

Town of Bon Accord
AGENDA
Regular Council Meeting
October 1, 2024, 6:00 p.m. in Council Chambers
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
 - 3.1. National Fire Prevention Week (enclosure)
 - 3.2. Small Business Week (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1. Regular Meeting of Council; September 17, 2024 (enclosure)
 - 4.2. Committee of the Whole Meeting; September 19, 2024 (enclosure)
- 5. DELEGATION**
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - 7.1. Communities In Bloom – Alberta Conference & Celebration (enclosure)
 - 7.2. ATCO Franchise Fees (enclosure)
 - 7.3. ATB High-Interest Savings (enclosure)
 - 7.4. 2025 Road Rehabilitation Project – 49 Street Mill & Overlay (enclosure)
 - 7.5. Golden Gems Funding Request (enclosure)
 - 7.6. Library Cards – Bon Accord Community School (enclosure)
 - 7.7. Sidewalk Repairs (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. 2024-11 Fees and Charges Bylaw – 2nd Reading (enclosure)
 - 8.2. Town Issued Electronic Device Policy (enclosure)
 - 8.3. Reward for Reporting Vandalism That Leads to Arrest and Conviction Policy (enclosure)
 - 8.4. Capital Region Assessment Services Commission – Memorandum of Agreement (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. CORRESPONDENCE**
 - GENERAL**
 - 10.1. Minister Dreeshen – Response to Letter in Support of Regional Municipality of Wood Buffalo (enclosure)
 - RESPONSE REQUIRED**
 - 10.2. Youth Letter – Class Project Souvenir (enclosure)
 - 10.3. Gibbons Remembrance Day Ceremony Invitation (enclosure)

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10.4. Email from Resident re: Speeding (enclosure)

11. NOTICE OF MOTION

12. CLOSED SESSION

12.1. Enforcement Issue – *FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information*

12.2. Landowner Consent Request – *FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body*

13. ADJOURNMENT

PROCLAMATION

NATIONAL FIRE PREVENTION WEEK October 6-12, 2024

WHEREAS the Town of Bon Accord is committed to ensuring the safety and security of all those living in and visiting our Town; and

WHEREAS fire is a serious public safety concern, both locally and nationally, and homes are where people are at the greatest risk to fire; and

WHEREAS residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS informing the public about the importance of fire safety awareness and encouraging prevention serves as an essential step toward increasing the public's safety from home fires; and

WHEREAS Bon Accord residents are dedicated to public education measures and are able to take personal responsibility to increase their safety from fire, especially in their homes; and

WHEREAS this year marks the 102nd Anniversary of Fire Prevention Week and the 2023 Fire Prevention theme is "Smoke alarms: Make them work for you!"

NOW THEREFORE on behalf of Council, I, Mayor Brian Holden of the Town of Bon Accord, do hereby proclaim the week of October 6-12, 2024 to be "National Fire Prevention Week", and urge all residents to participate in fire safety awareness and prevention.

Mayor Brian Holden

Date

PROCLAMATION

SMALL BUSINESS WEEK October 20-26, 2024

WHEREAS, Small Business Week is a national event held to honour the contributions that small businesses make to the Canadian Economy; and

WHEREAS, small businesses have navigated unprecedented challenges and are the drivers of change and positive impact toward sustainable economic growth; and

WHEREAS, we honour entrepreneurs who take a risk on an idea, choose to invest in our community, and create jobs for others; and

WHEREAS, with approximately 35 current business licenses registered with the Town of Bon Accord, the Bon Accord business community is a vital contributor to the economic health and social wellbeing of the community.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim October 20-26, 2024 as "Small Business Week" in the Town of Bon Accord and encourage all citizens to recognize this week.

Mayor

Date

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

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Jay Nagra – Economic Development and Safe Communities Coordinator
Terry Doerkson – Infrastructure Manager
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA

There were no objections to adding item 12.1 Speed Sign Location Change – Mayor Holden to the agenda.

COUNCILLOR LARSON MOVED THAT Council adopt the September 17, 2024 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 24-362

ADOPTION OF MINUTES

Regular Meeting of Council; September 3, 2024

DEPUTY MAYOR MAY MOVED THAT Council adopt the September 3, 2024 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-363

DELEGATION

Matt Roblin and Susie Pestana – Sturgeon County Enforcement Services

COUNCILLOR LARSON MOVED THAT Council accepts the delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 24-364

Jennifer Massig – Magna Engineering

COUNCILLOR LAING MOVED THAT Council accepts the delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 24-365

DEPARTMENTS REPORT

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

COUNCILLOR LARSON MOVED THAT Council accepts the departments report as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-366

Mayor Holden called a short recess at 10:23 a.m.

CARRIED UNANIMOUSLY RESOLUTION 24-367

Mayor Holden called the meeting back to order at 10:29 a.m.

UNFINISHED BUSINESS

Nature-Based Stormwater Project

COUNCILLOR BIDNEY MOVED THAT Council approves engaging Magna Engineering Services to work on a Nature-Based Stormwater Park and to continue working on grant funding opportunities, capital planning, and landowner negotiations as required for this project.

CARRIED UNANIMOUSLY RESOLUTION 24-368

Council Workshop Proposal

DEPUTY MAYOR MAY MOVED THAT Council directs administration to plan the Council Annual Workshop on November 25 and 26.

CARRIED UNANIMOUSLY RESOLUTION 24-369

R. Howard Webster Foundation Grant

DEPUTY MAYOR MAY MOVED THAT Council directs administration to proceed as discussed including contacting Magna Engineering Services for a joint application cost.

CARRIED UNANIMOUSLY RESOLUTION 24-370

NEW BUSINESS

Organizational Meeting

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

CARRIED UNANIMOUSLY RESOLUTION 24-371

CCBF Memorandum of Agreement

DEPUTY MAYOR MAY MOVED THAT Council directs Mayor Holden and the Town Manager, Jodi Brown, to sign the CCBF memorandum of agreement.

CARRIED UNANIMOUSLY RESOLUTION 24-372

MSI Capital Allocation

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

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

CARRIED UNANIMOUSLY RESOLUTION 24-373

COUNCIL REPORTS

COUNCILLOR LAING MOVED THAT Council accept the Council reports as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-374

CORRESPONDENCE

2025 NLLS Levy

DEPUTY MAYOR MAY MOVED THAT Council direct administration to reach out to NLLS to get our current population number added to our budget and that Council approve our 1.5% levy increase.

CARRIED UNANIMOUSLY RESOLUTION 24-375

NOTICE OF MOTION

Speed Limit Sign Location Change – Mayor Holden

CLOSED SESSION

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

COUNCILLOR LAING MOVED THAT Council enter into closed session to discuss Arena Phase II – *FOIP Act 21 Disclosure harmful to intergovernmental relations*, Lots 24 & 25, Block 7, Plan 5261BA – *FOIP Act Section 24 Advice from officials and Section 27 Privileged information*, and Regional Initiative – *FOIP Act 21 Disclosure harmful to intergovernmental relations* at 11:17 a.m.

CARRIED UNANIMOUSLY RESOLUTION 24-376

DEPUTY MAYOR MAY MOVED THAT Council come out of closed session at 11:48 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-377

Arena Phase II – FOIP Act 21 Disclosure harmful to intergovernmental relations

COUNCILLOR BIDNEY MOVED THAT Council direct administration to forward a letter to Sturgeon County to initiate meetings for the planning process for the recreation cost sharing agreement.

CARRIED UNANIMOUSLY RESOLUTION 24-378

**Town of Bon Accord
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Regional Initiative – FOIP Act 21 Disclosure harmful to intergovernmental relations
COUNCILLOR BIDNEY MOVED THAT Council accepts this information as presented.
CARRIED UNANIMOUSLY RESOLUTION 24-379

ADJOURNMENT

DEPUTY MAYOR MAY MOVED THAT the August 20, 2024 Regular Meeting of Council adjourn at 11:50 a.m.
CARRIED UNANIMOUSLY RESOLUTION 24-380

Mayor Brian Holden

Jodi Brown, CAO

DRAFT

**Town of Bon Accord
Committee of the Whole Meeting Minutes
September 19, 2024, 5:00 p.m. in Council Chambers
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**COUNCIL
PRESENT**

Mayor Brian Holden
Councillor Lynn Bidney
Councillor Lacey Laing
Councillor Timothy J. Larson – Chair

REGRETS:

Deputy Mayor Tanya May

ADMINISTRATION

Jessica Caines – Legislative Services and Communications Coordinator
Nicole Paproski – Administration and Community Services Assistant

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Councillor Larson called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda for September 19, 2024, as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-381

DELEGATION – CLOSED SESSION

Susan Berry & Ron Cust – Roseridge Waste Commission – Regional Residential Curbside Collection Program – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 21 Disclosure harmful to intergovernmental relations, Section 23 Local public body confidences, and Section 24 Advice from officials

MAYOR HOLDEN MOVED THAT Council enter into closed session to discuss Susan Berry & Ron Cust – Roseridge Waste Commission – Regional Residential Curbside Collection Program – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 21 Disclosure harmful to intergovernmental relations, Section 23 Local public body confidences, and Section 24 Advice from officials at 5:02 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-382

COUNCILLOR LAING MOVED THAT Council come out of closed session at 5:47 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-383

NEW BUSINESS

Board/Committee Resignation Thank You Letter Template

The report was reviewed and discussed.

**Town of Bon Accord
Committee of the Whole Meeting Minutes
September 19, 2024, 5:00 p.m. in Council Chambers
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Northern and Regional Economic Development Program Funding

The report was reviewed and discussed.

BYLAWS/POLICIES/AGREEMENTS

Reward for Reporting Vandalism Policy

The policy was reviewed and discussed.

Town Issued Electronic Device Policy

The policy was reviewed and discussed.

CLOSED SESSION

- ***Fire Services – FOIP Act Section 21 Disclosure harmful to intergovernmental relations***
- ***Alberta Industrial Heartland Association – FOIP Act Section 21 Disclosure harmful to intergovernmental relations***
- ***Enforcement Issue - FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information***

COUNCILLOR LAING MOVED THAT Council enter into closed session to discuss Fire Services – FOIP Act Section 21 Disclosure harmful to intergovernmental relations, Alberta Industrial Heartland Association – FOIP Act Section 21 Disclosure harmful to intergovernmental relations, and Enforcement Issue - FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information at 6:08 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-384

MAYOR HOLDEN MOVED THAT Council come out of closed session at 7:00 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-385

ADJOURNMENT

COUNCILLOR BIDNEY MOVED THAT the September 19, 2024 Committee of the Whole Meeting adjourn at 7:00 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-386

Councillor Timothy J. Larson – Chair

Jodi Brown, CAO

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 1, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Communities in Bloom – Alberta Conference & Celebration
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

The National Symposium for Communities in Bloom is typically held in one of the other provinces. This year, it is in Prince Edward Island. Because of the location, neither Town staff nor any volunteers have been able to attend.

This year, the Alberta Communities in Bloom is offering members a conference and celebration in Red Deer on November 2nd.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The budget has funds available to send our Community Services Coordinator and to offer to cover the registration and accommodation of two CiB volunteer members. This conference and awards celebration is not typical for Alberta, so it would be an interesting opportunity that may not be available again for the volunteers.

There will be presentations on ecological landscaping, Indigenous plants, and pollinators, urban forest management, care for volunteers, and the importance of communities in bloom in the community.

Being able to send two CiB volunteers would match with the Strategic Plan, Priority #2 goal: continue to support and promote Communities in Bloom initiatives by maintaining annual funding and developing opportunities for collaboration or partnership with the CiB volunteer group.

STRATEGIC ALIGNMENT

Value Statement of Professionalism

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

Priority #2 Community

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

COSTS/SOURCES OF FUNDING

Registration fees are \$224.25 each for a total cost of \$448.50, which would be covered by Recreation Memberships & Registrations with an available budget of \$1,740 due to staff not attending a different budgeted conference.

Accommodation and mileage would be approximately \$938; this may be less if the members car-pool, which would be covered by Recreation Mileage and Subsistence with an available budget of \$1,306, again due to staff not attending a different budgeted conference.

RECOMMENDED ACTION (by originator)

THAT...Council directs administration to register and book accommodation for two Communities in Bloom volunteers for the Alberta Communities in Bloom conference and celebration.

Or

THAT...Council accepts this RFD as information.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 1, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	ATCO Franchise Fees
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

The Town has received communication from ATCO regarding the franchise fees for 2025. The franchise fee is collected from customers in the community based on a percentage of the delivery tariff revenue in the Town. Currently, this percentage is 23%.

If the Town would like to change the franchise fee percentage for 2025, we would need to contact ATCO to discuss the process. An application would need to be filed with the Alberta Utilities Commission for approval. ATCO must receive a request for changes in writing on or before October 15, 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The revenue from the franchise fees depends on the actual delivery tariff revenue. This revenue is subject to change as it is impacted by changes in customer operations and weather. Additionally, the Alberta Utilities Commission has not yet approved ATCO's forecasted rates.

Year	Delivery Tariff Revenue	Franchise Revenue to the Town
2025	\$394,790 (estimate)	\$90,802 (estimate)
2024	\$260,122 (to date)	\$59,828
2023	\$349,435 (actual)	\$80,370
2022	\$398,701 (actual)	\$91,701

The estimated franchise fee revenue for 2024 is \$86,679; if the rate is maintained at 23%, it will be \$90,802 for 2025.

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

Town's budget. Lowering the franchise fee would result in a loss of revenue that would affect the budget.

Increasing the franchise fee would financially impact residents and is not recommended at this time.

Administration is recommending that Council support no change of the ATCO franchise fees for 2025; however, should Council choose to increase or decrease the percentage, the impacts are as follows: *(based on \$394,790 of forecasted delivery tariff revenue)*.

Percentage	Forecasted Franchise Revenue to the Town
21% (↓ 2%)	\$82,906
22% (↓ 1%)	\$86,854
23% (no change)	\$90,802
24% (↑ 1%)	\$94,750
25% (↑ 2%)	\$98,698

** 25% is the maximum*

The ATCO Franchise Agreement is impacted by the amendments resulting from *Alberta's Utilities Affordability Statutes Amendment Act, 2024*. Per instruction, the Town advertised the notice of application to be filed for approval of the natural gas distribution franchise agreement and invited questions or concerns from the residents. No comments or concerns were received from the public.

STRATEGIC ALIGNMENT

Values Statement of Stewardship

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

Values Statement of Service Excellence

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

COSTS/SOURCES OF FUNDING

The operating budget.

RECOMMENDED ACTION (by originator)

THAT...Council supports no change of the ATCO franchise fees for 2025.

Or

THAT...Council directs administration to contact ATCO to change the franchise fee percentage to [insert rate].

August 28, 2024

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

Attention: Jodi Brown, Chief Administrative Officer/Town Manager

Re: Natural Gas Franchise Fee Estimate for 2025 - Bon Accord

As per the Natural Gas Distribution System Franchise Agreement between ATCO Gas and Pipelines Ltd. (ATCO) and the Town of Bon Accord, ATCO pays the Town of Bon Accord a franchise fee. The franchise fee is collected from gas customers within Bon Accord and is calculated as a percentage of ATCO's revenue derived from the delivery tariff.

The franchise agreement requires that we provide ATCO's total revenues derived from the delivery tariff within Bon Accord for 2023 and an estimate of total revenues to be derived from the delivery tariff within Bon Accord for 2025. The chart below provides this information as well as an estimate of your franchise fee revenue for the 2025 calendar year.

ATCO's Delivery Tariff Revenue in 2023	ATCO's Estimated Delivery Tariff Revenue for 2025	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2025
\$349,435	\$394,790	23.00%	\$90,802

Please note that the estimated delivery tariff revenue for 2025 can be impacted by changes in customer operations and weather. Additionally, ATCO has utilized forecast 2025 delivery rates, however, they have not yet been approved by the Alberta Utilities Commission. ATCO commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to any update of these forecast assumptions.

Under the franchise agreement, the Town of Bon Accord has the option of changing the franchise fee percentage for 2025. If you are considering changing the franchise fee in 2025, please contact us as soon as possible to learn about the process. We will guide you through the process and will file an application with the Alberta Utilities Commission (AUC) for approval. A request to change the franchise fee must be made in writing and must be received by ATCO on or before October 15th, 2024.

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

Yours truly,



Chance Herring

Senior Manager, Edmonton Region Field Operations
ATCO Gas & Pipelines Ltd.

Effective May 2024 by UC Disposition 28848-D

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

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

Method applied to cross revenues
Method C applied to cross revenues and Rider "E".

Municipalities – Method		Effective Date yymmdd	Municipalities – Method		Effective Date yymmdd	Municipalities – Method		Effective Date yymmdd
Alberta Beach			Grande Prairie			Ryley		
Ali			Harmsburg			Seba Beach		
Amis			Hardsisty			Seismit		
Andrew	12.00	24/05/01	Kines Cree			Sherrwood Park		
Arcentia Beach			Kinton			Silver Beach		
Basia			Olden			Slave Lake		
Beaverlodge			Quinden			Spirit River		
Bentley			Lythe			Spruce Grove		
Berwyn			Innisfree			StAlbert		
Bittern Lake			Irma			Stony Plain		
Blackfalds			Itaska			Stanhills		
Bon Accord			Wasper Muni			Sylvan Lake		
Breton			Wasper Mt P			Torsby		
Bruderheim			Witscoty			Tofield		
Camrose			Lacombe			Vereville		
Caroline			Lamont			Vermilion		
Chipman			Lavoy			Veteran		
Clive			Leal			Vin		
Clyde			Lloydminster			Wabamun		
Cold Lake			Louheed			Wabur		
Consort			Mannville			Wembley		
Coronation			Mayertorpe			Wetasin		
Car			McLennan			Witecourt		
Donnelly			Millet			Municipalities – Method C		Effective Date yymmdd
Drayton Valley			Minburn					
Deville			Mirror			Walesham		
Derton			Mundare					
Edmonton			Wampa					
Edson			Onoay					
Frontistie			Oyen					
Fairview			Peace River					
Falher			Point Wlison					
Fort McMurray			Ponoka					
Fort Saskatchewan			Provost					
Fox Cree			Red Deer					
Gibbons			Rimbey					
Hirouville			Rocky Mtnouse					
Olden Days			Rycroft					

Includes a maximum annual allowable assessment on any individual metered account

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 1, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	ATB High-Interest Savings
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

The Town holds a high-interest savings account with ATB Wealth, holding funds of \$1,032,747. Our financial advisor with ATB Wealth contacted administration to update file information and noted that the current interest rate offerings with our ATB Financial account are higher than those of ATB Wealth, and have maintained being higher for a while.

Administration is therefore proposing to move (consolidate) the funds into the ATB Financial account and close the ATB Wealth account.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The ATB Wealth account high-interest savings is currently at 4.05%.

The ATB Financial interest savings rate is based on the value of funds held in the account, and the breakdown is currently as follows:

- \$0.01 → \$1,500,000 is at 4.55%
- \$1,500,000 → \$2,500,000 is 4.65%
- \$2,500,000 → \$5,000,000 is 4.75%
- \$5,000,000 → \$10,000,000 is 4.85%
- \$10,000,000 plus is at 4.90%

Given that these rates are all higher than the ATB Wealth rate, it is recommended that we consolidate the funds from ATB Wealth into our ATB Financial account to increase interest revenue.

There is no accounting or legislated reason or requirement to hold these funds in a separate bank or savings account.

Should interest rates change significantly again in the future, administration can bring back another RFD to determine the best course of action.

If Council decides to maintain the ATB Wealth account, our financial advisor David (Dave) Henderson will need the minutes of this meeting to reflect that the Town Manager and the Corporate Services Manager are authorized as the signing/trading authority for the account. Dave will also need to follow up by phone with the Mayor and Councillors to confirm their information and other administrative items.

STRATEGIC ALIGNMENT

Values Statement of Stewardship

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

COSTS/SOURCES OF FUNDING

2024 Operating budget

RECOMMENDED ACTION (by originator)

THAT...Council approves moving all the funds in the ATB Wealth account to the ATB Financial account and closing the ATB Wealth account.

Or

THAT...Council directs administration to maintain the ATB Wealth account and FURTHER authorizes the Town Manager and the Corporate Services Manager as the signing/trading authority for the account.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 1, 2024
Presented by:	Terry Doerkson Infrastructure Manager
Title:	2025 Road Rehabilitation Project -- 49 Street Mill & Overlay
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

Over the past years, the Town has been repairing and resurfacing its hard surfaced roads. Based on a previous engineer’s report recommending a road rehab schedule, the Town has been following a timeline as consistently as possible to reach a point in which all paved roads have been addressed. According to this plan, the next road resurfacing that is slated to be completed in 2025 is 49 Street between 50 Avenue and 53 Avenue. If it is Council’s decision to facilitate a timely completion of this project in 2025, some of the analysis and engineering “prep” work should be completed before the end of 2024. With this work done in advance, a tender work proposal could be out for bidding early in the new year resulting in a swift contract agreement and a better chance of earlier project completion.

Capital projects are normally considered during the budgetary deliberations in the coming months. However, administration is looking to get an early start. Therefore, administration is asking for Council’s approval on this project for 2025 with it to be funded from the LGFF funds.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Early planning for a project generally enables quicker execution and an earlier completion date.

The Harvest Days celebration is annually held in Bon Accord on the second weekend in August. The Town hosts the parade which generally follows a set route from past years. This route encompasses the entirety of the section of 49 Street slated for the resurfacing. Therefore, every concern should be taken to expedite the project to ensure its completion before August.

It is anticipated that, barring unforeseen events, the 4 block re-surfacing project would take approximately two weeks to complete.

If preliminary work on the project is not started until 2025, it still would be completed in the 2025 season, however there are no guarantees to be done by Harvest Days.

If the work is not completed before Harvest days, the parade route could be altered to avoid that section of the road.

STRATEGIC ALIGNMENT

Value Statement of Professionalism

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

Value Statement of Stewardship

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

COSTS/SOURCES OF FUNDING

LGFF funds.

RECOMMENDED ACTION (by originator)

THAT Council approves moving forward on the 2025 road re-surfacing for 49 Street between 50th Avenue and 53rd Avenue with the project funded by LGFF funds.

OR

THAT Council directs administration to ...

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	October 1, 2024
Presented by:	Jessica Caines, Legislative Services & Communications Coordinator
Title:	Golden Gems Funding Request
Agenda Item No.	7.5

BACKGROUND/PROPOSAL

2024 marks the 50-year anniversary of the establishment of the Golden Gems. As such, the Golden Gems have requested funding from the Town for the replacement of their sign, which will include their establishment date.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has reviewed the Community Grant Policy, attached, and this request would not fall under the eligibility requirements for this grant, as it is not a program or event. However, Council may still wish to contribute funding to this sign replacement as volunteer recognition for the Golden Gems, who are a long-term fixture in the community with ongoing programs that contribute to our seniors. This would make this an eligible FCSS expenditure for the Community Grant funding.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

Golden Gems is in the process of getting a quote for the sign; administration recommends that Council could contribute up to \$500 towards the cost.

There is \$1,500 in the FCSS Community Grants budget.

This funding request could also be added to the 2025 budget deliberations.

RECOMMENDED ACTION (by originator)

THAT Council directs administration to provide funding up to \$500 to the Golden Gems for their sign replacement.

OR

THAT Council accepts this RFD as information with no further action required.

COMMUNITY GRANT

SECTION: Administration

DEPARTMENT: Community Services

COUNCIL APPROVAL DATE: May 20, 2014

LAST REVIEWED BY COUNCIL: September 3, 2024

POLICY STATEMENT

Community Grant funds will be allocated by Council, as approved in the annual budget. Administration will review and approve applications. The Town of Bon Accord is committed, where resources allow, to providing financial support to non-profit groups, associations or organizations that offer programs, services and events to enhance the cultural, social, and economic interests of the community.

PURPOSE

To establish fair and consistent guidelines for eligibility and approval of Applications for financial assistance from non-profit groups, associations, and organizations.

SCOPE

This policy will apply to Applications submitted to the Town during the eligible intake periods.

DEFINITIONS

“Application” means the Community Grant Application for financial assistance from the Town.

“Council” means the elected officials of the Town of Bon Accord.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord or designate.

I. COMMUNITY GRANTS FUNDING CATEGORIES

1. Arts and Culture Criteria

- a. Strengthen and develop literary, visual, performing, heritage and media arts.
- b. Enhance access and annual participation in creative expression through initiatives that contribute to a vibrant cultural life.

2. Recreation and Sports

- a. Bolster healthy living initiatives through development, strategies, programs, and activities.

3. Community Development (FCSS) & Capacity Building

- a. Support development of community enhancement initiatives that provide the highest level of benefit to Town residents. Please refer to section VIII.

II. ELIGIBILITY

1. To qualify for funding, the non-profit group, association, or organization must demonstrate in their application how the project, service, or initiative enhances or supports the cultural, social, or economic well-being for residents, as outlined in Section I.
2. Requests are limited to once per non-profit per calendar year.
3. Applications will be reviewed and awarded on a first come, first served basis.
4. Applications received after the program has closed will not be considered. Applicants may reapply the following year.
5. The program or service applied for must not be a duplication of an existing program or service.
6. Applications must be received in the prescribed form (Schedule "A").
7. Applicants must score a minimum of 13 points in accordance with the Community Grant Scoring Sheet (Schedule "B") for funding to be administered.

III. INELIGIBILITY

1. Applications for the following will not be approved:

- a. Individuals;
- b. For-profit businesses or organizations;
- c. Organizations or activities of a political nature;
- d. Organizations or activities of a religious nature (unless it is clearly demonstrated that the program is open to non-members, is not a religious program, and does not promote the religion);
- e. To support an operating budget deficit;
- f. Events that are organized in partnership with the Town; or
- g. Any activity deemed discriminatory, contrary to Town policies and values, or unlawful.

IV. APPLICANT RESPONSIBILITIES

1. Successful Applicants are required to acknowledge the Town of Bon Accord in promotional material. Please contact the Town for branding guidelines prior to advertisement.
2. Funding requests cannot exceed 50% of the overall project cost.
3. Funds must be utilized for the purpose proposed in the application. If funds are not used for the purpose proposed in the application, or not used at all, all grant monies received by the applicant must be immediately returned to the Town of Bon Accord.
4. If an approved project cannot be undertaken or completed, all grant monies received by the applicant must be immediately returned to the Town of Bon Accord.
5. Approved Community Grant projects must be completed within one (1) year of the date of approval (FCSS Grants: see section VIII).
6. If an approved project is delayed, a progress report must be submitted by December 31 of that year, accounting for funds spent and outlining the revised project plan.
7. Future funding will not be available to successful applicants who fail to complete

and submit a Final Report (Schedule “C”). Eligibility for future funding will resume only when the Final Report is submitted.

V. TOWN RESPONSIBILITIES

1. Each year, the Town will endeavor to allocate funds in the annual budget toward the Community Grant.
2. The Corporate Services Manager is the deciding authority for Applications, not exceeding the annual budget allocation.
3. The Town is committed to a transparent application review and approval process.

VI. GENERAL PROVISIONS

1. Applications will be notified in writing once a final decision has been made.
2. Appeals for declined Applications will be directed to the Town Manager.
3. If the Town Manager’s decision is appealed, the request will be directed to Council.
4. All decisions of Council are final; no appeals will take place.

VII. NO PRIVILEGES

1. Community Grant recipients will have no special influence on Town decisions.
2. The award of a Community Grant will not be regarded as a commitment for ongoing support.

VIII. FCSS GRANTS ONLY

1. Applicants applying for funding through Family and Community Support Services (FCSS) must meet all provincial requirements.
2. Successful FCSS Grant projects must be completed within the same calendar year in which they are applied for.
3. Data outcomes must be reported by February 1 of the following year.
4. Administration will provide the appropriate data collection survey.



COMMUNITY GRANT APPLICATION

ORGANIZATION

Organization Name: _____

Organization Address: _____

Contact Person: _____

Phone: _____ Email: _____

Select ONE item in the list below that best represents your organization:

- Ad hoc group of citizens
- Group of citizens who meet regularly
- Registered society
- Non-profit group
- Registered charity

If your group is registered, please provide:

Date of incorporation: _____

Incorporation #: _____

What is the date of your most recent annual return? (for Alberta Corporate Registry)

EVENT/PROJECT

Name of Event/Project: _____

Project Type:

- Event
- Project

Date of Event (if applicable): _____

Anticipated Event Attendance (if applicable): _____

Total amount requested: \$ _____

Funding Category:

- Community Grant
- FCSS Grant (see www.alberta.ca/family-and-community-support-services-fcss-program)



COMMUNITY GRANT APPLICATION

Has your organization received a Community Grant or other funding from the Town of Bon Accord in the last two (2) years?

Yes

No

If yes, complete the following:

Project Name

Funding Received

WRITE UP CRITERIA

Please complete the following (please attach another sheet).

1. Briefly describe the primary objectives of your organization.
2. Provide as much detail as possible to give a clear idea of what your event/project will include.
3. Are there any other Town of Bon Accord groups that will contribute to the event/project? If so, please give a brief overview of their contribution (financial or otherwise).
4. How will the grant funding be used?
5. Who will be served by your event/project? How many individuals will participate and directly benefit from your event/project?
6. Are there physical or financial barriers that would prevent anyone from participating in the event/project?
7. Is the event/project available to all Town of Bon Accord residents? Please provide details.
8. How many volunteer hours will be contributed **specifically** to this event/project?
9. The Town of Bon Accord tagline is "Building for Tomorrow". Organizations receiving grant funding must acknowledge receipt of the grant through project promotion and advertising and promote the Town's brand where possible. Describe how your organization and/or event/project plans to promote the Town of Bon Accord.

I certify that the information provided on this application is correct to the best of my knowledge.

Print name

Signature

Title

Date



COMMUNITY GRANT APPLICATION

Complete and attach the following sheets:

REVENUE

<i>Revenue is any money received from a source outside your organization. This can include donations, grants, participant fees, etc. List your group's sources of revenue below. Be specific.</i>	Amount (\$)
Total Revenue	



COMMUNITY GRANT APPLICATION

VOLUNTEERS

<i>List your group's volunteer roles and hours below.</i>	Hours
Total Volunteer Hours	



COMMUNITY GRANT SCORING SHEET

Each category is assessed out of five (5) points. The application must receive a minimum of 13 points to be eligible to receive grant funding.

	Points	Justification of points awarded
Benefit to Citizens	/5	
Impact of Event/Project	/5	
% of Funds Matched	/5 _____ %	
Accessibility of Event/Project	/5	
Organization's Community Impact	/5	
Total	/25	

SCORING RUBRIC

	1/5	2/5	3/5	4/5	5/5
Benefit to Citizens	Low to no benefit for citizens in Bon Accord.	Benefit to a niche area of the community in the non-vulnerable sector.	Benefits a niche area of the community in the vulnerable sector populations (children and seniors).	Benefits most citizens, including vulnerable sector populations (children and seniors).	Benefits all citizens in Bon Accord.
Impact of Event/Project	Low to no impact for citizens in Bon Accord.	Impacts a niche area of the community in the non-vulnerable sector.	Impacts a niche area of the community in the vulnerable sector populations (children and seniors).	Impacts most citizens, including vulnerable sector populations (children and seniors).	High impact for all citizens of Bon Accord.
% of Funds Matched	0-20%	21-40%	41-50%	51-80%	81-100%
Accessibility of Event/Project	Not accessible	Marginally accessible	Moderately accessible	Good accessibility	Fully accessible
Organization's Community Impact	Organization is outside the community and has not supported the community in the past.	Organization supports a niche area of the community in the non-vulnerable sector.	Organization supports a niche area of the community in the vulnerable sector populations (children and seniors).	Organization supports most citizens, including vulnerable sector populations (children and seniors).	Local organization that supports all citizens.



COMMUNITY GRANT FINAL REPORT

ORGANIZATION

Organization Name: _____

Organization Address: _____

Contact Person: _____

Phone: _____ Email: _____

EVENT/PROJECT

Name of Event/Project: _____

Grant Amount Received \$ _____

Amount Spent: \$ _____

Amount Remaining*: \$ _____

*Attach cheque made out to Town of Bon Accord for this amount.

WRITE UP CRITERIA

Please complete the following (please attach another sheet).

1. Were there any other Town of Bon Accord groups that contributed to the event/project? If so, how were they involved?
2. How many individuals participated and directly benefited from your event/project?
3. Who was served by your event or project?
4. How many volunteer hours were contributed **specifically** for this event/project?
5. How was the event/project promoted? Was the promotion successful? Please provide a brief explanation.
6. Was the event/project successful? What went well? Is there anything you would do differently?
7. Do you plan on hosting this event/project again? Why or why not?
8. What value did your event/project bring to the community?

I certify that the information provided in this report is correct to the best of my knowledge.

Print name

Signature

Title

Date



COMMUNITY GRANT FINAL REPORT

Complete and attach the following sheets:

REVENUE

<i>Revenue is any money received from a source outside your organization. This can include donations, grants, participant fees, etc. List your group's sources of revenue below. Be specific.</i>	Amount (\$)
Total Revenue	



COMMUNITY GRANT FINAL REPORT

VOLUNTEERS

<i>List your group's volunteer roles and hours below.</i>	Hours
Total Volunteer Hours	

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 1, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Library Cards – Bon Accord Community School
Agenda Item No.	7.6

BACKGROUND/PROPOSAL

Administration has received a request from the Bon Accord Public Library to cover the cost of library cards for the students at Bon Accord Community School (BACS).

The library has an agreement with Lilian Schick to cover the cost of \$200 for student memberships, and the Town agreed to reimburse those costs under the Donation Request Policy. No students from LS took out cards, so the Town has not expended the funds.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

There are 211 students at Bon Accord Community School. Their library cards would cost up to \$1,055, \$5 per card.

Council could consider covering the full cost or a portion of the cost to subsidize the cards for the students. The Town Donations line in the operating budget has \$1,946 left in available funds.

This request is not eligible for the Community Grant Policy. Given that the funding request is over \$500, the Donation Request Policy indicates that the request must come to the Council for a decision.

STRATEGIC ALIGNMENT

Priority #2 Community

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

Value Statement of Stewardship

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

COSTS/SOURCES OF FUNDING

2024 Operating Budget, Town Donations: \$1,946 available.

RECOMMENDED ACTION (by originator)

THAT...Council approves the total cost of library cards for \$1,055 for Bon Accord Community School students from Town Donations.

Or

THAT...Council approves to subsidize [*enter percentage*] of the total cost of library cards for Bon Accord Community School students from Town Donations.

Or

THAT...Council accepts this RFD as information with no further action required.

DONATION REQUEST

SECTION: Administration

DEPARTMENT: Administration / Finance / Community Services

COUNCIL APPROVAL DATE: September 19, 2023

LAST REVIEWED BY COUNCIL: September 19, 2023

POLICY STATEMENT

The Town of Bon Accord strives to promote activities that will enhance the cultural, social, and economic well-being of the community and, from time to time, wishes to demonstrate its support with monetary or in-kind Donations to various non-profit groups, Informal Groups, associations, and organizations that bolster our community.

PURPOSE

To establish guidelines for eligibility and approval of municipal Donations for non-profit groups, Informal Groups, associations, and organizations that treat all Donation requests in a fair and consistent manner.

SCOPE

This policy will be enacted on a case-by-case basis.

DEFINITIONS

“Council” means the elected officials of the Town of Bon Accord.

“Eligible Area” means Sturgeon County, the Towns of Redwater, Gibbons, Bon Accord, Legal, Morinville, and the Canadian Forces Base in Edmonton.

“Donation” means a contribution of monetary value including, but not limited to, cash or promotional items, or in-kind assistance including, but not limited to, labour, time or facility use.

“Informal Group” means a group of individuals that is not associated with an organization, business, or non-profit that fulfills the eligibility criteria.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord or designate.

ELIGIBILITY

1. Donations will be limited to non-profits within the Eligible Area that serve Bon Accord.
2. Requests are limited to once per non-profit per calendar year.
3. The non-profit group, Informal Group, association, or organization must demonstrably enhance the cultural, social, and economic well-being for residents of Bon Accord.
4. Requests for a door prize, silent auction item, or other promotional item are not to exceed \$100.
5. Donation requests will be considered on a first-come first-serve basis.

INELIGIBILITY

1. Donation requests will not be approved for:
 - a. Individuals;
 - b. For-profit businesses or organizations;
 - c. Medical research;
 - d. Organizations or activities of a political nature;
 - e. Organizations or activities of a religious nature;
 - f. Any activity deemed discriminatory, contrary to Town policies and values, or unlawful; or
 - g. School bursaries.

RESPONSIBILITIES

1. The Town Manager is the deciding authority for Donation requests up to \$500, not to exceed the annual budget allocation.
2. Council will be the deciding authority for Donation requests exceeding \$500, as

well as any requests received after the annual budget allocation has been reached.

3. The Town is committed to transparent reporting regarding Donation requests.

GENERAL PROVISIONS

4. Donation requests will be notified in writing once a final decision has been made. All decisions of Council are final; no appeals will take place.

NO PRIVILEGES

5. Donation recipients will have no special influence on Town decisions.
6. A Donation will not be regarded as a commitment for ongoing support.

TOWN FACILITY USE

7. Donation requests for in-kind Donations in the form of a free or discounted rental of Town facilities will also be considered. Requests of this nature, if approved, are subject to availability and will be accommodated on a first-come first-serve basis with paid rentals taking priority to in-kind Donation requests.

ONGOING COMMUNITY ORGANIZATION SUPPORT

8. The following organizations will receive in-kind Donations for Town facilities:
 - a. Bon Accord and District Agricultural Society for Harvest Days – Arena and Sportsgrounds
 - b. Organizations that provide social development or support programs for children, youth, or adults.
9. Organizations must complete all appropriate rental agreements and provide adequate insurance as per Facility Rental Procedures.
10. The Town Manager *may* approve an insurance waiver for an Informal Group.
11. In-kind Donations may not exceed 80 facility rental hours per calendar year and are subject to staff availability during normal business hours and shall not include statutory holidays or arena ice time.
12. Facilities available for in-kind Donations include:

- a. Aurora amphitheater
- b. Arena mezzanine
- c. Arena cement slab (off-season)

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 1, 2024
Presented by:	Terry Doerkson, Infrastructure Manager
Title:	2024 Sidewalk Repairs
Agenda Item No.	7.6

BACKGROUND/PROPOSAL

In the 2024 approved budget, \$20,000.00 was slated for sidewalk repairs and/or replacement. After reviewing current sidewalk conditions, one critical area on the corner of 48St. and 51A Ave. was deemed in most need of improvement. This area has shifted significantly in spots leading to an uneven walking surface. Along with numerous cracks, chip outs, and breaks, the sidewalk has low spots that prevents proper drainage thus leading to ice build up in colder weather. It is the opinion of administration that this location should be repaired. The quote received for the proposed work was \$21080.00 (plus GST). Administration is asking that additional funds be allotted to complete the work required. The extra funding required would equate to \$1080.00.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Other areas were quoted as to repairs or replacement of concrete slabs, however those costs were above the allotted dollar valued approved in the budget. This one was as well, but only by a small margin.

As of this date, there is a significant amount of budget money available under the Roads – Contracted Services line in the approved 2024 operating budget. Utilizing funds from this budget line is not expected to cause any shortages for the remaining portion of 2024.

STRATEGIC ALIGNMENT

Value Statement of Professionalism

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

Value Statement of Stewardship

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

COSTS/SOURCES OF FUNDING

\$1080.00 to be funded from 2024 budget line 12-3200-240, contracted services.

RECOMMENDED ACTION (by originator)

THAT ... Council approves the use of \$1080.00 out of the 2024 budget line 12-3200-240 to complete the funding of the sidewalk replacement project at the corner of 48 Street and 51A Avenue.

Or

THAT... Council directs administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 1, 2024
Presented by:	Jodi Brown, Town Manager
Title:	2024-11 Fees and Charges Bylaw 2nd Reading
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

During the May 07th, 2024, Regular Meeting of Council, the following resolution was passed:

Council directs administration to bring forward a proposed amendment to the Fees and Charges Bylaw at an upcoming Council meeting to permit the Town Manager the discretion to waive fees of up to \$500. Resolution #24-197

Additionally, it is a good practice to review the Fees and Charges Bylaw annually to ensure that cost recovery on services provided is current as approved by Council. Therefore, administration did review the bylaw, and some additional proposed revisions are included in the proposed draft bylaw for Council review.

At the September 3, 2024, RMC, Council gave first reading to the 2024-11 Fees and Charges Bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is proposing that Council repeal 2023-06 Fees and Charges Bylaw and replace this bylaw with a new Fees and Charges Bylaw 2024-11, as enclosed.

This process avoids the need for an amending bylaw and instead creates a new, updated bylaw.

Since the first reading of the bylaw, administration has added back the Arena Meeting Room rental fees under Schedule "H" Facility Rentals. It was the intention to utilize this space as community services storage, thereby making it difficult to rent the room. However, community services has arranged the storage items so that the room can still be used for storage and also be available as a public meeting space.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Fees and charges offset the cost-of-service delivery and impact the annual operating budget.

RECOMMENDED ACTION (by originator)

Both of the following:

Resolution #1

THAT Council gives second reading to the Fees and Charges Bylaw 2024-11 as presented.

Resolution #2

THAT Council directs administration to make the recommended changes and to bring the Fees and Charges Bylaw 2024-11 back to the next Regular Council Meeting for third and final reading.

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH RATES, FEES, AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26, as amended from time to time, authorizes Bon Accord Town Council to establish and adopt bylaws for municipal purposes respecting services provided by or on behalf of a municipality and the establishment of fees for license permits and approvals.

AND WHEREAS, the Safety Codes Act, R.S.A. 2000, Chapter S-1, as amended or repealed and replaced from time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the Safety Codes Act;

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, the Council of the Town of Bon Accord, duly assembled, enacts as follows:

1. TITLE

1.1. This Bylaw may be referred to as the "Fees and Charges Bylaw" of the Town of Bon Accord.

2. DEFINITIONS

2.1. The following terms shall have the following meanings in this Bylaw:

a. "Bylaw" means this Fees and Charges Bylaw established by the municipality.

b. "Council" means the municipal Council for the Town of Bon Accord.

c. "Town" means the municipal corporation of the Town of Bon Accord.

e-d. "Town Manager" means the Chief Administrative Officer of the Town of Bon Accord designate.

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3. APPLICATIONS

3.1. The fees and charges shall be as detailed in the following Schedules, which are attached to and form part of this Bylaw:

- a. Schedule "A" Administration
- b. Schedule "B" Taxation & Assessment
- c. Schedule "C" Public Works
- d. Schedule "D" Planning & Development
- e. Schedule "E" Commercial Electronic Sign
- f. Schedule "F" Community Event Sign
- g. Schedule "G" Safety Codes Permits
- h. Schedule "H" Facility Rentals

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

- 3.2. In the event of a conflict between a Fee set out in this Bylaw and the amount of a fee, rate or charge in an applicable bylaw, the Fee set out in this Bylaw prevails.
- 3.3. Despite Section 3.2, in the event a fee, rate or charge referenced in another Municipal bylaw has not been included in this Bylaw, the Municipality may continue to levy a fee, rate or charge that is prescribed in that bylaw.
- 3.4. In the event that the Government of Alberta establishes a fee, rate or charge for a matter otherwise governed by this Bylaw, the provincial fee, rate or charge shall prevail.
- 3.5. Safety Code Permit fees shall be prescribed by the Inspections Group Service Agreement.
- 3.6. Method of payment for fees, rates, and charges are at the discretion of the Town.

4. SUBDIVISION AND DEVELOPMENT APPEAL BOARD REMUNERATION

- 4.1. Members-at-large remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with this bylaw.
- 4.2. Any travel to and from the hearing for members-at-large will be compensated in accordance with Town mileage rates at the time of the hearing.
- 4.3. Council remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with the Council Remuneration Policy.

5. SEVERABILITY

- 5.1. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of 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.

~~6. Bylaw 2023-06 is hereby repealed.~~

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS 3rd day of September 2024.

READ A SECOND TIME THIS _____ day of _____ 2024.

READ A THIRD TIME THIS _____ day of _____ 2024.

SIGNED AND PASSED THIS _____ day of _____ 2024.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

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TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

Schedule "A": Administration

All prices include GST unless otherwise stated.

PHOTOCOPYING	
The Town of Bon Accord will provide free use of photocopying facilities to Bon Accord non-profit organizations up to a maximum of 500 black and white and/or color copies annually (per calendar year). A record will be kept, and the organization representative will initial to confirm receipt of these copies.	
Free use will also be provided for mandated FCSS courses, and training programs, and FCSS support clients as approved by the Corporate Services Manager or designate. An ongoing record will be kept so the related costs can be charged back to the department at year end.	
Charges for photocopying services for the general public and for non-profit organizations that exceed their annual limit will be as follows:	
Copies (colour, black & white; up to 10 pages)	\$2.00
Copies – Non-profit (colour, black & white; up to 10 pages)	\$1.00
Copies (colour, black & white; 11+ pages)	\$3.00
Copies – Non-profit (colour, black & white; 11+ pages)	\$2.00
Black & white (non-profit) – Letter or Legal	\$0.10/page
Black & white (general public) – Letter or Legal	\$0.30/page
Colour (non-profit) – Letter or Legal	\$0.25/page
Colour (general public) – Letter or Legal	\$0.50/page
FAXING	
Faxing services will be free for mandated FCSS courses, and training programs, and FCSS support clients as approved by the Corporate Services Manager or designate. A record will be kept of the number of faxes so that the FCSS department can be charged back at year end.	
Faxing (up to 10 pages)	\$2.00
Faxing – Non-profit (up to 10 pages)	\$1.00
Faxing (11+ pages)	\$3.00
Faxing – Non-profit (11+ pages)	\$2.00
Local Fax (non-profit)	\$0.60/page
Local Fax (general public)	\$1.00/page
Long Distance Fax (non-profit)	\$1.10/page
Long Distance Fax (general public)	\$2.00/page
Receiving a Fax	\$1.00/page
SCANNING	
Scan to email	\$0.50/page
LAMINATING	
Letter or smaller	\$2.00/page
Legal	\$2.50/page
DOCUMENT COPY FEES	
Land Use Bylaw	\$40.00/copy
Municipal Development Plan	\$50.00/copy
Area Structure Plan	\$40.00/copy
Master Servicing Plan	\$250.00/copy
Note: All the above documents are available free of charge on our website	
MISCELLANEOUS	
Penalty on Accounts Receivable	2% per month (net 30 days)
Landfill Permit Replacement	\$25 each

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TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

Processing returned EFT/Returned Cheques	\$25.00/transaction (GST exempt)
Fund Transfer (e.g. Utility Account to Tax Roll)	\$25.00 each (transfer amount minimum \$35)

Schedule "B" Taxation & Assessment
 GST to be added on all items unless otherwise stated.

TAXATION	
Tax Certificate	\$35.00/property/certificate (GST exempt)
Verbal Tax Search	\$15.00/property (GST exempt)
Inspection of the Tax Roll	\$35
TAX RECOVERY NOTIFICATION	
Registration of Tax Notification	\$100/title/occurrence*
Public Auction	\$50.00 (GST exempt) + advertising costs**
*All costs for tax recovery notifications will be automatically applied to the tax roll. **Advertising costs are subject to GST.	
ASSESSMENT INFORMATION	
Assessment Complaint Fee	\$100.00/per property

Schedule "C" Public Works
 GST to be added on all items.

PUBLIC WORKS RATES	
Public Works labour charge	\$65.00 if required during regular business hours \$100.00 if required outside of regular business hours Per hour plus any additional costs that may be incurred in attending to non-emergent issues

Schedule "D" Planning and Development

Costs are GST exempt. Third party costs such as engineering or legal incurred by the Town will be passed on. No review processes or considerations will commence until all applicable fees are paid in full. Fees up to \$500 may be waived at the discretion of the Town Manager.

RESIDENTIAL DEVELOPMENT	
Single Family	\$ 110.00 250.00
Multi Family	\$150.00 plus \$50.00 per unit
Laying Hens and Urban Beekeeping	\$35.00
ACCESSORY DEVELOPMENT	

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

Deck/Fence	\$ 575.00
Garage	\$ 82.50 150.00
Basement Development	\$93.50
Discretionary Uses	\$150.00 plus regular permit fees
Signage	\$110.00
Residential/Home Based Business	\$150.00
Demolition	\$150.00
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (within less than 48 hours 3 business days)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
COMMERCIAL DEVELOPMENT	
Permitted Use	\$ 220.00 200.00
Discretionary Use	\$ 200.00 plus regular permit fees 450.00
Accessory Development/Buildings	\$ 100.00 150.00
Temporary Development/Structure	\$100.00
Demolition	\$150.00
Not for Profit and School Development Permit	50% off regular development permit fee
Signage	\$200.00 (includes 3 signs) plus \$50 for additional
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (less than 48 hours within 3 business days)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
OTHER FEES	
Water during construction	\$0.11 per square foot of building size (one time charge)
Public Property Damage Deposit (New Residential, Commercial, Industrial, and Institutional)	\$440.00 (\$350 refundable provided no damage observed upon inspection. Any damage repaired by the town shall be taken from this deposit and any balance is to be refunded. Any charge above \$350 to be added to the tax roll.)
Landscape Deposit (Residential, Commercial, and Industrial)	100% of estimated landscaping costs with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer.
Land Use Bylaw (LUB) Amendment	\$1100.00 plus advertising costs
Area Structure Plan (ASP) Amendment	\$1100.00 plus advertising costs
Electric Vehicle Level 3 Charger Fee	\$0.45/kWh
SUBDIVISION AND DEVELOPMENT APPEAL FEES	
Subdivision and Development Appeal Fee	\$330.00/appeal
	Clerk services – per hour cost to the municipality of the staff member
Intermunicipal Subdivision and Development Appeal Board Member-at-Large Remuneration	\$220.00/day for a meeting over 4 hours in duration
	\$110.00/day for a meeting 4 hours or less in duration

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

GST to be added on the following items.

SUBDIVISION FEES	
Subdivision	\$750.00 + 350.00 per lot (Lot Fee) + \$200 per lot (Endorsement Fee)
Recirculation	\$250.00
Extension	\$350.00
Title Search	\$15.00
BUSINESS LICENSE FEES	
Storefront	\$50.00
Home Occupation	\$35.00
Non-Resident Business	\$150.00
Non-Resident Contractor	\$300.00
Resident Contractor	\$150.00
Hawker & Peddlers	\$75.00/week \$50.00/day
Student	\$0.00 with 1 free revision per year, each revision thereafter \$5.00.
*The fee payable for a business license issued after the 30 th day of September in any year shall be one-half of the fee listed above.	

Schedule "E" Commercial Electronic Sign

GST to be added on all items. These fees are in accordance with the Town's Business License Bylaw.

COMMERCIAL ELECTRONIC SIGN FEES	
Bon Accord business license holder (local or non-local)	Free 2 weeks per month per year
Local business with valid Bon Accord business license	\$50 per week
Non-local business with valid Bon Accord business license	\$75 per week
Changes to text or graphics after annual renewal or new license issued (local or non-local)	\$50 per change

Schedule "F" Community Event Sign

GST to be added on all items. These fees are in accordance with the Town's Community Event Sign Policy.

COMMUNITY SIGN RENTAL FEES	
Personal messages (birthdays, anniversaries, etc.)	\$10 per week
Local* non-profits	Free
Non-local non-profits	\$10 per week
Local business	\$10 per week
Non-local** business	\$20 per week

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County

TOWN OF BON ACCORD
BYLAW ~~2023-064-11~~
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Schedule "G" Safety Codes Permits
GST to be added on all items.

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TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW



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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$ 00.52 per sq. ft.
- Upper/Lower Floors	\$ 00.42 per sq. ft.
Additions/renovations/basement development	\$ 00.26 per sq. ft.
	\$ 131.25 (minimum fee)
Accessory Buildings	
Garages (attached or detached)	(under 624 sq. ft.) \$ 131.25
Shops, garages, storage buildings	(over 624 sq. ft.) \$ 00.39 per sq. ft.
Decks or garden storage sheds	\$ 00.39 per sq. ft. (min \$131.25)

Relocation of Home (set-up on basement or foundation) \$ 00.39 per sq. ft. (min \$131.25)

Fireplaces (if not included in new construction) (flat rate)	\$131.25
Demolitions Residential (flat rate)	\$131.25
Geothermal Heating	\$262.50
Solar	\$131.25

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$ 6.30 per \$1,000 construction value
Over \$1,000,000.00 construction value	\$ 6,300.00 + (\$ 5.25 per \$1,000 construction value portions over \$1,000,000.00)
(Minimum Fee)	\$498.75
Demolitions Commercial (flat rate)	\$131.25
Sign (Pylon)	\$157.50

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$351.75
Basement Development	\$ 0.39 sq. ft. (min. \$157.50)
Mobile Homes Set-up	\$ 210.00
Basement Development (if on foundation)	\$ 0.39 sq. ft. (min. \$157.50)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: June 1, 2022)

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW



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BUILDING PERMIT FEE SCHEDULE

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Decks or garden storage sheds	\$ 00.39 per sq. ft. (min \$131.25)
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Fireplaces (if not included in new construction) (flat rate)	\$131.25
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COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

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Basement Development (if on foundation)	\$ 0.39 sq. ft. (min. \$157.50)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
1 – 3	\$105.00
4 – 6	\$136.50
7 – 9	\$173.25
10 – 12	\$199.50
13 – 15	\$225.75
16 – 18	\$246.75
19 – 20	\$273.00

Non-Residential Installations	
B.T.U. Input	Permit Fee
10,000 – 30,000	\$94.50
30,001 – 60,000	\$99.75
60,001 – 90,000	\$105.00
90,001 – 120,000	\$110.25
120,001 – 150,000	\$110.25
150,001 – 180,000	\$115.50
180,001 – 210,000	\$120.75
210,001 – 300,000	\$131.25
300,001 – 450,000	\$147.00
450,001 – 600,000	\$162.75
600,001 – 750,000	\$178.50
750,001 – 900,000	\$194.25
900,001 – 2,000,000	\$231.00
<i>Over 2,000,000 Add \$ 15.75 per 100,000 BTU</i>	

Propane and Small Installations	
Propane Tank Sets (New or Replacements)	\$94.50 Per Appliance
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$94.50 Per Appliance
Gas/Propane Cylinder Refill Centers	\$299.25 Per Appliance
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$131.25 per Unit
400,001 - 3,000,000 BTU Input	\$183.75 per Unit
Over 3,000,000 BTU Input	\$341.25 per Unit

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

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(Effective Date: June 1, 2022)

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PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 – 3	\$99.75	22 – 24	\$210.00
4 – 6	\$115.50	25 – 27	\$225.75
7 – 9	\$131.25	28 – 30	\$241.50
10 – 12	\$147.00	31 – 33	\$257.25
13 – 15	\$162.75	34 – 36	\$273.00
16 – 18	\$178.50	37 – 40	\$294.00
19 – 21	\$194.25	<i>Add \$3.67 per fixture over 40</i>	

PRIVATE SEWAGE PERMITS

Private Sewage System - \$350.00
 Holding Tanks - \$150.00

PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 - 3	\$99.75	52 – 54	\$367.50
3 – 6	\$115.50	55 – 57	\$383.25
7 – 9	\$131.25	58 – 60	\$399.00
10 – 12	\$147.00	61 – 63	\$414.75
13 – 15	\$162.75	64 – 66	\$430.50
16 – 18	\$178.50	67 – 69	\$446.25
19 – 21	\$194.25	70 – 72	\$462.00
22 – 24	\$210.00	73 – 75	\$477.75
25 – 27	\$225.75	76 – 78	\$493.50
28 – 30	\$241.50	79 – 81	\$509.25
31 – 33	\$257.25	82 – 84	\$525.00
34 – 36	\$273.00	85 – 87	\$540.75
37 – 39	\$288.75	88 – 90	\$556.50
40 – 42	\$304.50	91 – 93	\$572.25
43 – 45	\$320.25	94 – 96	\$588.00
46 – 48	\$336.00	97 – 100	\$614.25
49 – 51	\$351.75	<i>Add \$3.67 each fixture over 100</i>	

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections will be charged a rate of \$100.00 per inspection + Levy.

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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
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4 – 6	\$136.50
7 – 9	\$173.25
10 – 12	\$199.50
13 – 15	\$225.75
16 – 18	\$246.75
19 – 20	\$273.00

Non-Residential Installations	
B.T.U. Input	Permit Fee
10,000 – 30,000	\$94.50
30,001 – 60,000	\$99.75
60,001 – 90,000	\$105.00
90,001 – 120,000	\$110.25
120,001 – 150,000	\$110.25
150,001 – 180,000	\$115.50
180,001 – 210,000	\$120.75
210,001 – 300,000	\$131.25
300,001 – 450,000	\$147.00
450,001 – 600,000	\$162.75
600,001 – 750,000	\$178.50
750,001 – 900,000	\$194.25
900,001 – 2,000,000	\$231.00
<i>Over 2,000,000 Add \$ 15.75 per 100,000 BTU</i>	

Propane and Small Installations	
Propane Tank Sets (New or Replacements)	\$94.50 Per Appliance
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$94.50 Per Appliance
Gas/Propane Cylinder Refill Centers	\$299.25 Per Appliance
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$131.25 per Unit
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 Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!
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ELECTRICAL PERMIT FEE SCHEDULE

(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 2,000	\$99.75	39,000.01 – 42,000	\$435.75
2,000.01 – 3,500	\$115.50	42,000.01 – 45,000	\$456.75
3,500.01 – 5,000	\$136.50	45,000.01 – 48,000	\$472.50
5,000.01 – 6,500	\$152.25	48,000.01 – 60,000	\$488.25
6,500.01 – 8,000	\$168.00	60,000.01 – 90,000	\$561.75
8,000.01 – 9,500	\$183.75	90,000.01 – 120,000	\$651.00
9,500.01 – 12,000	\$199.50	120,000.01 – 150,000	\$740.25
12,000.01 – 15,000	\$215.25	150,000.01 – 180,000	\$834.75
15,000.01 – 18,000	\$231.00	180,000.01 – 210,000	\$929.25
18,000.01 – 21,000	\$288.75	210,000.01 – 240,000	\$1,029.00
21,000.01 – 24,000	\$320.25	240,000.01 – 350,000	\$1,275.75
24,000.01 – 27,000	\$341.25	350,000.01 – 500,000	\$1,590.75
27,000.01 – 30,000	\$357.00	500,000.01 – 650,000	\$1,905.75
30,000.01 – 33,000	\$367.50	650,000.01 – 800,000	\$2,241.75
33,000.01 – 36,000	\$383.25	800,000.01 – 1,000,000	\$2,640.75
36,000.01 – 39,000	\$399.00		

Add \$84.00 for every \$50,000 over \$1,000,000

ELECTRICAL PERMIT FEE SCHEDULE

(For "NEW" Single Family Residential)

Square Footage	Permit Fee
Up to 1200 square feet	\$162.75
1201 to 1500 square feet	\$189.00
1501 to 2000 square feet	\$215.25
2001 to 2500 square feet	\$241.50
2501 to 3000 square feet	\$315.00
3001 square feet and over	\$346.50
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Connection	\$120.75
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$99.75)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: June 1, 2022)

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BYLAW 2023-064-11
FEES AND CHARGES BYLAW



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PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 - 3	\$99.75	22 - 24	\$210.00
4 - 6	\$115.50	25 - 27	\$225.75
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10 - 12	\$147.00	31 - 33	\$257.25
13 - 15	\$162.75	34 - 36	\$273.00
16 - 18	\$178.50	37 - 40	\$294.00
19 - 21	\$194.25	<i>Add \$3.67 per fixture over 40</i>	

PRIVATE SEWAGE PERMITS

Private Sewage System - \$350.00
 Holding Tanks - \$150.00

PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)

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13 - 15	\$162.75	64 - 66	\$430.50
16 - 18	\$178.50	67 - 69	\$446.25
19 - 21	\$194.25	70 - 72	\$462.00
22 - 24	\$210.00	73 - 75	\$477.75
25 - 27	\$225.75	76 - 78	\$493.50
28 - 30	\$241.50	79 - 81	\$509.25
31 - 33	\$257.25	82 - 84	\$525.00
34 - 36	\$273.00	85 - 87	\$540.75
37 - 39	\$288.75	88 - 90	\$556.50
40 - 42	\$304.50	91 - 93	\$572.25
43 - 45	\$320.25	94 - 96	\$588.00
46 - 48	\$336.00	97 - 100	\$614.25
49 - 51	\$351.75	<i>Add \$3.67 each fixture over 100</i>	

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

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ELECTRICAL PERMIT FEE SCHEDULE

(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 2,000	\$99.75	39,000.01 – 42,000	\$435.75
2,000.01 – 3,500	\$115.50	42,000.01 – 45,000	\$456.75
3,500.01 – 5,000	\$136.50	45,000.01 – 48,000	\$472.50
5,000.01 – 6,500	\$152.25	48,000.01 – 60,000	\$488.25
6,500.01 – 8,000	\$168.00	60,000.01 – 90,000	\$561.75
8,000.01 – 9,500	\$183.75	90,000.01 – 120,000	\$651.00
9,500.01 – 12,000	\$199.50	120,000.01 – 150,000	\$740.25
12,000.01 – 15,000	\$215.25	150,000.01 – 180,000	\$834.75
15,000.01 – 18,000	\$231.00	180,000.01 – 210,000	\$929.25
18,000.01 – 21,000	\$288.75	210,000.01 – 240,000	\$1,029.00
21,000.01 – 24,000	\$320.25	240,000.01 – 350,000	\$1,275.75
24,000.01 – 27,000	\$341.25	350,000.01 – 500,000	\$1,590.75
27,000.01 – 30,000	\$357.00	500,000.01 – 650,000	\$1,905.75
30,000.01 – 33,000	\$367.50	650,000.01 – 800,000	\$2,241.75
33,000.01 – 36,000	\$383.25	800,000.01 – 1,000,000	\$2,640.75
36,000.01 – 39,000	\$399.00	Add \$84.00 for every \$50,000 over \$1,000,000	

ELECTRICAL PERMIT FEE SCHEDULE

(For "NEW" Single Family Residential)

Square Footage	Permit Fee
Up to 1200 square feet	\$162.75
1201 to 1500 square feet	\$189.00
1501 to 2000 square feet	\$215.25
2001 to 2500 square feet	\$241.50
2501 to 3000 square feet	\$315.00
3001 square feet and over	\$346.50
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Connection	\$120.75
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$99.75)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: January 11, 2024)

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

Schedule "H" Facility Rentals

GST to be added on all items. A damage deposit of \$500 is required at the time of booking for each rental. "Local" refers to a resident of either Bon Accord or Sturgeon County. Weekend is considered from Friday at 4pm to Sunday at 6pm. Facility rentals must be accompanied by a contract, adequate insurance, and compliance with all Facility Rentals Procedures. Please be advised public spaces will remain open to the public during rentals (i.e.: amphitheatre, arena and sportsgrounds).

	TOWN OFFICE BASEMENT		ARENA MEZZANINE		ARENA MEETING ROOM	
Room Capacity	45 pp		120 pp		25 pp	
	Local	Non-Local	Local	Non-Local	Local	Non-Local
Per Day	\$125	\$150	\$125	\$150	\$100	\$125
Per Hour	\$25	\$30	\$25	\$30	\$20	\$25
Weekends & After 4pm	\$250 includes Friday evening	\$300	\$250 includes Friday evening	\$300	\$200	\$250

CENTENNIAL PARK AMPHITHEATRE (50 th Street and 59 th Avenue)	
Local*	\$20/hr. \$180/day \$570/weekend+
Local with Power	\$25/hr. \$225/day \$712.50/weekend
Non-Profit**	\$15/hr. \$135/day \$427.50/weekend
Non-Profit with Power	\$20/hr. \$180/day \$570/weekend
Non-Local	\$25/hr. \$225/day \$712.50/weekend
Non-Local with Power	\$30/hr. \$270/day \$855/weekend

BALL DIAMONDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per <u>game</u> season	\$125 per <u>game</u> season
\$175 per tournament	\$100 per tournament

SOCCER FIELDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per <u>game</u> season	\$125 per <u>game</u> season
\$175 per tournament/ <u>game</u>	\$100 per tournament/ <u>game</u>

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

ARENA ICE RENTAL FEES	
	Per Hour
Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$135
Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$195
Adult	\$215
Birthday Parties/Non-Profit	\$135
Tournament – Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$110
Tournament – Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$130
Tournament – Adult	\$135

ARENA SLAB RENTAL FEES (APRIL – AUGUST)	
Local*	\$100/hr. \$750/day
Non-Profit**	\$100/hr. \$750/day
Non-Local	\$145/hr. \$1,087.50/day
Birthday Parties	\$57/hour

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	October 1, 2024
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Town Issued Electronic Device Policy
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

The Council Electronic Devices Policy was first approved in 2011 and reviewed in 2017. The policy is quite short with an accompanying procedure. As such, the policy has been reviewed and revised to create a stronger policy that is more enforceable. These policy provisions will assist in maintaining the security of Town Issued Electronic Devices, limit Town liability, and help manage costs related to device usage.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The updated policy applies to both Council and administration. Therefore, the new name “Town Issued Electronic Devices Policy” has been proposed.

The revised policy includes the following:

- Responsibilities of the Town Manager, Corporate Services, and Designated Users defined as: *individuals who are loaned a Town-owned Electronic Device.*
- Electronic device set up and decommissioning once the device is returned.
- Device operation, including use of devices while operating a motor vehicle and personal communications.
- Travel, including out of province and outside of Canada.

The attached Town Issued Electronic Device Policy includes revisions based on the feedback received by Council at the September 19, 2024, Committee of the Whole meeting. Revisions include:

- Clarify which devices must have screen protectors and cases.

Other revisions include:

- Provision requiring Employees to receive permission from the Town Manager prior to taking their Town-issued laptop to a conference, training, or similar event to ensure the confidentiality of information, security of the Device, and allow for full participation in the event.
- Clarify who receives Town-issued devices once decommissioned.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Both of the following:

Resolution #1:

THAT Council approves the Town Issued Electronic Device Policy as presented.

OR

THAT Council approves the Town Issued Electronic Device Policy as amended [list amendments].

Resolution #2:

THAT Council rescinds the Council Electronic Devices Policy.

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Council

POLICY NO.: 11.260

SUBJECT: COUNCIL ELECTRONIC DEVICES

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL:

November 1, 2011 - Council Meeting - Resolution 11.260
October 24, 2017 - Council Meeting - Resolution 17.211

PURPOSE AND INTENT: To establish guidelines for the use of Electronic Devices for Council members during the term of their office.

POLICY STATEMENT: To provide Councillors with Electronic Devices to view digital data with respect to municipal business. The Town of Bon Accord views technology as being supportive of municipal governance and a resource to improve communication with the public, other Councillors, organizations and the Town Office.

TOWN ISSUED ELECTRONIC DEVICE POLICY

SECTION: Administration / Council

DEPARTMENT: Administration / Public Works / Finance / Community Services

COUNCIL APPROVAL DATE: [date]

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

Town-issued Electronic Devices are loaned to Employees, Council members and/or the Town Manager in the course of their duties to allow for ease of internal and external communications for Town business purposes.

PURPOSE

To establish guidelines for the issuance and usage of Town-owned Electronic Devices to Designated Users to enhance safety, limit Town liability, and help manage telecommunications and data costs.

SCOPE

This policy applies to Council members, the Town Manager, and Employees who have or are responsible for any Electronic Device issued by the Town to conduct business on behalf of the Town.

DEFINITIONS

“Electronic Device” means a piece of equipment that can make or receive phone calls, can send and receive text messages, accesses the internet, or allows for the reading of and responding to email. This includes but is not limited to all cellular phones, tablets, and notebooks.

“Designated User” means an individual who is loaned a Town-owned Electronic Device.

“Employee” means an individual employed by the Town.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord or designate.

I. Electronic Device Set Up

1. The Town Manager will be responsible for determining the best plan and equipment for Electronic Devices.
2. Phone numbers are pre-assigned to each Electronic Device based on role. Transfers of existing personal phone numbers to Town-issued Electronic Devices are not available.
3. All monthly costs associated with Town-issued Electronic Devices will be allocated to the appropriate department.
4. Monthly itemized bills will be received by the Town and circulated by Corporate Services for approval, as appropriate.
5. Designated Users who take their Town-issued Electronic Device outside of areas that are in regular plan limits for any reason are required to ensure that arrangements are made to amend their plan temporarily to avoid excessive roaming, long distance, or other charges. Designated Users may be asked to reimburse the Town for excessive charges.
6. Changes to the Electronic Device’s security configuration and content may be changed at any time as required by the Town’s third-party IT service provider.

II. Device Operation

1. Town-issued Electronic Devices must be used appropriately, responsibly and ethically. Designated Users must ensure the following are observed:
 - a. All Town-issued Electronic Devices must be locked by requiring a password, fingerprint ID, facial recognition or another similar security mechanism.
 - b. Town-issued Electronic Devices are the property of the Town and must be treated, used, and safeguarded as such. If a Designated User damages or loses a Town-issued Electronic Device, the Town Manager must be informed immediately to minimize losses or expenses that could occur.
 - c. All Town-issued Electronic Devices are to remain solely in the Designated User’s

possession and control. All other individuals, including but not limited to family members and friends, are prohibited access.

- d. All Town-related content, including but not limited to email, calendars, notes, and messages, are to be considered and treated as confidential.
- e. Designated Users are prohibited from using a Town-issued Electronic Device for the purpose of illegal transactions, criminal conduct, harassment, or obscene behavior.
- f. Designated Users are prohibited from using a Town-issued Electronic Device's camera or microphone to record confidential information without the consent of the person(s) being recorded.
- g. Designated Users will ensure that the technology related to finding a lost Electronic Device is activated and accessible, if available.
- h. A case and screen protector must be installed on Town-issued ~~Electronic Devices~~ **cellular phones and tablets**.
- i. Any issues with the Electronic Device's hardware or software must be brought to the attention of the Town Manager as soon as possible. Any required service will be performed or arranged by the Town.
- j. If Designated Users have any reason to suspect that a Town-issued Electronic Device, account, or password has been compromised, or if any malware or virus is suspected, please immediately notify the Incident Manager as per the **Cyber Security Incident Response and Disaster Recovery Plan Policy**.

III. Use of Electronic Devices While Operating a Motor Vehicle

1. Use of a Town-issued Electronic Device while driving is prohibited, except for when used with a hands-free device. See the Town **Employment Policy** for details.
2. Designated Users are solely responsible for any fines and/or charges laid by traffic authorities for illegal use of Town-issued Electronic Devices while operating a vehicle. Individuals who violate the policy will face disciplinary measures up to termination, or face personal legal responsibility if, in the course and scope of their duties, they are involved in a car accident and there is evidence that they were using their Town-issued Electronic Device while driving and the Town is sued.

IV. Travelling Outside Canada

1. When travelling outside of Canada, it is recommended to leave Town-issued Electronic Devices at the Town office or in a secure location at home prior to leaving the country to ensure all measures are taken to avoid unnecessary charges and the risk of a security breach.
2. All Town-issued Electronic Devices should be placed in 'Airplane Mode' if no cellular access is necessary.

V. Use of Town-Issued Electronic Devices

1. In accordance with the Town's **Employment Policy**, Town-issued Electronic Devices may be subject to monitoring and searches. To protect individual privacy, the Town does not permit Town-issued Electronic Devices to be used for personal communications. This includes, but is not limited to messages, contacts, calendars, photographs, videos, and music.
2. Town-issued Electronic Devices have a limited amount of data available each month. To help mitigate data-related overcharges, Designated Users should:
 - a. Ensure their Town-issued Electronic Device is properly connected to their home-based and/or other frequented venues' internet Wi-Fi connection.
 - b. Refrain from using their Town-issued Electronic Device as an access point or 'Personal Hotspot', where possible.
3. **Employees must have permission from the Town Manager to bring Town-issued laptops to conferences, training, or similar events to ensure the confidentiality of information, security of the Device, and allow for full participation in the event.**

VI. Device Decommissioning

1. Each Employee will promptly return the Town-issued Electronic Device and all Town-issued accessories to their manager. **Council members will return these items to the Town Manager.**
2. The Town Manager will initiate a full reset which erases all data and returns the device to its original factory condition and to be repurposed as required.

REFERENCES

- Cyber Security Incident Response and Disaster Recovery Plan Policy
- Employment Policy

DRAFT

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	October 1, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Reward for Reporting Vandalism That Leads to Arrest and Conviction Policy
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

The Reward for Reporting Vandalism That Leads to Arrest and Conviction Policy was first approved in 1996 and most recently reviewed in 2019. The purpose of the policy is to reward anyone who provides information on vandalized property that leads to arrest and conviction.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has reviewed this policy and would like Council’s feedback on whether to keep or rescind the policy.

Considerations:

- The policy has not been utilized in at least 5 years.
- The annual budget should include an amount for rewards.
- The policy does not indicate how to payout rewards for more than 1 person who comes forward for 1 instance of vandalism.
- The policy indicates the purpose is to “curb incidents of vandalism”, indicating a proactive approach, however, the reward factor indicates it is a reactive policy.
- Alternative methods of crime prevention and their efficacy.

The Reward for Reporting Vandalism That Leads to Arrest and Conviction Policy is enclosed for Council’s review.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council rescinds the Reward for Reporting Vandalism That Leads to Arrest and Conviction Policy.

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: ADMINISTRATION

POLICY NO.: 96.396

SUBJECT: Reward for reporting vandalism that leads to arrest and conviction Policy

RESPONSIBLE AUTHORITY: Administration Department - Communications

REVIEWED & APPROVED BY COUNCIL:

Regular Meeting of Council - October 1, 1996	Resolution #96-396
Regular Meeting of Council - October 3, 2006	Resolution #06-196
Regular Meeting of Council - December 3, 2019	Resolution #19-399

PURPOSE AND INTENT:

To establish a policy that endeavours to curb incidents of vandalism in the Town of Bon Accord.

DEFINITIONS:

“Vandalism” is an act that damages, defaces, or destroys any piece or part of public or private property.

POLICY STATEMENT:

1. The Town of Bon Accord will pay **up to** \$1000.00 to anyone providing information on vandalism that leads to the arrest and conviction of a perpetrator(s).
2. The amount of the reward will be based on the value of damaged property as follows:

Damage Value	Reward
\$0 - \$249	\$50
\$250-499	\$75
\$500-749	\$100
\$750-\$999	\$250
\$1000 - \$4999	\$500
\$5000 and up	\$1000

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 1, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Capital Region Assessment Services Commission – Memorandum of Agreement
Agenda Item No.	8.4

BACKGROUND/PROPOSAL

The current memorandum of agreement with Capital Region Assessment Services Commission (CRASC) expires on December 31, 2024.

CRASC has forwarded a new memorandum of agreement for 2025-2027. This agreement details the member (the Town) and the commission’s administrative and financial services relating to assessment and assessment review boards.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The benefits of continuing our agreement with CRASC include:

- Property assessments - CRASC works with a team of professional assessors to provide assessments based on market value. Assessments are conducted using standardized methods, which ensures consistency and accuracy. CRASC has negotiated the best value for services from local assessment companies.
- Research and data collection - CRASC collects and maintains a comprehensive database of property information to support assessments and other services.
- Assessment reviews and appeals – CRASC provides a fair, transparent, and responsive appeal process.

Should the Town discontinue the agreement with CRASC, we would need to negotiate our assessment services and coordinate our assessment reviews and appeals without CRASC's support.

The main elements of the new agreement are the same as those of the previous agreement. There have been a few changes as follows:

Section 6: Legal Expenses—This section is new and outlines that if circumstances arise where the assessment review board requires legal counsel to support its role in the complaint/hearing/decision process, those legal invoices will be billed back to the municipality at cost.

Schedule “A” Fees and Expenses has some fees increased from the previous agreement.

Schedule “A” Section 2(b) – Panelist:

- \$193 per Panelist for each hearing and associated travel time that do not exceed four (4) hours. *(Previously \$175).*
- \$330 per Panelist for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours. *(Previously \$300).*
- \$495 per Panelist for each hearing and associated travel time that exceed eight (8) hours. *(Previously \$450).*

Schedule “A” Section 2(c) – Presiding Officer:

- \$248 per Presiding Officer for each hearing and associated travel time that do not exceed four (4) hours. *(Previously \$225).*
- \$440 per Presiding Officer for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours. *(Previously \$400).*
- \$660 per Presiding Officer for each hearing and associated travel time that exceed eight (8) hours. *(Previously \$600).*

The “Note” following Schedule “A” Section 2(d) is new and reads - Note: If panel deliberations take place on a date other than the Hearing Date, additional charges will apply as per the hearing rates above.

Schedule “A” Section 4—This section is new and outlines that if there is a complaint appeal, Clerk Services are offered at a rate of \$125 per hour, which includes responding to the complaint appeal and other administrative tasks.

STRATEGIC ALIGNMENT

Value Statement of Professionalism

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

COSTS/SOURCES OF FUNDING

2025 to 2027 operating budgets.

RECOMMENDED ACTION (by originator)

THAT...Council directs the Town Manager to sign the Capital Region Assessment Services Commission 2025-2027 Memorandum of Agreement.

Sept 16, 2024

Dear CRASC ARB MEMBER:

Please find attached an electronic copy in PDF format of CRASC's Service Agreement to continue to provide Assessment Review Board Services to your municipality(ies) for the years 2025 to 2027.

We have made some changes from the expiring 2022-2024 agreement, primarily to better clarify the obligations of the Commission and the Members; also, to adjust the fees that CRASC will charge.

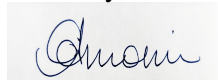
For each CRASC ARB MEMBER that you administer, would you please follow the instructions below:

1. Print out a copy of the Agreement.
2. Complete the following sections of the Agreement:
 - Page 2, Print the Name of your municipality on the line immediately above (the "Member").
 - Page 7, Complete all sections under the heading: THE MEMBER
Please ensure an authorized signer completes this section
 - Page 10, Complete all information lines under MEMBER'S SERVICE ADDRESS.
3. Scan and email a copy of the completed Agreement to gerryl.amorin@crasc.ca

On receipt of your signed Agreement, the Commission will sign Page 7 to complete a fully executed Agreement. CRASC will scan and email a copy to you for your records.

Thank you for your attention to this matter and we look forward to serving your ARB needs for a further 3-year term.

Sincerely,



Gerryl Amorin, CPA | **Manager, Finance Officer**

Office Use Only

Member or Participant

Municipality: _____

Received: _____

**MEMBER
MEMORANDUM OF AGREEMENT
2025 - 2027**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

Capital Region Assessment Services Commission

C.R.A.S.C.



1 January 2025

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION (the “Commission”)

and

(the “Member”)

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Member.

AND WHEREAS the Commission and the Member have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Member.

NOW THEREFORE the Commission and the Member agree as follows:

1. DEFINITIONS

- a. “**Board**” means the Board of Directors of the Capital Region Assessment Services Commission.
- b. “**Commission**” means the Capital Region Assessment Services Commission.
- c. “**Fiscal Year**” means 1st of January to 31st of December.
- d. “**Member**” and “**Municipality**” mean a municipal authority listed in the Appendix to Alberta Regulation 77/96, as amended from time to time.
- e. “**Panelist**” means an individual who is accredited by the Alberta Land & Property Rights Tribunal (“LPRT”) to hear Assessment Complaints.
- f. “**Assessment Review Board**” and “**ARB**” mean either the Local Assessment Review Board (“LARB”) or the Composite Assessment Review Board (“CARB”).
- g. “**Assessment Clerk**” means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.

- h.** “Term” means the term of this agreement as set forth in Section 2.

2. TERM

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Member to the Commission.

3. OBLIGATIONS of the COMMISSION

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a.** receiving Complaint forms from the Member, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b.** maintaining a Panelist pool sufficient to respond to the Member’s requirements for Assessment Review Board hearings.
- c.** annually providing the Member with:
 - i.** a list of Commission approved Panelists from which the Commission can draw to fill its hearing needs;
 - ii.** the name of the chair of the LARB and CARB;
 - iii.** the name of the Assessment Clerk of the LARB and CARB.
- d.** apprising the Member of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e.** providing an Assessment Clerk at Assessment Review Board hearings, unless the Member informs the Commission of its wish to provide its own Assessment Clerk.
- f.** assisting the Panelists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panelists. The clerk will provide only administrative and clerical assistance to this function.*
- g.** preparing, and distributing to the Member appropriate administrative and operating policies and procedures relating to Assessment Review Boards.

- h.** annually meeting with the Panelists to review activities and ensuring that the Panelists are current with respect to Assessment Review Board hearing information.

Panelist Nominations:

From time to time the Commission will contact Members seeking nominations of suitable individuals who may be appointed as potential Panelists so that an acceptable pool of accredited Panelists can be maintained. The determination of the Panelist pool rests solely with the Commission.

Should the Commission decide to accept the Member's nominee, the Commission will contact the Member's nominee to outline the requirements for being considered as a Panelist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panelist pool registry as maintained by the Commission.

4. OBLIGATIONS of the MEMBER

The Member will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a.** annually appointing to the LARB and CARB the list of Commission Panelists, the name of the chair and the name of the Assessment Clerk, provided to the Member by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panelists to sit on Commission administered hearings.*
- b.** providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Member.
- c.** for each complaint, promptly scanning and emailing the following to the Commission: (*IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.*)
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
 - Confirmation of the date that the complaint was received by the Member and that the complaint was received within the deadline for submission of complaints.
- d.** when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable

videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Member will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A", and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Member for the applicable fees and expenses listed in Schedule "A" and the Member will pay those invoices in a timely manner.

Should the Board change the fees in Schedule "A", the Member has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Member being informed of the change(s).

6. LEGAL EXPENSES

The Assessment Review Board (ARB) is a quasi-judicial board established in accordance with the Municipal Government Act and your municipal bylaw. The Board is independent from your municipality and is comprised of citizen members appointed by Municipal Council.

The ARB makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness, which includes the right to legal counsel.

In some circumstances the ARB will request legal counsel to support its role in the complaint/hearing/decision writing process; the Municipality is solely responsible for the cost to retain sufficient legal services. It is normal protocol for the legal account to be opened in CRASC's name to maintain genuine independence. The legal invoices will then be billed back to the municipality at cost for reimbursement.

7. MEMBER INFORMATION

All Member information relating to the Assessment Review Board complaints is deemed the property of the Member.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Member information or

any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Member in writing, to disclose or make known the knowledge.

Where Member information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Member information.

8. TERMINATION

A Member shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Member.

9. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

10. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

11. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

12. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

13. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

OTHER:

14. Judicial Review of an ARB decision:

Judicial reviews of the Board's decisions are governed by section 470 of the Municipal Government Act.

If the municipality is considering an application to the Court of King's Bench it is mandatory that legal counsel is consulted. Please note this is beyond the scope of this contract.

The ARB Members and Clerk are not able to offer any legal advice, suggestions, or guidance with respect to such inquiries. The CRASC Clerk may assist in securing legal representation if requested.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION:

CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: _____
Authorized Signature

Name

Date

THE MEMBER:

Name of Member Municipality

Per: _____
Authorized Signatory

Name

Date

SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2025 to 31 December 2027.

FEES and EXPENSES

The compensation payable by the Member to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Member - Per Fiscal Year

- a. Core fee of \$400, plus;
- b. Per parcel fee of \$0.15, based on the number of Member's parcels on file with the Commission as at 1 January of each year of the Agreement.

2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Member for each hearing and depend on the services provided to the Member for each hearing. Not all fees may be chargeable for every hearing.

a. Hearing:

\$800 for each LARB hearing

\$800 for each CARB hearing

b. Panelist:

\$193 per Panelist for each hearing and associated travel time that do not exceed four (4) hours.

\$330 per Panelist for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$495 per Panelist for each hearing and associated travel time that exceed eight (8) hours.

c. Presiding Officer:

\$248 per Presiding Officer for each hearing and associated travel time that do not exceed four (4) hours.

\$440 per Presiding Officer for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$660 per Presiding Officer for each hearing and associated travel time that exceed eight (8) hours.

d. Assessment Clerk:

\$800 for each hearing where the Commission provides an Assessment Clerk.

Note: If panel deliberations take place on a date other than the Hearing Date, additional charges will apply as per the hearing rates above.

3. Hearing Expenses

Travel and subsistence expenses are chargeable to the Member for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

4. Judicial Review

If a complaint is appealed, CRASC offers Clerk Services at a rate of \$125 per hour. This would include but is not limited to responding to “Notice to Obtain Record of Proceedings” and any other administrative tasks that the ARB Clerk has jurisdiction to perform.

COMMISSION’S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

MEMBER’S SERVICE ADDRESS

The Member’s address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City/Province _____

Postal Code _____

Telephone: _____

Email: _____



ALBERTA

TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

September 12, 2024

AR 98894

His Worship Brian Holden
Mayor
Town of Bon Accord
PO Box 779
5025 - 50 Avenue
Bon Accord, AB T0A 0K0
info@bonaccord.ca

Dear Mayor Holden:

Thank you for your letter regarding the twinning of portions of Highways 28 from the City of Edmonton through to Highway 63 to create a continuous twinned route from Fort McMurray to Edmonton. Your concerns and advocacy are appreciated.

The province previously completed long-term functional plans along this route which recommended future interim stage highway improvements, up to an ultimate highway twinning stage.

The Provincial Construction Program includes funding for engineering and design work for the following two projects:

- twinning of Highway 28 from the Edmonton city limits up to, and potentially including, Highway 803; and
- highway improvements, including passing/climbing lanes with the potential of twinning:
 - Highway 63 from Highway 28 to Highway 855;
 - Highway 28 from Highway 63 to Gibbons; and
 - consideration will also be given to Highway 28A from Gibbons to Highway 15, and Highway 28 from Gibbons to Highway 803.

Upon completion of the engineering design for these projects, there is the potential for future allocation of funding for construction. This decision is dependent on provincial funding allocations and priorities.

.../2

Should you have any further questions regarding the plans through this area, please contact Mr. Michael Botros, Regional Director. Mr. Botros can be reached toll-free by first dialling 310-0000, then 780-305-2405, or at michael.botros@gov.ab.ca.

Thank you for taking the time to write.

Sincerely,

A handwritten signature in blue ink, appearing to read "Devin Dreeshen". The signature is fluid and cursive, with the first name "Devin" and last name "Dreeshen" clearly distinguishable.

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Honourable Brian Jean, ECA, KC, MLA for Fort-McMurray-Lac La Biche
Tany Yao, MLA for Fort McMurray-Wood Buffalo
His Worship Sandy Bowman, Mayor Regional Municipality of Wood Buffalo
Henry Hunter, Chief Administrative Officer, Regional Municipality of Wood Buffalo
Michael Botros, Regional Director, Transportation and Economic Corridors

Dear Mayor Brian Holden

September 11th 2024

Hello my name is Aleesha [Section 17],

RECEIVED

SEP 17 2024

I am a grade 10 student at [FOIP Act Section 17] School in [Section 17], Prince Edward Island, and for our class project we are researching a variety of towns and cities in Canada, and for my research I chose Bon Accord Alberta.

In doing my research, I learned that the name Bon Accord comes from the ancient motto from Aberdeen, Scotland, the ancestral home of a first settler, Sandy Florence. Bon Accord is located in Central Alberta about 40 km's north of downtown Edmonton. It was incorporated as a town on January 1st, 1964 with a population of 1461 (2021) people. I also learned that Bon Accord is known for/as an international Dark Sky Community (IDA). I discovered the most common jobs in Bon Accord are people working in trades and transport.

As part of my project I would love to be able to present a little surprise so I'm writing to you in hopes that you might be able to mail me a souvenir such as a pin, button, flag, sticker, map or souvenir that I could share with my class.

If this is possible, it would be greatly appreciated. I look forward to hearing back from you.

Sincerely,

Aleesha

[Section 17]



Royal Canadian Legion
Gibbons Branch #226
Box 309
Gibbons, Alberta
T0A 1N0

September 24, 2024

email:

Town of Bon Accord
Box 68
Gibbons, Alberta
T0A 1N0

Dear Mayor Holden:

Remembrance Day is fast approaching and the Gibbons Legion will be holding their service at the Gibbons Community Cultural Centre 5111 – 51 Street at 10:50 on November 11, 2024.

We would like to invite you or your delegate to participate in our Service of Remembrance by laying a wreath on behalf of the Town of Bon Accord. We also invite you to be on the reviewing stand. We request that you please be at the Legion Hall 5027 – 50 Street, Gibbons at 10:30 a.m. and you will be escorted to the reviewing stand. After the service you are invited to the Legion for refreshments. Entertainment is being provided during the afternoon for your enjoyment.

Please notify me if you are available to participate in our Remembrance Day activities. My number is 780-996-1202.

Yours truly,

Louise Bauder

Louise Bauder
Poppy & Remembrance Chairman

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Speeding
Date: September 27, 2024 12:12:08 PM

From: FOIP Act S. 17
Sent: Thursday, September 19, 2024 6:04:44 PM
To: cao <cao@bonaccord.ca>
Subject: Speeding

Hi, my name is S. 17. I recently moved to Bone accord in june. My little one goes to the Bon accord montessori. We live on S. 17 .

I was wondering if it's possible to get a crosswalk sign for the crosswalks going towards the play school or of reduced speeding limit just for that area. I have almost been hit twice in the last week with people speeding and not stopping for children that are crossing the crosswalk.

One incident happened this morning. I was holding my two-year-old daughter. I was about to cross the crosswalk and this silver car was quite far away (before the speed sign) and decided to gun it. At least going 60. Probably closer to 80. I had to backtrack my steps. Because they would have hit us. They did not stop.
If I wasn't carrying my daughter this would have been a very bad accident.

I've also started asking other parents of the daycare if they've had any issues similar to this. It's has been confirmed they have. Some of them have made mention that they will be reaching out to you as well.

What would be your next step for making this safer for a children?

You can reply to this email or my phone number is FOIP Act S. 17 if you have any questions for myself.

Thank you for your time.