

**Town of Bon Accord**  
**AGENDA**  
**Committee of the Whole Meeting**  
**May 29, 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. DELEGATION**
  - 3.1.** 5:10 p.m. Leland Lazowski – St. Albert Seniors Association (enclosure)
  - 3.2.** 5:30 p.m. Jennifer Massig – Magna Engineering – Stormwater Feasibility Study (enclosure)
- 4. UNFINISHED BUSINESS**
- 5. NEW BUSINESS**
  - 5.1.** Council Workshop Proposal (enclosure)
- 6. BYLAWS/POLICIES/AGREEMENTS**
  - 6.1.** Council Remuneration Policy Review (enclosure)
- 7. CLOSED SESSION**
  - 7.1.** CAO Bylaw and Designated Officer Bylaw – Signing Authority – *FOIP Act Section 27 Privileged information*
- 8. ADJOURNMENT**

- **Frozen Meal Delivery**
- **Friendly Visits & Calls**
- **Friendly Drivers**

**“Lets alleviate loneliness & isolation together”**



# **NATURE BASED STORMWATER FEASIBILITY STUDY**

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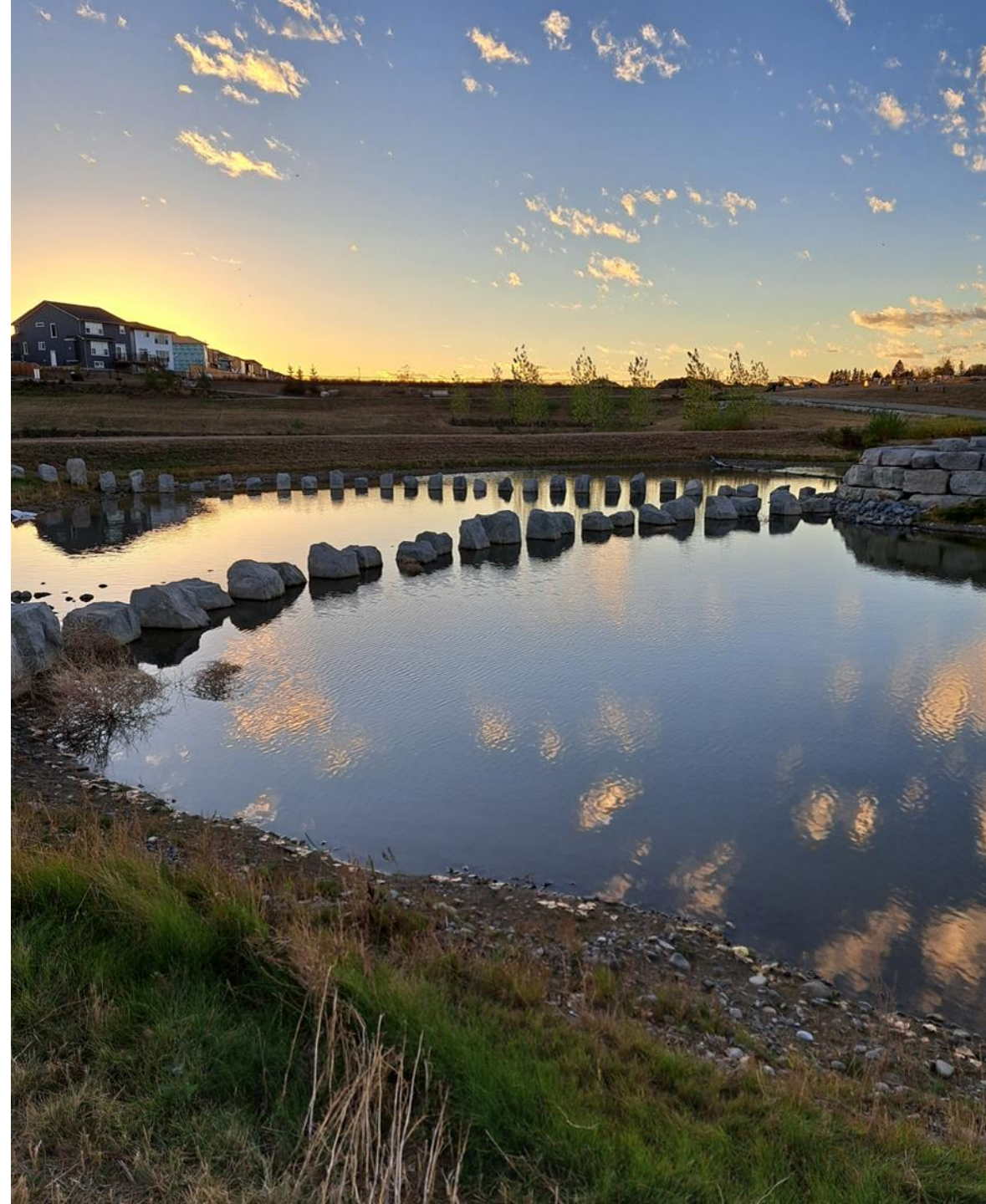
## **TOWN OF BON ACCORD**





# ...OVERVIEW

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





# •••BACKGROUND

## Observed issues within Natural Area 2:

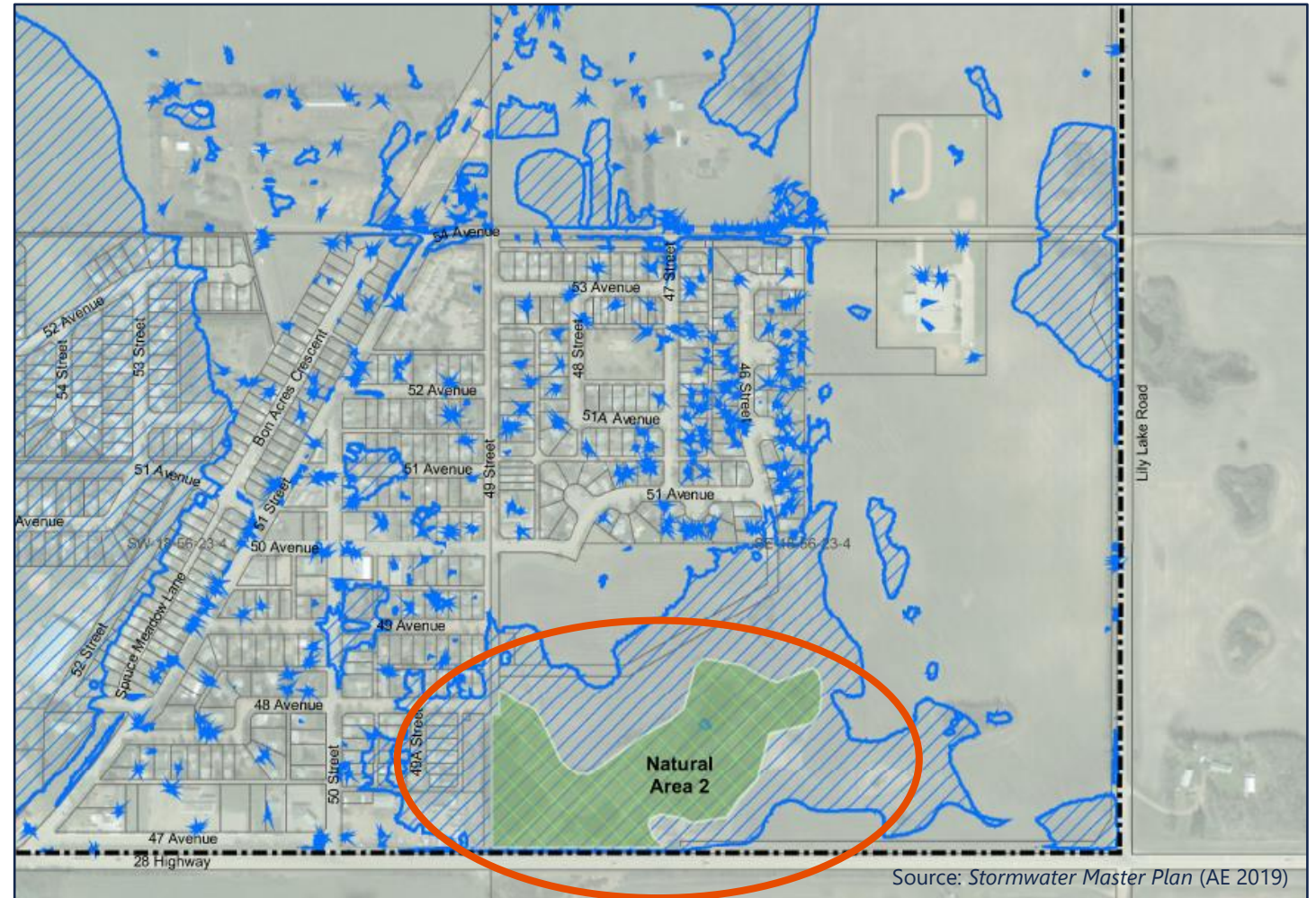
- Decreased stormwater storage capacity
- Flooding in adjacent areas during storm and snowmelt events
- Large sediment deposition
- Declining vegetation health

## Stormwater Master Plan (AE 2019):

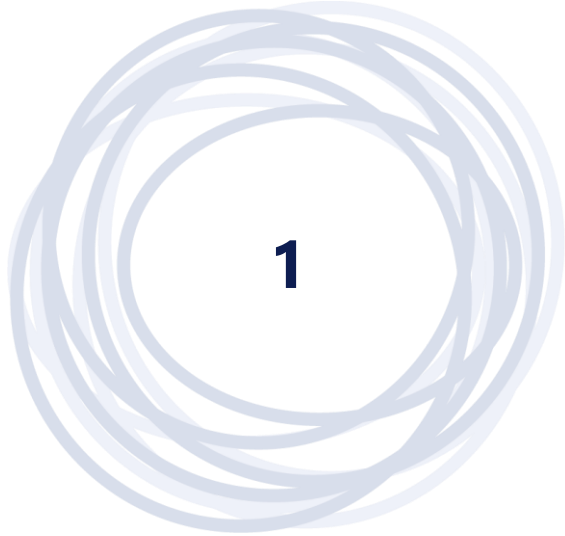
- Highlighted flooding potential near the wetland.
- Suggested expanding Natural Area 2 to increase capacity.

## Wetland Storage Study (AE 2021):

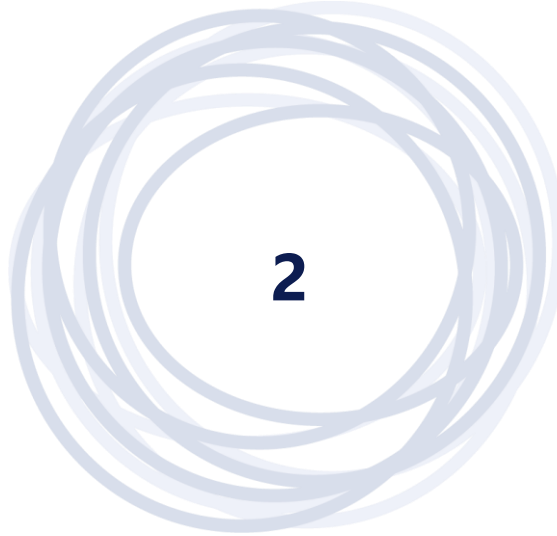
- Do not use Wetland as a storage element
- Construct new storm pond or constructed wetland east of Natural Area 2.



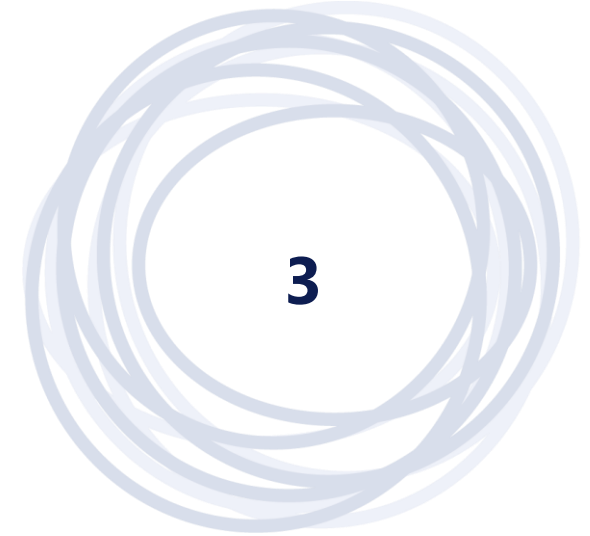
## ...STUDY OBJECTIVES



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



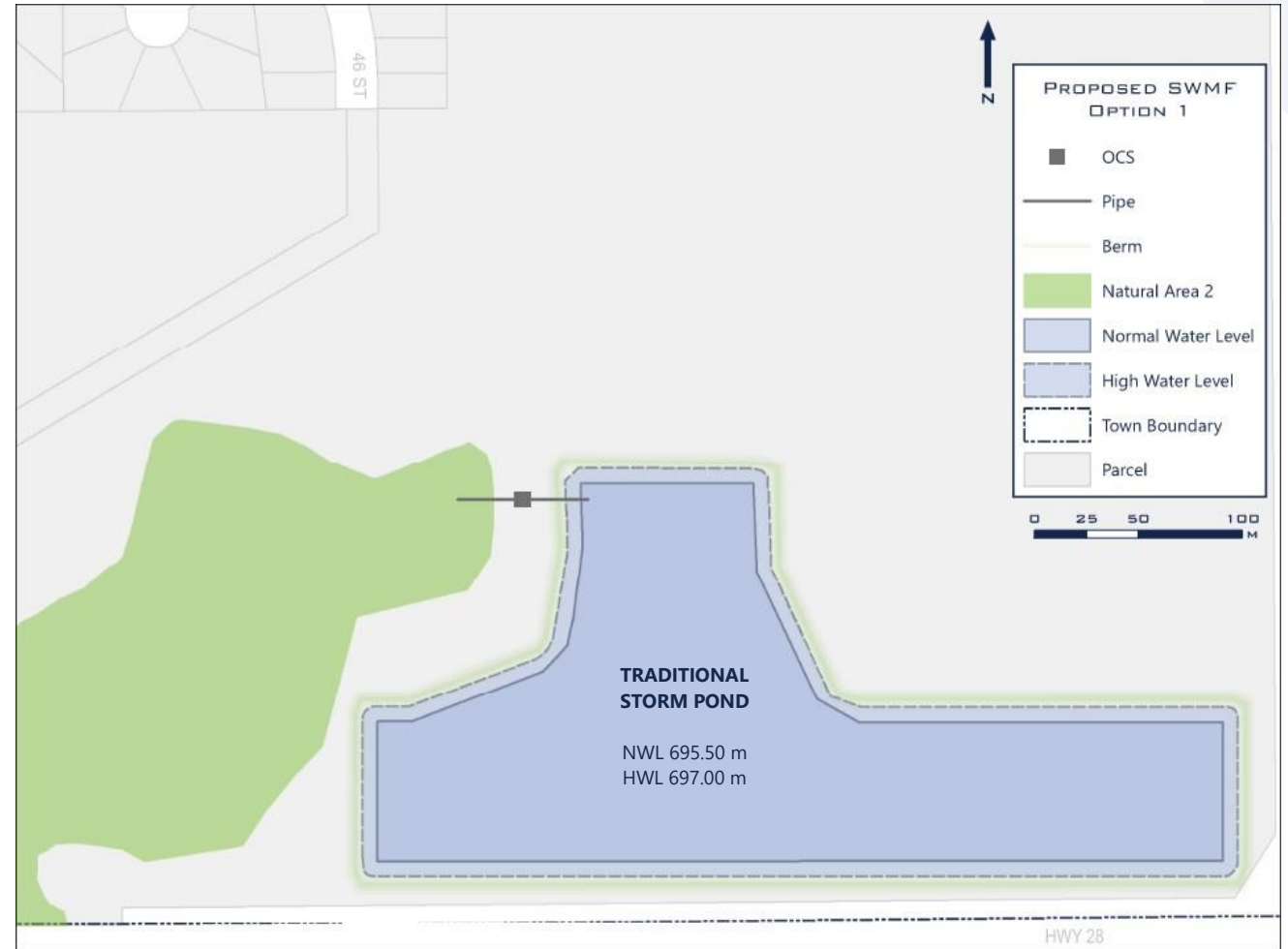
ASSESS OPTIONS BASED ON COSTS,  
THE TOWN'S VALUES, AND  
ENVIRONMENTAL AND AESTHETIC  
BENEFITS.



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

# •••OPTION 1: TRADITIONAL STORM POND

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



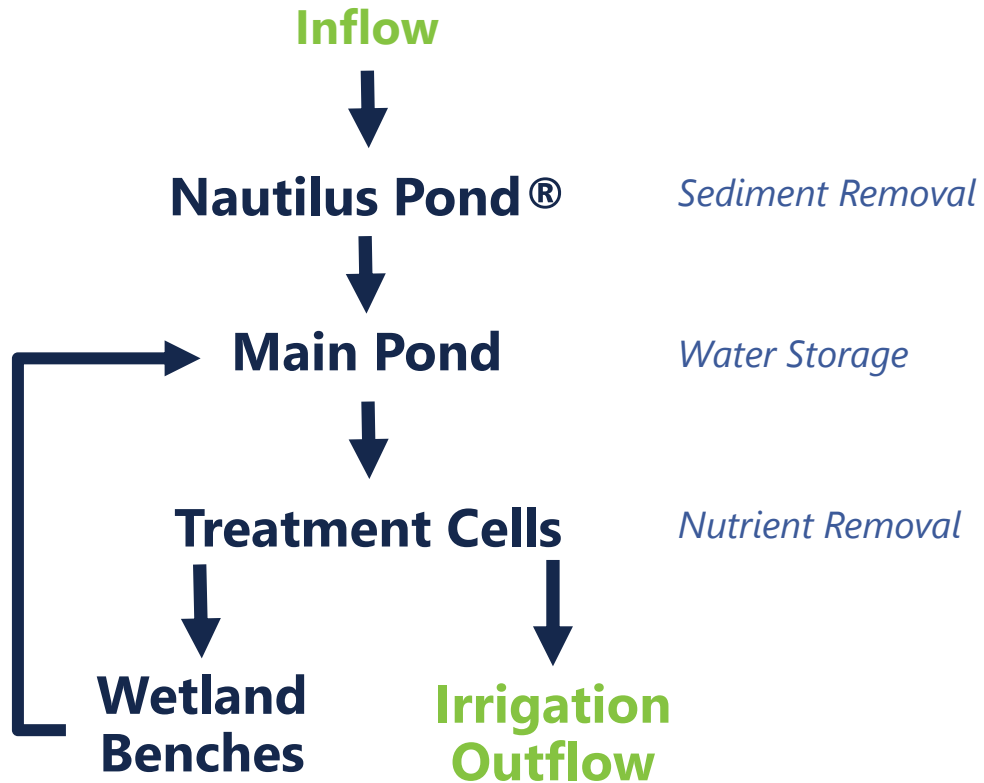
# •••STORM PARK VS TRADITIONAL POND

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





# ...POND 2A STORM PARK



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

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



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



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

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



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



# •••COSTS

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

Other costs (to be determined through detailed design):

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

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

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

2 - Does not include any contingency and design fees.

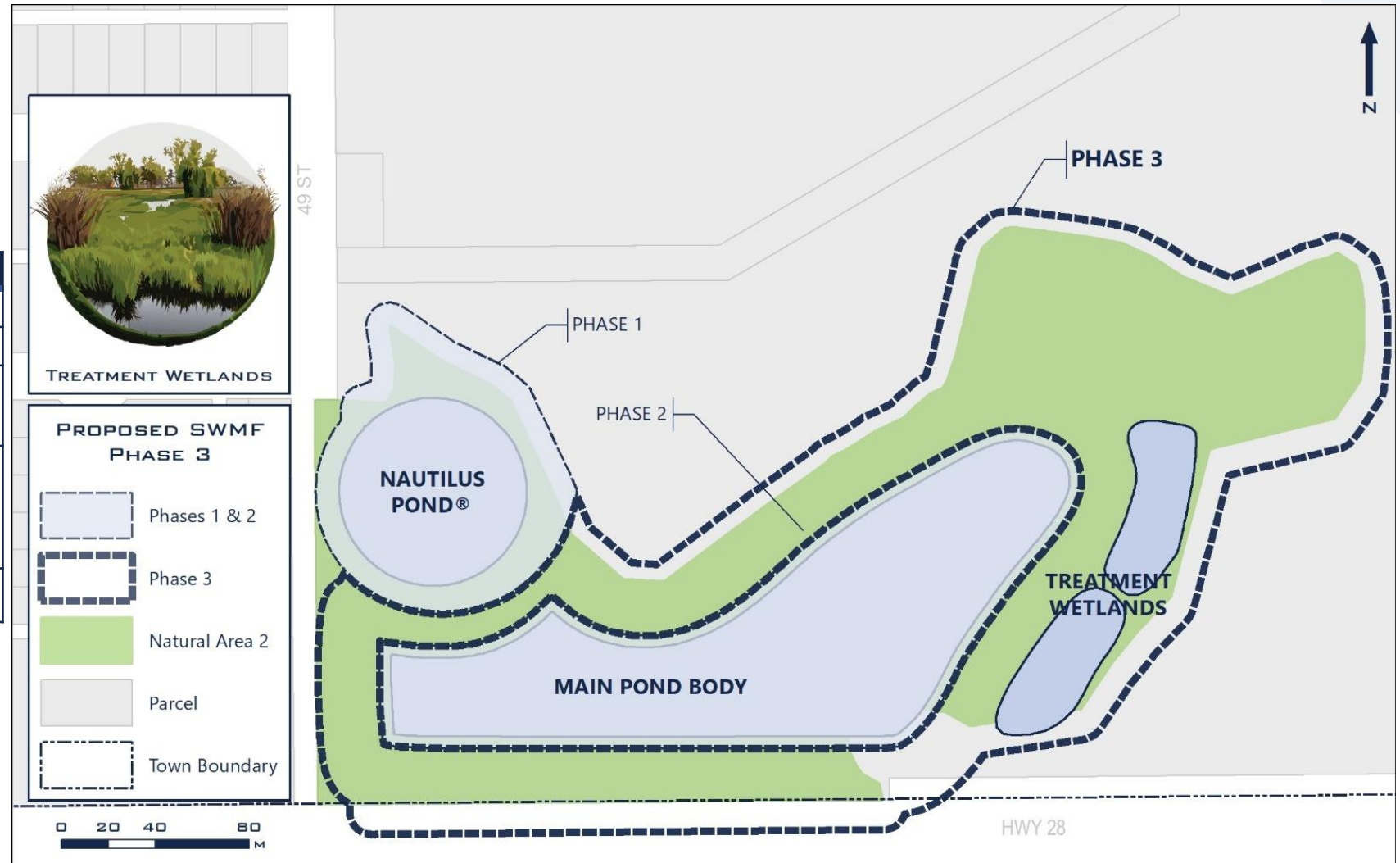
3 - Assumes \$160,000 max per hectare and 4 ha wetland disturbance. Does not consider classification of existing wetland, or potential reconstruction credits.

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

# ...PHASING

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

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



## •••RECOMMENDATIONS

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

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



## •••CONCLUSION & NEXT STEPS

### CONCLUSION:

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

### NEXT STEPS:

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



# THANK YOU!

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

<b>Meeting:</b>	Committee of the Whole Meeting
<b>Meeting Date:</b>	May 29, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Council Workshop Proposal</b>
<b>Agenda Item No.</b>	5.1

**BACKGROUND/PROPOSAL**

During the February 20<sup>th</sup>, 2024 Regular Meeting of Council, administration was directed to schedule a Council Workshop about Emergency Preparedness on April 17<sup>th</sup>, 2024 from 1:30 pm to 4:30 pm in Council Chambers.

By way of clarification, the Emergency Preparedness topic was to focus on Council's role during a local disaster and review of the legislated requirements for declaring a State of Local Emergency.

This workshop was postponed.

Administration is working on rescheduling this workshop and is seeking feedback from Council on potentially adding other topics to be included.

An Request for Decision will be coming forward at the June 04<sup>th</sup>, 2024 Regular Meeting of Council to confirm the agenda and the Council Workshop date.

The Council Workshop Policy is enclosed for reference. As per this policy, Council Workshops will not be regularly scheduled, but rather will be scheduled on an ad hoc, as-needed basis except for the annual Council workshop. This would be considered an ad hoc or additional workshop and not the annual Council workshop which usually takes place in November.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**Topics:**

The Emergency Preparedness topic will be delivered by Town staff (the Town Manager and Corporate Services Supervisor). The Sturgeon Region Emergency Management Coordinator is going to provide the Town with a presentation that we may use for the workshop, however she will not attend. The timeframe for this topic is expected to be 1 – 1.5 hours in length.



**Other topics of interest:**

1. Economic Development Strategy Presentation (30 – 40 minutes): Municipal Experts (if there is no additional cost for this presentation); an option to consider would be to include this presentation on an upcoming Committee of the Whole Meeting agenda.
2. Governance Policy Decision Making Framework (30 – 40 minutes): The Town Manager has recently completed a seminar on this topic which may be of interest to Council.

**Date and Time:**

If the 1:30 – 4:30 PM timeline is maintained, one or both of the above topics could be included in the workshop or alternatively, Council may wish to focus only on the Emergency Preparedness presentation and discuss the other matters above at a different time. In this case, the workshop would be shortened to 1.5 hours in length.

The date for the workshop may be confirmed by digital poll to determine what date works best for everyone.

**STRATEGIC ALIGNMENT*****Value Statement: Service Excellence***

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

***Value Statement: Professionalism***

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

***Value Statement: Transparency***

- Open and accountable to our residents and encourage open communication.

**COSTS/SOURCES OF FUNDING**

Council per diems: ½ day (\$75 per Councillor)

## **COUNCIL WORKSHOPS**

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**SECTION:** Council

**DEPARTMENT:** Administration

**COUNCIL APPROVAL DATE:** November 1, 2022

**LAST REVIEWED BY COUNCIL:** November 1, 2022

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### **POLICY STATEMENT**

Periodically, Council Workshops may be held to provide Council training, education, or information on a specific topic without any intent to procure direction or a decision from Council.

### **PURPOSE**

To prescribe standards pertaining to Council Workshops.

### **SCOPE**

This policy will be enacted to address the annual Council Workshop and, on a case, by case basis for other workshops or training opportunities offered by the Town.

This policy shall not include apply to workshops, training opportunities or conferences offered by other agencies or organizations that Council may attend. For example, but not limited to, the annual Alberta Municipalities Conferences or regional workshops or training opportunities.

This policy shall also not apply to Council Workshops attended by less than a majority of Council (i.e.: 1 – 2 members of Council).

### **DEFINITIONS**

“Council” means the members of Council including the Deputy Mayor and Mayor of the Town of Bon Accord.

“Council Workshop” means a workshop designed to train, educate, or issue alerts to Council on a specific topic, without any intent to procure direction or a decision from Council.

“Town” means the Town of Bon Accord.

“Town Manager” means the chief administrative officer of the municipality or their delegate.

## **RESPONSIBILITIES**

1. The Town Manager shall provide Council with advance notice of upcoming Council Workshops.
2. The Town Manager shall provide public notice of Council Workshops.
3. The Town Manager shall ensure, where appropriate, that material presented to Council is available to the public.

## **SERVICE STANDARDS:**

1. Council Workshops will not be regularly scheduled, but rather will be scheduled on an ad hoc, as-needed basis except for the annual Council Workshop as per the Annual Council Workshop section below.
2. Council members will make every effort to attend and participate in a Council Workshop.
3. No formal minutes of Council Workshops will be prepared.
4. No business of Council shall be conducted, meaning that Council shall not make a decision or direct Administration in the context of a Council Workshop.
5. Council Workshop sessions that include topics of discussion that may advance the business of the Town without formal decision or direction, (such as but not limited to, the annual review of the Strategic Plan) shall be open to the public.
6. Material presented at a Council Workshop shall not cover an existing Council motion.

## **ANNUAL COUNCIL WORKSHOP**

1. Each year, the Town Manager will plan an annual Council Workshop that will include an annual review of the Strategic Plan and other topics as desired by Council.
2. The Town Manager shall present the proposed agenda for the Council Workshop



to Council for approval.

**REFERENCES**

Municipal Government Act

Freedom of Information and Protection of Privacy Act

Procedural Bylaw

Code of Conduct Bylaw

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

<b>Meeting:</b>	Committee of the Whole Meeting
<b>Meeting Date:</b>	May 29, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Council Remuneration Policy Review</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

Administration plans to bring proposed amendments to the Council Remuneration Policy to Council for consideration:

- There are many opportunities for webinars or seminars that are only one hour in length and these are often offered virtually. The policy only addresses half or full per diems.
- The policy does not address if these or other opportunities must be approved by Council.
- Virtual attendance is also not specifically addressed.

Administration is planning to update this policy to clarify the above points to assist administration in following approved policy direction for Council remuneration.

The Council Remuneration Policy is enclosed for reference.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Before bringing amendments to this policy before Council for decision, administration is seeking feedback from Council on the addition of the following situations in the Council Remuneration Policy:

- Remuneration for learning opportunities that are one hour in length; when does the half day rate apply (between 1 – 4 hours)?
- The policy does not include any stipulations for approval of Council attendance at events, conferences, courses or webinars.
- This policy also does not address virtual attendance. Currently, virtual attendance is treated the same as in-person attendance. However, this should be clarified in the policy.

Council's feedback on these clarification points will be incorporated into the proposed amendments to the policy when brought to Council for formal decision during an upcoming meeting.

## **STRATEGIC ALIGNMENT**

### ***Value Statement: Professionalism***

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

### ***Value Statement: Transparency***

- Open and accountable to our residents and encourage open communication.

## **COSTS/SOURCES OF FUNDING**

Annual operating budget.

**COUNCIL REMUNERATION**

**SECTION:** Council

**DEPARTMENT:** Administration / Finance

**COUNCIL APPROVAL DATE:** December 6, 2005

**LAST REVIEWED BY COUNCIL:** January 16, 2024

**PURPOSE AND INTENT**

The purpose of this policy is to establish the remuneration to be paid to elected officials.

**POLICY STATEMENT**

Council shall receive remuneration and re-imbursement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord.

Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.

Honorarium fees paid to Council shall be as follows:

1. \$19,740 per annum paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff, dealing with and responding to the residents, Regular and Special Council meetings (including preparation for), Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.
2. \$9,871 per annum paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but not limited to meeting with staff, dealing with and responding to the residents,



Regular and Special Council meetings (including preparation for), Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.

- a. Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings.
  - b. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of the Chief Elected Officer.
3. Per diems shall be paid including travel time (excluding travel, accommodations, and/or meals) for the following:
  - a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
  - b. Town of Bon Accord Workshops: budget, strategic planning, etc.
  - c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
  - d. Per diem rates are to be as follows:
    - i. \$150.00 for a full day (four hours or more)
    - ii. \$75.00 for a half day
4. Intermunicipal Subdivision and Development Appeal Board Council remuneration
  - a. \$220 per day for a meeting over 4 hours in duration
  - b. \$110 per day for a meeting 4 hours or less in duration
5. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.

6. Notwithstanding (5.), activities extending beyond a regular working day shall be included as part of a full day rate.
7. There will be no direct remuneration paid for any member of Council serving on Boards, Committees, or Commissions where remuneration is paid from another source.
8. Honorariums shall be considered for adjustment by Council after an administrative review of the annual AMSC Wage and Compensation Survey results have been received and any indicated changes in the Consumer Price Index.
9. Council members are eligible to claim meal costs while attending meetings within or outside the Town as per the receipted amount, up to a maximum of \$100 per day. When a receipt is not available, claims shall be limited to the following rates:
  - a. Breakfast \$15.00
  - b. Lunch \$20.00
  - c. Supper \$25.00
10. Spousal tickets, or expenses claimed for spouses (defined as “adult interdependent relationships”) shall be at the discretion of Council.
11. Mileage shall be paid at \$0.61/km.
12. See Schedule A for a listing of common types of activities and whether these are eligible for per diems or reimbursement.

## Schedule “A”

Type of Activity	Per Diem Eligibility
Attendance at Town events i.e.: Volunteer Appreciation, Meet the Community, Family Day	No
Board/Committee/Commission Meetings where remuneration is paid from another source	No
Board/Committee/Commission Meetings where remuneration is not paid from another source (i.e.: Edmonton Salutes, NLLS)	Yes
Breakfast, Lunch or Dinner in Town (i.e.: Communities in Bloom Judging Day)	No
Breakfasts, Lunch or Dinners out of Town (i.e.: Mayor’s Breakfast in another community, regional dinners—except during conferences)	Yes
Budget Workshops, other Training, or Education Workshops (in or out of Town)	Yes
Community Services Advisory Board Meetings	No
Conventions and Conferences	Yes
Committee of the Whole Meeting	No
Council orientation sessions (in/or out of Town)	Yes
Council retreat/planning session (in/or out of Town)	Yes
Golf events	Yes
Library Board Meeting	No
Meetings with residents	No
Official meetings with other elected officials outside of Town	Yes
Official meetings with other elected officials in Town	No
Parades (other than Harvest Days)	Yes

Regular or Special Council Meetings (including Public Hearings)	No
Scheduled and non-scheduled meetings with the Town Manager	No
Signing of cheques and documents	No
Subdivision and Appeal Board	Yes