

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
April 24, 2024 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. UNFINISHED BUSINESS**
- 4. NEW BUSINESS**
 - 4.1. 54 Ave. Dust Suppression (enclosure)
 - 4.2. 2024 Rates of Taxation (enclosure)
- 5. BYLAWS/POLICIES/AGREEMENTS**
 - 5.1. Trail and Active Transportation Committee Bylaw (enclosure)
- 6. CLOSED SESSION**
 - 6.1. Strategic Plan Review – *FOIP Act Section 24 Advice from officials*
- 7. ADJOURNMENT**

**TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT**

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 24, 2024
Presented by:	Terry Doerkson, Infrastructure Manager
Title:	54 Ave. Dust Suppression
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

In the summer of 2023, an RFD was put forth to Council asking for funds with which to repave a section of 57 St. north of the 3-way stop. In part of the resolution, Council asked for there to be negotiations and research with other municipalities as to dust control measures on 54 Ave between 47 St. and Lily Lake Road. Today, administration is providing some information on a couple of products that are commonly used in municipalities for road dust suppression. This information is being provided to help facilitate the conversation as to whether or not to apply dust control measures on 54 Ave and, if so, what product to use. More information is currently being gathered on the subject and will be made available in the following weeks.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The length of 54 Ave, which is gravel and would require the dust suppression, is approximately 600 meters long and 9-10 meters wide.

Calcium chloride could be applied and, if supplied by Sturgeon County, would cost \$1180/100m. Total cost would be \$7080.00 to treat the area. In order for the calcium to remain effective it has to maintain a certain amount of moisture which could mean applying water to the road in a dry period of the season. It is recommended that the surface of the road remain as undisturbed as possible to retain the effectiveness of the suppressant. Road grading after the application of the product is not recommended.

Mineral oil is another product used for dust suppression in the local area. This product, if supplied by Sturgeon County, would cost \$1872/100m totalling \$11,232.00 for the road. In this process, a 1.5" – 2" layer of asphalt millings are spread on the road surface, approximately 40 tonnes/100m. Then the mineral oil is applied on top. Road traffic is used to compact the road surface. The surface will still be susceptible to potholes and/or washboarding, however a light grading of the area and re-application (at half rates) of the product can help rejuvenate the surface. If the product is applied again the next year and left as undisturbed as possible it will end up forming a fairly hard road surface. Once again, it is not recommended to regularly grade the road after application.

The Town may consider approaching Sturgeon County to request a lower rate for dust control given that dust control would be of benefit to students at Lilian Schick School during outdoor activities. There is a high population of Sturgeon County students that attend this school.

STRATEGIC ALIGNMENT

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

1) Contracted services contingency fund.

or

2) Unrestricted surplus fund.

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 24, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	2024 Rates of Taxation
Agenda Item No.	4.2

BACKGROUND/PROPOSAL

Per Section 353 of the Municipal Government Act, Council must pass a property tax bylaw annually. The projected municipal tax levy increase per the 2024 budget passed at the November 7th regular meeting was 2.6% for residential, non-residential vacant, farmland, machinery and equipment and 0% for non-residential. The budgeted tax revenue required is \$1,731,171.

The Combined Assessment and Tax notices must be sent out before the end of May to meet legislated requirements. Notices must be sent at least 30 days before the taxation deadline, which is June 30th.

Assessments, on average, have increased by 1%. Assessments per resident will vary. Depending upon the assessor's valuation, which is mainly impacted by market value as this is considered a fair and equitable way to assess property, individual resident's assessments may have either increased, decreased, or remained the same as last year. Market value is defined as the price a property might reasonably be expected to sell for if sold to a willing buyer after appropriate time and exposure in an open markets. Three different approaches are used to determine market value: direct sales comparison, cost approach, and income approach. If Council is interested, we can invite our assessor to an upcoming council meeting to make a presentation on assessments.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following options are presented for consideration.

Option #1: Increase the rates by the budgeted amount.

Assessment Class	Assessment Value	Tax Rate	Increase	Projected Revenue	Projected Levy**	Per Month
Class 1: Residential	146,527,000	0.010819098	2.60%	1,585,566	2,723.87	226.99
Class 2: Non-Residential	7,577,060	0.019421080	0.00%	147,485	7,358	613.14
Class 2: Non-Residential Vacant	454,000	0.036408492	2.60%	16,529	3,306	275.49
Class 3: Farmland	63,200	0.052109042	2.60%	3,849	549	45.74
Class 4: Machinery & Equipment	47,740	0.019970926	2.60%	953	953	79.45
TOTAL	156,186,250			1,761,107		
Increase/Decrease in Revenue				29,936		

Option #2: No increase.

Assessment Class	Assessment Value	Tax Rate	Increase	Projected Revenue	Projected Levy**	Per Month
Class 1: Residential	146,527,000	0.01054493	0.00%	1,545,416	2,654.84	221.24
Class 2: Non-Residential	7,577,060	0.019421080	0.00%	147,485	7,358	613.14
Class 2: Non-Residential Vacant	454,000	0.03548586	0.00%	16,111	3,222	268.51
Class 3: Farmland	63,200	0.05078854	0.00%	3,775	535	44.58
Class 4: Machinery & Equipment	47,740	0.01946484	0.00%	929	929	77.44
TOTAL	156,186,250			1,720,440		
Increase/Decrease in Revenue				-10,731		

Option #3: Increase the rates by the percentage suggested within the funding strategies presented to Council in 2023.

Assessment Class	Assessment Value	Tax Rate	Increase	Projected Revenue	Projected Levy**	Per Month
Class 1: Residential	146,527,000	0.010792736	2.35%	1,581,706	2,717.23	226.44
Class 2: Non-Residential	7,577,060	0.019421080	0.00%	147,485	7,358	613.14
Class 2: Non-Residential Vacant	454,000	0.036319778	2.35%	16,489	3,298	274.82
Class 3: Farmland	63,200	0.051982071	2.35%	3,842	548	45.63
Class 4: Machinery & Equipment	47,740	0.019922264	2.35%	951	951	79.26
TOTAL	156,186,250			1,757,197		
Increase/Decrease in Revenue				26,026		

Option #4: Increase rates to collect the budgeted revenue required (as closely as possible).

Assessment Class	Assessment Value	Tax Rate	Increase	Projected Revenue	Projected Levy**	Per Month
Class 1: Residential	146,527,000	0.010624017	0.75%	1,556,998	2,674.75	222.90
Class 2: Non-Residential	7,577,060	0.019421080	0.00%	147,485	7,358	613.14
Class 2: Non-Residential Vacant	454,000	0.035752004	0.75%	16,231	3,246	270.52
Class 3: Farmland	63,200	0.051169454	0.75%	3,796	539	44.92
Class 4: Machinery & Equipment	47,740	0.019610826	0.75%	936	936	78.02
TOTAL	156,186,250			1,732,171		
Increase/Decrease in Revenue				1,000		

**Projected Levy is based on the average assessment and will vary for each taxpayer.

The average assessments are as follows:

CLASS	DESCRIPTION	Average Assessment
Class 1	Residential	251,765
Class 2	Non-Residential	378,853
Class 2-Vac	Non-Residential Vacant	90,800
Class 3	Farmland	10,533
Class 4	Machinery & Equipment	47,740

Prior year (2023) average assessment and levy values:

CLASS	DESCRIPTION	Assessment	Rate	Levy	Per Month
Class 1	Residential	250,451	0.01054493	2,641	220
Class 2	Non-Residential	315,682	0.01942108	6,131	511
Class 2-Vac	Non-Residential Vacant	74,800	0.03548586	2,654	221
Class 3	Farmland	10,533	0.05078854	535	45
Class 4	Machinery & Equipment	45,080	0.01946484	877	73

STRATEGIC ALIGNMENT

Values Statement of **Service Excellence**: Administration and Council strive for the highest standard of service delivery and governance.

Values Statement of **Professionalism**: Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

2024 operating and capital budget

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole
Meeting Date:	April 24 th , 2024
Presented by:	Jodi Brown, Town Manager
Title:	Trail and Active Transportation Committee Bylaw
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

Following presentation of the Community Life Survey Results report by administration, Council directed administration to bring forward a Trail and Active Transportation Committee Bylaw for consideration.

Note, 67% of respondents to the 2023 Community Life Survey selected expansion of walking trails as a preferred recreational infrastructure improvement.

The purpose and mandate of this proposed Committee is listed below:

Purpose: “The Committee shall act in an advisory role to administration and Council subject to the general policies of the Town, for matters pertaining to the planning and development of Active Transportation Infrastructure in the Town of Bon Accord.”

Mandate:

- Develop an Active Transportation Infrastructure Plan including routes showing connection to existing infrastructure and propose new Active Transportation Infrastructure within the Town for Council consideration.
- The Active Transportation Infrastructure Plan should contemplate user perspective, community connectivity, accessibility and safety of all infrastructure users when developing the Active Transportation Infrastructure Plan for recommendation to Council.

Municipal Government Act Reference for the establishment of Council Committees (Section 145 and Section 146 as below):

Bylaws---Council and Council Committees

Section 145 (2) (3)

(2) A council may, by bylaw, establish council committees and other bodies.

- (3) Where a council establishes a council committee or other body, the council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

Composition of council committees

Section 146 A council committee may consist entirely of councillors, entirely of persons who are not councillors or of both councillors and persons who are not councillors.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed Trail and Active Transportation Committee Bylaw is enclosed for review.

For Consideration:

Title of the Committee: Council may consider changing the name of the Trail and Active Transportation Committee to “Active Transportation Committee” as trails are a form of Active Transportation infrastructure and hence the word “Trail” in the title is redundant. The only benefit of doing so is to suggest the purpose of the Committee more clearly to the public.

Scope of the Committee: Additionally, Council may consider expanding the purpose of this Committee to include Parks—for example a secondary purpose may be to:

- Develop a Community Parks Development Plan including proposed new playground equipment and other park amenities for Council consideration.
- The Community Parks Development Plan should contemplate community needs, user perspective, accessibility and safety when developing this plan for recommendation to Council.

The Committee name would then become the Parks and Active Transportation Committee.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

Value Statement: Service Excellence

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

Priority # 2: Community

- The residents of Bon Accord live in a safe, connected, and attractive community.

COSTS/SOURCES OF FUNDING

Annual capital budget as approved by Council.

TOWN OF BON ACCORD
BYLAW 2024-xx
ACTIVE TRANSPORTATION COMMITTEE BYLAW

A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE ACTIVE TRANSPORTATION COMMITTEE AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS, the Municipal Government Act and amendments thereto, provide for the establishment of Council committees by bylaw;

AND WHEREAS, the Town's Active Transportation Infrastructure is permanent and provides significant quality of life and value for the community;

AND WHEREAS, Council has deemed it desirable to provide for a committee to oversee the development of trails and Active Transportation Infrastructure;

NOW THEREFORE, the Municipal Council of the Town of Bon Accord duly assembled hereby enacts as follows:

1. TITLE

This bylaw will be cited as the **Active Transportation Committee** Bylaw of the Town of Bon Accord.

2. DEFINITIONS

- 2.1. "Active Transportation" shall mean the movement of people powered by human activity such as but not limited to walking, running, or biking.
- 2.2. "Active Transportation Infrastructure" shall mean the physical structures and the built environment that support Active Transportation, such as pathways, multi-use trails and widened sidewalks.
- 2.3. "Administration" means the Manager and Town Manager.
- 2.4. "Chair or Chairperson" means the person presiding at the meeting.
- 2.5. "Committee" shall mean the Active Transportation Committee.
- 2.6. "Committee Members" shall mean members of the Committee appointed by Council.
- 2.7. "Council" means the elected governing body of the Town.
- 2.8. "County" means Sturgeon County.
- 2.9. "Manager" shall mean the Town's Infrastructure Manager or designate.
- 2.10. "Organizational Meeting" means a meeting of Council held in accordance with section 192 of the Municipal Government Act.

TOWN OF BON ACCORD
BYLAW 2024-xx
ACTIVE TRANSPORTATION COMMITTEE BYLAW

2.11. "Town" shall mean the Town of Bon Accord.

2.12. "Town Manager" shall mean the Town's Chief Administrative Officer or designate.

2.13. "Vice Chairperson" means the individual elected annually to fulfill the Chair's duties in the absence of the Chair.

3. PURPOSE

The Committee shall act in an advisory role to administration and Council subject to the general policies of the Town, for matters pertaining to the planning and development of Active Transportation Infrastructure in the Town of Bon Accord.

4. MANDATE, ACCOUNTABILITY AND DUTIES:

4.1. The mandate of the Committee is to:

4.1.1. Develop an Active Transportation Plan including routes showing connection to existing infrastructure and propose new Active Transportation Infrastructure within the Town for Council consideration.

4.1.2. The Active Transportation Plan should contemplate user perspective, community connectivity, accessibility and safety of all infrastructure users when developing the Active Transportation Plan for recommendation to Council.

4.2. Accountability and Duties:

4.2.1. The Committee's actions shall be accountable to Council.

4.2.2. The Council representatives shall report to Council regarding Committee meetings as needed.

4.2.3. The Town Manager and Manager will report updates to Council as needed.

4.2.4. Once complete, the Active Transportation Plan will be presented to Council for consideration by Administration and Committee representatives as approved by the Committee.

5. MEMBERSHIP

5.1. The Committee shall consist of up to nine (9) members to be appointed by resolution of Council.

5.2. Membership shall include:

5.2.1. Two (2) members of Council who shall be appointed annually at the Organizational Meeting of Council.

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BYLAW 2024-xx
ACTIVE TRANSPORTATION COMMITTEE BYLAW

- 5.2.2. No less than five (5) and up to seven (7) members of the community at large.
- 5.3. The Town Manager and Manager shall attend all Committee meetings as Administration representatives and shall act in an advisory and supporting role to the Committee without voting privilege.
- 5.4. When making appointments to the Committee, Council will consider representation from both the Town and County.
- 5.5. Committee Members shall not be employees of the Town or County.
- 5.6. Committee Members (excluding Administration representatives) are voting members.

6. TERMS OF OFFICE

- 6.1. Council member appointments shall be determined by the Council at their annual Organizational Meeting.
- 6.2. The term of office of the remaining community appointments shall be until such time as the Committee mandate is fulfilled and/or the Committee is dissolved by Council.
- 6.3. Membership shall be subject to review by Council at Council's discretion.
- 6.4. Council, by resolution, may dissolve the Committee at any time, and this relieves all Committee Members of their appointment to the Committee.

7. RESIGNATIONS AND TERMINATIONS

- 7.1. Any Committee Member may resign from the Committee at any time upon sending written notice to Council through the Town Manager.
- 7.2. Council may remove a Committee Member by Council resolution.

8. OFFICERS

- 8.1. The Committee shall elect a Chairperson from its membership at the first Committee meeting following the annual Organizational Meeting of Council. The Chairperson shall not be a member of Council or the Town Manager or Manager.
- 8.2. The Committee shall elect a Vice Chairperson from its membership at the first Committee meeting following the annual Organizational Meeting of Council. The Vice Chairperson shall not be a member of Council or the Manager.

9. MEETINGS

- 9.1. The Committee shall hold as many meetings as necessary to fulfill its mandate.

TOWN OF BON ACCORD
BYLAW 2024-xx
ACTIVE TRANSPORTATION COMMITTEE BYLAW

- 9.2. The quorum of the Committee shall be a majority of Committee Members.
- 9.3. Committee meetings shall be open to the public.
- 9.4. All Committee Members including the Chairperson shall vote on all motions before the Committee and in the event of a tie, the motion shall be lost.
- 9.5. Committee Members having a direct pecuniary interest in any item under discussion by the Committee are exempt from clause 9.4 and must declare pecuniary interest and shall abstain from all discussion and voting on any resolution relating to that item.
- 9.6. Minutes shall be taken of all meetings by the Town Manager. A copy of such minutes shall be signed by the Chairperson and the Town Manager and shall be filed at the Town office.
- 9.7. All correspondence and records of the Committee shall be filed in the Town office.
- 9.8. Except where it may conflict with this bylaw, the Committee shall adhere to the Town's Procedural Bylaw for Committee procedures.

10. BUDGETS AND FINANCE

- 10.1. Funds for the Active Transportation Committee are kept in a designated reserve fund, in which all expenditures and revenues shall be accounted for by Town administrative procedures.
- 10.2. All financial decisions, including the budget, shall remain solely at the discretion of Council.

11. LIMITATIONS OF POWER

- 11.1. Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Committee nor any Committee Member have any power to authorize any expenditure to be charged against the Town.
- 11.2. No Committee Member shall institute any program unless the program is approved by the Committee.
- 11.3. Except when appointed to communicate a decision of the Committee, no Committee Member shall issue or report any order, direction, or instruction to any member of Town staff.
- 11.4. It is acknowledged that the normal day-to-day operations and activities will be administered by the Manager under the direction of the Town Manager.

12. SEVERABILITY

TOWN OF BON ACCORD
BYLAW 2024-xx
ACTIVE TRANSPORTATION COMMITTEE BYLAW

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

13. COMING INTO FORCE

This Bylaw comes into full force and effect upon the day it receives third and final reading.

READ A FIRST TIME THIS day of

READ A SECOND TIME THIS day of

READ A THIRD TIME THIS day of

SIGNED AND PASSED THIS day of

Mayor Brian Holden

Chief Administrative Officer Jodi Brown