

**Town of Bon Accord  
AGENDA  
Regular Council Meeting  
May 17, 2022 8:30 a.m.**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1. Regular Meeting of Council; May 3, 2022 (enclosure)
- 4. DELEGATION**
  - 4.1. 8:35 a.m. Andrew Riley – Alberta Municipalities (enclosure)
- 5. DEPARTMENT REPORTS**
  - 5.1. Community Services (enclosure)
  - 5.2. Finance (enclosure)
  - 5.3. Operations (PW) (enclosure)
  - 5.4. Planning and Economic Development (enclosure)
  - 5.5. Chief Administrative Officer (CAO) (enclosure)
- 6. UNFINISHED BUSINESS**
  - 6.1. Sky Sheds Observatories (enclosure)
  - 6.2. Proposed MOU (Veteran’s Memorial Park/Gibbons Legion) (enclosure)
- 7. NEW BUSINESS**
  - 7.1. ABMunis Power+ Program (enclosure)
  - 7.2. Approval of Budget Amendments (enclosure)
  - 7.3. Council Community Connections Event (enclosure)
  - 7.4. Resignation – Councillor Cory Roemer (enclosure)
  - 7.5. By-Election (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
  - 10.1 Mayor Holden (enclosure)
  - 10.2 Deputy Mayor Laing (enclosure)
  - 10.3 Councillor Bidney (enclosure)
  - 10.4 Councillor May (enclosure)
- 11. CORRESPONDENCE**
- 12. PRESENTATION OF NOTICE OF MOTION**

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
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**13. NOTICE OF MOTION**

**13.1.**Off Highway Vehicle Additional Information

**13.1.1.** Heather Edwards (enclosure)

**13.1.2.** Sara Hinkey (enclosure)

**13.1.3.** David and Kathleen Hutton (enclosure)

**14. CLOSED SESSION**

**14.1.**Hellinga Development Company Ltd. – *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body*

**14.2.**Code of Conduct – *FOIP Act 17(1) Disclosure harmful to personal privacy*

**15. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
May 3, 2022 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL**

**PRESENT**

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

**REGRETS**

Councillor Cory Roemer

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Falon Fayant – Corporate Finance Manager  
Dianne Allen – Planning and Economic Development Manager  
Mark Prutchick – Operations Manager  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER**

Mayor Holden called the meeting to order at 7:01 p.m.

**ADOPTION OF AGENDA**

MAYOR HOLDEN MOVED THAT Council approve the addition of item 8.0 EOEP Virtual Course and 12.4 Hellinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body to the May 3, 2022 agenda.

**CARRIED UNANIMOUSLY RESOLUTION 22-200**

COUNCILLOR MAY MOVED THAT Council adopt the May 3, 2022 agenda, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 22-201**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – April 19, 2022***

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the April 19, 2022 Regular Meeting of Council, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-202**

***Special Meeting of Council Minutes – April 21, 2022***

COUNCILLOR BIDNEY MOVED THAT Council adopt the April 21, 2022 Special Meeting of Council minutes, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-203**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
May 3, 2022 7:00 p.m.  
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***Special Meeting of Council Minutes – April 25, 2022***

MAYOR HOLDEN MOVED THAT Council adopt the April 25, 2022 Special Meeting of Council minutes.

**CARRIED UNANIMOUSLY RESOLUTION 22-204**

**UNFINISHED BUSINESS**

***Strategic Plan Special Meeting***

DEPUTY MAYOR LAING MOVED THAT Council direct administration to plan and advertise a Special Meeting for the purpose of reviewing the final draft of the Strategic Plan (2022-2026) on May 30, 2022 from 6 p.m. – 8 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-205**

***Alberta Utilities Commission Letter***

COUNCILLOR MAY MOVED THAT Council direct administration to draft a letter to the Alberta Utilities Commission in support of the Town of Fox Creek's letter and further that Mayor Holden sign this letter on behalf of Council.

**CARRIED UNANIMOUSLY RESOLUTION 22-206**

***Arena Baseball Diamond – Change of Activity***

COUNCILLOR MAY MOVED THAT Council approves the location (as per enclosed aerial view) for a proposed skateboard park and directs administration to incorporate the skateboard park location into a future recreation master plan.

In Favour: Mayor Holden, Deputy Mayor Laing, Councillor May

Opposed: Councillor Bidney

**CARRIED RESOLUTION 22-207**

**BYLAWS | POLICIES | AGREEMENTS**

**2022 Rates of Taxation Bylaw 2022-08**

DEPUTY MAYOR LAING MOVED THAT Council gives 1<sup>st</sup> reading to the 2022 Rates of Taxation Bylaw 2022-08, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-208**

COUNCILLOR MAY MOVED THAT Council gives 2<sup>nd</sup> reading to the 2022 Rates of Taxation Bylaw 2022-08, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-209**

COUNCILLOR BIDNEY MOVED THAT Council gives unanimous consent to hear all three readings of the 2022 Rates of Taxation Bylaw 2022-08 in one meeting.

**CARRIED UNANIMOUSLY RESOLUTION 22-210**

DEPUTY MAYOR LAING MOVED THAT Council gives 3<sup>rd</sup> and final reading to the 2022 Rates of Taxation Bylaw 2022-08, as presented.

**Town of Bon Accord  
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**CARRIED UNANIMOUSLY RESOLUTION 22-211**

**Tax Installment Payment Plan Bylaw 2022-14**

COUNCILLOR MAY MOVED THAT Council gives 1<sup>st</sup> reading to the 2022-14 Tax Installment Payment Plan (TIPP) Bylaw, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-212**

DEPUTY MAYOR LAING MOVED THAT Council gives 2<sup>nd</sup> reading to the 2022-14 Tax Installment Payment Plan (TIPP) Bylaw, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-213**

COUNCILLOR BIDNEY MOVED THAT Council gives unanimous consent to hear all three readings of the 2022-14 Tax Installment Payment Plan (TIPP) Bylaw in one meeting.

**CARRIED UNANIMOUSLY RESOLUTION 22-214**

COUNCILLOR MAY MOVED THAT Council gives 3<sup>rd</sup> and final reading to the 2022-14 Tax Installment Payment Plan (TIPP) Bylaw, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-215**

**Community Standards Bylaw 2022-13**

COUNCILLOR BIDNEY MOVED THAT Council gives 1<sup>st</sup> reading to the Community Standards Bylaw 2022-13 to repeal and replace Community Standards Bylaw 2021-05.

**CARRIED UNANIMOUSLY RESOLUTION 22-216**

COUNCILLOR MAY MOVED THAT Council gives 2<sup>nd</sup> reading to the Community Standards Bylaw 2022-13 to repeal and replace Community Standards Bylaw 2021-05.

**CARRIED UNANIMOUSLY RESOLUTION 22-217**

COUNCILLOR MAY MOVED THAT Council gives unanimous consent to hear three readings of Community Standards Bylaw 2022-13 to repeal and replace Community Standards Bylaw 2021-05 in one meeting.

**CARRIED UNANIMOUSLY RESOLUTION 22-218**

DEPUTY MAYOR LAING MOVED THAT Council gives 3<sup>rd</sup> and final reading to the Community Standards Bylaw 2022-13 to repeal and replace Community Standards Bylaw 2021-05.

**CARRIED UNANIMOUSLY RESOLUTION 22-219**

**Town of Bon Accord  
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**WORKSHOPS | MEETINGS | CONFERENCES**

***EOEP Virtual Course***

COUNCILLOR MAY MOVED THAT Council direct administration to register Councillor May for the virtual Land Use Planning and Development Approval course hosted by EOEP.

**CARRIED UNANIMOUSLY RESOLUTION 22-220**

**CORRESPONDENCE**

***Town of Gibbons***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to register Mayor Holden for the 1<sup>st</sup> Annual Gibbons Golf Tournament and one additional player, if there is interest.

**CARRIED UNANIMOUSLY RESOLUTION 22-221**

**PRESENTATION OF NOTICE OF MOTION**

***Resident Survey***

**NOTICE OF MOTION**

***Off Highway Vehicles*** – Councillor May withdrew her notice of motion.

**CLOSED SESSION**

- ***Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy***
- ***2022 Road Rehabilitation Project – FOIP Act 16(1)(a)(ii),(b), and (c) – Disclosure harmful to business interests of a third party***
- ***Community Gardens MOA – FOIP Act 24(1)(c) Advice from officials***
- ***Hellinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body***

DEPUTY MAYOR LAING MOVED THAT Council enter into closed session to discuss Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy; 2022 Road Rehabilitation Project – FOIP Act 16(1)(a)(ii),(b), and (c) – Disclosure harmful to business interests of a third party; Community Gardens MOA – FOIP Act 24(1)(c) Advice from officials; and Hellinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body at 7:53 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-222**

COUNCILLOR MAY MOVED THAT Council come out of closed session at 8:52 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-223**

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***Hellinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body***

DEPUTY MAYOR LAING MOVED THAT Council accepts the report as information and directs administration to receive further information from Hellinga Development Company Ltd. confirming development improvement costs and financial assistance.

**CARRIED UNANIMOUSLY RESOLUTION 22-224**

***2022 Road Rehabilitation Project – FOIP Act 16(1)(a)(ii),(b), and (c) – Disclosure harmful to business interests of a third party***

COUNCILLOR BIDNEY MOVED THAT Council approve the 2022 Road Rehabilitation Program Project including 46 Street, 52A Avenue and 48 Street and total projected costs of \$633,094, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-225**

**ADJOURNMENT**

The May 3, 2022 Regular Meeting of Council adjourned at 8:54 p.m.

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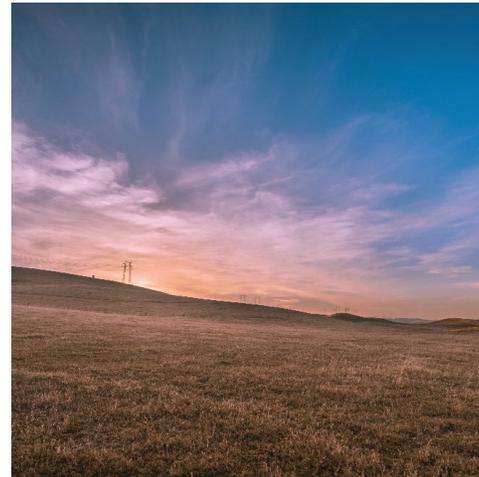
Mayor Brian Holden

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Jodi Brown, CAO

# Alberta Municipalities Power+

CAO Presentation – April 26, 2022  
Town of Bon Accord, Alberta



# Agenda

Town of Bon Accord, Alberta

- Current State Review
- New Aggregation Opportunity
- Next Steps





# Current State Review

Town of Bon Accord,  
Alberta

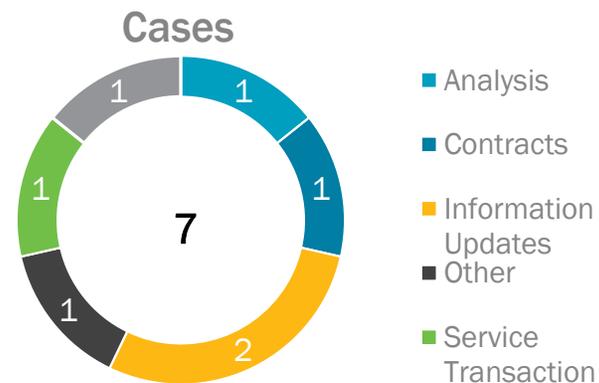


# Account Summary

Type	Signed	Term	Price
Natural Gas Block	May 2018	Jan 1, 2019 – Dec 31, 2023	\$2.26 per GJ
Natural Gas Block	May 2021	Jan 1, 2024 – Dec 31, 2026	\$2.448 per GJ
Electricity Load Following	May 2018	Jan 1, 2019 – Dec 31, 2021	\$0.05327 per kWh
Electricity Block	June 2020	Jan 1, 2022 – Dec 31, 2023	\$0.05175 per kWh

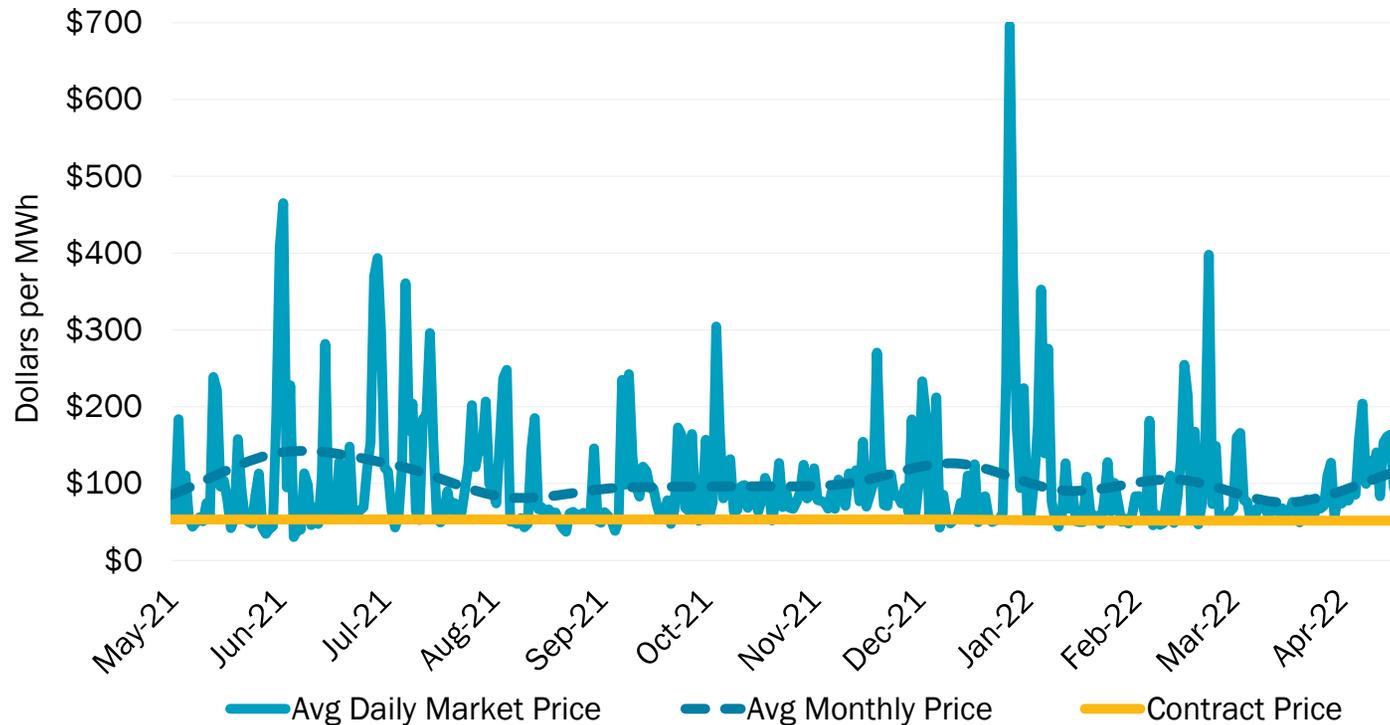
## Recap of Account Activity over the past year

- Natural Gas Aggregation Procurement
- Quarterly Newsletter
- Micro Gen Review



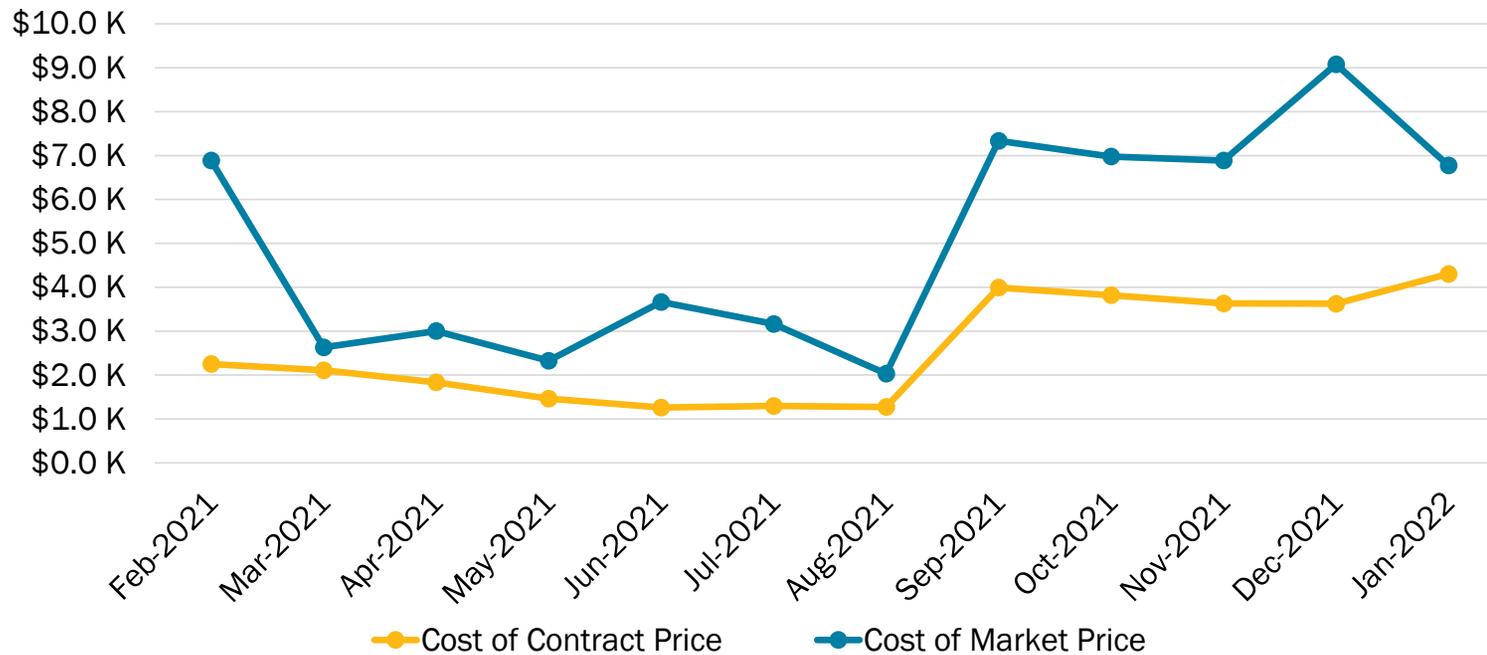
# Town of Bon Accord Electricity Contract vs. Market Rates

(\$ per MWh)



# Electricity Contract Performance in 2021

Contract rate of \$0.05327/kWh has saved approximately \$29K in electricity energy costs in Feb 2021 – Jan 2022 compared to Pool Price.

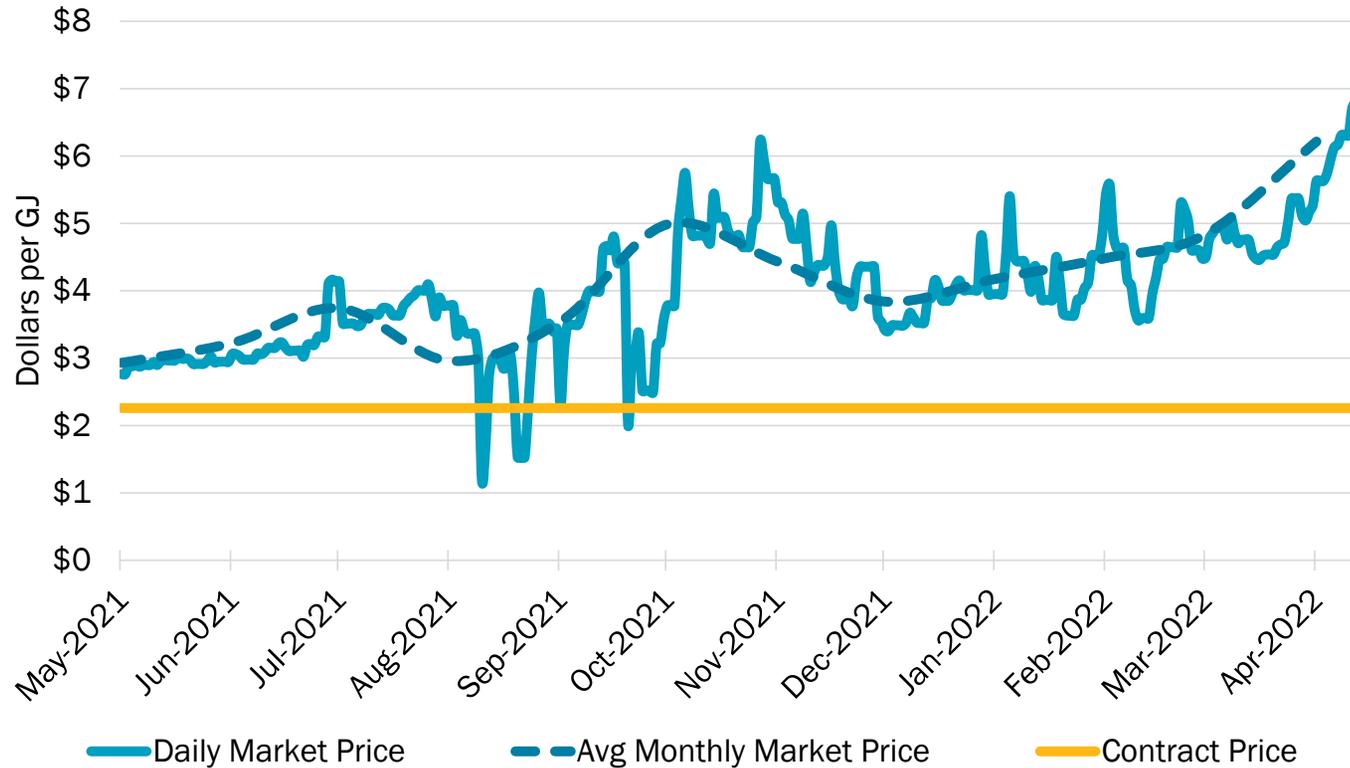


# Top 10 Electricity Sites

Site ID	Site Description	Usage (kWh) Feb 2021-Jan 2022	Usage Var. from PY (%)	Charges Feb 2021-Jan 2022	Charges Var. from PY (%)	% of All Sites
0040V1SL78113	Fortis Lights	38,883	-3%	\$82,601	1%	45%
0040100005004	Arena	210,496	7%	\$38,924	3%	21%
0040000265096	Water Pump House	142,124	-13%	\$28,765	11%	16%
0040102620007	Town Office	74,565	19%	\$12,155	16%	7%
0040533277000	Main Sewer Lift Station	24,528	-15%	\$6,007	-15%	3%
0040533274006	Springbrook Sewer Lift Station	11,431	8%	\$3,153	2%	2%
0040102527006	Public Works Shop	8,988	7%	\$2,885	7%	2%
0040001175863	4725 57 Street	4,702	16%	\$1,836	11%	1%
0040001768134	Commercial Sign	5,215	1%	\$1,727	1%	1%
0040002029658	East Entrance Sign	3,309	0%	\$1,604	4%	1%

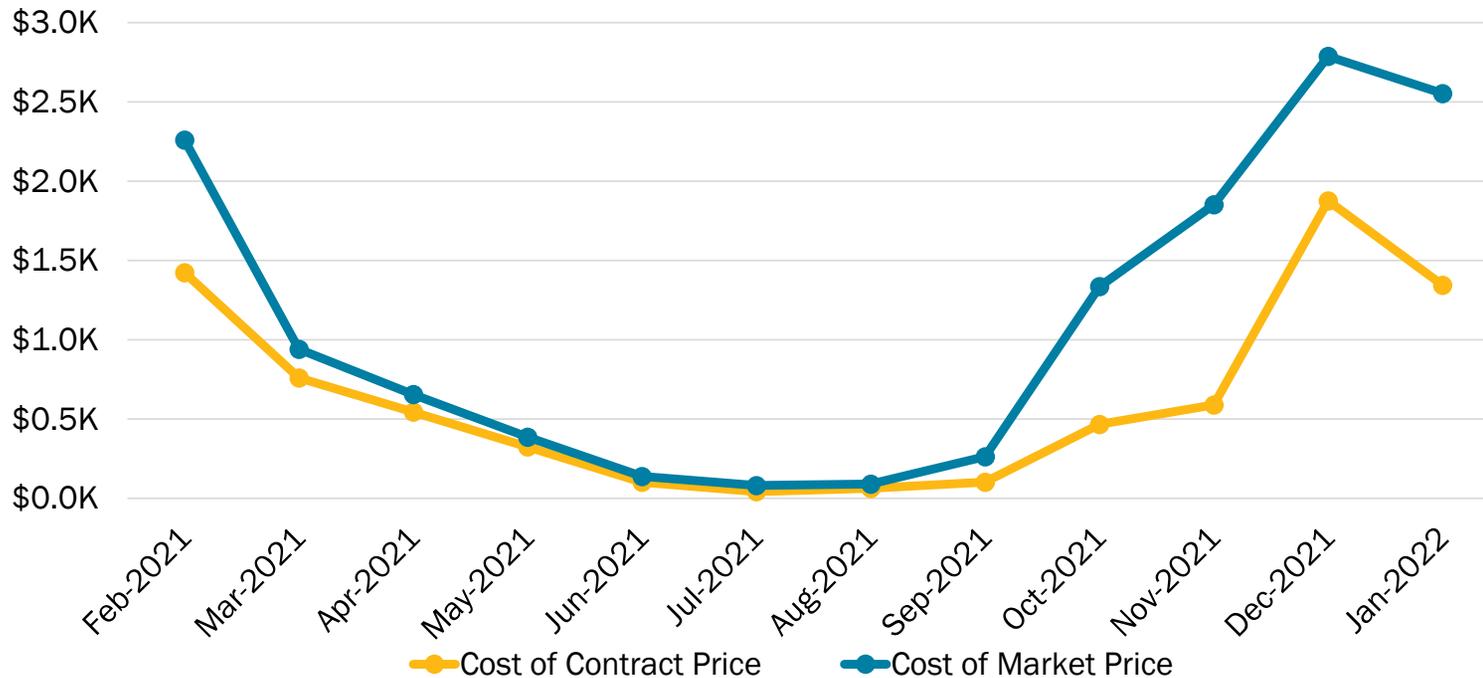
# Town of Bon Accord Gas Contract vs. Market Rates

(\$ per GJ)



# Natural Gas Contract Performance in 2021

Contract rate of \$2.26/GJ has saved approximately \$5K in natural gas energy costs in Feb 2021 – Jan 2022 compared to AECO-C Price.

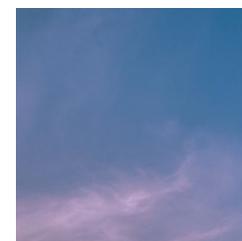


# Top 10 Natural Gas Sites

Site ID	Site Description	Usage (GJ) Feb 2021-Jan 2022	Usage Var. from PY (%)	Charges Feb 2021-Jan 2022	Charges Var. from PY (%)	% of All Sites
0001254826716	Town Office	1,142	6%	\$8,853	20%	30%
0001254617515	Arena	1,051	3%	\$8,290	13%	28%
0001930145411	Public Works Shop	500	3%	\$4,240	16%	15%
0001930144410	Water Plant	434	12%	\$3,805	24%	13%
0001945857810	Main Lift Station	241	6%	\$2,447	17%	8%
0001945860014	Springbrook Lift Station	114	-4%	\$1,536	7%	5%

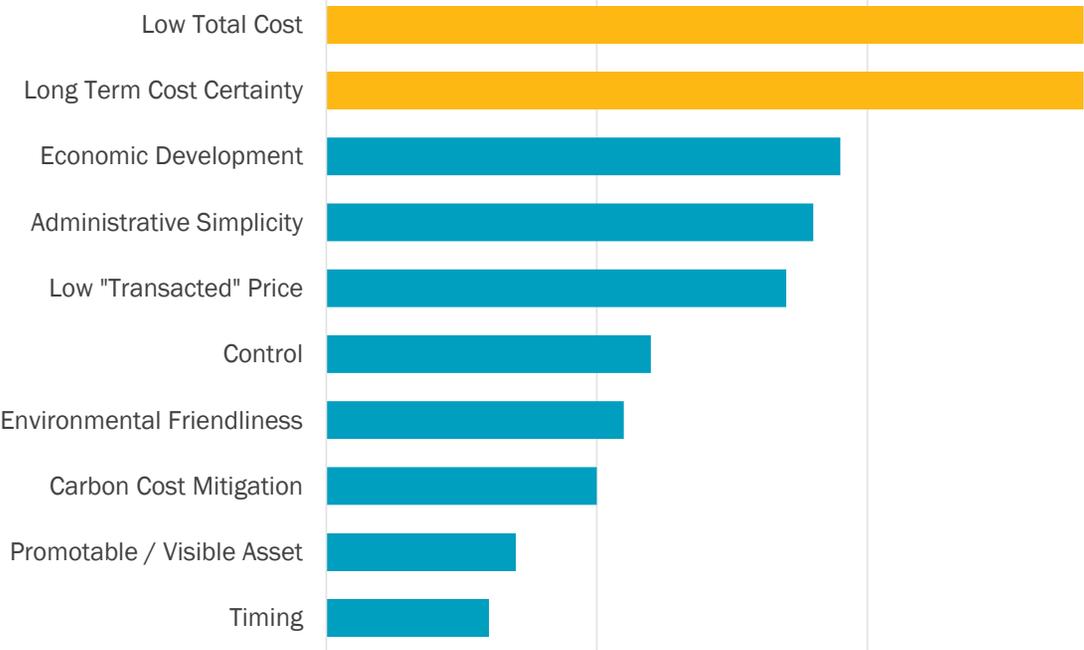


# New Aggregation Opportunity



# Listening to Member Feedback

Regarding **Electricity Supply**, rank the relative importance of the following benefits:



Calgary

# Calgarians experience 'sticker shock' at increasing energy bills



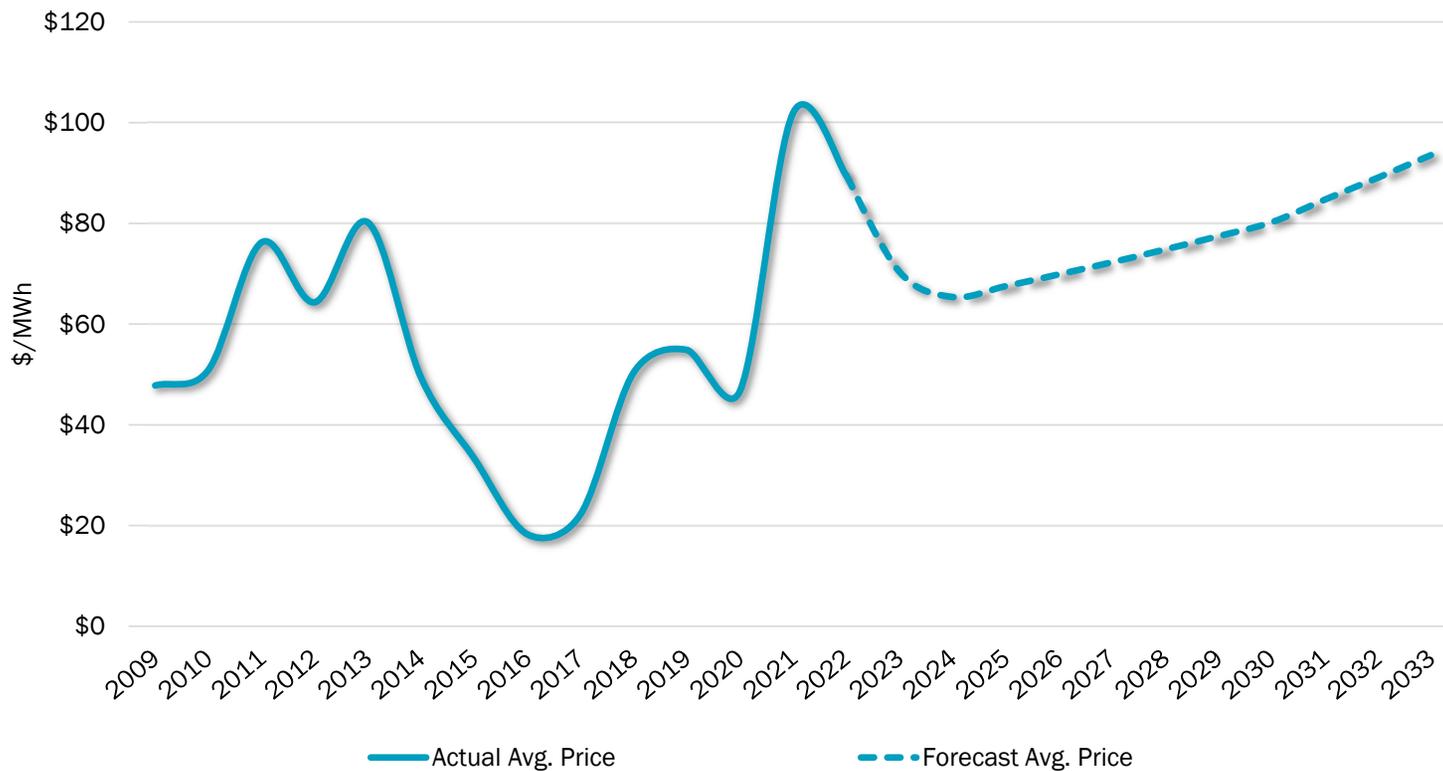
Calgary economist recommends locking in to a fixed-rate plan



Lucie Edwardson · CBC News · Posted: Feb 16, 2022 6:00 AM MT | Last Updated: February 16



# Forward View of Power Prices



Forecast: EDC Associates Quarterly Report Q1 2022

# What is driving the forward price of electricity in an upward direction?



The cost of carbon

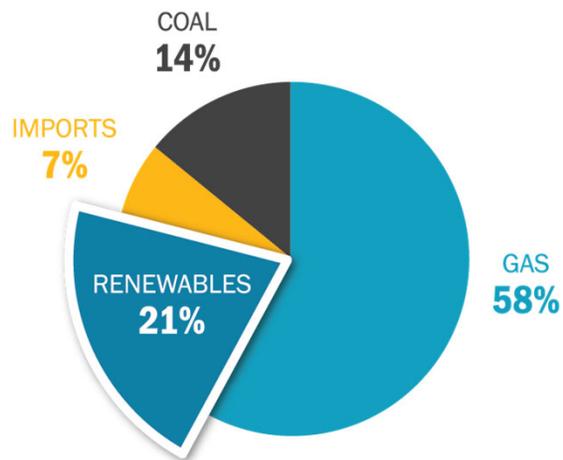


The supply mix

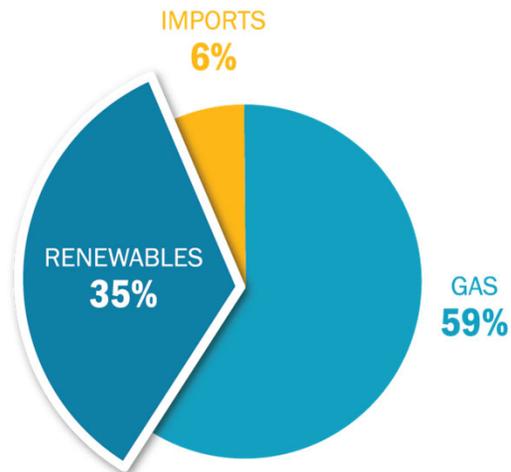
# The Supply Mix - Renewable Growth



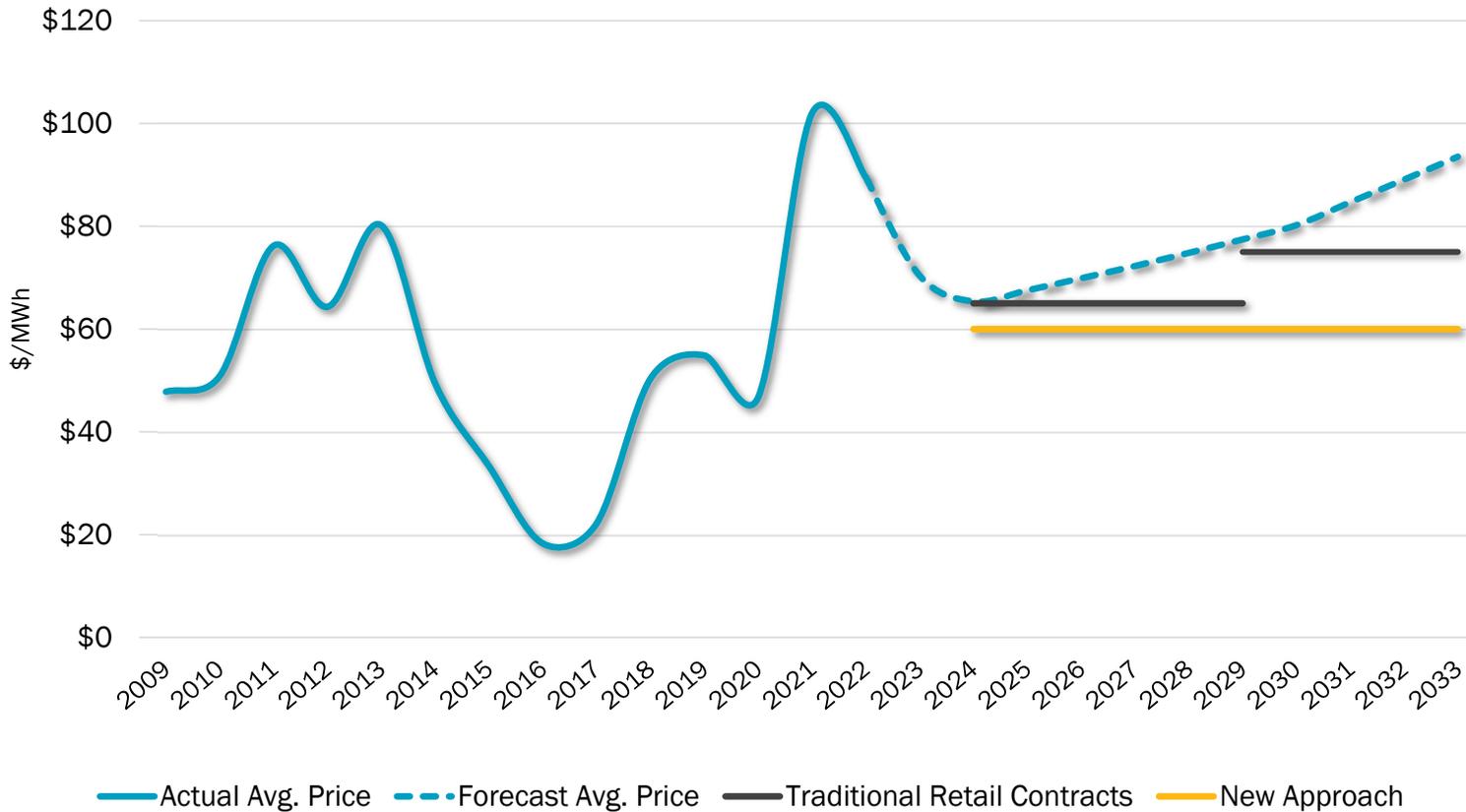
2021 GROSS CAPACITY



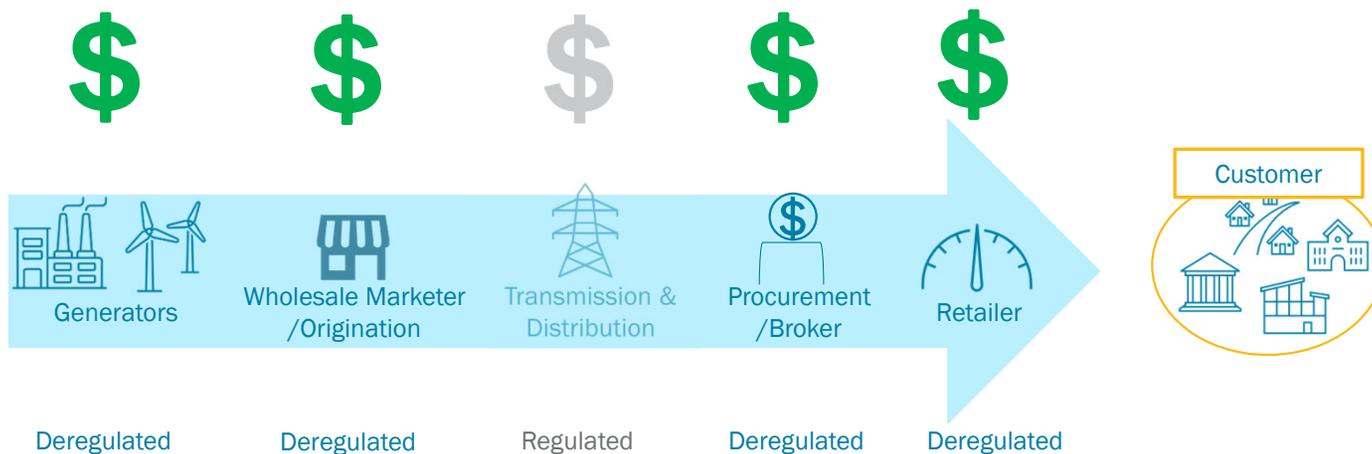
2035 GROSS CAPACITY



# Managing Market Prices



# Electricity Supply Chain

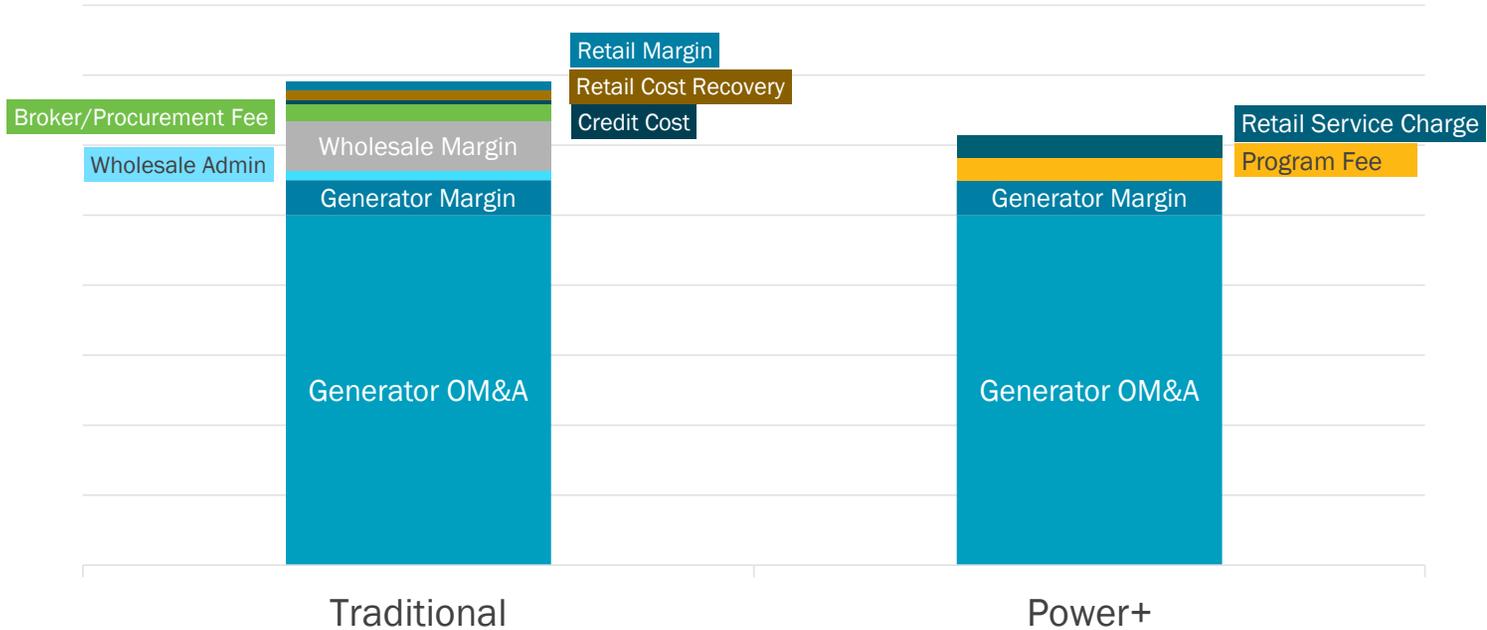


# New Opportunity: Power+



# Pricing Methodology Comparison

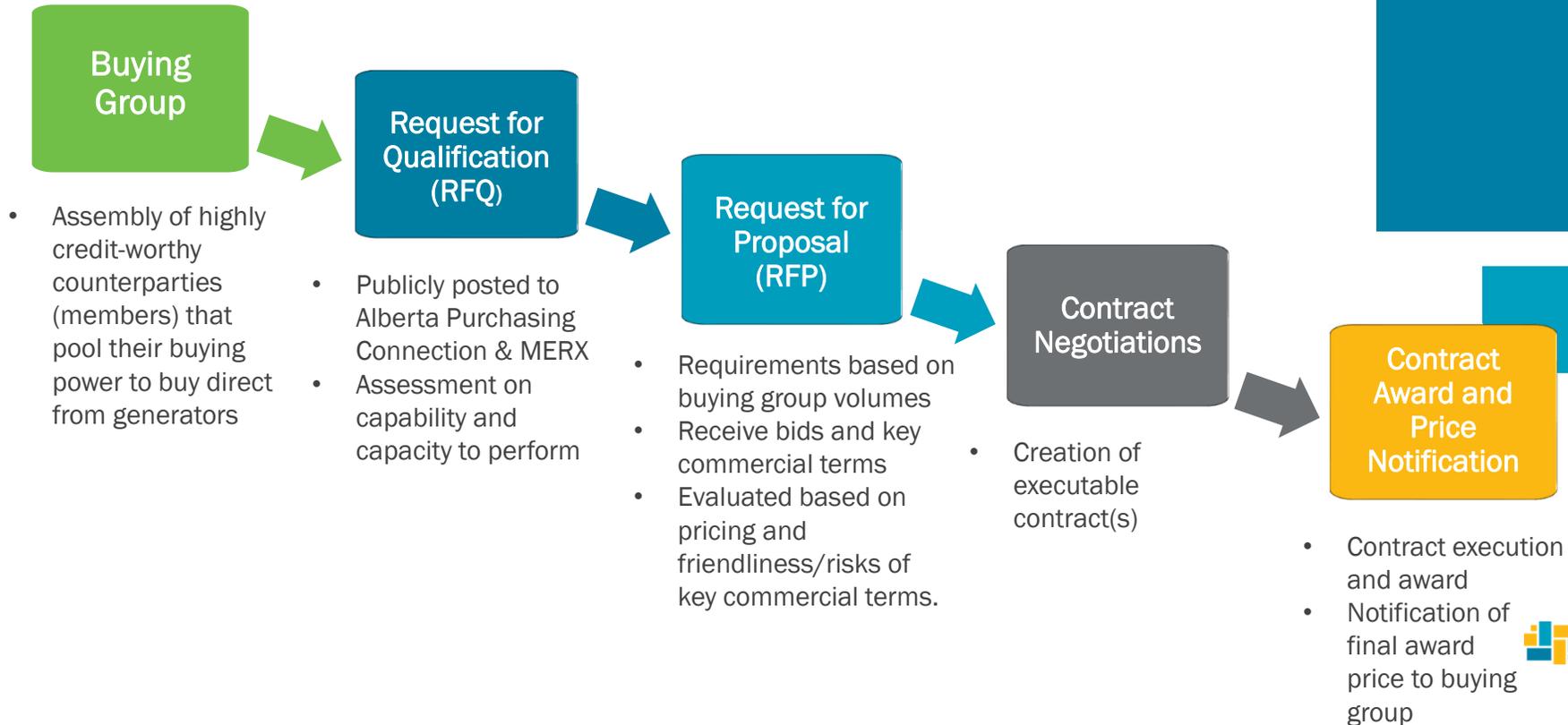
- Because Power+ is seeking a 10-year commitment from the supplier, a different methodology will be used to establish the price.



# Power+ Terms

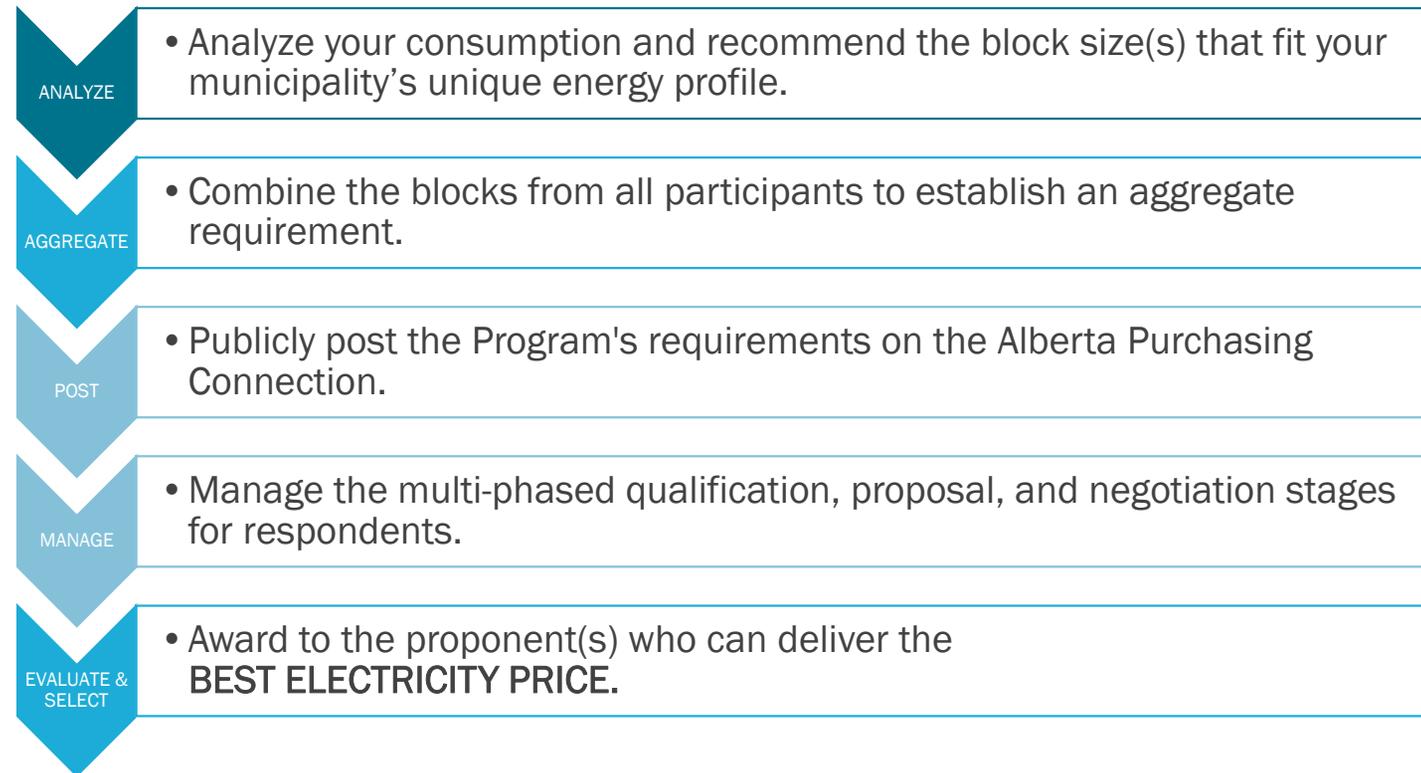
Commodity	Fixed Price Electricity
Coverage	Block
Term	10 Years January 2024 to December 2033
Power+ Price	Energy Cost = TBD via public procurement Program Fee = \$0.00315 per kWh Retail Service Charge = \$0.00315 per kWh (subject to a site minimum)
Options	Renewable Energy Certificates

# Staged Procurement Process

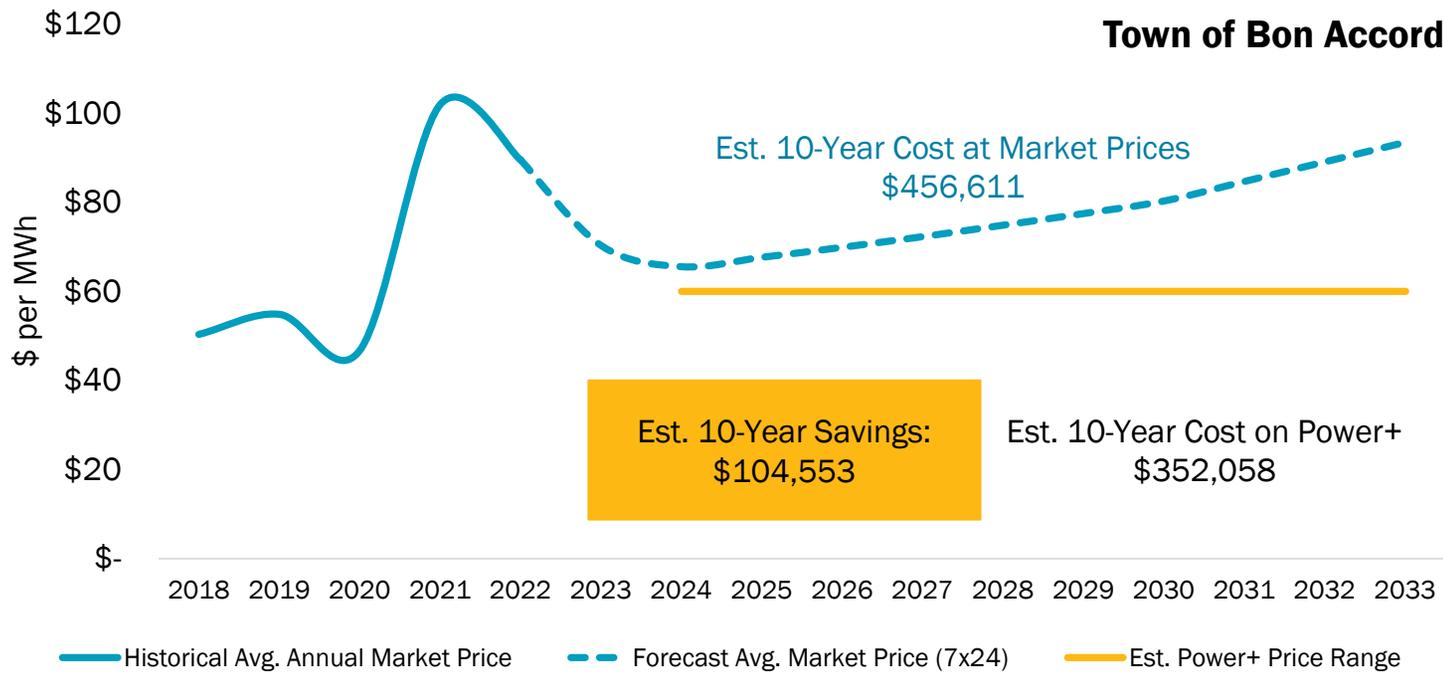


# Fully Managed Process

Power+ is employing a robust approach which has been validated and endorsed by industry.



# Why Power+



# Sign Up for Power+

A program to provide members with long term cost savings and budget stability.

Budget Stability

Cost Savings

Public  
Procurement

## Power+

 Alberta  
Municipalities  
Strength  
In Members

Sign Up Deadline May 31, 2022

 Alberta  
Municipalities  
Strength  
In Members

# Thank you.

## Connect

Dean Kabbani, Sr. Director, Business Development, [Dean@abmunis.ca](mailto:Dean@abmunis.ca)

Dustin Engel, Director, Energy Programs, [Dustin@abmunis.ca](mailto:Dustin@abmunis.ca)



 **Alberta  
Municipalities**  
Strength  
In Members

# Council Report

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**Date:** May 13, 2022  
**Reporting Period:** April 19 – May 13, 2022  
**Department:** Recreation and Community Services Manager  
**Submitted by:** Lila Quinn

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## RECREATION AND PARKS

### **ARENA**

One ball team has been utilizing the arena for ball practice prior to the ball diamonds being dry enough to play on.

Met with representative from CIMCO (Ice refrigeration contractor) at the Arena to discuss maintenance priorities.

### **PARKS**

The ball diamonds and soccer fields have been prepared for the season and were ready for use May 5.

Soccer started May 5. There are two teams each for U5 and U7 and one small team (8 players) for U9. There are no formal games, just in-house grass roots.

T-ball started May 11.

This is our first year taking over scheduling the ball diamonds and soccer fields. Prior to that bookings were managed through the Community League.

## COMMUNITY EVENTS/PROGRAMS

### **VOLUNTEER APPRECIATION**

Volunteer Appreciation was held on April 26 at the Arena. Approximately 50 people attended this event. Thank you to Town Council who attended and helped serve the ice cream and toppings for the sundaes.

We received a lot of positive feedback from the surveys that were submitted.

- 90 percent said they feel a sense of meaning and purpose because they volunteer.
- 87 percent feel connected to the community.
- 83 percent feel valued.

## ***TOWN WIDE CLEAN-UP***

471 students and staff from Bon Accord Community and Lilian Schick schools participated with the Town Wide Clean-up on May 4. The Town provided garbage bags, gloves, and treats for this event. Thank you to Public Works who assisted by collecting the full bags.

## ***COMPOST/RAIN BARREL PICK-UP***

Free compost was distributed to local residence on May 7 at public works.

Those who ordered rain barrels were able to pick up that morning. In total 26 rain barrels were purchased.

## ***FEED THE FAMILIES FOOD DRIVE***

The Fire Department handed out reusable donated Fortis bags the week of May 2-6 to all residences in the Town of Bon Accord.

Staff, Council, and volunteers picked-up the food items on May 13 and delivered to the Food Bank in Gibbons.

## ***SENIOR'S WEEK EVENT***

Senior's Week Event includes a free barbecue for senior's 55+ and live entertainment by Two Bad Apples. The event is on June 8, 5-7 p.m. at Centennial Park. We appreciate any members of Council who are available to help prepare the food at the event.

We received a donation of \$500.00 from the Bon Accord & District Agricultural Society thanks to my letter and presentation at their April 25 meeting.

## ***MUSIC IN THE PARK***

Music in the Park will take place every Tuesday evening from July 5 to September 6 at Centennial Park.

Letters went out May 6, 2022 asking for sponsorship for this event. Thanks to ACE Energy who is our first Bronze sponsor and will be contributing \$250.00 towards the costs of our event.

## ***FAMILIES FIRST PARTNERSHIP***

Continued partnership with Families First to offer the Wiggles & Giggles (for 0-12 Months) on Monday mornings and Mother Goose (0-6 years) on Thursday mornings. Both programs are held in the basement of the Town Office.

## ***INFORMATION AND REFERRALS***

Assisted one resident seeking support/resources.

## **BOARDS AND COMMITTEES**

### ***COMMUNITY SERVICES ADVISORY BOARD***

Met with the Community Services Advisory Board on April 14 where we finalized plans for the Easter Egg Hunt and other upcoming events including: Volunteer Appreciation, Food Drive, and Senior's Week.

### **MEETINGS**

- April 19: Regular Meeting of Council
- April 21: Council Strategic Planning Session
- April 22: FCSS Outcomes Measures Trainer
- April 22 & May 6: Management Team Meetings
- April 25: Agriculture Society Harvest Days
- April 27: Bon Accord Library 40<sup>th</sup> Anniversary
- April 28: FCSS Regional Programming Meeting
- May 3: SIMCO Meeting
- May 4: FCSS Regional
- May 5: North Central Emergency Social Services Networking Meeting
- May 6: Town of Legal (Summer Programs)
- May 12: Town of Gibbons, Community Services

### **TRAINING**

- April 28: Telephone System

### **REPORTS**

- Submitted FCSS Annual Program Report April 25.

### **Lila Quinn**

*Recreation and Community Services Manager  
Town of Bon Accord*

# Council Report

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**Date:** May 17, 2022  
**Reporting Period:** April 19 to May 11, 2022  
**Department:** Corporate Services  
**Submitted by:** Falon Fayant

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## Finance Report

### *Municipal*

The Combined Assessment and Tax Notices were mailed to residents on May 6, 2022. Administration included an information newsletter within the tax notices that explains 'how to read your tax notice' as well as other important information. Taxes are due June 30<sup>th</sup>.

### *Administration*

Administration is expected to be on par with budget in revenues and expenses. Many of the larger invoiced items have been paid within the first quarter of the year such as the annual subscription for our software program, insurance, and the audit. Legal is expected to be over budget due to the application of a 2021 invoice not received until recently, and the unexpected increase for the fire bylaw. Current legal actual is \$7,160 versus a budget of \$6,500.

### *Protective Services*

Bylaw revenues includes a portion of the MSI Operating Grant not yet received. The second quarter bylaw services invoice has been paid in May.

*In review: The door in the fire hall needs to be repaired; the maintenance will likely bring the fire department over budget by approximately \$500 for the year. The fire services invoice has been paid to Sturgeon County. The first quarter bylaw services invoice has been paid.*

### *Public Works*

Bulk water sales are \$5,106 under budget but sales are expected to increase now that we are progressing into spring and summer. The first debenture payment for water has been paid; there are two per year, the next is expected to be withdrawn in June.

*In review: Roads and water revenue include a portion of the MSI Operating Grant not yet received. The Town received notification from GFL Environmental that due to rising fuel costs*

*the company will be charging an additional fuel recovery fee in accordance with our waste collection contract. The letter from GFL stated that: the cost per litre of diesel fuel has been benchmarked at \$1.10/litre. As per agreement – for every 1 cent/litre that fuel rises above the benchmarked rate, it will in turn increase the Fuel Recovery Rate by 2 cents per unit per month.*

## **Parks**

Three temporary summer staff positions (budgeted) have been hired and started on May 9. The Town received grant funding from Canada Summer Jobs of \$4,500 to offset the cost. These staff will be out working in the parks completing grass cutting and other summer maintenance requirements.

## **Recreation & Community Services**

FCSS is on par with budget for expenses and include the family day, Easter egg hunt, and volunteer appreciation events. The FCSS grant payments are received on a quarterly basis.

Expenses in recreation will start to come in as summer events like Music in the Park and fireworks for Harvest Days occur.

The arena should see minimal expected expenses as we are now into spring and summer.

*In Review: The Sturgeon Recreation Grant funding was received; the Town received \$3,479.56 higher than expected due to the higher rate of CPI. The total amount received was \$306,972. This has been allocated per the budget to parks, recreation, and the arena.*

*The Zamboni at the arena broke down and requires repairs; in the meantime, the arena is renting a Zamboni. This was an unexpected expense and while there is some contingency in the budget for unexpected occurrences, this may cause contracted services/repairs and maintenance to be over budget. The full impact has yet to be determined until the repair is complete and the rental is discontinued, and final invoices are paid.*

## **Capital Projects**

Administration is currently working on the application for the Green and Inclusive Community Building Grant and the application for the Community Facility Building Grant. The road project should soon commence with a budget of \$633,094.

The [Municipal Sustainability Initiative \(MSI\)](#) funding has been extended until 2023-24 and then will be replaced by the Local Government Fiscal Framework (LGFF). Under MSI, infrastructure projects (with a 5% minimum threshold) are eligible and unspent funds may be carried forward into the next calendar year. Funds must be used by December 31 of the second year. Currently the Town is budgeted to spend all our allocated MSI for the 2022 road rehabilitation project.

The LGFF program has some aspects that differ from MSI. The main difference is that per Section 9(1) of the [Local Government Fiscal Framework Act](#), any funding received but not used must be returned to the Minister. Eligible projects are yet to be determined until the funding agreement is received once the program is established. If the eligible projects are similar to MSI funding, these would include infrastructure related projects such as roads, water and sewer projects, storm water, etc.

## **MEETINGS**

- April 5 – Regular Meeting of Council
- April 11 – Manager’s Meeting
- April 21 – Special Meeting of Council
- April 26 – meeting with Andrew Riley of ABMunis
- May 3 – Regular Council Meeting
- May 6 – Manager’s Meeting

**Falon Fayant**

*Corporate Services Manager*

*Town of Bon Accord*



**Year-to-Date Variance Report (Unaudited)**  
for the year ending December 31, 2022  
Reporting Month: APRIL

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	76,240	745,085	- 668,845	109,922	135,498	- 25,576	(33,682)	609,587	- 643,269	106%
<b>TOTAL MUNICIPAL</b>	<b>\$ 76,240.00</b>	<b>\$ 745,085.00</b>	<b>-\$ 668,845.00</b>	<b>\$ 109,922.00</b>	<b>\$ 135,498.00</b>	<b>-\$ 25,576.00</b>	<b>-\$ 33,682</b>	<b>\$ 609,587</b>	<b>-\$ 643,269</b>	<b>106%</b>
Election	-	-	-	-	1,833	- 1,833	-	(1,833)	1,833	100%
Council	-	-	-	33,030	38,123	- 5,093	(33,030)	(38,123)	5,093	13%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,030</b>	<b>\$ 39,956</b>	<b>-\$ 6,926</b>	<b>-\$ 33,030</b>	<b>-\$ 39,956</b>	<b>\$ 6,926</b>	<b>17%</b>
Administration	1,573	1,333	240	182,065	165,585	16,480	(180,492)	(164,252)	(16,240)	10%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,573</b>	<b>\$ 1,333</b>	<b>\$ 240</b>	<b>\$ 182,065</b>	<b>\$ 165,585</b>	<b>\$ 16,480</b>	<b>-\$ 180,492</b>	<b>-\$ 164,252</b>	<b>-\$ 16,240</b>	<b>10%</b>
Fire Services	9,945	9,471	474	30,753	47,007	-16,254	(20,808)	(37,536)	16,728	45%
Emergency Services	-	-	-	3,190	6,649	-3,459	(3,190)	(6,649)	3,459	52%
Bylaw	3,994	14,906	-10,912	10,304	33,246	-22,942	(6,310)	(18,340)	12,030	66%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 13,939</b>	<b>\$ 24,377</b>	<b>-\$ 10,438</b>	<b>\$ 44,247</b>	<b>\$ 86,902</b>	<b>-\$ 42,655</b>	<b>-\$ 30,308</b>	<b>-\$ 62,525</b>	<b>\$ 32,217</b>	<b>52%</b>
Municipal Planning	1,137	3,250	- 2,113	24,372	73,897	- 49,525	(23,235)	(70,647)	47,412	67%
Economic Development	-	5,850	- 5,850	26,305	37,648	- 11,343	(26,305)	(31,798)	5,493	17%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 1,137</b>	<b>\$ 9,100</b>	<b>-\$ 7,963</b>	<b>\$ 50,677</b>	<b>\$ 111,545</b>	<b>-\$ 60,868</b>	<b>-\$ 49,540</b>	<b>-\$ 102,445</b>	<b>\$ 52,905</b>	<b>52%</b>
Public Works - Roads	-	3,321	- 3,321	98,831	140,686	- 41,855	(98,831)	(137,364)	38,533	28%
Storm Sewer & Drain	-	-	-	5,646	6,387	-741	(5,646)	(6,387)	741	12%
Water	163,550	171,098	- 7,548	123,503	186,927	-63,424	40,047	(15,829)	55,876	353%
Sewer	111,041	106,602	4,439	66,882	117,765	-50,883	44,159	(11,163)	55,322	496%
Garbage	29,058	30,607	- 1,549	20,174	38,593	-18,419	8,884	(7,986)	16,870	211%
Cemetery	2,300	2,333	- 33	2,969	3,038	-69	(669)	(705)	36	5%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 305,949</b>	<b>\$ 313,962</b>	<b>-\$ 8,013</b>	<b>\$ 318,005</b>	<b>\$ 493,395</b>	<b>-\$ 175,390</b>	<b>-\$ 12,056</b>	<b>-\$ 179,433</b>	<b>\$ 167,377</b>	<b>93%</b>
FCSS	22,066	14,494	7,572	18,243	18,728	- 485	3,823	(4,234)	8,057	190%
<b>TOTAL FCSS</b>	<b>\$ 22,066</b>	<b>\$ 14,494</b>	<b>\$ 7,572</b>	<b>\$ 18,243</b>	<b>\$ 18,728</b>	<b>-\$ 485</b>	<b>\$ 3,823</b>	<b>-\$ 4,234</b>	<b>\$ 8,057</b>	<b>190%</b>
Parks	78,576	77,255	1,321	18,738	46,095	- 27,357	59,838	31,160	28,678	92%
Arena	115,701	108,920	6,781	97,856	91,598	6,258	17,845	17,322	523	3%
Recreation	171,858	174,450	- 2,592	22,441	76,754	- 54,313	149,417	97,696	51,721	53%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ 366,135</b>	<b>\$ 360,626</b>	<b>\$ 5,509</b>	<b>\$ 139,035</b>	<b>\$ 214,448</b>	<b>-\$ 75,413</b>	<b>\$ 227,100</b>	<b>\$ 146,178</b>	<b>\$ 80,922</b>	<b>55%</b>
Library	-	-	-	32,702	28,773	3,929	(32,702)	(28,773)	(3,929)	14%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,702</b>	<b>\$ 28,773</b>	<b>\$ 3,929</b>	<b>-\$ 32,702</b>	<b>-\$ 28,773</b>	<b>-\$ 3,929</b>	<b>14%</b>
Total Excl. General Municipal	\$ 710,799	\$ 723,892	-\$ 13,093	\$ 818,004	\$ 1,159,333	-\$ 341,329	-\$ 107,205	-\$ 435,441	\$ 328,236	75%
Total Incl. General Municipal	\$ 787,039	\$ 1,468,977	-\$ 681,938	\$ 927,926	\$ 1,294,831	-\$ 366,905	-\$ 140,887	\$ 174,146	-\$ 315,033	181%

Budget approved December 14, 2021 Special Meeting of Council, Resolution 21-391

# *Council Report*

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**Date:** April - May 2022

**Department:** Public Works

**Submitted by:** Mark Prutchick, Operations Manager

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## **PUBLIC WORKS/OPERATIONS MANAGER**

- Regularly attended Council Meetings.
- Regularly attend Management meetings.
- Regularly process Invoices/Timesheets, and all information related to day-to-day operating activities.
- Continue to look at essential training/certification and renewals for staff in 2022, this will be continuous throughout the year.
- Attended L.S. School for career day and gave presentation. (This made my day)
- Met with Dianne and Inspections Group.
- Met with Floor Contractor at the Arena. (Jodi, Lila, Andrea)
- Met with New Plaza Owner and Contractor regarding Municipal Standards for Water/Wastewater Laterals and where the responsibility lies.
- Sidewalk/Pathway sweeping complete and ongoing.

## **CAPITAL PROJECTS**

- Continue to review the 2021 capital project contract documents/payment certificates. This is ongoing since substantial completion is still pending from the 2021 road work, and we will be having the contractor address the 2021 deficiencies in the summer of 2022. AE has confirmed that they will be contacting the Contractor shortly to address the 2021 deficiencies.
- Capital project 2022 – Sent off the Award of Tender Letter to the Contractor. The anticipated start date is June 13, 2022, weather permitting.
- Regarding the 2019 Road Rehabilitation Work, the deficiencies were completed August 2020 and the two-year warrantee inspection will take place in June 2022.

## **ROADS**

- Picked up compost from Roseridge.
- Picked up rain barrels from the County.
- Had a successful compost and rain barrel pick up day.
- Picked up Garbage from the Town wide cleanup.
- Graded all alleys, including the use of the Box Grader/Skidsteer.
- Aerated the Town's parks and open spaces.
- Repaired flag poles temporarily until replacement of deficient poles.
- Street sweeping has been rescheduled due to contractor equipment breakdown; new dates are for the week of May 16, 2022.
- Graded L.S. Road twice a week since the week of April 25, 2022 (start of season).

## **EQUIPMENT/VEHICLES**

- Ongoing washing and cleaning of trucks and equipment.
- Equipment maintenance ongoing including daily greasing of equipment.
- Continue doing the necessary oil changes on equipment, ongoing.
- Complete oil and filter change on the Loader.
- Replaced PTO shaft on Kubota.
- All summer maintenance equipment is ready for operations.
- Ordered and received new brushes for the sidewalk sweeper attachment (Kubota).

## **CEMETERY**

- No openings or closings of graves since last report. Went out to mark two graves for the marker company.
- Repaired sunken graves with topsoil.

## **WATER**

- Ongoing daily and weekly readings/sampling/testing with no adverse results during this report.
- Monthly Meter Readings completed on April 29.
- Completed monthly water utilities checks/inspections.

## **SEWER**

- Sewer pump stations and blower house monthly checks completed.

## **Stormwater**

- Fabricated a stormwater flow control gate to help address flooding issues on the Northwest area of town. (Culvert Inlet on 240 west side just North of 51 Ave)

- Continuing to monitor the pond and holding area water levels on the Southeast corner of 28 and the Lagoon Road. Levels have dropped significantly since the last report.

### **On-Call Operator**

- Total of two call outs during this period.
  - Fire Hall Town Office Alarms
  - Utility Reads due to four-day long weekend (3-day max compliance)

### **SAFETY/TRAINING/STAFF**

- Ongoing Morning Meetings (Tailgate) regarding work safe plans.
- Continue to emphasize the importance of Covid safety measures and always keeping up to date with AHS even though restrictions have been reduced significantly.
- Orientation completed for the new seasonal employees and equipped them with the appropriate personal protective equipment (PPE). Started work on May 9, 2022.

### **ADDRESSED CONCERNS / MISCELLANEOUS**

- Traffic Speed Sign is back in operation.
- Soccer Fields Line Painting complete.
- Ball Diamonds raked/harrowed.
- Parks, Playgrounds checks, and garbage pick up ongoing.
- Disassembled and moved the large table from Council Chambers.

Public Works Report ending May 19<sup>th</sup>, 2022.

*Respectfully submitted by:*

*Mark Prutchick, C.E.T., CRS, rci  
Operations Manager  
Public Works*

# Council Report

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**Date:** May 17, 2022  
**Reporting Period:** April 14/22 to May 12/22  
**Department:** Planning and Development  
**Submitted by:** Dianne Allen

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## **ECONOMIC DEVELOPMENT**

### ***Municipal Climate Change Action Centre (MCCAC)***

Alberta communities have been making big changes and gains in solar electricity generation in 2021. MCCAC helped create 108 energy efficiency jobs in Alberta and added 23 Municipal Energy management positions. With these impacts a 2021 Impact Report was issued to show where energy management made the biggest strides. <https://mccac.ca/2022/04/14/looking-back-energy-management-in-alberta-municipalities-2021/>

With new funding opportunities there are notable projects to recognize.

<https://mccac.ca/2022/04/11/looking-back-alberta-municipal-solar-growth-in-2021/>

### ***Sturgeon County - Proposed Solar Farm Project***

A German – based developer has pitched a new \$340-million solar farm project for Sturgeon County claiming it will help power hydrogen production and homes in the area. Alpin Suns is proposing this project, named Sol Aurora, which will be the largest renewable energy development in north-central Alberta.

The company is seeking regulatory approval to build the farm on land north of Fort Saskatchewan that is zoned for heavy industrial use. Construction could commence in early 2023 with the farm being operational by mid – 2024. If completed as planned, the farm's 480,00 solar panels will produce 386,000 megawatt-hours of electricity and offset 205,000 tonnes of carbon per year. The company estimates the facility could produce enough electricity to power close to 55,000 homes. Power generated by Sol Aurora will feed into AltaLinks' Heartland Substation located next to the site of the proposed solar farm.

### ***AB-Online***

Alberta Online is the all-in-one super directory to find, discover and promote Alberta businesses and service providers.

AB-Online is pleased to announce that they have added an online store option for local businesses to sell their products directly from their business listing without having to go through third party shopping cart providers. For a nominal fee of \$5.00 per month, businesses can

list an unlimited number of items all from their existing and free directory listing with Alberta Online.

This service is ideal for farmers market vendors, seasonal businesses and for those businesses who would like to bring attention to end of season products. Additionally for businesses who have a limited budget for existing online store options and perfect for home-based business wanting to sell items online (<https://www.ab-online.ca>)

### ***Inspections Group***

The Inspections Group manages the Towns Building Permits in the disciplines of gas, plumbing, electrical and private sewage disposal. The Director of Business Development & Innovation planned an onsite meeting to touch base on activity and service levels.

Discussion focused on electronic file returns, eSITE to be the acceptable management of documents, and an adjustment in permit fees reflecting a 5% increase. Inspection of tie in at curbstop was discussed to determine the responsible party for this inspection.

### ***Supply Chain Forum – Connecting Small Business and Regional Business***

Businesses in the region are invited to attend an Industry Supply Chain Forum on Wednesday, May 25, 2022, at the Shell Theater in Fort Saskatchewan. The forum will connect attendees with many of the region's major industrial companies.

Contractors, tradespeople, food service, hoteliers, and other small and medium businesses will be able to learn about company processes, from proposals to purchasing. The forum includes presentations from Shell, Dow, and Wolf Midstream. Attendees will be able to speak directly with representatives from companies including Imperial, Keyera, Shell, Inter Pipeline, ATCO, Suncor, Dow, Wolf Midstream, North West Redwater Partnership, Pembina and Nutrien.

The forum is being held jointly by City of Fort Saskatchewan, Strathcona County, Sturgeon County, and the Fort Saskatchewan & District Chamber of Commerce.

Advance registration is required by Tuesday, May 24.

Event commences, Wednesday, May 25, 4 to 7 p.m., Shell Theatre at the Dow Centennial Centre in Fort Saskatchewan. Presentations start at 4:30 p.m. with networking to follow at 6 p.m. Tickets are \$20 or \$10 for members at Chamber of Commerce's in the region.

Businesses can register directly at Shell Theater at [bit.ly/3vGkxyn](https://bit.ly/3vGkxyn)

### ***Mix 107.9***

Advertising with Mix 107.9 continues to promote the Town to potential residents and businesses looking to locate to a smaller community. The Representative from Mix 107.9 provided stats on how radio has helped the Town gain more recognition with the public searching online for additional information on the Town. It was also noted how functional the new website is to navigate, along with available information to appreciate what the Town has to offer.

### ***Electric Vehicle Charging Program***

Advertising went out in the Free Press April 27/22: <http://morinvillepress.com/digital-paper/> to promote the Town's new green initiative.

## **PLANNING AND DEVELOPMENT**

### ***737 Enterprises Ltd.***

Excavation work has commenced on the property across from Town office. As noted, the property will boost 3 commercial bays, all of which have a signed lease agreement. This growth is good for the Town, providing additional services to the residents.

### ***Plan 1854KS Parcel C – East***

Administration continues extensive conversations with the property owner/developer regarding the proposed sub-division development of this land site. Council has been provided with an understanding and broad scope of the intended development.

### ***Nicols Environmental (Canada) Ltd.***

Borehole activity commenced on the service road (47<sup>th</sup> Ave), with advancing boreholes on the Gasland Property and the Hotel property. The drilling location on the service road was completed during slower hours as to not disturb traffic during congestion hours and would take approximately 1.5 - 2 hours to complete.

In total there 6 boreholes ranging from 8.3 – 15.0 meters below grade (MBG).

### ***Investment and Development***

- Interest in land available on highway frontage
- Interest in starting a Liquor Store business

## **BYLAW COMPLAINTS / CONERNS**

### ***Complaints***

- Abandoned 5<sup>th</sup> wheel trailer
- Dumped couch
- Dumped sod

### ***Peace Officer Enforcement Services***

Matt Roblin (Supervisor) provided April reports regarding citations and incidents for Council's review (refer attachments):

April 2022 – Bon Accord Citation Report  
April 2022 – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
2	1	2	7	9	4	This Period
5	1	2	38	31	21	YTD

## MEETINGS / EVENTS ATTENDED / EDUCATION

- Manager Meetings
- Council Meetings / Council Connect
- Local Government Administration Association Conference (LGAA)
- Municipal Planning Services – discussions, review permits, compliance certificates, new applications
- Developer Discussions – existing and potential new developers
- Stakeholders / Residents – development questions, inquires and concerns
- Bylaw Enforcement – discussions
- Society of Local Government Mangers (SLGM)

### **Dianne Allen**

*Manager, Planning & Economic Development  
Town of Bon Accord*

**Sturgeon County**

STURGEON COUNTY CITATION REPORT APRIL 2022 Statistics from: 4/1/2022 12:00:00AM to 4/30/2022 11:59:00PM

**Citation Printout Report by Violation**

Total Citations of (BAT S.8 PARK VEHICLE OVER 4800 KG OFF TRUCK ROUTE.): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(I) PARK W/IN 5 M FROM FIRE HYDRANT): 2  
Total Mandatory Appearances: 0

Total Citations of (ROR S.55(1)(C) HAVE VEH W/O H/LAMPS/TAIL/SIDE MARKER PROPERLY ALI): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.65(1)(C) OWNER OPERATE M.V. NOT IN GOOD WORKING ORDER/COMP): 1  
Total Mandatory Appearances: 0

Total Citations of (VEH S.13(4) TAIL LAMP NOT CAPABLE OF EMITTING RED 150 M TO REA): 1  
Total Mandatory Appearances: 0

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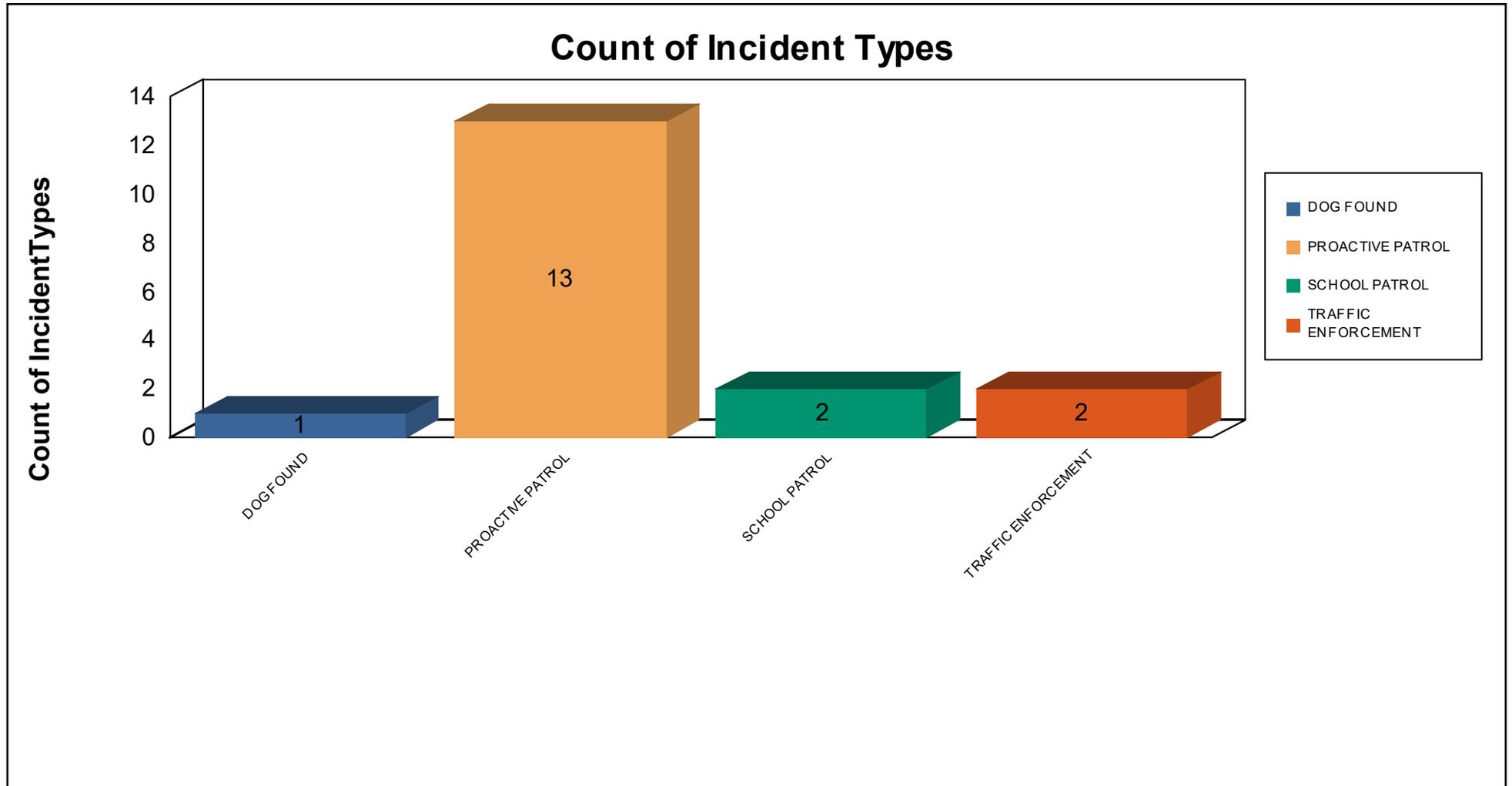
Grand Total

Total Number of Citations Reported: **7**  
Total Fine Amounts Reported: **\$126.00**  
**Total Money Collected:**  
**Total Money Still Due: \$126.00**  
**Total Mandatory Appearances: 0**

# Sturgeon County

BON ACCORD INCIDENT COUNT APRIL 2022 Statistics from Occurred Date: 4/1/2022 12:00:00AM to 4/30/2022 11:59:00PM

## Incident Report



DOG FOUND: 1 6%

**Incident Report**

**PROACTIVE PATROL: 13 72%**

**SCHOOL PATROL: 2 11%**

**TRAFFIC ENFORCEMENT: 2 11%**

**Grand Total: 100.00% Total # of Incident Types Reported: 18**

# Council Report

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**Date:** May 17<sup>th</sup>, 2022  
**Reporting Period:** April 15<sup>th</sup> – May 15<sup>th</sup>, 2022  
**Department:** CAO/Town Manager  
**Submitted by:** Jodi Brown  
**Action Item List Enclosed**

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## COMMUNITY:

**Library Anniversary:** The Town sponsored the cost of the cake for the Library 40<sup>th</sup> anniversary celebration that was held on April 26<sup>th</sup>, 2022. A warm and heartfelt thank-you to the past and current library board members, staff and volunteers for achieving this milestone of community service.

**Year of the Garden:** The official proclamation of the Year of the Garden in Bon Accord is now underway. The Town is working with the Communities in Bloom volunteers to welcome the judges to our community again this summer. Additionally, Town staff are working with the CiB group to re-establish hanging flower baskets in the downtown core again this year. The CiB group is also finalizing plans for future heritage/historical projects in Town. Those plans will be coming forward to Council for approval.

**Volunteer Recognition:** The Town hosted the annual Volunteer Appreciation event at the arena. Council and staff served ice cream sundaes to volunteers in recognition and gratitude for their service to our community.

## INFRASTRUCTURE:

**Arena:** The Town met with the ice refrigeration contractor at the arena to review options for enhanced maintenance of the ice plant and future replacement plans. The contractor is also providing assistance with potential grant opportunities.

**Wastewater Management Tour:** Town staff provided a tour of our wastewater management facilities for Dave Anderson, a Councillor for Strathcona County and Chair of the Alberta Capital Region Wastewater Commission.

## COLLABORATION:

**Sturgeon Region CAO Meeting:** The Town of Gibbons hosted the regional CAO meeting this past month. I was pleased to share that Bon Accord will be installing EV Charging Stations this

summer, the construction of the new commercial development in downtown Bon Accord, and invited the CAO's for a tour of our solar farm this spring or summer. Further discussions included the regional transportation model (SMART Van) that was considered in 2019.

## **OTHER**

### ***Training and Professional Development:***

- Attended the Alberta Municipalities Public Risk Conference: April 28<sup>th</sup> and April 29<sup>th</sup>
- Completed the required Director of Emergency Management Course (AEMA): May 05<sup>th</sup>
- Attended the Annual SLGM Leadership Conference and AGM: May 10<sup>th</sup> – May 13<sup>th</sup>

### ***All Staff Meeting: May 27<sup>th</sup> from 1- 3 pm***

- Office will be closed for the staff meeting. A notice to the public has been posted.

## **MEETINGS**

- April 14<sup>th</sup>: Regional CAO Meeting
- April 19<sup>th</sup>: Regular Council Meeting
- April 21<sup>st</sup>: Meeting with Sturgeon County re Regional Services
- April 21<sup>st</sup>: Special Meeting: Strategic Planning
- April 22<sup>nd</sup>: Management Meeting
- April 25<sup>th</sup>: Special Meeting: 2022 Tax Bylaw
- April 26<sup>th</sup>: Power Plus Program Presentation with Alberta Municipalities
- May 02<sup>nd</sup>: Meeting with Munisight (Asset Management Grant)
- May 03<sup>rd</sup>: Meeting with Contractor re Arena Upgrades
- May 03<sup>rd</sup>: Regular Council Meeting
- May 04<sup>th</sup>: Meeting with Trinus Representative
- May 04<sup>th</sup>: Wastewater Management Tour
- May 05<sup>th</sup>: Director of Emergency Management Course
- May 06<sup>th</sup>: Management Team Meeting
- May 09<sup>th</sup>: Meeting with Redwater CAO

## ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
Veteran's Park MOU	<b>Update:</b> Administration has drafted an amendment to the existing agreement with the Veteran's Park Memorial Society to address community use, protocols, maintenance and upgrades.
Community Services Acknowledgement (plaque presentation)	<b>Update:</b> The plaque presentation is scheduled for May 18 <sup>th</sup> at 5 pm at the arena.
Governance Workshop Information	Administration will bring forward information regarding governance workshops during the 2023 budget deliberations (fall 2022) including free workshops offered by Municipal Affairs.
Location of Sky Shed Observatories	Administration is bringing forward information on the location, condition and potential option of giving the sky sheds that are no longer in use to the Jasper Planetarium at the May 17 <sup>th</sup> Council Meeting.
Strategic Plan (2022 – 2026): May 30 <sup>th</sup> Special Meeting	The review of the final draft of the Strategic Plan (2022-2026) prior to public release is scheduled for May 30 <sup>th</sup> .
Hellinga Development-provision of further information from Hellinga Development Company Ltd. confirming development improvement costs and financial assistance.	Administration has received the requested information and will bring this forward at the May 17 <sup>th</sup> , 2022 Regular Meeting of Council.
OHV Vehicle – Motion to add to survey	In-progress—included on the May 17 <sup>th</sup> , 2022

## ACTION ITEM LIST: COMPLETED

- ✓ A letter to the Alberta Utilities Commission has been drafted for Mayor Holden to sign.
- ✓ The letters and swag items have been sent to the Grade Six students in Calgary that wrote letters to Council regarding leadership.
- ✓ The Strategic Plan Final Draft (2022-2026) has been completed and is ready for Council review.
- ✓ Mayor Holden and Councillor Bidney have been registered for the Gibbons Golf Tournament.
- ✓ Councillor May was registered for the Land Use Planning Elected Officials Education Program Course as directed by Council.
- ✓ EV Charging Stations construction agreement with Dandelion Renewables has been fully executed.

- ✓ The 2022 road rehabilitation project (including (including 46<sup>th</sup> street, 52a Avenue, and 48<sup>th</sup> Street) tender was awarded as recommended by our engineering firm to DeFord Contracting Inc and the project is proceeding as approved.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	May 17 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Sky Shed Observatories
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

In 2017, the Town of Bon Accord purchased two sky shed observatories for \$9060 as part of the Dark Sky initiative.

The Town did not receive grant funding for the purchase of the sky sheds.

The Town did receive grant funding from Alberta Recycling in the amount of \$12,600 for the pads that the sky sheds were situated on to facilitate a flat surface for telescopes.

The sky sheds are currently in storage. Photos of the sky sheds are enclosed.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The sky sheds have not been in use for some time. They were removed and placed in storage due to concerns regarding continued misuse.

The sky sheds require extensive cleaning, new hardware to repair the door that has detached from one of the units, and further one of the units has incurred some damage to the interior walls.

The Jasper Planetarium has expressed an interest in obtaining the sky sheds for their facility and community.

Administration recommends that given the condition of the sky sheds, that the Town gift the sky sheds to the Jasper Planetarium at no cost under the following stipulations:

- The Town will not be responsible for the cost of transporting the sky sheds to Jasper.
- The Town will require that a waiver be signed by an authorized representative for the Jasper Planetarium stating that they are accepting the sky sheds in “as is” condition and further that the Town will not be responsible for any liability arising from their use.

Further, if the Jasper Planetarium declines the sky sheds, administration recommends disposal (recycling where possible) of the sky sheds.

## **STRATEGIC ALIGNMENT**

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)**

Choose one of the following options:

1. That Council direct administration to give the sky shed observatories to the Jasper Planetarium at no charge based on the conditions presented and circulated or if this offer is declined to proceed with appropriate disposal of this equipment.
2. That Council direct administration to.....





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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	May 17 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Proposed MOU (Veteran's Memorial Park/Gibbons Legion)
<b>Agenda Item No.</b>	6.2

**BACKGROUND/PROPOSAL**

At the January 18<sup>th</sup>, 2022, Regular Council Meeting, administration was directed to proceed with presenting the proposed MOU as presented for consideration to the Gibbons Legion and the Veteran's Memorial Society.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration met with the Veteran's Park Memorial Society on March 11<sup>th</sup>, 2022.

During this meeting, it was confirmed that the Bon Accord and District Veteran's Memorial Society continues to formally exist and includes members of the Gibbons Legion.

Therefore, a new MOU (Memorandum of Understanding) including both the Veteran's Park Memorial Society and the Gibbons Legion, is not needed.

However, it was determined that rather than a new MOU, an amendment to the existing agreement is needed to address on-going maintenance, improvements or additions to the park, community use (Remembrance Day) and flag protocols.

The existing agreement with the Veteran's Memorial Society is enclosed.

**STRATEGIC ALIGNMENT**

Priority Five: Collaboration

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

**COSTS/SOURCES OF FUNDING**

N/A Annual Budget

Reserve Fund for Veteran's Memorial Park

**RECOMMENDED ACTION (by originator)**

**Choose one of the following options:**

1. That Council accepts this report as information and further directs administration to proceed with negotiating an amendment to the existing agreement (rather than proceeding with a new MOU) with the Bon Accord and District Memorial Society to be presented to Council for final approval.
2. That Council directs administration to....

## **Agreement**

### **Veterans Memorial Park**

**Agreement**

**Between**

**The Town of Bon Accord**

**and**

**Bon Accord and District Veterans Memorial Society**

This Agreement sets the terms and understanding to complete a transfer of lands and funds between the Bon Accord and District Veterans Memorial Society and the Town of Bon Accord.

#### **Background**

Memorial Park is located within the Town of Bon Accord at 5103-5111 50<sup>th</sup> street, Legal description is Block 9-Plan 5261BA.

Memorial park was constructed and maintained by the Bon Accord and District Veterans Memorial Society.

The Bon Accord and District Veterans Memorial Society provided funding to construct this site, and the society currently holds funds they wish to transfer to the Town of Bon Accord.

The Bon Accord and District Veterans Memorial requests the Town respect the current layout and maintenance as presented, without adding any further fixtures or items to the park without the consent of the Society.

#### **Purpose**

The purpose of this Agreement is to transfer ownership of Veterans Memorial Park from the Bon Accord and District Veterans Memorial Society to the Town of Bon Accord. This transfer will include; the land the park is located within; existing items contained within this park; and any remaining funds the Society holds for the park.

The Town is expected to maintain the park and respect the current layout, without changes unless for the purpose of maintenance, repairs or replacement of park items, into the future.

#### **Funding**

The town will cover ongoing maintenance costs and cover replacements of major infrastructure, flags, signs, cenotaphs, fence or other structures at the site.

The Bon Accord and District Veterans Memorial Park Society will also transfer funds to the Town of Bon Accord for transfer into the towns Parks and Recreation Reserve.

**Effective Dates**

This Agreement shall become effective on February 10, 2017.

The Town of Bon Accord will begin site maintenance on February 10, 2017.

Funds will be transferred from The Bon Accord and District Veterans Memorial to the Town of Bon Accord in 2017.

Each organization is encouraged to meet once annually.

**Authorization**

This Agreement is authorized by officials from each organization, the Bon Accord and District Veterans Memorial Society.

**Contact Information**

CAO, Town of Bon Accord  
Box 779  
Bon Accord, AB  
Phone: 780-921-3550  
Fax: 780-921-3585

**Authorization**

  
\_\_\_\_\_  
Steve Madden, CAO, Town of Bon Accord

Date:

Bon Accord and District Veterans Memorial  
Society  
Bon Accord, AB  
Phone:

  
\_\_\_\_\_  
Chairman, Bon Accord and District Veterans  
Memorial Society

Date: 175308/17

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	May 17, 2022
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	ABMunis Power+ Program
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

On April 26, administration met with Andrew Riley of Alberta Municipalities (ABMunis) and received a presentation on the Power+ program.

The Power+ program offers the opportunity to lock into a 10-year power block rate at a time that is forecasted to offer the best market price. ABMunis has forecasted the increase of power costs over the next 10 years, and if the Town signs up for the program early in 2024 after our current electricity block contract has ended, it is forecasted that we would save an estimated \$104,553 over the next 10 years.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The estimated 10-year cost of electricity at market prices is \$456,611 versus the estimated 10-year cost using Power+ rates at \$352,058. The current market variable rate at the time of Mr. Riley’s presentation was \$0.075. The rate expected on the Power+ program is between \$0.057 and \$0.063, to be determined once the buying group has been established and ABMunis submits a request for qualification (RFQ) and a request for proposals (RFP) directly to the generator.

Currently, our block contract for power rate is \$0.052 and the Town is a participant of ABMunis energy program, which provides members with a wholesale procurement rather than a retail procurement and the typical contract is 5 years.

Power+ is seeking a 10-year commitment from the generator (supplier), removing the wholesale margin, and therefore a different method is used to establish a price and is expected to result in a lower price. The market prices of electricity are expected to begin dropping slightly at the end of 2023 to the beginning of 2024 (the Town’s sign-up time) and then steadily increase over the next 10 years. The Power+ program does not affect the transmission and distribution charges of which there is no control over.

The Town's micro-generation program (solar farm) generates micro-generation credits at one designated green site (the blower house), and these credits are allocated across the entire power bill. Should the cost of total power decrease, the credits from the micro-generation program will have a higher impact.

Signing up for Power+ allows for budget stability as the Town will know the cost of power over the next 10 years and cost savings as estimated by ABMunis. Cost savings with Power+ are expected to be higher than with the energy program.

Alternatively, the Town could continue with our current Energy Program and revisit the contract when it expires at the end of December 2023; the rates at that time would be impacted by the current variable market rate and a new contract would be for a maximum of 5 years, after which the rates would again be impacted by the current variable market rate.

## **STRATEGIC ALIGNMENT**

Priority #3 The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

## **COSTS/SOURCES OF FUNDING**

Current contract pricing is \$0.052 per kwh within the Energy Program with an additional retail margin and retail cost recovery charge.

Current market price (non-contract, variable) of electricity is ~ \$0.075 per kwh (at the time of writing)

Estimated pricing of Power+ 10-year is between \$0.057 and \$0.063 per kwh, plus an additional program fee of \$0.00315 per kwh and a service charge of \$0.00315 per kwh.

Power cost is a budgeted expense allocated throughout each department.

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

One of the following:

THAT...Council directs administration to sign up for Alberta Municipalities Power+ program.

Or

THAT...Council directs administration to remain with Alberta Municipalities current Energy Program and revisit the contract when it expires December 2023.

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	May 17, 2022
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	Approval of Budget Amendments
<b>Agenda Item No.</b>	7.2

**BACKGROUND/PROPOSAL**

At the May 3 Regular Meeting of Council, Council gave all three readings to the Rates of Taxation Bylaw 2022-08 as presented with a 0% rate increase, Resolution #22-211.

Because assessments for 2022 have increased by 3%, the Town will now have a budget surplus of \$34,178 over the expected 2022 budget revenue for municipal taxes.

Throughout the process of determining the rates of taxation, administration has brought forward items for Council to consider for addition to the budget in the areas of public works, administration, transfers to reserves, and capital projects.

Additionally, due to the road project in 2021 coming in under budget and the Wetlands Study being categorized as operating versus capital by the auditors, there is an additional carry-forward of Canada Community Building Fund (CCBF) capital dollars of \$125,677.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

With the increases to inflation at rates higher than previously expected (6.5% in Alberta in May) and an overall increase to the 2022 budget of 1.2% from 2021 compared to the 4% inflation at the end of 2021, we continue to see an impact of these inflation rates in the cost of goods and services to maintain our current levels of service.

*Public Works:*

With the increase in fuel costs, public works requests an increase for the three fuel accounts (roads, water, and sewer) of 50% for a total increase of \$9,850.

The snow removal account, due in part to rising fuel costs and increased winter operations requests an increase of 30% for a total increase of \$3,600.

*Administration:*

Administration has researched the cost of an additional desk to add to council chambers for all managers to have a seat for a professional appearance and ergonomic conditions during Council meetings. The quoted cost of this is \$1,540.

*Parks:*

Administration has received requests from the public about putting in the portable toilets that used to be located throughout the community parks prior to Covid. These were not budgeted in the 2022 budget due to the uncertainty of the pandemic. Given that the situation has evolved to open more events and other activities, administration has researched the cost of the portable toilets in the parks and received three quotes. The recommended quote has a cost of the portable toilets including a tie-down service as \$3,363.

*Reserves:*

Currently, administration advises that the reserves with the highest priority are the recreation reserve for necessary upgrades to the arena and the stormwater reserve for the Town's stormwater management initiative.

The Parks & Recreation Reserve balance on the 2021 financial statements is \$156,107 and the Stormwater Reserve balance is \$46,754.

Given that parks and recreation receive a yearly increase of \$100,000 from the Sturgeon Recreation Agreement and sources of additional funding may be found from industry donation and grants, administration recommends that the remaining surplus be transferred to the Stormwater Reserve. This is, of course, up to Council's deliberation and decision. The balance of reserves is as follows:

<b>Capital Reserves</b>	<b>Actual 2021</b>	<b>Projected 2022</b>
General Operating	599,974	599,974
Road Improvement	461,000	486,000
Water System	245,753	265,753
Sanitary Sewer System	156,396	176,396
Fire	81,506	91,506
Building	16,416	16,416

Water Offsite Levies	21,265	21,265
Snow Removal	15,000	15,000
Cemetery	14,085	14,085
Equipment	10,552	10,552
Parks & Recreation	156,107	256,107
Community Development	3,853	3,853
Karing for Kids	2,755	2,755
Roots of Empathy	1,662	1,662
Administration Building	782	782
Economic & Community Development	10,618	10,618
Solar Farm Reserve (New in 2022)	-	10,000
Storm Water (New 2021)	46,754	46,754.50
Lilian Schick School	500	500
<b>TOTALS</b>	<b>\$ 1,844,978</b>	<b>\$ 2,029,979</b>

#### **Operating Reserves**

Recreation	<b>\$ 26,032</b>	
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#### *Capital:*

Following the completion of the first round of funding through FCM for asset management, the original intention was to proceed with the second round of FCM funding to progress the Town's asset management program. Resolution #21-054, made at the February 21, 2021 Regular Meeting of Council gave the following direction:

**COUNCILLOR HOLDEN MOVED THAT** be it resolved that Council directs administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Bon Accord,

Asset Management Roadmap Project. Be it therefore resolved that the Town commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities Municipal Asset Management Program to advance our asset management program with the following three activities:

- Development of an Asset Management Roadmap
- Improved sharing of asset management information internally and publicly
- Asset management awareness training for all staff

Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.

This would not use any of the \$34,178 available from the municipal tax surplus. The total cost of the project is \$51,501 and the FCM grant is 80/20. There would be an additional yearly operating charge of \$3,500 for the program in addition to the current GIS asset management fee of \$8,500.

This next step of the asset management project would also include an update to the advanced WebMap, allowing us to share the information publicly on our website, and the Munisight AMP – an asset management tool that allows for the collection of condition assessments, calculation of replacement costs, and risks scores for all assets including underground infrastructure such as water and sewer pipes and culverts.

Due in part to the timing of the first round of the grant application final report and receiving our funding (the Town could not apply for the second round until the first was complete and we did not receive a notice of the final report being accepted until early 2022) the \$10,300 was not included in the 2022 budget.

Therefore, administration is proposing to add Asset Management to our 2022 Capital budget and commit \$10,300 of CCBF dollars towards this initiative. This would leave a remaining carry forward of \$115,377.

## **STRATEGIC ALIGNMENT**

Priority #3 The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

## **COSTS/SOURCES OF FUNDING**

### 2022 Operating and Capital Budget

#### Summary of Costs:

Total Proposed Distribution of Surplus Budget Funds

<b>Department</b>	<b>Item</b>	<b>Cost</b>
Public Works	Fuel	9,850.00
Public Works	Snow Removal	3,600.00
Administration	Council Chambers desk	1,540.00
Parks	Portable toilets	3,363.00
Reserves	Stormwater Reserve	15,825.00
		<b>34,178.00</b>
Capital	Asset Management	<b>10,300.00</b>

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

THAT ...Council approves the following budget amendments to the 2022 budget:

- \$9,850 total to the public works fuel costs allocated to the Roads, Water, and Sewer departments which amounts to an increase of 50% for each.
- \$3,600 to public works in the Roads department for Snow Removal.
- \$1,540 to Administration building maintenance for an additional desk in Council Chambers.
- \$3,363 to parks for the rental of portable toilets.
- \$15,825 to the Storm Water Reserve. *(Or alternatively to a different reserve of Council's choosing)*
- \$10,300 from the CCBF capital grant contingent on approval of the second round of FCM Asset Management grant funding.

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

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	May 17 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown Town Manager/CAO
<b>Title:</b>	Council Community Connections Event
<b>Agenda Item No.</b>	7.3

**BACKGROUND/PROPOSAL**

The Public Participation Policy was updated in 2022 to include the provision for quarterly Council Community Connections events as noted below:

Council Community Connections Events:

1. The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, “Council Community Connections”.
2. Council Community Connections Events will be held 4 times per calendar year.
3. The Council Community Connections events will be held in person where possible unless extenuating circumstances require the event to be held virtually.

The second Council Community Connection event is scheduled for Wednesday, June 09<sup>th</sup> at 7 pm as per the annual plan presented and approved by Council at the February 01<sup>st</sup>, 2022 Regular Council Meeting.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration is seeking direction from Council to confirm the plans for this event as follows:

- Date: June 09<sup>th</sup>
- Time: 7:00 pm
- Location: Centennial Park
- In-Person event
- Topics: Strategic Plan (2022 – 2026) and any other topics that Council wishes to include in the event communications. Note, event participants are not limited to discussing the topics included in the event communications.
- Sound system to be set up in the amphitheatre
- Any additional requests from Council

Once plans (including topics) are finalized, administration will develop and circulate event communications.

## **STRATEGIC ALIGNMENT**

Town Vision, Mission Statement, and Values:

**TRANSPARENCY** – open and accountable to our residents and encourage open communications.

**COLLABORATION** – discussion is welcome from all levels of government, neighbouring municipalities, residents, and businesses in the town, the place we call home.

## **COSTS/SOURCES OF FUNDING**

Annual Budget

## **RECOMMENDED ACTION (BY ORIGINATOR)**

That Council approve one of the following options:

1. That Council direct administration to confirm the Council Community Event plan as presented and circulated.
2. That Council direct Administration to confirm the Council Community Connections Event Plan including \_\_\_\_\_ topics to be added to the event communications plan.
3. That Council direct Administration to....

## TOWN OF BON ACCORD

### REQUEST FOR DECISION

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	May 17, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Resignation – Councillor Cory Roemer
<b>Agenda Item No.</b>	7.4

### BACKGROUND/PROPOSAL

As prescribed in Section 161(1) of the Municipal Government Act the resignation of a councillor must be in writing and given to the Chief Administrative Officer (Town Manager).

Attached is the letter of resignation from Councillor Cory Roemer.

As prescribed in Section 161 (3) of the Municipal Government Act (MGA), the resignation is effective the date it is received by the Chief Administrative Officer (Town Manager) thus it is effective May 10<sup>th</sup>, 2022.

As prescribed in Section 161 (4), this RFD represents the Chief Administrative Officer's official reporting to council of the resignation of Councillor Cory Roemer.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As prescribed in Section 165 of the MGA, unless council sets an earlier date, Election Day for a by-election under section 162 or 163 is 120 days after the vacancy occurs. 120 days from the date of the vacancy ends on September 7, 2022, so the by-election must be held prior to this date. This recommendation is set out in a separate RFD.

### STRATEGIC ALIGNMENT

N/A

### COSTS/SOURCES OF FUNDING

N/A in respect of reporting only.

### RECOMMENDED ACTION (by originator)

1. That Council accept the report provided by the Town Manager relative to the resignation of Councillor Cory Roemer as information and further that Council extend best wishes to Mr. Roemer and his family in their future endeavors.

May 10, 2022

I, Cory Roemer, am writing to notify that I will be resigning from Bon Accord Town Council effective May 10, 2022. I wish council the best of luck and wanted to express my gratitude for the experience that I was able to gain.

Cory Roemer

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	May 17, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	By-Election
<b>Agenda Item No.</b>	7.5

**BACKGROUND/PROPOSAL**

Councillor Roemer resigned on May 10, 2022, and the Town of Bon Accord must hold a by-election to fill this vacant position.

Section 162 of the Municipal Government Act (MGA) addresses vacancies and the time frames relative to when a by-election is required. These primarily address vacancies 18 months or less of the next general election. This resignation falls outside of this time frame.

Section 165 of the MGA states that "Unless a council sets an earlier date, election day for a by-election under section 162 or 163 is 120 days after the vacancy occurs". 120 days from the date of the vacancy is Wednesday, September 7, 2022.

In accordance with Section 25(2)(a) of the Local Authorities Election Act (LAEA), the nomination period begins the day Council passes a resolution to set an election day and ends at noon on nomination day, which is 4 weeks before election day.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**Election Day**

Section 11(1)(b) of the Local Authorities Election Act (LAEA) requires the date of an election to be passed by a resolution of Council.

**Advance Vote**

Section 73(3) indicates a municipality with a population under 5000 is not required to hold an advance vote, however, administration has done so in the past, and recommends doing so to accommodate as many voters as possible. The date of the advance vote must also be determined by resolution [s. 73(2)] and the date must not be within 24 hours of election day [s. 73(5)]. Administration recommends a two-week separation between election day and the advance voting day and evening voting times of 5 p.m. – 9 p.m. to account for shift and out of town workers, while leaving time to order and prepare election materials such as ballots.

Due to the holiday on September 5 and the Council meeting the evening of September 6, administration recommends the election be held on Tuesday, August 30, 2022, with an advance vote on Wednesday, August 17, 2022, from 5 p.m. – 9 p.m.

### **Appointment of Returning Officer**

Section 13(1) of the LAEA states that Council may appoint a Returning Officer for the purposes of conducting elections under this Act for a by-election in the resolution that fixes the day for the election. Administration recommends appointing Jessica Caines as Returning Officer for this by-election.

### **Appointment of Substitute Returning Officer**

Section 13(2.1) states that Council must appoint a Substitute Returning Officer. Administration recommends appointing Kaitie Blackwell as Substitute Returning Officer for this by-election.

### **STRATEGIC ALIGNMENT**

N/A

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

The amount of \$5,500 has been allocated for election expenses, should one be required.

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

#### **Resolution #1**

THAT Council direct administration to hold a by-election in Council Chambers on Tuesday, August 30, 2022, from 10 a.m. to 8 p.m. and an advance vote in Council Chambers on Wednesday, August 17, 2022 from 5 p.m. to 9 p.m. for the purpose of filling one (1) Councillor vacancy AND FURTHER THAT Council appoint Jessica Caines as Returning Officer for the by-election.

#### **Resolution #2**

THAT Council appoint Kaitie Blackwell as Substitute Returning Officer for the August 30, 2022, by-election.

**TOWN OF BON ACCORD**

*Mayor's Report – April 13, 2022 – May 11, 2022*

- April 13, 2022      Attended Meeting with Sturgeon Public School Division. There were 13 people including our Trustee, Deputy Mayor Laing and myself. We had a great discussion. Our Trustee, Cindy Briggs, was quite excited to hear about our Solar Array and asked if they could arrange a date in the future to have tours for their Bon Accord students. They were also extremely Excited to hear that we will be breaking ground for a Day-Care this spring. The SPSD is looking forward to collaborating with the town wherever it is possible.
- April 14, 2022      Attended Roseridge monthly meeting. We had our annual audit presentation and two presentations on Pioneering new technologies that radically alter the high cost and environmental risk of solid waste management. Very interesting, however, there are a lot of questions that need to be answered before moving forward with a plan..
- April 19, 2022      Attended Regular Meeting of Council
- April 21, 2022      Attended Strategic Plan Special Meeting to work on wrapping up the plan. There will be, most likely, one more meeting to finalize our Plan.
- April 25, 2022      Attended Special Meeting
- April 27, 2022      Attended our Library's celebration for their 40<sup>th</sup> anniversary. Great turnout with a lot of great people.
- May 3, 2022        Attended Regular Meeting of Council. We also had our Council photos taken before the meeting.
- May 4, 2022        I had the privilege of giving a speech to the grade nines at Lilian Schick School covering my career path. This was a day put on by Junior Achievement.

*Brian Holden*  
Mayor  
Town of Bon Accord

## **TOWN OF BON ACCORD**

### *Councilor Report – for period of April 13- May 11*

- April 13      Attended Sturgeon Public school division office meeting, it was a pleasure to meet the trustees and discuss the needs of the school with them, as well as get to see what they need from us. There is not anything now but building relationships to allow future growth and help each other.
- April 14      RCS activity committee meeting attended virtually.
- April 26      Volunteer appreciation night at the arena. That was so enjoyable to see so many people come out and enjoy a social event. Remarkable success.
- April 27      Library 40<sup>th</sup> celebration, was able to stop in for a brief moment and there were a lot of people who attended and showed love to our library. Thank you, to our awesome volunteers and library staff, for making the library such a wonderful place to visit.
- April 29      Salutes virtual meeting, promoting some events for fundraising for military families. Nice to see things returning to normal, with social events being planned.
- May 3        Council Photo & Regular meeting of council

Note:

Lacey Laing  
Councilor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report – April 13 – May 11, 2022*

April 19, 2022 Attended the Regular Meeting of Council

April 21, 2022 Attended the Strategic Plan session. The plan is coming together well and looks great. Anxious to release to the public.

April 22, 2022 Attended the Alberta Capital Region Wastewater Commission meeting. Administration is working on industrial servicing process as it relates to the use of Purple water starting in 2024. This is a plan which sees ACRWC send approximately 15 ML of treated wastewater to Air Products who will use it to manufacture hydrogen. Water “reuse” vs treating and dumping in to river is a concept used widely in the USA.  
An overview of the existing strategic plan was provided. The ACRWC is scheduled for the end of May. 2.  
The financial report was discussed and a new template provided to the board for use and comment.

April 25, 2022 Attended the Special Meeting of Council.

April 26, 2022 Attended and helped to serve volunteers at the Volunteer Appreciation night.

April 28, 2022 Attended the Homeland Housing Board committee meeting. The Alberta Seniors and Community Housing Association (ASCHA) conference was held in early April. Participants noted that there was a strong push back against the government’s new plan to move to a “competency based” board. They are now referring to a “skills based” board.  
The SMART plan for transportation was discussed. \$42,000.00 government funding was received to get this program started. The funds are being held in the bank. The cost to procure a properly equipped van for senior and disabled residents is approximately \$185,000.00. Each municipality is asked to fund \$25,000.00 annually for costs to operate and maintain. The majority of users would likely be from Sturgeon County. There is an unwillingness to subsidize other than our own residents and likely the money will be returned to the government and the program will be dissolved.

May 3, 2022 Attended the regular Meeting of Council.

May 4, 2022 Had lunch with Councillor Dave Anderson from Strathcona County. Dave is the Chairman of the ACRWC and is getting to familiarize himself with each member municipality. Thank you to Terry for a brief tour of all things water in town and to CAO Brown for joining the tour.

*Lynn Bidney*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD***April 13 – May 11, 2022*

- April 14*      *CRASC Meeting.*
- April 14*      *Community Service Advisory Board Meeting.*
- April 19      Regular Meeting of Council.
- April 21      Strategic Plan Meeting.
- April 25      Special Meeting of Council.
- April 26      Volunteer Appreciation Night.
- May 3        Regular Meeting of Council.
- May 9-10     ACCPA Conference.

Most of this was a repeat of what we already know. It included police hot spots, investing in policing, and investing in the criminal justice system. I attended to learn about the positive use of CCTV Cameras and there was no discussion in regard to this. I would not recommend attending next time as I felt it was just repeat information.

Notes:

Tanya May  
Councillor  
Town of Bon Accord

Mayor, Council and CAO,

I have been aware of Councillor May's push, again, to implement a bylaw that would allow Off Highway Vehicles to operate on the streets of Bon Accord. I would like to state at this time that I am completely against this proposal.

My first point regarding this, would be that this was brought forward by Councillor May less than three years ago, and was rejected by the community via an online survey, conducted by the Town of Bon Accord. Why would the Town be wasting administrative resources in pursuing this again, when it was already struck down? Nothing has changed within the community, or the highway vehicles act that would make another investigation warranted. We have many things in this Town that our administration's time would be better served dealing with.

As the weather warms, and I watch the streets getting busy with young people on skateboards, scooters, inline skates and just walking, I am concerned about safety if there were off highway vehicles on the streets as well. We know within this community, that we have very limited bylaw enforcement or police presence. There would be no way that a bylaw, allowing OHV's, could ever be properly enforced. I have been told personally over the years, by the RCMP, that there is no way for them to enforce the regulations that govern these vehicles. They are either gone before the police can arrive, have not the proper licensing to allow anyone to get a plate to report, or if by chance the police are here and try to pursue them, they take off cross country and the police are unable to follow. It is a lose lose situation when it comes to enforcement. There are many specific regulations in the highway vehicles act that control age, helmet usage, number of riders, signal lights, mufflers, etc. that would be unenforceable. Would allowing this bylaw to be implemented, set the Town up for legal action, knowing that they would never be able to enforce any of the safety regulations in the highways act?

We do not have public land directly adjacent to the Town of Bon Accord. It is illegal to drive OHV's on Sturgeon County roads, so we are setting things up for people to come to our community to just drive around our Town? I understand that there are communities that encourage people to come to their regions, and businesses benefit from this, but they do not allow them free reign in their communities. They have large tracts of public land close by that allow for OHV usage. This is a very different situation than the Town of Bon Accord.

The argument that this change in the bylaw would allow for people to use OHV's to clear snow in winter without them breaking any laws, is a mute point. There is already a bylaw in place that allows for this type of discretionary use. The other argument I have heard is that they would be able to go down and gas up. They already do this, some at respectful speeds and some at breakneck speeds. I do believe that there are jerry cans that can be filled to gas these vehicles up, the same way that the majority of people who have lawn mowers take the time to go down and fill their jerry cans. It is not the Town's responsibility to make gassing up of these vehicles more convenient.

I would like to restate at this time that I am against this proposal entirely, and will add that I also feel the time taken to look into this again, would be a waste of the community's tax dollars. It has already been rejected once, as Councillor May, Councillor Bidney and Mayor Holden all would know, as they were all on council the last time it was brought forward.

I would like for this letter to be entered into the minutes of the next meeting that will be dealing with this proposal.

Thank you for your time and consideration.

Heather Edwards

**From:** [cao](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW: OHV Proposition  
**Date:** May 9, 2022 3:26:49 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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**Jodi Brown**

Town Manager/CAO



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**From:** Sarah Hinkey [REDACTED]  
**Sent:** May 6, 2022 7:04 AM  
**To:** Brian Holden <bholden@bonaccord.ca>; Lacey Laing <llaing@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>; Tanya May <tmay@bonaccord.ca>; Cory Roemer <croemer@bonaccord.ca>; cao <cao@bonaccord.ca>  
**Subject:** OHV Proposition

Mayor, Council and CAO,

I have been made aware of Councillor May's request once again to implement a bylaw that would allow Off Highway Vehicles to operate on the streets of Bon Accord.

I am completely against this proposal.

This was brought forward by Councillor May less than three years ago, and was rejected by the community via an online survey. Why would the Town be wasting administrative resources in pursuing this again, when it was already struck down?

Nothing has changed within the community, or the highway vehicles act that would make another investigation warranted. We have many things in this Town that our administration's time would be better served dealing with.

As summer approaches the streets are getting busy with people of all ages enjoying the weather outside on the roads, I am concerned about safety if there were off highway vehicles on the streets as well. We know within this community, that we have very limited bylaw enforcement or police presence. There would be no way that a bylaw, allowing OHV's, could ever be properly enforced. They are either gone before the police can arrive, have not the proper licensing to allow anyone to get a plate to report, or if by chance the police are here and try to pursue them, they take off cross country and the police are unable to follow. It is a lose lose situation when it comes to enforcement. I have personally witnessed many OHV riding up and down the "walking path" the town has placed behind my house. And no one can stop them which is unacceptable.

There are many specific regulations in the highway vehicles act that control age, helmet usage, number of riders, signal lights, mufflers, etc. that would be unenforceable. Would the town be looking into getting a permanent placement of law enforcement. 24/7? How would we afford this?

We do not have public land directly adjacent to the Town of Bon Accord. It is illegal to drive OHV's on Sturgeon County roads, so we are setting things up for people to come to our community to just drive around our Town? I understand that there are communities that encourage people to come to their regions, and businesses benefit from this, but they do not allow them free reign in their communities. They have large tracts of public land close by that allow for OHV usage. This is a very different situation than the Town of Bon Accord.

The argument that this change in the bylaw would allow for people to use OHV's to clear snow in winter without them breaking any laws, is a mute point. There is already a bylaw in place that allows for this type of discretionary use. The other argument I have heard is that they would be able to go down and gas up. They already do this, some at respectful speeds and some do not. I do believe that there are jerry cans that can be filled to gas these vehicles up, the same way that the majority of people who have lawn mowers take the time to go down and fill their jerry cans. It is not the Town's responsibility to make gassing up of these vehicles more convenient.

I will be extremely disappointed if the town decides to waste my tax dollars once again looking into this. Nothing has changed in three years. The community deserves better from our councillors to peruse new and exciting opportunities for the community. Not continue to push for actions shut down recently. Yep It has already been rejected once, as Councillor May, Councillor Bidney and Mayor Holden all would know, as they were all on council the last time it was brought forward.

I would like for this letter to be entered into the minutes of the next meeting that will be dealing with this proposal.

Sarah Hinkey

Box 326  
Bon Accord, Ab  
T0A 0K0  
May 10/22

Mayor, Council and CAO

We are aware of Councilor May's request again to implement a bylaw that would allow Off Highway Vehicles to operate on the streets of Bon Accord. We would like to state that we are against this proposal.

Less than 3 years ago Councilor May brought this forward and it was rejected by the community via an on-line survey which was conducted by the Town of Bon Accord. We don't understand why this is being brought forward again especially when it was rejected. In our opinion nothing has changed in the community and what a waste of time for our administration to deal with this when there are more important items to deal with.

With the warm weather now approaching, our streets are busy with people and children out on their bikes and skate boards we have experienced these OHV several times over the past years, racing up and down our alley and street burning donuts shooting gravel at our vehicles. There is never a license plate on the OHV and the young people as well as adults driving them and are not licensed or have insurance. They are noisy and they like to be out very late at night.

The operator manuals for these OHV warn against driving them on pavement or gravel roads because they tip over easily, they are designed for the back country.

We believe the police will have difficulties enforcing this by-law also very little time if any as they have more pressing matters to deal with. Our streets are made for licensed vehicles with licensed drivers who take full responsibility and are held accountable for their driving skills. Anyone driving a OHV is not. Lets keep our streets safe for everyone.

We would like our letter entered into the minutes of the next meeting that will be dealing with this proposal.

Thanks you for your time and consideration.

David and Kathleen Hutton