Community Hall on 50th Ave.)
 - 1. Non-profit organizations may hang posters on the community bulletin board. The poster must have the date on which it was posted. An organization may not remove posters that do not belong to them.
- iii. Bon Accord's Online Event Calendar
 - 1. Non-profit organizations must provide all event details required to advertise on the online calendar to the Communications Coordinator a minimum of 3 weeks prior to the event.
- iv. Community Events Sign
 - 1. Please see the Community Event Sign Policy for advertising details.
- v. If the non-profit organization is partnered with the Town for an event, partnership acknowledgement will be included in advertising on all Town media outlets, where possible.
- c. Restricted locations that non-profit organizations are unable to advertise on are:
 - i. The Town bulletin board located in the Town office foyer, and
 - ii. The Commercial Electronic Sign, unless the non-profit fulfills the eligibility requirements to advertise in accordance with the Commercial Electronic Sign Policy.

IX. MEDIA RELATIONS

- 1. Media releases will be utilized for all major events of the Town.
- 2. Press releases will be issued as needed to local newspapers and/or to other news sources as required by legislation.
- 3. Media inquiries will be handled in accordance with the internal "Media Relations Procedure".
- 4. Press releases, public notices, advisories, and backgrounders will be

prepared and distributed in accordance with the Media Relations Procedure.

X. SOCIAL MEDIA

GUIDING PRINCIPLES

1. The primary purpose of Social Media is to share information including but not limited to:
 - a. Emergencies
 - b. Employment opportunities
 - c. External activities that may benefit the community
 - d. General operational changes
 - e. Health & wellness
 - f. Road closures or updates due to weather or construction
 - g. Town activities and projects
 - h. Town news
 - i. Upcoming events
2. Information and knowledge must be offered in a professional, accurate and timely manner.
3. Any communication via Social Media is not considered official or formal.
4. It is the responsibility of the Communications Coordinator and Authorized User(s) to express that if the communication received from a third party is intended to be official, it must be received in writing and not through Social Media.
5. When the Communications Coordinator or Authorized User(s) are unable to answer third party communication appropriately, that communication will be directed to the appropriate department.
6. Social Media use by the Town must abide by the Town's Code of Ethics and strategic values. When posting to Social Media forums, the Communications Coordinator and Authorized User(s) are ambassadors of the Town and will act in good faith.
7. No Employee or Councillor will operate or manage a Town Social Media forum without direct, written authorization from the Town Manager. No Town Social Media forum will be created or managed through an Employee's or Councillor's

Personal Profile. In addition, Town Information will not be communicated directly through Personal Profiles; this includes posting on private groups and pages with the exception of section 10, below.

8. Disciplinary procedures will be followed if Employee Personal Profiles are used on behalf of the Town or if Town Information is communicated through Personal Profiles. Once Town Information has been communicated through the Town's Social Media or released through other External Communications, only sharing or re-posting Town Information is permitted by Employees.
9. Councillors will adhere to the Code of Conduct when posting to Social Media.
10. If a Councillor or an Employee deems it necessary to respond to a question or comment through a Personal Profile on a private group or page, only the following statements, or statements of similar nature, should be used:
 - a. Please see the Town's website for additional information on this topic:
www.bonaccord.ca (or any direct link).
 - b. If you have a concern, we encourage notifying the Town directly at 780-921-3550 or info@bonaccord.ca.

RULES FOR MAINTENANCE

1. Inappropriate Postings will be removed by the Communications Coordinator or Authorized User(s). Inappropriate Postings include:
 - a. Any content deemed inappropriate by the Communications Coordinator or Town Manager
 - b. Copyrighted information
 - c. Defamatory, offensive, inappropriate, or inaccurate comments
 - d. Discrimination
 - e. Personal opinions
 - f. Profanity
 - g. Promotion of illegal activities
 - h. Sexual content
 - i. Statements about Employees
2. The Town does not commit to responding to every communication received

through Social Media, however, the Communications Coordinator or Authorized User(s) will make every effort to comment when appropriate during Regular Business Hours.

3. If login information (password and username) is changed on a Social Media account, the Town Manager and Communications Coordinator must receive all updates.
4. The Communications Coordinator and Authorized User(s) will not post comments or maintain comments from third parties on Town Social Media that jeopardize the Town's reputation or credibility.
5. As much as reasonably possible, information will be confirmed by the Communications Coordinator or Authorized User(s) for accuracy before posting on Town Social Media.
6. Postings on Town Social Media will be maintained by the Communications Coordinator and/or Authorized User(s).
7. When appropriate, Social Media created or operated on behalf of the Town will link to the Town's website.
8. The Town may post photos with Employees' names provided that a Photo Release has been received.
9. The Town owns the rights to pictures and videos created or taken by Town Employees in their employment capacity with the Town.
10. Social Media accounts will be monitored at least once a day during Regular Business Hours by the Communications Coordinator or Authorized User(s).

ROLES AND RESPONSIBILITIES

1. Only the Communications Coordinator or Authorized User(s) will post on Social Media on behalf of the Town.
2. If an Employee wishes to create an additional Town branded Social Media account, they must submit a written proposal to the Town Manager outlining the purpose, time, costs, maintenance, and strategy.
3. If a Councillor wishes to create a Social Media profile on behalf of the Town, the Councillor must submit a written proposal to the Town Manager outlining the

purpose, maintenance, and strategy which will be presented to Council for approval prior to implementation.

4. When negative comments are posted, the Communications Coordinator or Authorized User(s) along with the Town Manager will assess whether the comment is constructive and act reasonably to engage in conversation or remove the comment.
5. If a third party posts incorrect information, the Communications Coordinator or Authorized User(s) will correct such information.
6. Any perceived favouritism or unprofessionalism is not permitted.

LEGAL LIABILITY, COPYRIGHT, AND INTELLECTUAL PROPERTY

1. Any content placed on Social Media sites should be Town-owned or, if licensed to the Town, should contain provisions which would allow the Town to provide worldwide, fee-free, non-exclusive licenses to third parties in perpetuity.

PROTOCOLS TO CONSIDER WHEN USING SOCIAL MEDIA

1. No opinions; use a disclaimer.
2. Think twice before you post; you cannot take back a post. Some Social Media sites do not have a delete option and posts could be copied and saved by third parties.
3. Ensure accuracy; if you would not say it to a reporter, do not say it online.
4. Be the first to correct your own mistakes.
5. Never disclose confidential information.
6. Be prepared for comments and questions; Social Media is two-way.

REFERENCES

Freedom of Information and Protection of Privacy (FOIP) Act

Canadian Anti-Spam Legislation (CASL)

Public Participation Policy

Commercial Electronic Sign Policy

Community Events Sign Policy

TOWN OF BON ACCORD POLICY STATEMENT
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SECTION: ADMINISTRATION

POLICY RESOLUTION NO.: 21-266

SUBJECT: COMMUNITY EVENTS AND PROGRAMS ADVERTISING POLICY
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RESPONSIBLE AUTHORITY: Recreation and Community Services

REVIEWED & APPROVED BY COUNCIL: August 17, 2021, RMC

PURPOSE AND INTENT:

The purpose of the “Community Events and Programs Advertising Policy” is to ensure that a comprehensive and effective Advertising Mix involving various Media Platforms are used to communicate information about Community Events and Programs planned by the Recreation and Community Services Department (excluding public engagement events or initiatives that are governed by the Public Participation Policy).

POLICY STATEMENT:

The purpose of the “Community Events and Programs Advertising Policy” is to provide guidelines and criteria for the development and placement of advertisements based on objectives, scope of the initiative, Target Audience, approved budget, and/or other available funding such as grant funding, donations, or sponsorship.

POLICY GOALS

1. Ensure that Town advertising of Community Events and Programs is provided at the best possible value and level of effectiveness through record keeping, Monitoring and Measurement Systems.
2. Provide a coordinated, consistent process and procedure for the placement of Town advertising for Community Events and Programs.
3. Provide accurate, timely, accessible, and clear information for target audiences about Community Events and Programs offered by the Town.
4. Provide open and transparent information improving the visibility of local government and encourage greater awareness, interest and participation in Community Events and Programs.
5. Promote a positive image of the Town.

DEFINITIONS

1. “Advertising Mix” means a varied use of available media outlets to inform target audiences about Community Events or Programs that are designed to encourage participation including but not limited to newspaper, broadcast (television or radio), digital/online (websites and social

media), Town publications (newsletters, posters, flyers), and regional partner organizations publications including but not limited to municipal and non-profit organizations.

2. “Community Events and Programs” refers to the Community Events and Programs offered by the Recreation and Community Services department and does not include public engagement events or initiatives that are governed by the Public Participation Policy.

3. “Media Platforms” means the use of different forms of media (print, broadcast or digital).

4. “Monitoring and Measurement Systems” means the systems used to monitor and measure the cost, environmental impact, accessibility, efficiency, and effectiveness of municipal advertising of Community Events and Programs.

5. “Target Audience” refers to a particular group for which a specific Community Event or Program has been designed to reach including but not limited to residents, visitors, investors, or businesses.

6. “Town” meaning the Town of Bon Accord.

TOWN OF BON ACCORD POLICY STATEMENT
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SECTION: Community Services
POLICY RESOLUTION NO.: 19-158
SUBJECT: Advertising of Non-Profit Organization's Events on Town Media Outlets
RESPONSIBLE AUTHORITY: Community Services Department
REVIEWED & APPROVED BY COUNCIL: June 4, 2019

PURPOSE AND INTENT:

To establish a policy for the purpose of advertising or promoting non-profit organization's events through the Town of Bon Accord's media outlets.

POLICY STATEMENT:

Non-profit organizations are a vital part of Bon Accord and allowing them to advertise on Bon Accord's media outlets allows them to reach a wider audience which in turns benefits the Town as a whole.

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: ADMINISTRATION

POLICY NO.: 12.271

SUBJECT: SOCIAL MEDIA POLICY

RESPONSIBLE AUTHORITY: Administration Department - Communications

REVIEWED & APPROVED BY COUNCIL:

Regular Meeting of Council -	November 20, 2012	Resolution #12.271
Regular Meeting of Council -	July 4, 2017	Resolution #17-153
Regular Meeting of Council -	August 21, 2018	

PURPOSE AND INTENT:

To provide rules and guidelines for staff in respect to various Social Media forums on behalf of the Town of Bon Accord.

POLICY STATEMENT:

The Town of Bon Accord strives to enhance communication and build stronger community relationships through the use of Social Media. Social Media platforms hold a purpose of promotion and information sharing in order to further the Town's best interests.

This policy governs the publication of and commentary on Social Media by the employees of the Town of Bon Accord. For the purposes of this policy, Social Media means any facility for online publication and commentary, including without limitations blogs, social networking sites such as Facebook, Twitter, LinkedIn, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail, and the internet.

Publication and commentary on Social Media carry similar obligations to any other kind of publication or commentary. All uses of Social Media must follow the same ethical standards that Town of Bon Accord employees must otherwise follow.

The Town of Bon Accord will designate an approved officer for posting to social channels. This officer or their alternate will:

- Follow Town of Bon Accord's Social Media Procedure;
- Post the Town's Social Media Policy Statement (Appendix A) on the web site; and
- Approve all content and request-for-posts.



Social Media Policy Statement – Appendix A
To be posted on Website:

We welcome you and your comments on the Town of Bon Accord's official social media sites.

The purpose of these sites is to present matters of public interest in the Town of Bon Accord., including its residents, businesses, and visitors. We encourage you to submit your questions, comments, and concerns. Please note this is a moderated online discussion site and not an online forum.

Once posted, the Town of Bon Accord reserves the right to delete all spam, advertising or comments which are inaccurate, off-topic, misleading, threatening, offensive, hateful and/or defamatory, or otherwise objectionable. Determining which content is objectionable will be the sole discretion of the Town of Bon Accord.

The Town of Bon Accord may also remove any post that provides non-public information. Content submitted to this site is publicly viewed; as a result, please refrain from submitting a comment or other content to this site that contains confidential or proprietary information.

The views expressed by outside contributors do not necessarily represent the views of the Town of Bon Accord or its employees. The Town of Bon Accord does not endorse comments publicly posted.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 17, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Out of School Care Agreement – Extension Request
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

The Bon Accord Out of School Care Program has an agreement with the Town to rent the basement area of the Town Office.

Administration received a request from the owner renting for an extension of the free rent period for an additional two months that was granted in the existing agreement as approved by Council.

The Alberta Childcare Licensing Authority has not yet sent an officer to approve their centre. Their project was completed, and the licensing authority was notified in late August.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The current agreement signed July 12, 2023, states per section 2.a The Town agrees to waive the rental fee for the months of September 2023 and October 2023.

This recent request will extend the free rental period from September to December 2023.

STRATEGIC ALIGNMENT

Priority #5 Collaboration – The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

COSTS/SOURCES OF FUNDING

This rental revenue was previously unbudgeted, therefore there is no impact on the budget.

RECOMMENDED ACTION (by originator)

THAT...Council directs administration to sign an amending agreement approving an additional two months of free rent.

or

THAT...Council does not approve the extension of the free rent period and directs administration to advise the organization of this decision.

From:
To:
Cc:
Subject: Appeal for an Extension of Free Rent Period
Date: October 11, 2023 12:25:10 AM

Hi Falon,

With reference to our lease agreement, our rent payment should start on 1st of November 2023.

We want to appeal to the council for an extension of our free rent period for an additional 2 months.

This appeal has become necessary because the Alberta Child Care Licensing Authority is yet to send an officer to approve our Centre since late August that we notified them of project completion.

Hopefully they will come soon and we will be able to open on 2nd January, 2024.

We will be very grateful if this request is granted.

Best regards..... 

Fagbemiro, Lawrence O.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 17 th , 2023
Presented by:	Jodi Brown, Town Manager
Title:	Proposed Snow and Ice Removal Policy
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

Administration brought forward the proposed Winter Maintenance Policy at the March 02nd, 2023 Council Briefing Committee Meeting (now Committee of the Whole Meeting).

Administration revised this policy to create two different policies including the Snow Removal Policy and the Road Maintenance Policy.

The proposed Snow and Ice Removal Policy was reviewed at the Committee of the Whole Meeting on September 21st, 2023.

The existing Sand, Snow Clearing and Removal Policy is enclosed for reference.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Given the significant differences between the existing Sanding, Snow Clearing and Removal Policy and the new Snow and Ice Removal Policy, administration recommends that Council rescind the existing policy and approve the new Snow and Ice Removal Policy.

The proposed policy includes the following:

Schedule A: clarifies which roads are considered arterial and emergency access routes as well as to confirm residential zones.

Schedule B: clarifies Town Walkways that are Town property or adjacent to Town property and are currently cleared by Town staff. The Community Standards Bylaw may need to be amended to reflect this schedule or future changes to the areas of responsibility of the Town.

STRATEGIC ALIGNMENT

Value Statement: Financial Stewardship

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

Value Statement: Service Excellence

- Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

Annual Budget

RECOMMENDED ACTION (by originator):

Resolution 1:

THAT Council approves the Snow and Ice Removal Policy as presented.

OR

THAT Council approves the Snow and Ice Removal Policy as amended (list amendments).

AND, if approved, Resolution 2:

THAT Council rescinds Sanding, Snow Clearing and Removal Policy # 10.34.

Existing Policy

TOWN OF BON ACCORD POLICY STATEMENT
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SECTION:	Public Works
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POLICY NO.:	10.34
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SUBJECT:	SANDING, SNOW CLEARING AND REMOVAL POLICY
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RESPONSIBLE AUTHORITY:	Public Works - Roads
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REVIEWED & APPROVED BY COUNCIL:
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December 3, 2013

Council Meeting, Resolution 13.301

March 20, 2018

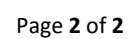
Council Meeting, Resolution 18.057

October 2, 2018

Council Meeting, Resolution 18.248

PURPOSE AND INTENT: To provide a guideline for staff in establishing the snow clearing and road sanding direction of the community.

POLICY STATEMENT: The priority of snow clearing and sanding, within the boundaries of the Town of Bon Accord, is to make passible all main access roads in and out of the community, as well as access to and egress for the Emergency Vehicles stored in town.



Proposed Policy Showing Changes

SNOW AND ICE REMOVAL

SECTION: Administration

DEPARTMENT: Public Works

COUNCIL APPROVAL DATE: [date]

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The intent of snow and ice removal operations is to maintain the Town of Bon Accord streets, sidewalks, and walking trails in a reasonably safe and passable condition. Snow and ice removal services are not intended to eliminate all hazardous conditions on the Town's streets, sidewalks, or trails at all times. These services are intended to assist vehicles that are properly equipped for winter driving and operated using good winter driving practices and pedestrians using sidewalks and trails with proper winter footwear.

PURPOSE

The effective and efficient provision of snow and ice removal operations is necessary to allow the Town of Bon Accord to function under normal winter conditions. A policy is necessary to make a clear statement of the intent of the Town's snow and ice removal operations and to establish a framework for the priorities within which limited resources will be applied.

SCOPE

This policy applies to snow and ice removal operations during the winter season.

DEFINITIONS

"Arterial Roads" means roads that deliver traffic from collector highways or roads in and out of Town.

"Commercial Alley" is an alley adjacent to or behind a business or in a business district.

"Council" means the elected officials of the Town of Bon Accord.

"Emergency Access Route" means roadways that facilitate access to and egress from the Town of Bon Accord by emergency services personnel and vehicles.

“Residential Alley” means an alley adjacent to or behind a residential area.

“Walkway” means sidewalks, trails or pathways that are Town property or adjacent to Town property.

“Infrastructure Manager” means the person employed by the Town as the Infrastructure Manager or designate.

“Town” means the Town of Bon Accord.

“Town Manager” means the person employed by the Town as the Chief Administrative Officer or designate.

I. RESPONSIBILITIES:

1. The Infrastructure Manager will be responsible for oversight of snow removal, [and sanding](#) operations and equipment including development of the operating and capital budgets for Council approval.
2. The Town Manager will ensure that road projects are incorporated into the Town’s asset management plan and the Town’s annual, 5-year and 10-year capital plans at the direction of Council during the budget process.

II. PRIORITIES

1. It is expected that under normal winter conditions, there will be situations when the immediate demand for snow and ice removal services will exceed the available resources. In this event, the Town shall conduct operations according to the following priorities [as the discretion of the Infrastructure Manager](#):

Table 1 - General Priorities

First Priority	Second Priority	Third Priority
<ul style="list-style-type: none"> • Arterial Roads • Emergency Services • Municipal Office Walkways 	<ul style="list-style-type: none"> • Residential zones • Town-owned Walkways 	<ul style="list-style-type: none"> • Residential and Commercial Alleys • Remove excessive snow buildup in Town at the discretion of the Infrastructure Manager. • Remove excessive snow buildup in high traffic areas at the discretion of the Infrastructure Manager.

2. The Arena, Jewel Box and Cemetery parking areas will be cleared of snow based on scheduled programming, events, or services and when Public Works staff have time to address snow clearing in those areas at the discretion of the Infrastructure Manager.
3. If or when snowfall remains both heavy and continuous causing an ongoing accumulation of snow on the first priority route, snow clearing services shall remain directed to first priority routes until the accumulation has been reduced to and remains at an acceptable level according to this policy and operational procedures.
4. Schedule "A" includes a map indicating the arterial routes and residential snow clearing zones. The Infrastructure Manager will determine the order of zones to be cleared following each snowfall.
5. Schedule "B" includes a map ~~indicating~~illustrating Town Walkways.

1.1.1.1. GENERAL PROCEDURES

The following procedures will be implemented by the Town:

1. Snow and ice removal operations will be available during the winter season during regular working hours.

2. After regular working hours, the determination of start-up of snow clearing operations shall be made by the Infrastructure Manager ~~or designate~~.
3. Sanding shall be undertaken whenever necessary to maintain safe and passable streets, sidewalk and trail conditions for properly equipped vehicles and pedestrians in proper winter footwear.
4. Fire hydrant locations will be cleared of accumulated snow following street snow clearing as needed to ensure emergency operation of hydrant.
5. The public shall be updated on snow and ice removal operations through advertising, public service announcements, the Town's social media, ~~press releases~~ and/or website updates, where possible and at the discretion of the Infrastructure Manager ~~or designate~~.

II.IV. SNOW AND ICE CLEARING GUIDELINES

1. The following guidelines are the targets for the Town's snow and ice clearing operations.
2. During and after significant snowfall events, these targets may be adjusted so that higher priorities areas can be worked on continuously or until the targets for these higher priority areas are met.

II.V. SNOW AND ICE ACCUMULATION AND GUIDELINES

1. Snow removal priorities will be reset with each snowfall of 10 cm or more.

~~— Snow clearing on Town Walkways owned sidewalks or trails Snow removal on Walkways is not based on snow accumulation. Walkways will be cleared following a snowfall as per the Town's Community Standards Bylaw, unless impacted by an unforeseen equipment failure or community emergency in which case the public will be notified via the Town website.~~
2.
~~2. to be completed within 4 days as per the Community Standards Bylaw.~~
3. The Town will endeavor to achieve the following 10 cm of maximum depth of compacted snow.
- 3.4. The Infrastructure Manager will have the discretion to determine sanding

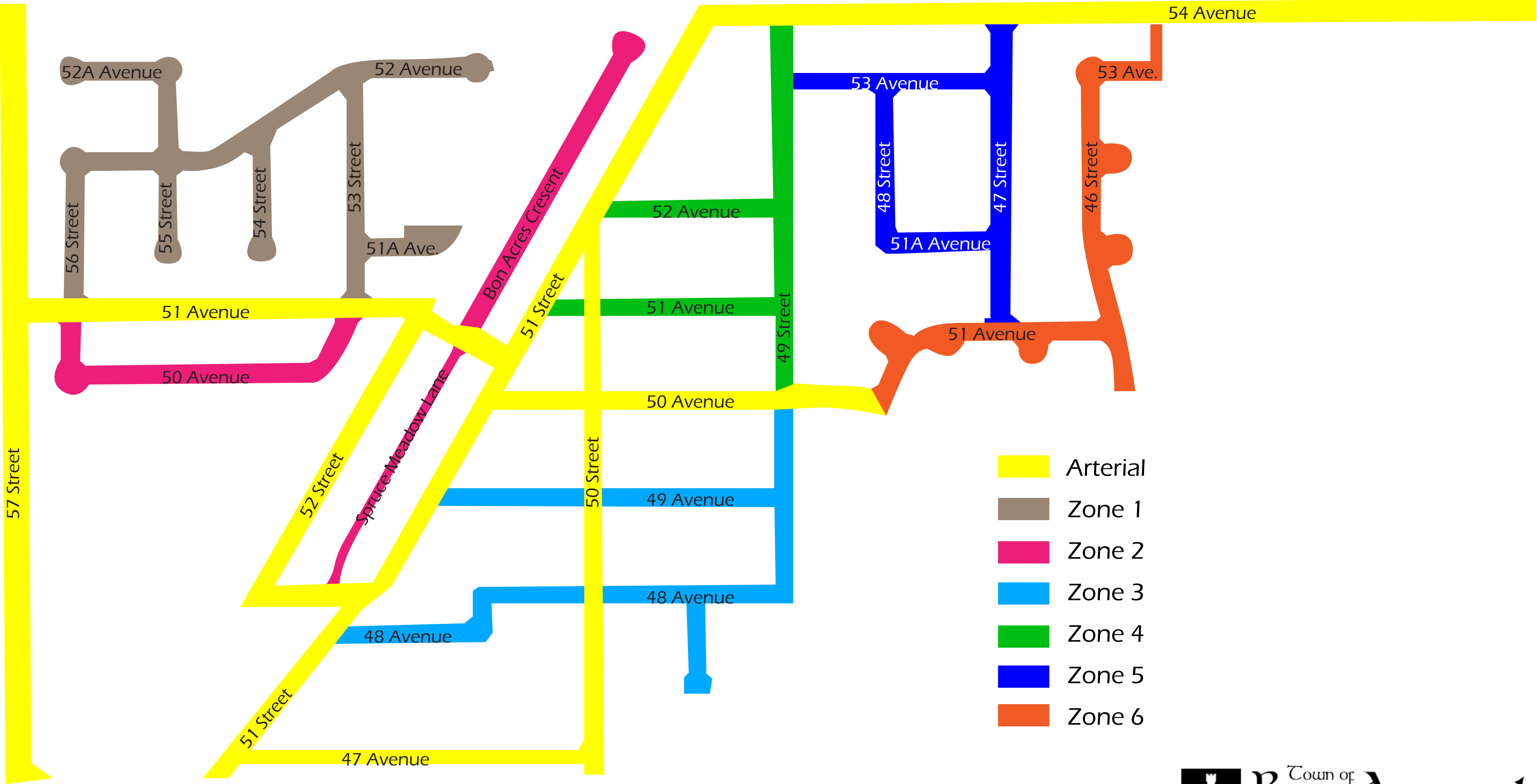
priorities based on weather and ice conditions.

4.5. Sanding on roads and walkways will be safety focused including roadway intersections and areas of incline on roadways or Walkways.

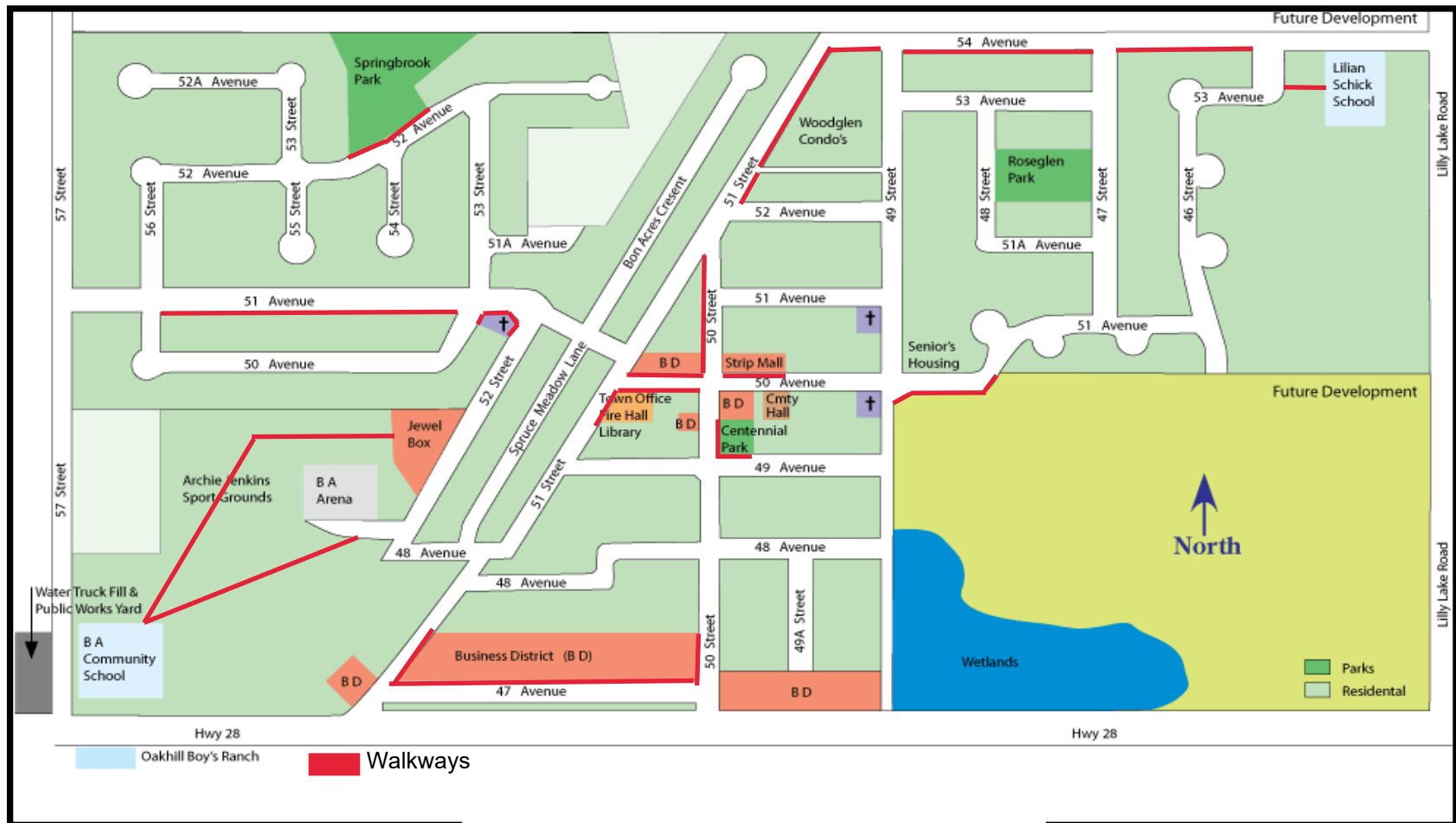
III.VI. COMPLAINT AND NOTICE PROCEDURES

1. The Town will respond to complaints about snow and ice removal ~~complaints~~ as follows:
 - 1.1. Residents may contact the Town Office to file a complaint ~~regarding snow removal and/or by~~ completing a written complaint form as per the Town's Complaint Policy.
 - 1.2. All complaints will be directed to the Infrastructure Manager for a follow-up response.
2. The Town Manager will review any unresolved complaints.

Schedule "A" Snow Removal Zone Map



Schedule "B" Town Walkways



Proposed Policy Clean Copy

SNOW AND ICE REMOVAL

SECTION: Administration**DEPARTMENT:** Public Works**COUNCIL APPROVAL DATE:** [date]**LAST REVIEWED BY COUNCIL:** [date]

POLICY STATEMENT

The intent of snow and ice removal operations is to maintain the Town of Bon Accord streets, sidewalks, and walking trails in a reasonably safe and passable condition. Snow and ice removal services are not intended to eliminate all hazardous conditions on the Town's streets, sidewalks, or trails at all times. These services are intended to assist vehicles that are properly equipped for winter driving and operated using good winter driving practices and pedestrians using sidewalks and trails with proper winter footwear.

PURPOSE

The effective and efficient provision of snow and ice removal operations is necessary to allow the Town of Bon Accord to function under normal winter conditions. A policy is necessary to make a clear statement of the intent of the Town's snow and ice removal operations and to establish a framework for the priorities within which limited resources will be applied.

SCOPE

This policy applies to snow and ice removal operations during the winter season.

DEFINITIONS

"Arterial Roads" means roads that deliver traffic from collector highways or roads in and out of Town.

"Commercial Alley" is an alley adjacent to or behind a business or in a business district.

"Council" means the elected officials of the Town of Bon Accord.

"Emergency Access Route" means roadways that facilitate access to and egress from the Town of Bon Accord by emergency services personnel and vehicles.

“Residential Alley” means an alley adjacent to or behind a residential area.

“Walkway” means sidewalks, trails or pathways that are Town property or adjacent to Town property.

“Infrastructure Manager” means the person employed by the Town as the Infrastructure Manager or designate.

“Town” means the Town of Bon Accord.

“Town Manager” means the person employed by the Town as the Chief Administrative Officer or designate.

I. RESPONSIBILITIES:

1. The Infrastructure Manager will be responsible for oversight of snow removal, and sanding operations and equipment including development of the operating and capital budgets for Council approval.
2. The Town Manager will ensure that road projects are incorporated into the Town’s asset management plan and the Town’s annual, 5-year and 10-year capital plans at the direction of Council during the budget process.

II. PRIORITIES

1. It is expected that under normal winter conditions, there will be situations when the immediate demand for snow and ice removal services will exceed the available resources. In this event, the Town shall conduct operations according to the following priorities as the discretion of the Infrastructure Manager

Table 1 - General Priorities

First Priority	Second Priority	Third Priority
<ul style="list-style-type: none"> • Arterial Roads • Emergency Services • Municipal Office Walkways 	<ul style="list-style-type: none"> • Residential zones • Town Walkways 	<ul style="list-style-type: none"> • Residential and Commercial Alleys • Remove excessive snow buildup in Town at the discretion of the Infrastructure Manager. • Remove excessive snow buildup in high traffic areas at the discretion of the Infrastructure Manager.

2. The Arena, Jewel Box and Cemetery parking areas will be cleared of snow based on scheduled programming, events, or services and when Public Works staff have time to address snow clearing in those areas at the discretion of the Infrastructure Manager.
3. If or when snowfall remains both heavy and continuous causing an ongoing accumulation of snow on the first priority route, snow clearing services shall remain directed to first priority routes until the accumulation has been reduced to and remains at an acceptable level according to this policy and operational procedures.
4. Schedule "A" includes a map indicating the arterial routes and residential snow clearing zones. The Infrastructure Manager will determine the order of zones to be cleared following each snowfall.
5. Schedule "B" includes a map illustrating Town Walkways.

III. GENERAL PROCEDURES

The following procedures will be implemented by the Town:

1. Snow and ice removal operations will be available during the winter season during regular working hours.

2. After regular working hours, the determination of start-up of snow clearing operations shall be made by the Infrastructure Manager.
3. Sanding shall be undertaken whenever necessary to maintain safe and passable streets, sidewalk and trail conditions for properly equipped vehicles and pedestrians in proper winter footwear.
4. Fire hydrant locations will be cleared of accumulated snow following street snow clearing as needed to ensure emergency operation of hydrant
5. The public shall be updated on snow and ice removal operations through public service announcements, the Town's social media, and/or website updates, where possible and at the discretion of the Infrastructure Manager.

IV. SNOW AND ICE CLEARING GUIDELINES

1. The following guidelines are the targets for the Town's snow and ice clearing operations.
2. During and after significant snowfall events, these targets may be adjusted so that higher priorities areas can be worked on continuously or until the targets for these higher priority areas are met.

V. SNOW AND ICE ACCUMULATION AND GUIDELINES

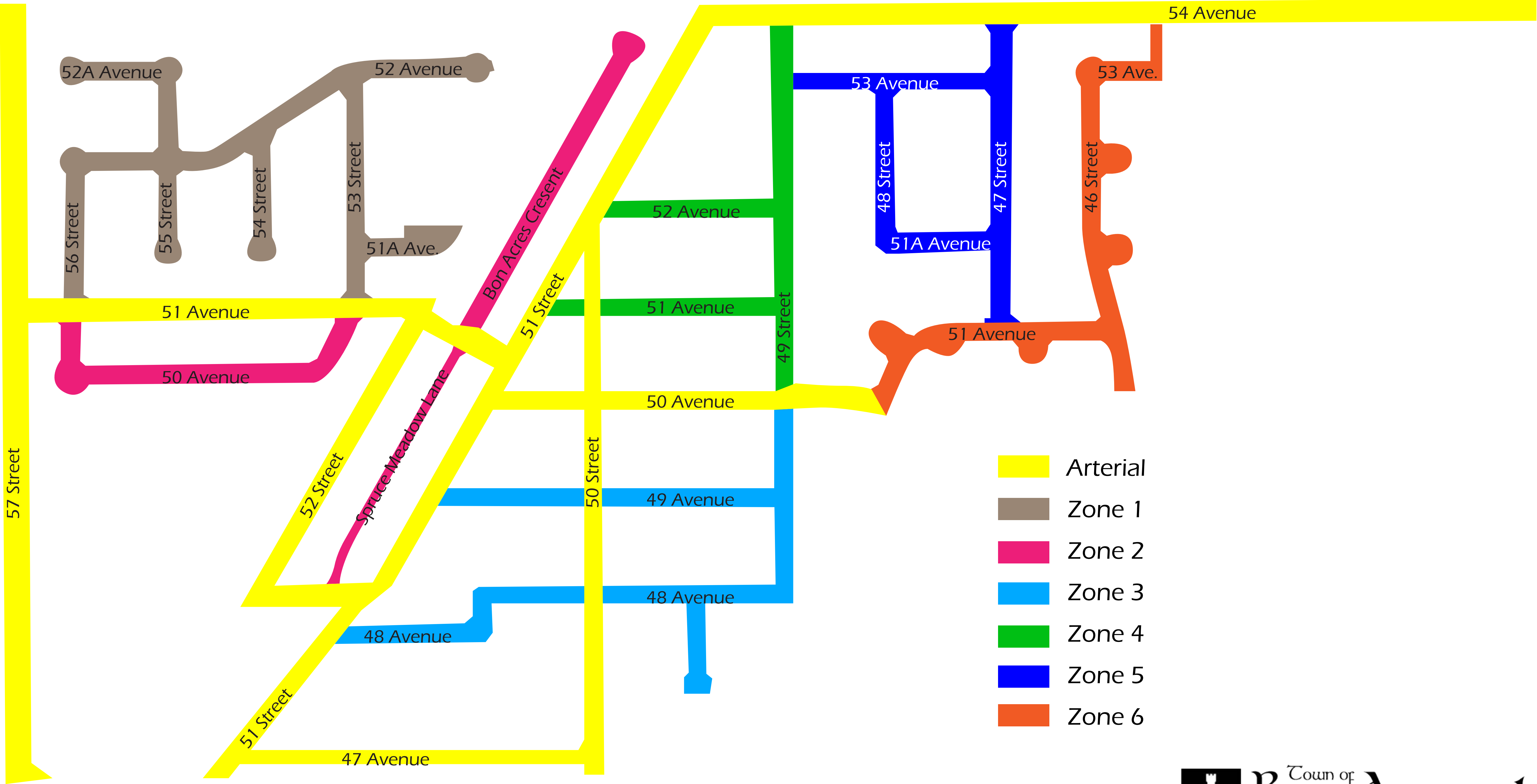
1. Snow removal priorities will be reset with each snowfall of 10 cm or more.
2. Snow removal on Walkways is not based on snow accumulation. Walkways will be cleared following a snowfall as per the Town's Community Standards Bylaw, unless impacted by an unforeseen equipment failure or community emergency in which case the public will be notified via the Town website.
3. The Town will endeavor to achieve 10 cm of maximum depth of compacted snow.
4. The Infrastructure Manager will have the discretion to determine sanding priorities based on weather and ice conditions.
5. Sanding on roads and walkways will be safety focused including roadway intersections and areas of incline on roadways or Walkways.

VI. COMPLAINT AND NOTICE PROCEDURES

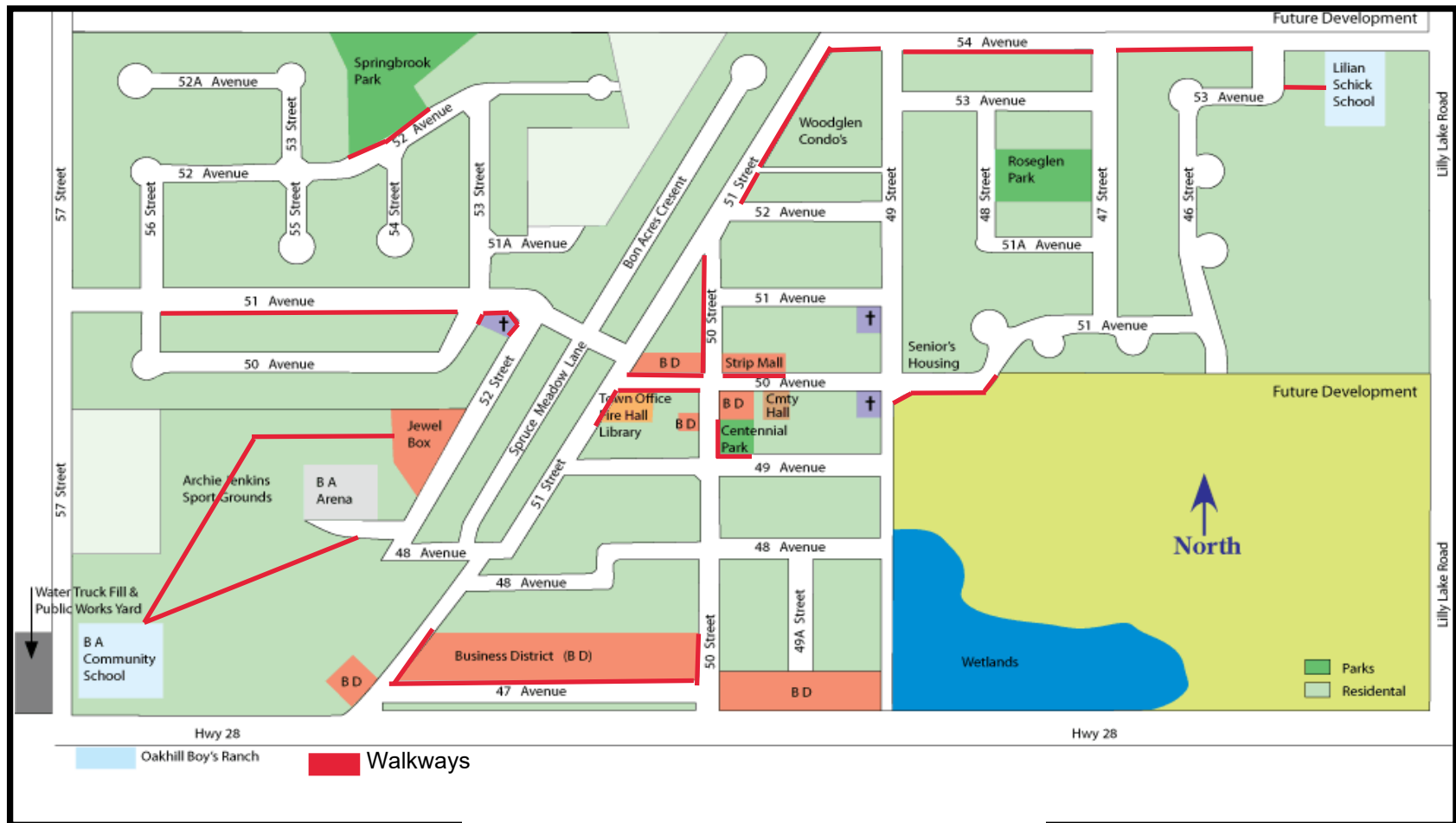
1. The Town will respond to complaints about snow and ice removal as follows:
 - 1.1. Residents may contact the Town Office to file a complaint by completing a written complaint form as per the Town's Complaint Policy.
 - 1.2. All complaints will be directed to the Infrastructure Manager for a follow-up response.
2. The Town Manager will review any unresolved complaints.

DRAFT

Schedule "A" Snow Removal Zone Map



Schedule "B" Town Walkways



TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 17, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	FCSSAA Conference
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

Registration is open for the FCSSAA conference being held at the Fantasyland Hotel in Edmonton on Wednesday, November 22 to Friday, November 24, 2023. This conference has historically been attended by the Community Services Advisory Board Council representative.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The FCSSAA conference is a great learning and networking opportunity. The 2023 conference is being held in person only. Full registration includes the conference and a banquet ticket, or the basic registration can be purchased without the banquet ticket. The banquet is held on the Thursday evening.

STRATEGIC ALIGNMENT

Values statement of Stewardship – Administration and Council embody the responsible planning and management of our resources.

Values statement of Service Excellence – Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

The full registration fee including banquet ticket is \$450.

The basic registration fee without a banquet ticket is \$400.

The per diem costs would be \$450.

Mileage costs would be \$46.36 per each day of travel.

Approximate hotel costs would be as follows depending on whether staying at the conference venue or alternate suggestions:

- Fantasyland Hotel (conference hotel) \$363/night plus applicable hotel taxes.

- Wingate by Wyndham West, 18220 100 Ave (8 minutes away) \$127/night plus applicable hotel taxes.
- Hampton Inn and Suites, 18304 100 Avenue (8 minutes away) \$131/night plus applicable hotel taxes.
- Hyatt Place Edmonton West, 18004 100 Avenue (8 minutes away) \$139/night plus applicable hotel taxes.

The registration fee was specifically included in the 2023 budget.

Per diems, mileage, and hotel fees would be additional. There are sufficient funds available in the per diem budget. There is \$3,912 of budget remaining in the mileage and subsistence expense.

RECOMMENDED ACTION (by originator)

THAT...Council directs administration to register [*enter Councillor name*] for the 2023 FCSSAA Conference for the [*full registration or basic registration*], and further to book a room at the [*enter hotel name*].

Or

THAT...Council accepts this RFD as information.

From: [Falon Fayant](#)
To: [Falon Fayant](#)
Subject: RE: FCSSAA Conference Registration is Open!
Date: September 26, 2023 11:11:28 AM

Hello,

We are excited to announce that registration for the FCSSAA Conference, Creating Connections - Building Bridges is open! The conference will take place November 22-24, 2023 at the Fantasyland Hotel in Edmonton.

All the conference details and the process to register are on the event site. Follow this link for all the information

<https://harlowagency.swoogo.com/fcssaa2023/begin>

There are two types of registration fees for FCSSAA Members and Associate Members:

1. The basic registration fee covers: entrance to the conference sessions, Wednesday evening Welcome Reception, breakfast and lunch on Thursday and breakfast on Friday.
2. The full registration fee includes all of the above AND the banquet on Thursday evening.

The non-member rate is \$550 and \$500 respectively. Additional banquet tickets may be purchased for \$55.

If you have questions about the registration process, please email registration@harlowagency.ca

The 2023 conference is being offered in person only and sessions will not be recorded.

We look forward to seeing you in November!

Melissa Kraft

[Executive Director](#)

780-422-0133 |

#625, 7 Sir Winston Churchill Square

Edmonton, AB | T5J 2V5



TOWN OF BON ACCORD*Mayor Report – for period Sept 13 – Oct 11, 2023*

September 13, 2023	Met with Town Manager and Infrastructure Manager on 48 th Avenue regarding issue with Catch Basin.
September 14, 2023	Attended Coffee With a Cop. Always a good time with lots of engagement from our residents.
September 14, 2023	Attended Agenda Committee Meeting
September 14, 2023	Attended Roseridge Board Meeting
September 16, 2023	Participated in Bruderheim Fall Festival Parade. This was the first time that we were invited to Bruderheim's parade. We look forward to having them at our next Harvest Days Parade.
September 16, 2023	Attended RCMP 150 Year Anniversary Celebration at Morinville Detachment. It was good to spend some time with Morinville's outgoing Commander, Chris Palfy and the interim Commander, Lew Simms.
September 19, 2023	Chaired Regular Meeting of Council
September 19, 2023	Attended State of The County Address in Calahoo, hosted by Sturgeon County Mayor Hnatiw. This was a great networking opportunity for us.
September 21, 2023	Attended Mayor's Brunch in Gibbons. Enjoyed a couple of Industrial Heartland presentations as well as a presentation by The Town of Gibbons that gave us an overview of what is going on with some exciting projects.
September 21, 2023	Attended Committee of the Whole Meeting
September 27, 28, 29	Attended Alberta Munis Fall Convention. As usual, this was a great convention. I picked up some good info in one break out session. This was facilitated by a lawyer who went through what our code of conduct should look like and why it must be followed and enforced. Evenings were spent networking at several hospitality sessions put on by companies and organizations that service our municipalities.
October 3, 2023	Chaired both, the Organizational Meeting (at which Councillor May was appointed Deputy Mayor) and the Regular Meeting of Council.
October 4 through 15	Vacation

Brian Holden

Mayor

Town of Bon Accord

TOWN OF BON ACCORD*Deputy Mayor Report – September 14 – October 11, 2023*

- September 14 Attended Sturgeon Victim Services Board Meeting.
Discussed the now Zonal model with guest speaker Trent Forsberg. New model is planned for April 1, 2024.
- September 15 CRASC Board Meeting. Elections for the next year were held. I will be continuing my position of vice chair. Also planning next AGM. There is an open invitation for all Mayors and Councillors to attend if they would like to.
- September 16 Attended Bruderheim Fall Festival Parade.
Was interesting to hear all the help they have received from their local MLA regarding building parks/skateparks.
- September 19 Attended Regular Meeting of Council.
- September 21 Attended Committee of the Whole Meeting.
- September 27 - 29 Attended Alberta Municipalities Convention Virtually.
I found this event is much better in person rather than virtually. Will be attending next year in person. The best benefit I have seen virtually was being able to attend as many sessions as I wanted to instead of just the couple there.
- September 28 Attended LMOU (Local Memorandum of Understanding) Training.
Was highly informative on what each person's position is working with victim services. Tons of information and a great networking opportunity. This was also a virtual event.
- October 3 Attended Organizational Meeting.
- October 3 Attended Regular Meeting of Council.
- October 4 Attended Community Service Advisory Board Meeting.
So many great plans coming our way. Our community events are getting better attendance and more exciting. Great job everyone!
- October 6 Attended Lilian Schick School for reading week.
Had a wonderful time reading a book with the children. Discovered that a lot of children do not have library cards. Stopped in town office after to see what we could do to assist more kids in getting their library cards. Our CAO, Jodi, will be talking with our local library and the principal to see what we can do to help assist some children to get their library cards.

Note:

What a busy time it has been. Summer is now at an end, and we have a lot of winter programming coming up. I am also pleased to say that I was awarded my Municipal Leaders Certificate at the Alberta Municipalities Convention. Although I could not be there to accept it in person. It is a big accomplishment in my career as a town councillor.

Tanya May
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD***Councillor Report – for period Sept 14 – Oct 11, 2023***

- Sept 14, 2023 Attended “Coffee with a Cop”. Glad to hear that there is not a lot of crime happening of late. Hope the trend continues.
Congratulatory to Staff Sgt Chris Palfy who will retire at the end of October and to Sgt Lew Simms who will take over for him.
Attended the Agenda Committee meeting.
- Sept 15, 2023 Attended the Alberta Capital Region Wastewater Commission meeting, followed by the Performance Committee meeting.
ACRWC has now officially launched its rebrand and will be known as ARROW Utilities – “Sustainable Wastewater Solutions”.
- Sept 19, 2023 Attended the Regular Meeting of Council.
- Sept 21, 2023 Attended the Homeland Housing Board meeting. Homeland was not successful in an application for a grant from CMHC for an affordable housing project in St. Albert and the project may not go forward. Optimistically we are hoping that we will be successful if a second round of initiatives is announced.
Chaired the Committee of the Whole meeting.
- Sept 22, 2023 Attended the Gibbons Mayors’ Brunch. Interesting to hear what is planned for the town. I had an opportunity to have a discussion with David Howe, Manager, Strategic Projects from the Alberta Industrial Heartland about how our area could become involved in the AIH development in a supportive role.
- Sept 27 – 29 Attended the AB Munis conference. It was a great conference packed full of education and networking opportunities.
- Oct 3, 2023 Attended the Organizational Meeting of Council followed by the Regular Meeting of Council. Councillor Tanya May will serve as the next Deputy Mayor for a one year term.

Note: Any additional information for report

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD*Councillor Report – for period, September 13- October 10, 2023*

September 14	Coffee with a Cop
September 19	Attended Regular Council Meeting
September 21	Committee of the Whole Meeting
September 22	Salutes Meeting at the Garrison- Featured the “The Last Post Fund”, a veteran support organization that supports veteran funeral services and grave markers for unmarked veteran grave sites.
September 22	Base Business Luncheon at the Garrison
September 23	MFRC Lobsterfest fundraiser at the Garrison
September 27	Alberta Municipalities Convention
September 28	Alberta Municipalities Convention- one of the highlights I would like to share would be the keynote speaker on accessibility and making our communities and community spaces of all kinds, accessible and inclusive for everyone. Making this a priority improves the lives of many. I really enjoyed her presentation on this topic.
September 28	Mission Update Canadian Forces and the role of Businesses The Canada Reserves are in desperate need of personnel in many different jobs. There is a large variety of jobs that are available to join in part time and full-time positions. There are also subsidies available for businesses that hire Reserves, if they go on deployment, the business can receive compensation. This was a call for businesses to support veterans and reservists in their roles that are so essential and needed for the Canadian Military.
September 29	Alberta Municipalities Convention
October 3	Organizational Meeting
October 3	Regular Meeting of Council

Councillor
Lacey Laing
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – Sept 14 to Oct 11

Sept 14, 2023	Coffee with a Cop. Good session. Sad to see Chris Palfy go but welcome to Sergeant Lew Simms.
Sept 16, 2023	Bruderheim Fall Festival Parade. Excellent chance to find out some of the happenings in another small town. They had a very nice park and skate park.
Sept 16, 2023	I attended the 150 year RCMP celebration in Morinville. Great opportunity to thank the folks with the RCMP and their dedication to the community.
Sept 19, 2023	Regular Council Meeting
Sept 21, 2023	Committee of the Whole Meeting
Sept 22, 2023	Gibbons Mayor's Brunch. The Gibbons Mayor's Brunch was excellent and their presentation of their economic development was impressive. There were also presentations of other economic developments in the area.
Sept 25, 2023	CRNWSC (governance review)
Sept 27-29	<p>Alberta Municipalities Convention. This was a great networking prospect. I attended some of the education sessions which were great.</p> <ul style="list-style-type: none">• Net-zero Infrastructure building with net zero energy consumption, meaning the total amount of energy used by the building on an annual basis is equal to the amount of renewable energy created on the site.• Water and Disaster planning Learning how to lower water usage and deal with modernizing the storm water management system. Westlock showed their system it was impressive.• Council Behavior As a new councillor I found this session to be very educational. Many tips on implementing codes, when to and when not to use them and to be able to work as a team. Helps with guidelines.• Election Wetaskiwin Mayor, Tyler Gandam, was elected president of Alberta Municipalities at its annual convention. Members voted to have the government increase the Local Government Fiscal

Framework (LGFF) to help with the ageing infrastructure. Hopefully this will send a message to the government.

I find this Conference was a great opportunity to talk to new and seasoned officials and listen to their experiences. There was a lot of information to decipher. Great conference.

Oct 03, 2023	Organizational Meeting
Oct 03, 2023	Regular Council Meeting

Timothy J LARSON
Councillor
Town of Bon Accord



ALBERTA
JUSTICE

*Office of the Minister
MLA, Calgary-Cross*

AR 57291

September 21, 2023

His Worship Brian Holden
Mayor
Town of Bon Accord
5025 - 50 Avenue
Bon Accord AB T0A 0K0

Dear Mayor Holden:

Thank you for your letter dated July 17, 2023, extending congratulations on my appointment as the Minister of Justice. I am truly humbled and honoured by the opportunity to serve as the MLA for Calgary-Cross and in my capacity as Minister.

The Town of Bon Accord's leadership and progressive initiatives, as mentioned in your letter, will certainly help grow your community, while safeguarding and preserving the environment for future generations. I recognize that ongoing collaboration and engagement with key industry stakeholders, organizations, and governments of all levels, inclusive of the Town of Bon Accord, remains a critical component in advancing areas of mutual interest and in helping the government position our economy for growth, while continuing to invest in and stay in alignment with Albertans' primary areas of importance.

Safety is a top priority for our government. As the Minister of Justice, I will be comprehensively reviewing many aspects of our justice system, including family courts, to ensure there is more affordable and efficient access to justice. Our government is taking concrete steps to place the protection of the law-abiding public at the centre of all bail decisions. We are calling on the federal government to step up and support policies and legislation that protect citizens from high-risk violent and repeat offenders. We are also working to develop a specialized prosecution unit to address deteriorating safety in Alberta's major urban centres.

Premier Smith tasked the Minister of Public Safety and Emergency Services and me with developing and implementing a strategy to ensure violent criminals and gang members are detained and effectively prosecuted. I am confident that, in addition to the above-mentioned initiatives, our government's commitment to managing the high cost of living, driving the

.../2

economy with more jobs, and improving infrastructure and education will improve life for everyone.

You can be assured the government is committed to securing a bright future for our province. We will transform the health care system to meet people's needs, support Albertans with the high cost of living, and will drive the economy with more jobs, quality education, and continued diversification.

I look forward to a continued partnership with you and the Town of Bon Accord.

Once again, thank you for your kind words of congratulations.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mickey Amery', with a horizontal line extending to the right.

Honourable Mickey Amery, KC, ECA
Minister of Justice and Attorney General of Alberta

cc: Honourable Mile Ellis
Deputy Premier of Alberta and
Minister of Public Safety and Emergency Services



ALBERTA

Children and Family Services

Office of the Minister
MLA, Spruce Grove-Stony Plain

15855

SEP 25 2023

His Worship Brian Holden
Mayor, Town of Bon Accord
P.O. Box 779, 5025 50 Avenue
Bon Accord AB T0A 0K0

Dear Mayor Holden:

Thank you for your letter of congratulations on my appointment as Minister of Children and Family Services. I am honoured to serve in this role that is dedicated to enhancing the lives of children and families in our province.

I understand the importance of collaboration and look forward to continuing to work with the ministry's community partners, agencies, and across government to ensure services and supports are available to those who need them. Being the parent of two children, I have a high regard for the work Children and Family Services does. I am pleased to help the ministry continue to achieve its goal of making positive impacts for families and children and helping them reach their full potential.

I commend the Town of Bon Accord for pursuing its clean energy future through a grant from the Alberta Municipal Solar Program to support its solar farm, and for being recognized as Canada's first International Dark Sky Community attracting stargazing tourists and residents alike. Further, I have shared your letter with my government colleagues for their review and consideration. They will be excellent resources for the Town of Bon Accord in the coming years. I encourage you to connect with their offices.

Thank you again for writing. I look forward to collaborating with you to ensure positive outcomes for children and families in Bon Accord.

Sincerely,

Honourable Searle Turton
Minister of Children and Family Services

cc: Honourable Joseph Schow, Minister of Tourism and Sport
Honourable Nathan Neudorf, Minister of Affordability and Utilities
Honourable Ric McIver, Minister of Municipal Affairs
Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors
Honourable Dale Nally, MLA Morinville-St. Albert



ALBERTA
IMMIGRATION AND MULTICULTURALISM
Office of the Minister
MLA, Calgary-North

AR 96551

His Worship Brian Holden
Mayor
Town of Bon Accord
bholden@bonaccord.ca

Dear Mayor Holden,

Thank you for your kind letter of congratulations. It is my great honour to serve as Alberta's Minister of Immigration and Multiculturalism.

I am passionate about expanding support for immigrants, combatting racism in our province, and addressing labour shortages in key industries. I was involved in the development of Alberta's Anti-Racism Action Plan, and I look forward to guiding its implementation. This roadmap is an important step towards weeding out the structural roots of disparity, and I am hopeful that it will help increase acceptance of people's diverse cultures, customs, and practices.

Last fall, I was proud to launch Alberta's first ever Newcomer Recognition Awards, celebrating the outstanding accomplishments of immigrants who have made a lasting difference in their schools, workplaces, neighbourhoods, or volunteer organizations. It is promising to see that so many highly skilled people — who could work anywhere in the world — are choosing to live and work in our rural and urban communities. That is why I am confident that Alberta's best days are ahead.

I look forward to working with the people of Bon Accord to make a meaningful impact in the lives of all Albertans. Together, we can help guide our province towards a prosperous future where diversity is valued.

Sincerely,



The Honourable Muhammad Yaseen, ECA
Minister of Immigration and Multiculturalism

cc: The Honourable Dale Nally, MLA for Morinville-St. Albert

Notice of Motion

I, Councillor Laing, bring forward a notice of motion, to be presented at October 17, RMC and brought forward for discussion at the RMC November 7, 2023.

Hoping to have a discussion with council regarding the last salutes meeting, to donate \$2000 to the veteran support organization "The Last Post", on behalf of the town of Bon Accord, to add to budget deliberations for 2024.

\$2,000 is the current cost for the organization to create one grave stone marker for one veteran unmarked grave.

I believe that this is a wonderful cause, and showing support to our military ties in Bon Accord.

Motion: To direct administration to add a donation of \$2,000 to the "Last Post Fund" in 2024 budget planning