

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**October 15, 2024 9:00 a.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1. Organizational Meeting; October 1, 2024 (enclosure)
  - 3.2. Regular Meeting of Council; October 1, 2024 (enclosure)
- 4. DELEGATION**
- 5. DEPARTMENTS REPORT**
  - 5.1. October 2024 (enclosure)
- 6. UNFINISHED BUSINESS**
  - 6.1. Library Board Appointment Correction (enclosure)
  - 6.2. Interim Budget Proposal (enclosure)
- 7. NEW BUSINESS**
  - 7.1. Mayor Holden Motion: Speed Limit Sign Location Change (enclosure)
  - 7.2. Strategic Transportation Infrastructure Program—54<sup>th</sup> Avenue (enclosure)
  - 7.3. Lilian Schick Track Area Fence Cost Share Proposal (enclosure)
  - 7.4. Alberta Industrial Heartland Conference (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
  - 8.1. 2024-11 Fees and Charges Bylaw – Third Reading (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
  - 10.1 Mayor Holden (enclosure)
  - 10.2 Deputy Mayor Larson (enclosure)
  - 10.3 Councillor Bidney (enclosure)
  - 10.4 Councillor Laing (enclosure)
  - 10.5 Councillor May (enclosure)
- 11. CORRESPONDENCE**

**GENERAL**

  - 11.1. David Williams, Assistant Deputy Minister – Designation of Affordable Housing Accommodation (enclosure)
  - 11.2. Letter from Minister McIver: Impacts of Federal Carbon Tax Survey (enclosure)

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**October 15, 2024 9:00 a.m. in Council Chambers**  
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**12. NOTICE OF MOTION**

**13. CLOSED SESSION**

**13.1.**Legal Council Appointment – *FOIP Act Section 24 Advice from officials*

**13.2.**Arena Upgrades - *INTERGOVERNMENTAL AFFAIRS*

**13.3.** Personnel – *FOIP Act Section 17 Disclosure harmful to personal privacy*

**14. ADJOURNMENT**

**Town of Bon Accord**  
**Organizational Meeting of Council Minutes**  
**October 1, 2024 5:15 p.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**

Falon Fayant – Corporate Services Manager, Acting CAO  
Paul Hanlan – Development Officer and Planning Consultant  
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 5:15 p.m.

**APPOINTMENT OF DEPUTY MAYOR**

There were no objections to Mayor Holden appointing Councillor Larson as Deputy Mayor for the next year.

Councillor Larson was sworn into office as Deputy Mayor for the Town of Bon Accord by Jessica Caines.

Councillor May joined the meeting at 5:21 p.m.

**ADOPTION OF AGENDA**

COUNCILLOR LAING MOVED THAT Council adopt the agenda for the October 1, 2024 Organizational Meeting of Council, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-387**

**NEW BUSINESS**

***2025 Council Meeting Schedule***

DEPUTY MAYOR LARSON MOVED THAT Council approves the 2025 Council Meeting Schedule as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-388**

***2024-2025 Council Appointments to Boards, Commissions, and Committees***

COUNCILLOR LAING MOVED THAT Council approves the 2024-2025 Council Appointments to Boards, Commissions and Committees as presented AND FURTHER THAT Council appoints Councillor Laing and Councillor May to the Parks and Trails Committee for the 2024-2025 term.

**Town of Bon Accord  
Organizational Meeting of Council Minutes  
October 1, 2024 5:15 p.m.**  
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**CARRIED UNANIMOUSLY RESOLUTION 24-389**

**APPOINTMENTS**

***Subdivision Authority***

COUNCILLOR MAY MOVED THAT Council appoints Paul Hanlan of “SV Planning & Development” as the Subdivision Authority for the Town of Bon Accord.

**CARRIED UNANIMOUSLY RESOLUTION 24-390**

***Financial Institution***

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

**CARRIED UNANIMOUSLY RESOLUTION 24-391**

***Municipal Assessor***

COUNCILLOR BIDNEY MOVED THAT Council affirms the appointment of Mike Krim from Tanmar Consulting Inc. as the Town’s municipal assessor.

**CARRIED UNANIMOUSLY RESOLUTION 24-392**

***Municipal Auditor***

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

**CARRIED UNANIMOUSLY RESOLUTION 24-393**

***Engineers***

COUNCILLOR BIDNEY MOVED THAT Council appoint MPE as the Town of Bon Accord’s primary engineering firm for building, infrastructure, and utility areas of operations.

**CARRIED UNANIMOUSLY RESOLUTION 24-394**

***Signing Authority***

COUNCILLOR LAING MOVED THAT Council designates the Mayor and all Councillors, the Town Manager, and all Managers as persons authorized by Council to sign agreements, cheques, and other negotiable instruments on behalf of the Town of Bon Accord, with the Mayor or the Deputy Mayor and the Town Manager or Acting CAO as the default signatories and all Councillors and Managers as signatories authorized to sign in the place of the Mayor and the Town Manager when one or both is unavailable for any reason.

**CARRIED UNANIMOUSLY RESOLUTION 24-395**

**ADJOURNMENT**

COUNCILLOR MAY MOVED THAT the October 1, 2024 Organizational Meeting adjourn at 5:33 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 24-396**



**Town of Bon Accord**  
**Organizational Meeting of Council Minutes**  
**October 1, 2024 5:15 p.m.**  
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Mayor Holden

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Jodi Brown, CAO

DRAFT

**Town of Bon Accord  
Regular Meeting of Council Minutes  
October 1, 2024 6:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

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

**ADMINISTRATION**

Falon Fayant – Corporate Services Manager, Acting CAO  
Paul Hanlan – Development Officer & Planning Consultant  
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 6:00 p.m.

**ADOPTION OF AGENDA**

DEPUTY MAYOR LARSON MOVED THAT Council adopt the October 1, 2024 agenda as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-397**

**PROCLAMATIONS**

*National Fire Prevention Week*  
*Small Business Week*

**ADOPTION OF MINUTES**

*Regular Meeting of Council; September 17, 2024*

COUNCILLOR MAY MOVED THAT Council approves the September 17, 2024 Regular Meeting of Council minutes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-398**

*Committee of the Whole Meeting; September 19, 2024*

COUNCILLOR BIDNEY MOVED THAT Council approves the September 19, 2024 Committee of the Whole minutes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-399**

**NEW BUSINESS**

*Communities In Bloom – Alberta Conference & Celebration*

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

**Town of Bon Accord  
Regular Meeting of Council Minutes  
October 1, 2024 6:00 p.m.  
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Councillor Laing requested a recorded vote.

In Favour: Mayor Holden, Deputy Mayor Larson, Councillor Bidney, Councillor May

Opposed: Councillor Laing

**CARRIED RESOLUTION 24-400**

***ATCO Franchise Fees***

DEPUTY MAYOR LARSON MOVED THAT Council supports no change of the ATCO franchise fees for 2025.

Councillor Laing requested a recorded vote.

In Favour: Mayor Holden, Deputy Mayor Larson, Councillor Bidney, Councillor May

Opposed: Councillor Laing

**CARRIED RESOLUTION 24-401**

***ATB High-Interest Savings***

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

**CARRIED UNANIMOUSLY RESOLUTION 24-402**

***2025 Road Rehabilitation Project – 49 Street Mill & Overlay***

COUNCILLOR LAING MOVED 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.

**CARRIED UNANIMOUSLY RESOLUTION 24-403**

***Golden Gems Funding Request***

COUNCILLOR MAY MOVED THAT Council directs administration to acquire a quote for a sign for the Golden Gems sign and bring back to Council with intentions of it being a donation.

**CARRIED UNANIMOUSLY RESOLUTION 24-404**

***Library Cards – Bon Accord Community School***

COUNCILLOR MAY MOVED THAT Council accepts this RFD as information and directs administration to open the \$200 up to any student needing a library card.

**CARRIED UNANIMOUSLY RESOLUTION 24-405**

***Sidewalk Repairs***

COUNCILLOR LAING MOVED 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.

**CARRIED UNANIMOUSLY RESOLUTION 24-406**

**BYLAWS/POLICIES/AGREEMENTS**

**Town of Bon Accord  
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***2024-11 Fees and Charges Bylaw – 2nd Reading***

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

**CARRIED UNANIMOUSLY RESOLUTION 24-407**

COUNCILLOR MAY MOVED 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.

**CARRIED UNANIMOUSLY RESOLUTION 24-408**

***Town Issued Electronic Device Policy***

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

**CARRIED UNANIMOUSLY RESOLUTION 24-409**

COUNCILLOR BIDNEY MOVED THAT Council rescinds the Council Electronic Devices Policy.

**CARRIED UNANIMOUSLY RESOLUTION 24-410**

***Reward for Reporting Vandalism That Leads to Arrest and Conviction Policy***

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

**CARRIED UNANIMOUSLY RESOLUTION 24-411**

***Capital Region Assessment Services Commission – Memorandum of Agreement***

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

**CARRIED UNANIMOUSLY RESOLUTION 24-412**

**CORRESPONDENCE**

***Minister Dreesen – Response to Letter in Support of Regional Municipality of Wood Buffalo***

COUNCILLOR BIDNEY MOVED THAT Council accept the correspondence as information.

**CARRIED UNANIMOUSLY RESOLUTION 24-413**

***Youth Letter – Class Project Souvenir***

COUNCILLOR MAY MOVED THAT Council direct administration to put together a small package to send to Aleesha in Prince Edward Island to educate her class about the Town of Bon Accord.

**Town of Bon Accord  
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**CARRIED UNANIMOUSLY RESOLUTION 24-414**

***Gibbons Remembrance Day Ceremony Invitation***

COUNCILLOR MAY MOVED THAT Council direct administration to advise Gibbons that Councillor Bidney will attend their Remembrance Day Ceremony on November 11.

**CARRIED UNANIMOUSLY RESOLUTION 24-415**

***Email from Resident re: Speeding***

COUNCILLOR LAING MOVED THAT Council direct administration to contact bylaw enforcement and policing services to discuss possible solutions.

**CARRIED UNANIMOUSLY RESOLUTION 24-416**

**CLOSED SESSION**

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

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Enforcement Issue – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information and 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 at 7:21 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 24-417**

COUNCILLOR MAY MOVED THAT Council come out of closed session at 7:50 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 24-418**

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

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

**CARRIED UNANIMOUSLY RESOLUTION 24-419**

***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***

COUNCILLOR BIDNEY MOVED THAT Council directs administration to send the correspondence as discussed.

**CARRIED UNANIMOUSLY RESOLUTION 24-420**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
October 1, 2024 6:00 p.m.  
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**ADJOURNMENT**

COUNCILLOR MAY MOVED THAT the October 1, 2024 Regular Meeting of Council adjourn at 7:51 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 24-421**

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Mayor Brian Holden

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Jodi Brown, CAO

DRAFT

## News | Projects | Events

### News

- The Town is recruiting volunteer committee members to join the Parks and Trails Committee. This is a great opportunity for residents to provide input on plans for walking trails and community parks. For more information, residents may call the Town office or check the Town's website at <https://www.bonaccord.ca/p/boards-and-committees>.
- The Veteran's Memorial Park Committee held their second meeting this summer to assist the Town with ongoing maintenance and protocols related to the park.

### Projects

- An old hydrant in the alley behind the hotel was replaced this month. The Town apologizes for any inconvenience to residents caused by the necessary shut-off of water to complete the replacement and for any misunderstanding regarding which homes would be impacted by the work being done.
- The Town's annual sidewalk repair projects have been completed.
- The 52 Avenue sewer relining project planned for 2024 has also been completed.

### Events & Programs

- National Day for Truth & Reconciliation – Community Services organized a bus to the events in Morinville. However, it was cancelled due to no registrations.
- Halloween Spooktacular will be held at the arena on October 26<sup>th</sup>. There will be ice skating in costumes with music and games in the mezzanine. This event is free. Please register online.
- October 20<sup>th</sup> is the adult field trip to Bountiful Farmers Market.
- Remembrance Day will be held at Veterans Park on November 11<sup>th</sup>. Flags will be lowered on the afternoon of November 10, 2024.

### Key Meetings

- Monthly Staff Safety Meeting
- Budget Meetings
- September 26 – FCSS Lunch & Learn, Morinville Cultural Centre
- October 7 – Joint-Use Meeting with Sturgeon Schools

### Conferences and Training

- September 25 – 27 Alberta Municipalities Convention – Town Manager
- September 26 – 27 – Alberta Municipal Clerks Association Fall Workshop – Legislative Services & Communications Coordinator
- October 1 – 2 CPHR Virtual Conference
- October 3 – Land Use Planning 101 Municipal Affairs Virtual Training



## Department Highlights

### Administration | Town Manager

- Chaired the Sturgeon Region Emergency Management Committee meeting held on October 07<sup>th</sup> in Morinville.
- Attended the Bon Accord Business Showcase event on October 07<sup>th</sup>, working with the Economic Development and Safe Communities Coordinator to follow up with the developers seeking to schedule a tour of Bon Accord (4).
- Working with the Corporate Services Manager on the draft of the 2025 operating budget.
- Regular meetings with the Development Officer and Planning Consultant regarding ongoing projects.
- Regular meetings with Magna Engineering Services to work on the Town's application to the FCM, Green Municipal Fund Grant Program.
- Contacted Ducks Unlimited and the Howard Webster Foundation.
- Completed a report on the remaining arena upgrades needed.
- Met with the Assistant Superintendent of Sturgeon School Division regarding the proposed Joint Use and Planning Agreement (required by June 2025 by the Municipal Government Act).
- Working with bylaw services to set up a meeting to review their October report and discuss priorities for the next month.
- Scheduled a meeting with the Communities in Bloom Committee members to review their plans for the upcoming year and to discuss insurance requirements for volunteers.
- The contract with Absolute Human Performance for use of ball diamond #1 in 2025 has been finalized (awaiting final signatures).
- Attended the Alberta Municipalities Convention in Red Deer with members of Council.
- Attended meetings with Alberta Municipalities regarding market analysis relative to the solar farm credits including background investigation into large microgeneration solar farm sites related regulations.

### Legislative Services | Communications

- The Town's commercial electronic highway sign experienced an isolated Cyber Security Incident that was resolved in just a few hours. As no personal information is contained on the sign's software, no personal information was obtained. Provisions have been put in place to mitigate the possibility of future incidents.

### Community Services

- Planning is underway for Winter Wonder-Fest. This event will be held December 6 through to December 8 with community art night, Christmas market at the Community Hall, public skating, letter writing to Santa, breakfast with Santa, and Turkey Bingo.



## Corporate Services

- ATCO and Fortis have been updated on Council's decision to maintain the franchise fee rates with no changes for 2025.
- Continue to work on the 2025 operating and capital budget.
- Investigation information regarding the electricity and microgeneration market prices.
- Fire Department – Internet; liaising with Trinus to determine internet options for the fire hall.
- On our September invoice for the Alberta School Foundation Fund, we received notification that we must send payment to the Greater St. Albert Roman Catholic Separate School District No. 734 for opted-out payments, i.e. those residents who support the separate school division. This has caused an increase in our education property assessments that we were unaware of back in May when tax notices were prepared. Therefore, the Town has under-levied for education taxes in the amount of \$9,812.63. This under-levy will need to be applied to 2025's education tax levy.

## Economic Development | Safe Communities

- The Bon Accord Business Showcase event held on October 3rd was very successful with 26 attendees (local landowners, business owners, developers, Town staff, Paul Salvatore (Municipal Experts), Paul Hanlan (Development Officer and Planning Consultant, and Council members). The Town received several requests for tours of the community from interested parties following the event.
- A meeting with the CAO and Economic Development/Safe Communities Coordinator ATCO has been set up to explore opportunities for joint partnerships.
- Final planning and organization for the Crime Prevention by Environmental Design workshop to be held on October 22<sup>nd</sup> is underway.
- Attended the Alberta Industrial Heartland Association Conference and the Economic Developers Association of Canada Conference (registration for this event was free).
- Follow-up with requests from developers (Business Showcase participants) seeking meetings with the Mayor and CAO as well as those asking for community tours.

## Operations | Public Works

- As the nice weather continues, so does maintenance of the parks and green spaces.
- The 52Ave sewer main re-lining project has been completed. It went smoothly with no complications.
- The annual sanitary sewer main flushing throughout Town was completed. The annual lift station wet well cleaning and pump inspections are slated for the end of October.

- Presently working on clearing the ditches, storm drains, and culverts of vegetation and debris in preparation for the spring drainage.
- A new hydrant (#15) has been installed to replace the old one in the alley behind the hotel.
- Fall hydrant inspection and winterization is happening this week.
- Continuing alley/roadway tree and brush trimming.
- Sidewalk replacement on the corner of 48St and 51A Ave has been completed.
- Arena is up and operating on its regular fall/winter schedule. Fire alarms in the new dressing rooms are now installed and operating.
- Dealt with the openings/closings of cremation burials and a couple full burials, as well as assisting with monument installs.
- Have been dealing with the security of the burnt property at 4742-51 Ave.
- Have started preparing equipment for winter operations as well as the end of year servicing of seasonal equipment.
- Working on budget issues to help prepare a first draft of the 2025 operating and capital budgets.

#### Attachments

- Town Manager:
  - Action List
- Corporate Services Manager:
  - Variance Report
  - Power & Microgeneration Presentation
- Economic Development | Safe Communities:
  - Citation Report
  - Incident Report

# Town Manager Action List

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**Date:** October 15<sup>th</sup>, 2024  
**Reporting Period:** September 18<sup>th</sup> – October 14<sup>th</sup>, 2024  
**Submitted by:** Jodi Brown (Town Manager)

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## ACTON ITEM LIST:

Action Item	Status
<p><b>2024-10 Public Notification Bylaw – First Reading</b>            Council gives first reading to Public Notification Bylaw 2024-10 as presented.</p>	<p>The proposed bylaw has been advertised as required by the MGA.            A public hearing has been scheduled for the December 03<sup>rd</sup>, 2024 evening RCM following the required advertising and petition period.</p>
<p><b>Notice of Motion: Town Security</b>            Council postponed this motion until after the Crime Prevention presentation.</p>	<p>In Progress            Crime Prevention Seminar is scheduled on October 22<sup>nd</sup>, 2024.</p>
<p><b>Email from Resident re: Speeding</b>            Resolved that Council direct administration to contact bylaw enforcement and policing services to discuss possible solutions.</p>	<p>Complete</p>
<p><b>Gibbons Remembrance Day Ceremony Invitation</b>            Resolved that Council direct administration to advise Gibbons that Councillor Bidney will attend their Remembrance Day Ceremony on November 11.</p>	<p>Complete</p>
<p><b>Youth Letter – Class Project Souvenir</b>            Resolved that Council direct administration to put together a small package to send to Aleesha in Prince Edward Island to educate her class about the Town of Bon Accord.</p>	<p>Complete</p>

<p><b>Capital Region Assessment Services Commission – Memorandum of Agreement</b>  Resolved that Council directs the Town Manager to sign the Capital Region Assessment Services Commission 2025-2027 Memorandum of Agreement.</p>	<p>Complete</p>
<p><b>Library Cards – Bon Accord Community School</b>  Resolved that Council accepts this RFD as information and directs administration to open the \$200 up to any student needing a library card.</p>	<p>Complete-Library advised</p>
<p><b>Arena Phase II</b>  Council direct administration to forward a letter to Sturgeon County to initiate meetings for the planning process for the recreation cost sharing agreement.</p>	<p>Complete</p>
<p><b>Drainage Infrastructure</b>  Council directs administration to include engineering study fees in the proposed 2025 budget for Council review.</p>	<p>The engineering study quote has been received and will be considered by Council during the 2025 budget deliberations.</p>
<p><b>Fees and Charges Bylaw</b>  Resolved 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.</p>	<p>Scheduled for October 15<sup>th</sup> RCM</p>
<p><b>Notice of Motion: Colour Changing Cups</b>  Council direct administration to bring back an RFD for color changing cups with the Bon Accord town logo for handing out at the Bon Accord Harvest Days Parade and future promotional items.</p>	<p>This item has been included in the proposed 2025 budget.</p>
<p><b>Alberta Community Partnership Grant</b>  Council approved the enclosed draft Alberta Community Partnership Grant Application.</p>	<p>Complete.  The application was submitted.</p>
<p><b>Sidewalk Repairs</b>  Resolved 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.</p>	<p>Complete</p>

<p><b>Fallen Heroes Foundation Project:</b> Councillor Larson to discuss the Fallen Heroes Foundation Project Proposal with Darren Longstaff and bring back to administration with an update to be included in an upcoming report.</p>	<p>Update from Deputy Mayor Larson</p>
<p><b>Golden Gems Funding Request</b> Resolved that Council directs administration to acquire a quote for a sign for the Golden Gems sign and bring back to Council with intentions of it being a donation.</p>	<p>The Town has not yet received a quote for the sign.</p>
<p><b>2025 Road Rehabilitation Project – 49 Street Mill &amp; Overlay</b> Resolved 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.</p>	<p>Complete</p>
<p><b>Fire Alarms for New Dressing Rooms at Arena</b> Council approved the funding of the fire alarm installations in the 2 dressing rooms in the amount of \$3,930.54 plus GST to be funded by the parks and recreation operating reserve.</p>	<p>Complete—New Fire Alarms are installed</p>
<p><b>ATB High-Interest Savings</b> Resolved that Council approves moving all the funds in the ATB Wealth account to the ATB Financial account and closing the ATB Wealth account.</p>	<p>Complete</p>
<p><b>Facility Rental Contract</b> Council directs administration to proceed as directed regarding the proposed Facility Rental Agreement and FURTHER following confirmation of required information and including the amendments as discussed to proceed with signature of the agreement.</p>	<p>Confirmed—awaiting signatures</p>
<p><b>NEW BUSINESS</b> <b>Communities In Bloom – Alberta Conference &amp; Celebration</b> Resolved that Council directs administration to register and book accommodation for two Communities in Bloom volunteers for the Alberta Communities in Bloom conference and celebration.</p>	<p>Complete</p>

<p><b>Stormwater Park Project</b>  Council directed administration to proceed with landowner negotiations and related agreements as directed.</p>	<p>In Progress</p>
<p><b>Boundary Tree Policy</b>  Council directs administration to respond to the resident as directed and to draft a Boundary Tree Policy to be brought forward to Council for approval.</p>	<p>In-Progress</p>



**Year-to-Date Variance Report (Unaudited)**  
 for the year ending December 31, 2024  
 Reporting period: up to October 7, 2024

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,524,260	2,456,966	67,294	210,402	307,575	- 97,174	2,313,858	2,149,391	164,468	7%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,524,259.88</b>	<b>\$ 2,456,966.00</b>	<b>\$ 67,293.88</b>	<b>\$ 210,401.51</b>	<b>\$ 307,575.25</b>	<b>-\$ 97,173.74</b>	<b>\$ 2,313,858</b>	<b>\$ 2,149,391</b>	<b>\$ 164,468</b>	<b>8%</b>
Election	-	-	-	-	1,667	- 1,667	-	(1,667)	1,667	#DIV/0!
Council	-	-	-	93,780	102,110	- 8,330	(93,780)	(102,110)	8,330	-9%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,780</b>	<b>\$ 103,776</b>	<b>-\$ 9,996</b>	<b>-\$ 93,780</b>	<b>-\$ 103,776</b>	<b>\$ 9,996</b>	<b>10%</b>
Administration	24,486	15,013	9,474	417,216	494,543	- 77,327	(392,730)	(479,531)	86,801	-22%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 24,486</b>	<b>\$ 15,013</b>	<b>\$ 9,474</b>	<b>\$ 417,216</b>	<b>\$ 494,543</b>	<b>-\$ 77,327</b>	<b>-\$ 392,730</b>	<b>-\$ 479,531</b>	<b>\$ 86,801</b>	<b>18%</b>
Fire Services	10,709	10,149	560	38,863	36,852	2,010	(28,154)	(26,703)	(1,450)	5%
Emergency Services	-	-	-	12,701	15,007	-2,306	(12,701)	(15,007)	2,306	-18%
Bylaw	47,794	44,584	3,211	11,096	33,288	-22,192	36,699	11,296	25,402	69%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 58,503</b>	<b>\$ 54,733</b>	<b>\$ 3,770</b>	<b>\$ 62,659</b>	<b>\$ 85,147</b>	<b>-\$ 22,488</b>	<b>-\$ 4,156</b>	<b>-\$ 30,414</b>	<b>\$ 26,258</b>	<b>86%</b>
Municipal Planning	30,823	6,083	24,740	96,590	109,738	- 13,148	(65,767)	(103,654)	37,887	-58%
Economic Development	-	-	-	67,697	86,208	- 18,511	(67,697)	(86,208)	18,511	-27%
<b>TOTAL PLANNING &amp; DEVELOPMEN</b>	<b>\$ 30,823</b>	<b>\$ 6,083</b>	<b>\$ 24,740</b>	<b>\$ 164,287</b>	<b>\$ 195,946</b>	<b>-\$ 31,659</b>	<b>-\$ 133,464</b>	<b>-\$ 189,863</b>	<b>\$ 56,399</b>	<b>30%</b>
Public Works - Roads	11,175	8,800	2,375	285,002	342,283	- 57,281	(273,827)	(333,483)	59,656	-22%
Storm Sewer & Drain	-	-	-	15,347	18,138	-2,792	(15,347)	(18,138)	2,792	-18%
Water	441,157	426,712	14,445	368,155	461,420	-93,265	73,002	(34,708)	107,711	148%
Sewer	266,694	263,410	3,284	231,763	309,566	-77,804	34,932	(46,156)	81,088	232%
Garbage	81,014	75,620	5,394	105,069	113,143	-8,074	(24,055)	(37,523)	13,467	-56%
Cemetery	24,000	6,000	18,000	10,248	13,816	-3,568	13,752	(7,816)	21,568	157%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 824,040</b>	<b>\$ 780,542</b>	<b>\$ 43,498</b>	<b>\$ 1,015,583</b>	<b>\$ 1,258,366</b>	<b>-\$ 242,783</b>	<b>-\$ 191,543</b>	<b>-\$ 477,824</b>	<b>\$ 286,282</b>	<b>60%</b>
FCSS	32,506	48,086	- 15,581	89,625	118,605	- 28,979	(57,119)	(70,518)	13,399	-23%
<b>TOTAL FCSS</b>	<b>\$ 32,506</b>	<b>\$ 48,086</b>	<b>-\$ 15,581</b>	<b>\$ 89,625</b>	<b>\$ 118,605</b>	<b>-\$ 28,979</b>	<b>-\$ 57,119</b>	<b>-\$ 70,518</b>	<b>\$ 13,399</b>	<b>19%</b>
Parks	64,757	58,308	6,449	97,633	148,398	- 50,765	(32,876)	(90,090)	57,214	-174%
Arena	162,864	195,383	- 32,519	247,915	277,459	- 29,544	(85,051)	(82,076)	(2,975)	3%
Recreation	195,087	190,086	5,001	99,068	112,917	- 13,849	96,019	77,169	18,850	20%
<b>TOTAL REC &amp; COMMUNITY SERVIC</b>	<b>\$ 422,708</b>	<b>\$ 443,777</b>	<b>-\$ 21,069</b>	<b>\$ 444,616</b>	<b>\$ 538,774</b>	<b>-\$ 94,158</b>	<b>-\$ 21,908</b>	<b>-\$ 94,997</b>	<b>\$ 73,089</b>	<b>77%</b>
Library	-	-	-	59,919	58,718	1,202	(59,919)	(58,718)	(1,202)	2%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,919</b>	<b>\$ 58,718</b>	<b>\$ 1,202</b>	<b>-\$ 59,919</b>	<b>-\$ 58,718</b>	<b>-\$ 1,202</b>	<b>2%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 1,393,066</b>	<b>\$ 1,348,234</b>	<b>\$ 44,833</b>	<b>\$ 2,347,686</b>	<b>\$ 2,853,874</b>	<b>-\$ 506,188</b>	<b>-\$ 954,620</b>	<b>-\$ 1,505,641</b>	<b>\$ 551,021</b>	<b>-58%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 3,917,326</b>	<b>\$ 3,805,200</b>	<b>\$ 112,126</b>	<b>\$ 2,558,088</b>	<b>\$ 3,161,450</b>	<b>-\$ 603,362</b>	<b>\$ 1,359,239</b>	<b>\$ 643,750</b>	<b>\$ 715,488</b>	

Budget approved at the November 7, 2023, regular meeting of council Resolution #23-474

## Variance Report Notes

Reporting Period: up to October 7, 2024

### Municipal:

A penalty of 6% was applied to current outstanding taxes as of October 1st. \$5,030 in penalties was collected.

To date, 88% of taxes have been received compared to 89% at this time last year.

Franchise fees are \$15,000 lower than expected, while return on investments is \$38,000 higher than expected.

Natural gas costs have become more in line with budget, sitting at 4% or \$1,236 higher. Power across all departments is still overbudget by 66% due to less than expected solar credits. Please see the report on power attached to the department reports.

### *In review:*

*The Homeland Housing requisition has been paid; higher than expected.*

*Actual value: \$14,014; budgeted value was \$12,994.*

*Power across all departments will likely be over-budget for the year. This may be offset by surplus in other areas (such as the return on investment income).*

*The market price for power has been low compared to the previous two years, so the same quantity of power results in less value (i.e. less solar credits).*

*There was a slight rise in market price in July due to the extreme heat.*

### Protective Services:

The reason for the fire department being over budget by \$2,000 is the power allocation.

Fines distribution revenue is currently over budget by \$1,743.

Animal license revenue is over budget by \$1,453.

Bylaw invoices are outstanding in receipt. We have contacted Sturgeon County.

### *In review:*

*The fire hall rental revenue from Sturgeon County came in \$560 higher than budgeted;*

*An increase of 8% versus the budgeted increase of 3%, higher CPI.*

*Fire contracted services is \$149 higher than budgeted (higher CPI).*



Water & Sewer:

Bulk water sales are under budget by \$7,320.

Water sales are over budget by \$4,180.

Sewer sales are over budget by \$4,928.

Economic Development & Planning

As a reminder there is projected to be deficits in some areas of economic development that will be offset by a surplus in planning due to the staffing changes in these areas.

Planning revenue is from the LGFF operating grant allocated by Council.

Cemetery:

Plot sales are over budget by \$12,500 and open/close revenue is over budget by \$4,950.

FCSS:

Revenue is under budget but is also offset by expense being under budget. Programs such as spring and fall break programming, and PD Day programming had matching revenue and expenses. These programs did not run as expected throughout the year.



# Power & Microgeneration

Town of Bon Accord

# Power +

The Town began the Power+ program with AB Munis in 2024. Power + is a 10-year contract intended to achieve a lower rate by contracting directly from power generators.

- Prior contracted rates in 2023 were \$50.80 per MWh or 5.08 cents per kWh. The market prices in 2023 were very low.
- The Power+ contract pricing is \$69.50 per MWh or 6.95 cents per kWh.
- If the Town were not with the Power+ contract and had instead signed a typical 5-year contract, the rates would be between \$75 and \$95 per MWh or 7.50 cents to 9.50 cents per kWh.



# Microgeneration – Solar Energy

The Town's solar farm is classified as a large microgeneration producer. It is, therefore, paid the pool price for our metered volumes submitted in megawatt hours (MWh) and calculated as hourly metered energy times the hourly pool price.



# Average Pool Price

Year	Price per MWh	Price per kWh
2024 (to date)	65.93	0.06593
2023	133.91	0.13391
2022	155.95	0.15595
2021	101.60	0.10160



# What affects the pool price?

- Weather - heat waves can cause the pool price to increase.
- Supply and demand–Alberta Electric System Operator (AESO) manages the power pool by dispatching electricity from the lowest-priced offers until demand is met.
  - New, large supply has entered the market, increasing the supply, lowering the demand, and depressing the price.
- Cheaper Gas Prices.
- Competitive market behaviour - suppliers forecast competitive prices to recover their costs.
- Transmission line losses - energy lost due to electrical resistance on transmission lines can affect the pool price.



# 2024 Town of Bon Accord Microgeneration

	2024 kWh	2024 RATE/kWh	Credit Received
January	16,744.70	0.04186	\$700.93
February	47,529.80	0.049581	\$2,356.58
March	61,738.90	0.040315	\$2,489.00
April	96,176.30	0.043382	\$4,172.32
May	79,501.70	0.028643	\$2,277.17
June	90,997.10	0.027637	\$2,514.89
July	104,752.80	0.12156	\$12,733.75
August	90,572.70	0.03393	\$3,073.13
September	93,688.50	0.03408	\$3,192.20
<b>TOTALS TO DATE</b>	<b>681,702.50</b>	<b>Average 0.04678</b>	<b>\$33,510.67</b>

# 2023 Town of Bon Accord Microgeneration

	2023 kWh	2023 RATE/kWh	Credit Received
January	14,470.70	0.104131	\$1,506.85
February	38,614.70	0.107875	\$4,165.56
March	96,614.60	0.090753	\$8,768.06
April	87,895.70	0.113357	\$9,963.59
May	110,296.90	0.15821	\$17,450.07
June	93,781.70	0.295421	\$27,705.08
July	97,190.80	0.20627	\$20,047.55
August	89,757.40	0.20728	\$18,604.91
September	80,525.30	0.12782	\$10,292.74
<b>TOTALS TO DATE</b>	<b>709,147.80</b>	<b>Average 0.1568</b>	<b>\$118,504.43</b>



# Town of Bon Accord Microgeneration

- In 2024, to date we have produced 27,445 fewer kilowatt-hours than in 2023.
- In 2024, we received \$84,994 less in credit payment for the microgeneration we produced than in 2023.



# Summary

According to forecasts for 2024, the decrease in solar microgeneration credits has affected the Town's budget, however we are still expecting to be within budget.

There are some unexpected revenue and unbudgeted surpluses in other areas, such as interest revenue and tax penalty revenue, as well as potential surpluses in different areas that will offset the lower credits and, therefore, higher cost of power.

An AB Munis market specialist will present further information on the electricity and microgeneration market and how it correlates to Bon Accord at the Committee of the Whole on October 23<sup>rd</sup>.



Thank you.



Questions?



**Sturgeon County**

Statistics from: 9/1/2024 12:00:00AM to 9/30/2024 11:59:00PM

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**Citation Printout Report by Violation**

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

**Grand Total**

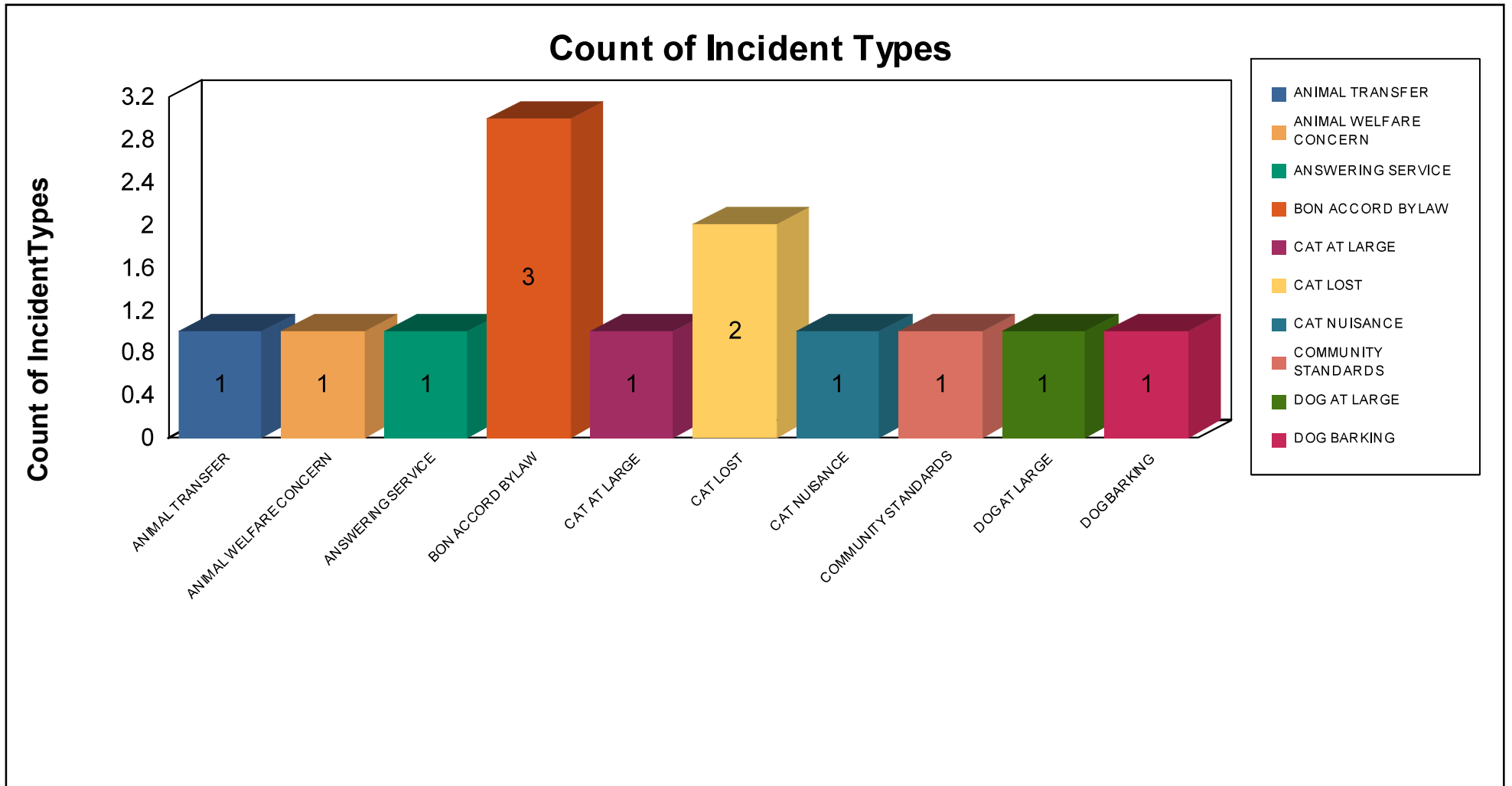
Total Number of Citations Reported: 1  
Total Fine Amounts Reported: **\$249.00**  
Total Money Collected: \$0.00  
Total Money Still Due: **\$249.00**  
Total Mandatory Appearances: 0

# Sturgeon County

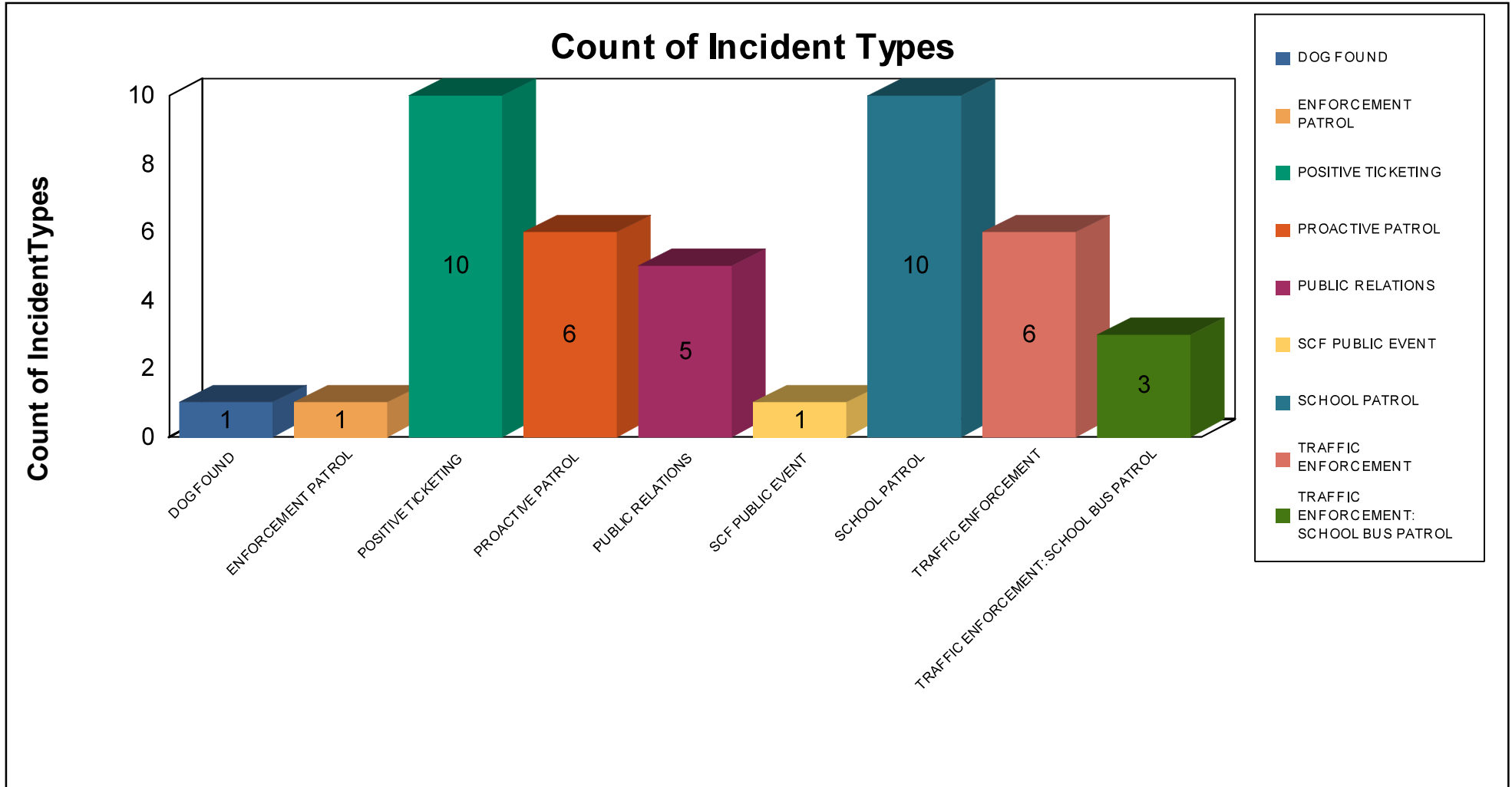
Statistics from Occurred Date: 9/1/2024 12:00:00AM to 9/30/2024 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT -







**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	October 15, 2024
<b>Presented by:</b>	Jessica Caines, Legislative Services & Communications Coordinator
<b>Title:</b>	<b>Library Board Appointment Correction</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

Due to an oversight at the Organizational Meeting on October 1, 2024, administration is requesting a resolution to ensure the proper appointment of Councillor May to the Bon Accord Public Library Board.

The benefit of this correction includes prevention of:

- Risk to the board and individuals (i.e.: The individual could be held personally liable for certain decisions)
- Invalid motions and decisions (i.e.: The votes of that board member would had been counted when they were not a valid member)

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As per the attached sheet “Resolving Issues with Library Board Appointments”, best practice is to ensure the resolution contains:

- The first and last name of the individual who is being appointed,
- The legal name of the library board (Bon Accord Public Library Board),
- The word “appoint” rather than approve, and
- The term length or expiry date.

It is important to note that Council members are not appointed to the board as Council representatives but rather individuals. A Council member appointed to the board remains a member of that board even if they are no longer a member of Council, therefore, the first and last name of the appointed person as opposed to their title (i.e.: Mayor, Deputy Mayor, Councillor) should be used. It is also important to avoid the use of board positions (i.e.: officer, president, chair, etc.) as this would be determined by the board.

Councillor May’s appointment is annually renewed at the Town’s Organizational Meeting, therefore the expiry date for the appointment ending in 2025 has been set to expire October 31, as our Organizational meeting will be prior to this date, thus preventing any lapse in membership.

Please see below the compilation of previous term appointments for reference.

**STRATEGIC ALIGNMENT**

*Priority 5: Collaboration*

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

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

THAT Council appoints Tanya May to the Bon Accord Public Library Board for a term expiring October 31, 2025.



# Resolving Issues with Library Board Appointments

## A Guide for Municipal Library Boards and Municipalities

### Introduction

Municipal library boards are independent corporations established and governed under the *Libraries Act*. In order for a board to carry out its business legally, and uphold its responsibilities as a corporation, it is crucial that all board members be appointed in accordance with legislation.

Improper appointments pose a significant legal risk to the library board, the individuals serving on the board, and the establishing municipality; therefore, it is necessary to correct any issues as soon as they become apparent. This resource will guide you through the process of ensuring your municipal library board is legally appointed now and in the future.

### Appointment basics

As per the *Libraries Act*, section 4, a municipal library board shall consist of 5 to 10 members appointed by municipal council. Of those members, *up to 2* (i.e. 0, 1 or 2 members) may be councillors of the municipality that established the board. Council must appoint *all* members of the board, not just those members who are also councillors.

All members are appointed for a term of up to 3 years and an individual may be re-appointed for up to 2 additional consecutive terms. Should council wish to re-appoint an individual beyond 3 consecutive terms, a special resolution is required to authorize the re-appointment.

It is also important to note that the authority to appoint members to a municipal library board rests solely with the council of the municipality that established the board.

The council of a neighbouring municipality cannot appoint to a library board they did not have a formal legislated role in establishing, regardless of any other agreements that may be in place. A neighbouring municipality may *recommend* an individual to serve on the board but the appointment of that individual must be made by the council of the establishing municipality.

Similarly, a library board cannot appoint members on its own. The board may play a significant role in recruiting prospective members but no individual is legally a member of the board until appointed by council. Furthermore, an individual's term on the board is always based on the term as appointed by council and not their board elected term as chair (or any other officer position).

For more general information on appointments, please consult the Public Library Services Branch (PLSB) fact sheet *Appointments to the Municipal Library Board*.

## Resolving appointment issues

When a potential issue with library board appointments is identified, it is important that it be addressed as soon as possible. Municipal library boards and their municipalities can work together through the following steps to ensure all board members are legally appointed.

### 1. Verify appointment status of current board members

The first step is to verify the appointment status of all current board members. Some or all of the individuals serving on the board may have already been properly appointed. At this stage, the goal is to confirm whether or not there is an issue to resolve and, if so, the extent of that issue.

In order for an individual to have been properly appointed, there must be record of a motion to appoint made by the council of the municipality that established the board. The motions must also appoint the individual for a term that has not yet expired. You will likely need to look back through council meeting minutes to find record of appointment motions for each board member.

If you do find evidence of board appointments in council meeting minutes, verify that the motions include the necessary components. If a motion to appoint an individual is unclear or incomplete, then the appointment is invalid and will need to be resolved. At a minimum, the motion should:

- Include the first and last name of the individual being appointed
- Use the legal name of the library board – as per the *Libraries Act*, section 3, the legal name of a municipal library board is always the “[Name of municipality] Library Board”
- Use the word appoint – language like approve, confirm, etc., is unclear and suggests an entity other than council has made the appointment
- Include a term length or term expiry date

The elements of a valid appointment apply to *all* individuals appointed to the municipal library board, including those individuals who are also councillors. While councillors will often be appointed to the board at council’s annual organizational meeting, it is important to note that the library board is not a committee of council and has its own appointment requirements defined by the *Libraries Act*.

If you are unsure whether or not a motion to appoint is satisfactory, please consult with Public Library Services Branch.

If you are able to locate motions appointing all individuals currently serving on the board, and all terms are current (i.e. not expired), then there is no issue to resolve and you can proceed to step 4.

If you are unable to locate motions appointing some or all individuals currently serving on the board, or the motions are unclear, incomplete, or have expired terms, proceed to step 2.

### 2. Prepare a list of individuals to be appointed

The next step is to compile a list of all individuals who are currently serving on the board but have not been properly appointed as identified in step 1. This list will help municipal administration prepare a request for council to make the appointments.

The list only needs to include names of the individuals to be appointed but you may also wish to include their desired term expiry dates. This can be helpful in ensuring that the eventual appointments align with the expectations of the individual board members and minimize disruption to board operations.

Council has full discretion as to who is appointed and for what length of term. Input from the board is ultimately a recommendation and there is no guarantee that it will be followed entirely or at all.

### 3. Present a request for council decision

With a list of individuals to be appointed, work can begin on preparing a request for a council decision. How the request is prepared will depend on local practice; however, it is likely that municipal administration will draft the motion(s) and compile background information for council.

When drafting the motion(s), consider the following:

- Appointments can be made in a single motion or separate motions for each individual
- Motions should include the minimum required components as described in step 1
- Motions *should not* include the assignment of any officer positions (e.g. chair, treasurer) – as per the *Libraries Act*, section 32, it is the board that elects a chair and any other officers
- It is not necessary for appointments to be backdated or otherwise made retroactive

Special consideration should be given to the appointment term. While suggested term expiry dates may have been provided by the board, municipal administration and council may wish to strategically assign terms to achieve various outcomes.

For example, there may be a desire to have library board appointments always expire in the same month to streamline the annual appointment process. Similarly, there may be an opportunity to stagger expiry years to promote board continuity and avoid instances of a mass turnover.

Whatever is decided in regards to term length, it is recommended that the term be expressed in the motion with an expiry date that includes the month, day, and year. Alternatively, the term length can be expressed simply as X years (e.g. 3 years). In the latter scenario, the expiry date would be interpreted as X years from the date of the council meeting. In all cases, a term cannot exceed 3 years.

Here is a sample motion that includes all the required components and best practices:

*Motion to appoint the following individuals to the Village of Mountain  
Library Board for the specified terms:*

*Linda Black – term expiry date October 31, 2022  
Doug Murray – term expiry date October 31, 2022  
Mark Smith – term expiry date October 31, 2023  
Jane White – term expiry date October 31, 2023  
Barbara Wilson – term expiry date October 31, 2024*

If the motion or motions meet all requirements, and are successfully passed by council, you can consider the appointment issues resolved.

### 4. Follow up to confirm legal appointments

Once legal appointments have been confirmed—i.e., there is record of valid appointment motions for all board members—ensure the board has been notified. Both the board and municipality should note the motion number(s) and term expiry dates to assist in tracking when re-appointments or new appointments will be needed. Depending on the circumstances, you may also wish to inform other stakeholders (e.g. neighbouring municipality, PLSB) of the successful appointments.

## Improving the appointment process

Ensuring your municipal library board is properly appointed is an ongoing process. Below are some further considerations to help municipalities and their library boards improve the appointment process.

### Collaborate on recruitment

While appointments may only be made by municipal council, it is best practice for municipalities to collaborate with their library board on recruitment.

Library boards can offer a unique perspective on the appointment process that municipalities should seek and value. For example, the library board will likely know best what characteristics, qualifications, and skills will benefit its work. The board is also more likely to have direct contact with community members who are interested in volunteering and can recommend those individuals for appointment.

Although the input of the board is always valuable, it is recommended that municipalities still play an active role in the process rather than simply rubber-stamping appointments. The authority to appoint is one of the primary ways a municipality ensures accountability from its library board so the responsibility should not be taken lightly.

Municipalities can consider getting more involved by assisting with the development of a recruitment strategy, advertising openings through municipal channels, and/or participating in the vetting process.

### Work with neighbouring municipalities

Municipal library boards often service an area that extends beyond their municipal boundaries. Residents of a rural municipality, for example, may access public library service in a neighbouring town or village. In such cases, there may be a desire for participation from that neighbouring municipality.

While the council of a neighbouring municipality cannot appoint to the library board, they can make a *recommendation* and forward the name of the individual (or individuals) they would like to see appointed. The details of such an arrangement can be worked out between the municipalities as long as all board members are appointed by the council of the establishing municipality.

### Track and communicate appointment terms

Both boards and municipalities should keep up-to-date records on the status of all library board appointments. Consider using or adapting the tracking template attached to this guide.

When an appointment is made, it's a good practice for the municipality to send a letter to both the board and individual board member informing them of the appointment and its terms. You will find a sample letter attached to this guide.

Finally, arrangements for re-appointments and new appointments should be made in advance of the current members' term expiry dates. This ensures no lapse in term for continuing members and helps avoid a situation where a board is operating with fewer members than intended for any period of time.

## **Support and resources**

If you have questions, please contact Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first) or by email at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca). Information is also available at [www.albertalibraries.ca](http://www.albertalibraries.ca)

# Appendix 1 – Appointment Tracking Template

<The (Name of Municipality) Library Board>

Name of board member	Date of initial appointment	Current term ends	Number of terms served	History (e.g. motion # or date of letter of appointment)
<b>Bob Smith</b>	October 15, 2014	October 15, 2019	2	Motion#12345s – appointed for a 2 year term  Motion#98765f – appointed for a 3 year term

## Appendix 2 – Sample Appointment Letter

### MUNICIPALITY LETTERHEAD

<Recipient>  
Street Address  
City, AB A1B 2C3

Date

Dear <Recipient>,

On behalf of the <name of municipality>, we would like to thank you for putting your name forward to sit as a library board member on the <legal name of library board>.

At the Meeting of Council held on <date>, Council made the following motion:

<motion #>    <motion appointing the individual>

This appointment is for <1, 2, or 3> year(s) and will be reviewed at the <20XX Organizational meeting, etc.>. As a library board member, you are part of a governing board tasked with delivering comprehensive and efficient public library service, as per the *Libraries Act* and Libraries Regulation.

To answer any further questions you may have, and for more information about the library board, please contact <library board chair and/or library manager, with contact info>.

We would like to express our appreciation for your willingness to serve your community.

Sincerely,

Your Name, position

cc:    <library manager>, <name of library>  
      <library board chair>, <legal name of library board>

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	Interim Budget
<b>Agenda Item No.</b>	<b>6.2</b>

**BACKGROUND/PROPOSAL**

In previous years, Council has approved the final operating and capital budgets and final operating plans and capital plans by December 31<sup>st</sup> of the current calendar year. Administration recommends that for 2025, Council pass an interim operating and capital budget, accept operating and capital plans as information by December 31<sup>st</sup>, and then pass the final budget before passing the 2025 taxation rates bylaw. Per the MGA, the final budget must be passed before tax rates are approved.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Section 242 of the Municipal Government Act (MGA) requires that Council adopt an operating budget for each calendar year. Section 242 further states that a Council may adopt an interim operating budget for part of a calendar year.

An interim operating budget is not used to set definitive property tax rates; it is used as the authority to provide services, programs, and overall business continuity per Section 248 of the MGA. Council further uses it to justify setting all municipal utility rates for the subsequent year. An interim operating budget ceases to have any effect when the final operating budget and taxation rate bylaw are adopted.

Final property assessment values are not released until the end of February, and grant funding, such as LGFF operating funds, depends on the provincial government budget, which is not passed until the new year. The benefit of passing an interim budget now is that we will know the impact of assessments and possibly the impact of grant funding prior to presenting a final budget and, therefore, be in a better position to plan.

Administration would bring a first draft for Council review to the Committee of the Whole meeting on October 23<sup>rd</sup>.

Given that we are already in mid-October, Council may wish to schedule additional special meetings of council for budget review and approval or discuss this at the Committee of the Whole Meeting and make that decision on November 5<sup>th</sup>.



## **STRATEGIC ALIGNMENT**

### Values Statement of **Stewardship**

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

## **COSTS/SOURCES OF FUNDING**

2025 budget

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

**Each of the following or just #1.**

1. THAT...Council directs administration to present an interim operating and capital budget for 2025.
2. THAT...Council directs administration to schedule and advertise special meeting(s) of council for budget review.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	October 15, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Mayor Holden Motion: Speed Limit Sign Location Change</b>
<b>Agenda Item No.</b>	<b>7.1</b>

**BACKGROUND/PROPOSAL**

Mayor Holden brought forward a Notice of Motion at the September 17, 2024, Regular Meeting of Council regarding a Speed Limit Sign Location Change.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Mayor Holden's motion is enclosed.

**STRATEGIC ALIGNMENT**

N/A

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

That Council direct administration to....

## NOTICE OF MOTION

I, Mayor Brian Holden, propose a notice of motion to direct administration to apply, through Alberta Transportation, for a change in the speed limit zone on the highway 28 that would move the 60km/hr speed sign on the east side of town to the east side of Lily Lake road.

Thank You

A handwritten signature in black ink, appearing to be 'Brian Holden', written in a cursive style.

Mayor Brian Holden

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	October 15, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Strategic Transportation Infrastructure Program (STIP)</b>
<b>Agenda Item No.</b>	<b>7.2</b>

**BACKGROUND/PROPOSAL**

During the Fall Alberta Municipalities Convention held on September 25- September 27<sup>th</sup>, 2024, Ric McIver (Minister of Municipal Affairs) met with Mayor Holden, Councillor Bidney and Councillor Larson (now Deputy Mayor Larson).

The purpose of the meeting was to advocate for increased Local Government Fiscal Framework capital funding and for funding to support needed upgrades to 54<sup>th</sup> avenue (widening and paving).

Minister McIver was also provided with a copy of the Town’s application to the Alberta Community Partnership grant (supported by Sturgeon County) to pay for the engineering work required for the 54<sup>th</sup> avenue upgrade project (\$200,000 maximum funding opportunity with no matching fund requirement).

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Minister McIver recommended that the Town also consider applying to the Strategic Transportation and Infrastructure Program (STIP).

Administration has enclosed a summary report provided by the Town’s engineering firm (MPE) about this grant program. This summary report provides a high-level overview of the STIP – Local Municipal Initiatives (LMI) component.

MPE is currently working on project particulars for 54<sup>th</sup> avenue and timing for this year’s application intake cycle of the STIP grant opportunity. Administration is waiting for an update from their grant team.

Of note, the STIP-LMI has a 50-50 cost-share requirement that needs to be supported with a council resolution. Other STIP-LMI required documents include a business case and letter of support from the MLA (Dale Nally). MPE can assist with drafting a council resolution, the business case, and letter of support should you decide to proceed with a full application.

## **Recommendations:**

Given the required matching funds for this grant opportunity (see the funding section below) and the staff time involved to manage another grant program and project, administration does not recommend pursuing this grant opportunity at this time. Staff are already committed to the following grant funded projects:

- Storm Park (Drought and Flood Mitigation Program and the FCM grant application)
- 54<sup>th</sup> Avenue: Alberta Community Partnership Grant Application

## **STRATEGIC ALIGNMENT**

### ***Priority #3: Infrastructure***

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

## **COSTS/SOURCES OF FUNDING**

Once MPE has identified potential aspects of the 54<sup>th</sup> Avenue project that align with this grant application and confirmed the estimated costs to complete the project, Council would need to approve the funding for the required matching funds from one of the following funding sources:

### **Unrestricted Surplus: \$670,377 (current balance)**

The Town has committed \$400,000 in matching funds for two grant applications for the Stormwater Park project (\$100,000 to the FCM Green Municipal Fund Grant and \$300,000 for the Drought and Flood Mitigation Program grant). As a result, the current balance of unrestricted surplus is \$670,377 as shown in the enclosed reserves summary.

Administration and the Town's auditors do not recommend further depleting the unrestricted surplus fund.

### **Transportation Reserve: \$506,000 (current balance)**

This reserve is described on page 16 of the enclosed Reserves Policy. Administration recommends that Council has a long-term tax strategy in place to replenish reserves before committing funds from this reserve to a project. Secondly, this fund may also be needed for emergency road repairs.

Note the following timelines as shown below from the 10-year capital plan (enclosed, highlighted yellow):

Year	Road	Brief Project Description	Estimated Costs
2026	50 <sup>th</sup> Avenue	Full Reconstruction	\$1,000,000 (not including inflation since the time of last quote)
2029	54 <sup>th</sup> Avenue	Reconstruction, widening, paving, utility infrastructure	\$3, 100,000 (not including land acquisition, inflation since the time of last quote)

**Note:** MPE did not charge the Town to complete the Alberta Community Partnership grant application. Administration will confirm if there is a charge to complete the Strategic Transportation Infrastructure Program.

**RECOMMENDED ACTION (by originator):**

**Choose one of the following options:**

1. THAT Council directs administration to bring back additional information from the Town's engineers at the November 05<sup>th</sup> Regular Council Meeting about the Strategic Transportation and Infrastructure Program.

OR

2. THAT Council accepts this report as information with no further action required by administration.

OR

3. THAT Council directs administration to...









5-Year Capital Plan 2025-2029

Budget Year 10-Year Capital Plan 2025-2034

	Projected Cost	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
<i>Medium Priority:</i>	248,000												
Lighting	20,000			20,000									
Wiring - new ice plant	20,000			20,000									
Emergency Lights	8,000			8,000									
Wiring for mechanical equipment	65,000			65,000									
CCTV System	65,000			65,000									
Security Intrusion System	35,000			35,000									
Arena Exhaust Fans and Louvre Actuators	12,000			12,000									
Exhaust Fans - Main Locker Rooms/Washroom	5,000			5,000									
Roof Access Hatch - light guage steel frame	8,000			8,000									
Millwork - Concession Area	10,000			10,000									
<i>Low Priority:</i>	35,000												
Plumbing Fixtures - Mezzanine	25,000				25,000								
Corrugated Metal Sheating - Building	10,000				10,000								
<b>TOTALS</b>	<b>\$ 283,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 248,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL per year</b>		<b>\$ 1,569,951</b>	<b>\$ 1,664,400</b>	<b>\$ 2,657,500</b>	<b>\$ 127,000</b>	<b>\$ 137,500</b>	<b>\$ 3,160,000</b>	<b>\$ 27,500</b>	<b>\$ 20,000</b>	<b>\$ 27,500</b>	<b>\$ 1,020,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

<b>RESERVES</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>
<b>Schedule Per Policy #</b>		<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>OPERATING</b>				
General Reserve	Schedule A-1	852,920	852,920	799,681
Community Services	Schedule A-2	4,417	4,417	4,417
Facility Infrastructure Reserve	Schedule A-3	41,783	19,946	32,936
Parks & Recreation Reserve	Schedule A-4	26,032	26,032	22,101
Protective Services - COPS	Schedule A-5		2,255	2,255
Snow Removal Reserve	Schedule A-6	15,000	15,000	15,000
<b>CAPITAL</b>				
Gateway Plan Reserve	Schedule B-1	14,471	14,471	14,471
Fleet & Equipment Reserve	Schedule B-2	10,552	10,522	1,522
Parks , Recreation, and Culture	Schedule B-3	246,755	-	100,000
Protective Services - Fire Reserve	Schedule B-4	91,506	101,506	86,506
Sewer System Projects	Schedule B-5	176,396	199,990	95,311
Storm Water System Projects	Schedule B-6	62,580	81,173	99,767
Transportation Projects	Schedule B-7	486,000	511,000	506,000
Veterans Park Reserve	Schedule B-8	9,353	11,853	-
Water System Projects	Schedule B-9	287,018	310,612	334,206
<b>TOTALS</b>		<b>\$ 2,324,783</b>	<b>\$ 2,161,698</b>	<b>\$ 2,114,175</b>
<b>Unrestricted Surplus</b>			<b>\$ 670,377</b>	

**FINANCIAL RESERVES POLICY**

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**SECTION:** Administration**DEPARTMENT:** Corporate Services**COUNCIL APPROVAL DATE:** July 4, 2023

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**POLICY STATEMENT**

The Town of Bon Accord recognizes that the ongoing commitment of funds to specific reserves provides contingency funding for operating and capital expenditures and can reduce the need for debt financing.

**PURPOSE**

To establish and approve reserves annually and ensure consistency and transparency for the management and reporting of existing reserves and the establishment of new reserves. The Town of Bon Accord will manage the annual allocation of reserves in a fiscally responsible manner.

**DEFINITIONS**

"Council" means the Mayor, Deputy Mayor, and members of Bon Accord Council.

"Town" means the Town of Bon Accord.

"Town Manager" means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer's designate.

## RESPONSIBILITIES

1. The Town Manager is responsible for administering compliance with this policy.
2. Managers are responsible for following this policy. Reserve requests must be approved by the Town Manager and submitted to the Corporate Services Manager.
3. All reserves shall be reviewed annually by the Town Manager and Council through the annual budget process.
4. The Corporate Services Manager will report reserve status semi-annually to Council, to be included with the financial report at a Regular Council Meeting.

## GENERAL REQUIREMENTS

1. All operating and capital reserves will be established as follows:
  - a. The establishment of, contributions to, and withdrawals from a specific reserve shall be approved by Council through resolution or bylaw in accordance with the Municipal Government Act. This may be either as part of the overall budget review and approval process or by resolution on an as needed basis.
  - b. Each reserve will be outlined in a schedule attached to this policy and will outline the following:
    - i. Type of Reserve (Operating or Capital).
    - ii. Reserve Name.
    - iii. Purpose of the Reserve.
    - iv. Source of Funding.
    - v. Minimum/Maximum Limits (if applicable).
    - vi. Application.

2. Transfers to or from reserves shall be authorized for use as per the Financial Reserves Policy schedule and approved by Council.
3. Budgeted release of reserves will occur at the financial year end and will be administered by the Corporate Services Manager.
4. Reserves shall be funded from either internal or external resources as defined in the Reserve Schedules.



## Reserve Policy – Schedule A-1

Type:	Operating
Name:	General Reserve
Purpose:	To provide funding for non-recurring/one-time operating expenditures or transfers to capital that will not be built into the base-operating budget in future years.
Source of Funding:	a) An annual contribution as determined by Council. b) Transfers from annual unexpected surplus. c) Other sources as approved by Council.
Targets →	
Minimum Limit:	5% of the annual municipal operating budget.
Maximum Limit:	35% of the annual municipal operating budget.
Application:	Funds from this reserve can be used for increased or unplanned operating costs or for transfers to capital.

## Reserve Policy – Schedule A-2

Type:	Operating
Name:	Community Services
Purpose:	Funds allocated for Community Services programs such as Karing for Kids, Roots of Empathy, etc.
Source of Funding:	a) Received by organizations servicing the Community Services programs in our community. b) Donations.
Target →	
Minimum Limit:	NA
Maximum Limit:	NA
Application:	Funds from this reserve are allocated towards the Community Services reserves. Karing for Kids: \$2,755 Roots of Empathy: \$1,662

## Reserve Policy – Schedule A-3

Type:	Operating
Name:	Facility Infrastructure Reserve
Purpose:	To provide funding for unplanned significant operational building repairs and maintenance and/or funding facility infrastructure capital projects.
Source of Funding:	a) Annual operating budget surplus' from Repairs and Maintenance operating budget or, b) Other sources as approved by Council.
Target →	
Minimum Limit:	NA
Maximum Limit:	NA
Application:	Funds from this reserve will be used for unplanned significant operational building repairs and/or maintenance or transfers to capital to fund facility infrastructure capital projects.

## Reserve Policy – Schedule A-4

Type: Operating

Name: Parks & Recreation

Purpose: To provide funding for budgeted or unexpected expenditures for parks and recreation operation.

Source of Funding: a) Surplus from the Sturgeon County Recreation Grant

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve are to be used for parks and recreation operational purposes.

## Reserve Policy – Schedule A-5

Type:	Operating
Name:	Protective Services (COPS)
Purpose:	To hold funding allocated for the Citizens on Patrol group in the Town.
Source of Funding:	a) Funds received from the COPS organization. b) Other sources as approved by Council.
Target →	
Minimum Limit:	NA
Maximum Limit:	NA
Application:	Funds from this reserve will be held until such time as the Citizens on Patrol organization resumes and requests the funds.

## Reserve Policy – Schedule A-6

Type: Operating

Name: Snow Removal Reserve

Purpose: To provide funding for unexpected increases in requirements to municipal snow removal services based on winter conditions and approved Council levels of service. In addition, funds can be used for transfers to capital to purchase snow removal related equipment.

Source of Funding: a) Surplus funds remaining in the snow removal operating budget at the end of fiscal year.  
b) Other sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for unexpected increases or overages in the snow removal budget, based on conditions for the seasons and levels of service. Funds can also be transferred to capital for the purchase of snow removal equipment.

## Reserve Policy – Schedule B-1

Type: Capital

Name: Gateway Plan Reserve

Purpose: To provide funding for operating or transfers to capital to enhance or facilitate community development at the gateway, including but not limited to economic development.

Source of Funding: a) Sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for expenditures related to the gateway development, or other community development and economic development projects approved by Council.



## Reserve Policy – Schedule B-2

Type:	Capital
Name:	Fleet & Equipment Reserve
Purpose:	To provide funding for the purchase of new and/or replacement vehicles and equipment identified in capital budgets as well as providing matching funds for other provincial and federal grants that may arise.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget for fleet and equipment replacement.
Maximum Limit:	Total of the budget/plan for fleet and equipment replacement.
Application:	Funds from this reserve will be used for Town owned fleet and equipment that is approved by Council. In addition, funds may be utilized for vehicles and equipment funded under a provincial or federal program where matching funds are required.

## Reserve Policy – Schedule B-3

Type:	Capital
Name:	Parks, Recreation, and Culture
Purpose:	To provide funding for the purchase of new and/or replacement capital items for parks, recreation, and culture as identified in capital budget, as well as provide matching funds for any provincial, federal, or other grants that may arise.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget for parks, recreation, and culture items.
Maximum Limit:	Total of the capital budget/plan for parks, recreation, and culture projects.
Application:	Funds from this reserve will be used for capital items for parks, recreation, and culture facilities (e.g. arena, library). In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

## Reserve Policy – Schedule B-4

Type:	Capital
Name:	Protective Services – Fire Reserve
Purpose:	To provide funding for the replacement of fire hydrants within the Town.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year’s capital budget for the fire hydrant replacement program.
Maximum Limit:	Total of the budget/plan for the fire hydrant replacement program.
Application:	Funds from this reserve will be used for the management of the fire hydrant replacement program as approved by Council.

## Reserve Policy – Schedule B-5

Type:	Capital
Name:	Sewer System Projects
Purpose:	To provide funding for sewer capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget sewer projects.
Maximum Limit:	Total of the expected costs of sewer line replacement within the Town's asset management program.
Application:	Funds from this reserve will be used for sewer related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

## Reserve Policy – Schedule B-6

Type:	Capital
Name:	Storm Water System Projects
Purpose:	To provide funding for storm water capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget storm water projects.
Maximum Limit:	Total of the expected costs of storm water management within the Town's asset management program.
Application:	Funds from this reserve will be used for storm water related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

## Reserve Policy – Schedule B-7

Type:	Capital
Name:	Transportation Projects
Purpose:	To provide funding for transportation capital projects identified in the capital budget and plans as well as providing matching funds for any provincial, federal, or other grants that may arise.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget transportation projects.
Maximum Limit:	Total of the capital budget/plan for transportation projects.
Application:	Funds from this reserve will be used for transportation (roads, trails, etc.) related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

## Reserve Policy – Schedule B-8

Type: Capital

Name: Veteran's Park Reserve

Purpose: To provide funding for capital replacement projects for Veteran's Park.

Source of Funding: a) Sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for capital replacement projects for the Veteran's Park, including but not limited to flag poles.

## Reserve Policy – Schedule B-9

Type:	Capital
Name:	Water System Projects
Purpose:	To provide funding for water capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget water projects.
Maximum Limit:	Total of the expected costs of waterline replacement within the Town's asset management program.
Application:	Funds from this reserve will be used for water related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.



<b>Strategic Transportation Infrastructure Program (STIP) - LMI</b>		<b>Provincial Funding – Alberta Category: Infrastructure - Capital</b>
<b>Program Objective:</b> The Local Municipal Initiatives (LMI) component under the STIP provides funding in support of special initiatives that are not eligible under other STIP components.	<b>Administered by:</b> Alberta Transportation and Economic Corridors (ATEC) <b>Application Deadline:</b> November 30 <sup>th</sup> of program year	
<b>Available Funding:</b> <ul style="list-style-type: none"> <li>2024/25 – 2026/27: STIP budget targets are \$44 million, \$33 million, and \$35 million respectively</li> <li>No specific breakdown by STIP component</li> </ul>		
<b>Cost Share Requirements:</b> <ul style="list-style-type: none"> <li>Up to 50% provincial / 50% municipal basis (excluding paved park access roads)</li> <li>75% provincial / 25% municipal for paved park access roads</li> <li>Projects that leverage alternative funding sources (e.g., federal or private industry contribution) will receive additional weighting when projects are prioritized.</li> </ul>		
<b>Eligible Entities:</b> <ul style="list-style-type: none"> <li>Municipalities excluding cities</li> <li>Specialized Municipalities outside the defined urban service area</li> <li>Metis Settlements</li> </ul>		
<b>Eligible Projects</b> Grant funding under the LMI component of the STIP supports projects that align with Government of Alberta’s economic, social, environmental, and innovation priorities which could include: <ul style="list-style-type: none"> <li>highway de-designations where ownership/maintenance/responsibility of a provincial highway is transferred from the Government of Alberta to a municipal government;</li> <li>park access road paving; and</li> <li>emergent special-need transportation that address significant local or regional pressures.</li> </ul>		
<b>Ineligible Costs</b> <ul style="list-style-type: none"> <li>operating costs, normal maintenance, administrative activities, GST, financing expenses, land acquisition, fencing, and legal fees</li> <li>construction equipment</li> <li>no projects that are currently underway or complete will be considered for funding</li> </ul>		
<b>General Eligibility Requirement(s):</b> <ul style="list-style-type: none"> <li>Applications should be supported by business cases (between two and five pages long), engineering reports, planning studies, and/or condition surveys.</li> <li>Application should include a letter of support from the local Member of the Legislature Assembly (MLA).</li> </ul>		
<b>Program Materials</b> <b>Guidelines:</b> <a href="#">Strategic transportation infrastructure program guidelines - Open Government (alberta.ca)</a> <b>Application Form:</b> Application format outlined in the guidelines <b>Approved Project Listing:</b> <a href="#">Strategic transportation infrastructure program approved projects - Open Government (alberta.ca)</a>		
<b>Contact</b> <b>Municipalities, Locations, and Corresponding Alberta Transportation Regions:</b> <a href="#">Municipalities, Locations and Corresponding Alberta Transportation Regions</a> <b>Alberta Transportation Regional Office contacts:</b> <a href="#">TRANSPORTATION_REGIONS_CONTACT.gws (alberta.ca)</a>	<b>Website</b> <a href="#">Local Municipal Initiatives   Alberta.ca</a>	

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	October 15, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Fence Proposal: Lilian Schick School Track Area</b>
<b>Agenda Item No.</b>	<b>7.3</b>

**BACKGROUND/PROPOSAL**

The Town and Sturgeon Public Schools have been in discussions for the past several years to address concerns regarding dog feces and dogs at large in the fenced track/ball diamond area near Lilian Schick School. (Legal land description: Plan 8620960 Lot 2).

Staff and students use this area during the school year for educational purposes. Therefore, safety and cleanliness of the area is important.

School facilities staff have been cleaning up the dog feces to ensure that the area is clean for students resulting in additional staff time.

The Town's bylaw enforcement team has been monitoring the issue. The Town only has 7 hours per week of bylaw enforcement time under the current contract with Sturgeon County. Hence, this issue has the potential to consume a large portion of that time to monitor the fenced track/ball diamond area.

This property is jointly owned by Sturgeon Public Schools and the Town.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Sturgeon Public Schools has proposed the enclosed changes to the fence around the track/ball diamond area and has requested a cost-share between the Town and the school board to complete the project.

**STRATEGIC ALIGNMENT**

**Priority #5: Collaboration**

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

**COSTS/SOURCES OF FUNDING**

**Total Project Cost:** \$6603

**50/50 Cost Share:** \$3301.50 (Round up or down to the nearest dollar)

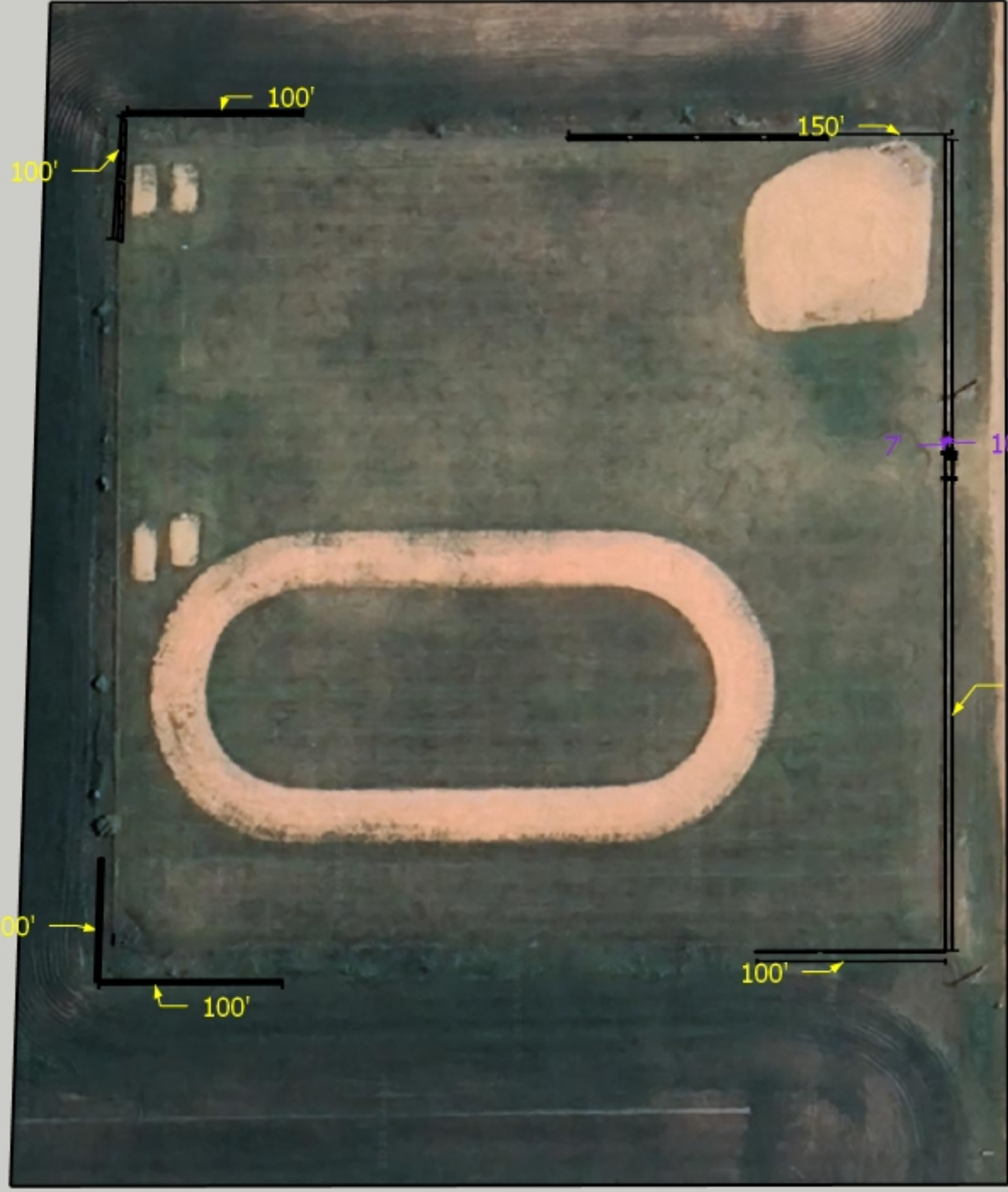
**Funding source:**

Recreation Community Donations Fund: \$1,746 available.

Parks Budget (Contracted Services): \$16,806. A portion (\$56,381.86) of the Sturgeon County Recreational Cost Share Operational Funding is allocated to the park's budget.

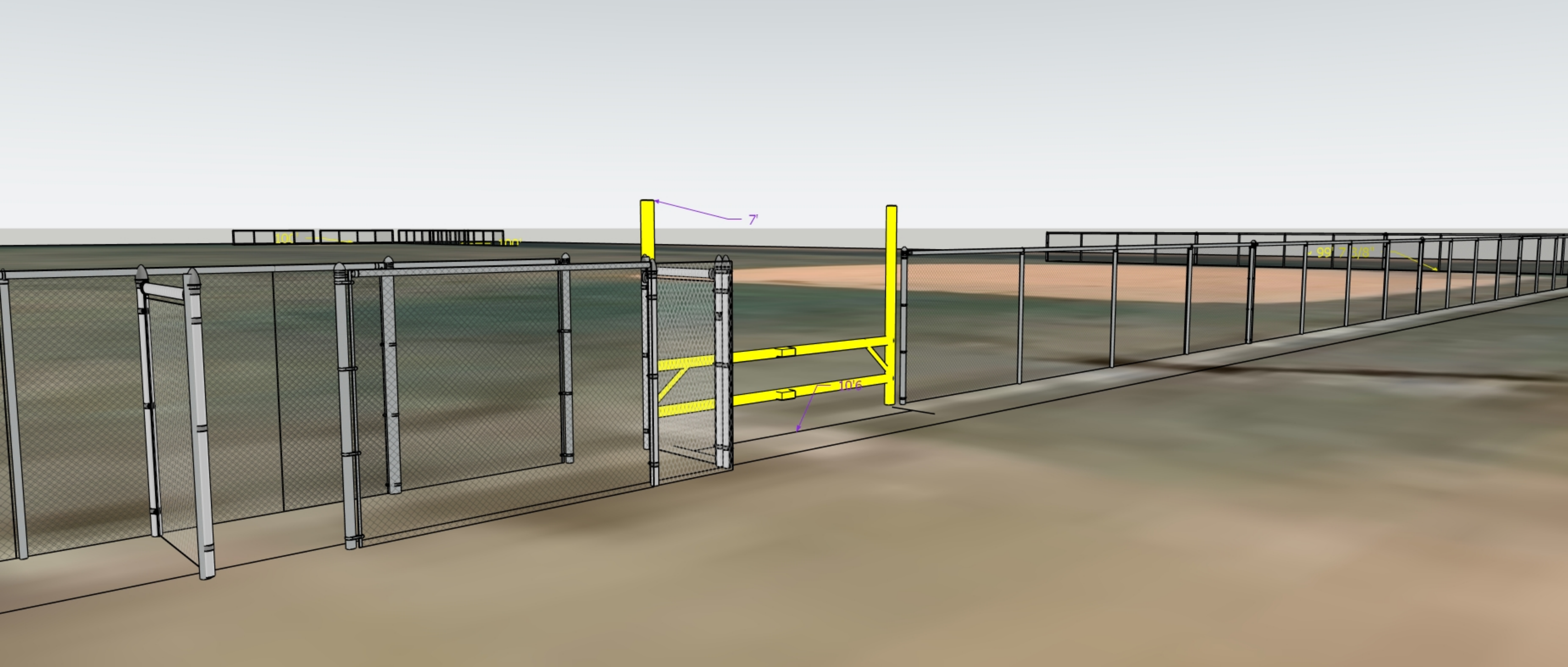
**RECOMMENDED ACTION (by originator)**

1. THAT Council supports the proposed changes to the fence around the Lilian Schick School track/ball diamond area as presented (or amended).
2. THAT Council approves \_\_\_\_\_ (dollar amount) contribution to be funded by \_\_\_\_\_ (list funding source) for the changes to the Lilian Schick School track/ball diamond area.
3. THAT Council does not support the proposed changes to the fence around the Lilian Schick School track/ball diamond area and directs administration to advise Sturgeon Public Schools.
4. THAT Council directs administration to...



Lilian Schick School is located here





7'

10'6"

99' 7 3/8"

10'



***Duraguard***  
***Fence Ltd.***  
***Chain Link Fence Manufacturers***

10624 - 214 Street  
Edmonton, Alberta T5S 2A5  
Phone: (780) 447-5465  
Fax: (780) 447-3616  
Toll Free: 1-800-661-7630  
duraguard@telus.net

Sturgeon Public Schools  
9820-104 Street  
Morinville, Alberta T8R 1L8  
Attn: Steve Holkham  
780-288-2175

9-23-24

Ref: Lilian Schick Fence

Thank you for meeting myself. As discussed, please find below a quote for your site:

**Scope:**

- Remove 665 LF of 5' gal. Existing Fence
- (10) 2 3/4" Terminal Posts
- (30) LF of new 5' Gal. Line fence (walkway)
- Concrete
- Labor

**Total Installed Price** **\$6603.00**

. Note that we would cut the posts off at ground level, not pull them. Tailings removal are to be done by yourself.

Sincerely,  
Todd Nichol  
Duraguard Fence Ltd.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	October 15, 2024
<b>Presented by:</b>	Jay Nagra, Economic Development & Safe Communities Coordinator
<b>Title:</b>	<b>Attending Alberta's Industrial Heartland Association Conference</b>
<b>Agenda Item No.</b>	<b>7.4</b>

**BACKGROUND/PROPOSAL**

The annual Alberta's Industrial Heartland Association Conference took place on September 19<sup>th</sup>, 2024. Administration attended this event to determine the value/benefit of future attendance to support the Town's efforts to attract industrial businesses.

The AIHA conference consisted of industry leaders, innovators, policymakers, stakeholders as well as large heavy and light industrial companies. The key goal of attendance was to network, gain knowledge from insightful sessions through panel discussions and panel presentations as well as learn what to expect from the future in Alberta. In attendance were councillors and CAO's from surrounding municipalities, CEO's, multiple business development managers from large industrial corporations such as CN and ATCO. As noted, the AIHA conference provided the opportunity to network, make connections in the industrial/commercial world that could further benefit the Town's potential industrial growth and development.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The key benefits of attending the AIHA conference are as follows:

- Networking and gaining access to a variety of commercial and industry professionals from established corporations
- Engaging in and learning from keynote presentations
- Gaining insight into what Alberta & the Heartland's future looks like from an economic development perspective in all realms such as housing, renewable energy, financial market trends etc.

Administration recommends that Council considers the following (if funding capacity is available within the Town's 2025 annual operating budget):

- Continued attendance at this conference by 1 administration staff member
- Addition of 1 Council representative at the conference

## **STRATEGIC ALIGNMENT**

### *Priority #1: Economy*

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial and industrial development.

### *Priority #5: Collaboration*

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

## **COSTS/SOURCES OF FUNDING**

The cost of the 2024 AIHA Conference was a total of \$265.64

The event is held in Edmonton annually and therefore, no hotel or subsistence costs are associated with attendance.

Mileage costs from Bon Accord to Edmonton (depending on the location of the event) and full day per diem costs would need to be included in the operating budget for Council attendance.

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

### **Choose one of the following actions:**

1. THAT Council direct administration to include the cost of one member of administration and one Council member to attend the 2025 AIHA Conference in the 2025 budget deliberations.

OR

2. THAT Council accepts this report with no further action by administration required.

OR

3. THAT Council directs administration to...



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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	October 15, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>2024-11 Fees and Charges Bylaw 2<sup>nd</sup> Reading</b>
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

During the May 07<sup>th</sup>, 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.

At the October 1, 2024, regular meeting of Council, Council gave second reading to the 2024-11 Fees and Charges Bylaw and directed administration to make the recommended changes to bring the bylaw back for third and final reading.

**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.

The recommended changes at the second reading are to add back the Arena Meeting Room rental fees under Schedule "H" Facility Rentals. It was the intention to utilize this space as community services storage, making renting the room difficult. However, community services has arranged the storage items so that the room can still be used for storage and 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)**

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

**TOWN OF BON ACCORD  
BYLAW 2024-11  
FEES AND CHARGES BYLAW**

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**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.**

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

**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 2024-11  
FEES AND CHARGES BYLAW**

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- 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 3<sup>rd</sup> day of September 2024.

READ A SECOND TIME THIS 1<sup>st</sup> day of October 2024.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024.

SIGNED AND PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Mayor Brian Holden

\_\_\_\_\_  
Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD  
BYLAW 2024-11  
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**Schedule “A”: Administration**

All prices include GST unless otherwise stated.

<b>PHOTOCOPYING</b>	
<p>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.</p> <p>Free use will also be provided for mandated FCSS courses, 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.</p> <p>Charges for photocopying services for the general public and for non-profit organizations that exceed their annual limit will be as follows:</p>	
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
<b>FAXING</b>	
<p>Faxing services will be free for mandated FCSS courses, 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.</p>	
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
<b>SCANNING</b>	
Scan to email	\$0.50/page
<b>DOCUMENT COPY FEES</b>	
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	
<b>MISCELLANEOUS</b>	
Penalty on Accounts Receivable	2% per month (net 30 days)
Landfill Permit Replacement	\$25 each
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)

**TOWN OF BON ACCORD  
BYLAW 2024-11  
FEES AND CHARGES BYLAW**

**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	\$250.00
Multi Family	\$150.00 plus \$50.00 per unit
Laying Hens and Urban Beekeeping	\$35.00
ACCESSORY DEVELOPMENT	
Deck/Fence	\$75.00
Garage	\$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 3 business days)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
COMMERCIAL DEVELOPMENT	
Permitted Use	\$200.00

**TOWN OF BON ACCORD  
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Discretionary Use	\$450.00
Accessory Development/Buildings	\$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 (within 3 business days)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
<b>OTHER FEES</b>	
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
<b>SUBDIVISION AND DEVELOPMENT APPEAL FEES</b>	
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

GST to be added on the following items.

<b>SUBDIVISION FEES</b>	
Subdivision	\$750.00 + 350.00 per lot (Lot Fee) + \$200 per lot (Endorsement Fee)
Recirculation	\$250.00
Extension	\$350.00
Title Search	\$15.00
<b>BUSINESS LICENSE FEES</b>	
Storefront	\$50.00
Home Occupation	\$35.00
Non-Resident Business	\$150.00
Non-Resident Contractor	\$300.00
Resident Contractor	\$150.00

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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 <sup>th</sup> 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 2024-11  
FEES AND CHARGES BYLAW**

**Schedule "G" Safety Codes Permits**

GST to be added on all items.



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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)
<b>Accessory Buildings</b>	
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.

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.

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: January 11, 2024)

**TOWN OF BON ACCORD  
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FEES AND CHARGES BYLAW**



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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)  
Temporary Propane/Natural Gas Heating (Includes Tank Set)  
Gas/Propane Cylinder Refill Centers  
Replacement Commercial or Industrial Appliances (per unit)  
1 - 400,000 BTU Input  
400,001 - 3,000,000 BTU Input  
Over 3,000,000 BTU Input

\$94.50 Per Appliance  
\$94.50 Per Appliance  
\$299.25 Per Appliance  
\$131.25 per Unit  
\$183.75 per Unit  
\$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.

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  
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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	\$593.25
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.

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  
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FEES AND CHARGES BYLAW**



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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
3001square 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.

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: January 11, 2024)

**TOWN OF BON ACCORD  
BYLAW 2024-11  
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).

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

CENTENNIAL PARK AMPHITHEATRE (50 <sup>th</sup> Street and 59 <sup>th</sup> 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 season	\$125 per season
\$175 per tournament	\$100 per tournament

SOCCER FIELDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per season	\$125 per season
\$175 per tournament	\$100 per tournament

**TOWN OF BON ACCORD  
BYLAW 2024-11  
FEES AND CHARGES BYLAW**

<b>ARENA ICE RENTAL FEES</b>	
	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

<b>ARENA SLAB RENTAL FEES (APRIL – AUGUST)</b>	
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**

*Mayor's Report – for period September 11 – October 8, 2024*

September 11, 2024	Attended Long Term Service Awards at Sturgeon Firehall
September 12, 2024	Attended Coffee with a Cop. This was Darcey McGunigal's, Morinville's new Commander, first Coffee with a Cop. Great job. I felt that he quickly built rapport with our residents. Matt Roblin, Peace Officer Supervisor, continues to take part in these sessions which is much appreciated.
September 12, 2024	Attended Agenda Meeting
September 12, 2024	Attended Monthly Roseridge Meeting. We had a presentation from Transitional Solutions regarding the new Curbside Pick-up Proposal. Transitional Solutions brought the same presentation to Council.
September 17, 2024	Chaired Regular Meeting of Council
September 18, 2024	Attended the Community Services Advisory Board Meeting. Discussions only as we did not have quorum.
September 19, 2024	Attended Committee of the Whole Meeting. Susan Berry, Executive Director of Roseridge Waste Management, presented the same Curbside Pick-up presentation that was presented to the Roseridge Board on Sept 12 <sup>th</sup> .
September 25-26-27 2024	Attended Alberta Munis Convention in Red Deer. Always a great convention. Many Break-out session as well as panel discussions with Ministers. Way too many resolutions.
September 30, 2024	Attended Enoch Cree Nations/Arrow Utilities MOU Signing.

October 1, 2024	Chaired Organizational meeting followed by our Regular Meeting of Council
October 3, 2024	Attended the Bon Accord Business Showcase in Edmonton. This turned out to be an awesome event. Many developers and landowners attended this event. Most are very interested in visiting our town.
October 5, 2024	Participated in the Bruderheim Deutchland Day Parade. I was happy that we supported the Town of Bruderheim as the turnout seemed low. The weather wasn't the greatest as it was windy and quite cool so many decided to stay home.
October 7, 2024	Attended Joint Use Meeting at BACS. A short meeting that was mostly centred around the track across from LS School.
October 8, 2024	Read to grades 2,3,4 students at BACS for Reading Week. I was grateful to have the opportunity to spend this time with the children.

Note:

*Brian Holden*  
Mayor  
Town of Bon Accord



**TOWN OF BON ACCORD**  
*Councillor Report –Sept 11-Oct07 2024*

September 12,2024	Coffee with a Cop. enjoyable conversation. Excellent opportunity for good for questions and answers.
September 17,2024	Attended Regular Meeting of Council
September 19,2024	Attended Committee of the Whole Meeting
September 23,2024	Attended the Capital Regional Northeast Water Service Commission board meeting. Board is in the procession of having meetings with all the board member's councils.
September 25-27,2024	<p>Attended the Alberta municipal conference tons of information and networking and great sessions.</p> <ul style="list-style-type: none"><li>• <u>Water Wisdom local context and conservation strategies.</u> The session was a highly informative session one of the topics was water leakage. Special Meters to monitor water leaks.</li><li>• <u>Enabling housing choices</u> This session was another great session, it was valuable information from the Rural Development Network dealing with housing rentals, seniors' housing development and the reduction of red tape and other restrictions. The City of Airdrie and the town of Okotoks were some of the presenters.</li><li>• <u>Town Communicating in times in trouble.</u> This session demonstrated that factual dialogue during tense times can support a safe and reliable environment for residents.</li><li>• On another note, congratulations to Mayor Holden for completing the Elected Officials Education Program and receiving the Municipal Elected Leaders Certificate (MELC) at the conference.</li></ul>
October 1,2024	Attended the Organizational meeting for Council.
October 1,2024	Attended Regular Meeting of Council
October 5,2024	Attended the Bruderheim parade It was good to show support for the smaller communities.
October 7,2024	Attended the Joint Use Meeting Went well.

- On another note, Thank you, folks, for your support for the Deputy Mayor's position I will do my best to fulfill this honored position!

*Timothy LARSON*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report – Sept 11 to Oct 9, 2024*

Sept 11, 2024                      Attended Coffee with a Cop.

Sept 12, 2024                      Attended the Board Development Committee meeting of ARROW Utilities, followed by the Board Meeting. The 2025 budget was approved – the flow rate has been set at \$2.05/m<sup>3</sup>. Line breaks continue to be a concern with \$ 4M budgeted for 2024 and cost to repair actual breaks being \$ 16M. The plant continues to meet its environmental treatment targets however, high ammonia levels are a struggle. The Board will send a MOU with Enoch First Nation to bring them on as a wastewater customer and eventually a member.

Sept 17, 2024                      Attended the Regular Meeting of Council.

Sept 19, 2024                      Attended the Homeland Housing Board meeting. There was a discussion about an extended power outage at Chateau Sturgeon is Legal in August. Homeland Housing has policies in place to deal with all different types of emergencies including power outages. Of greatest concern are those residents requiring oxygen generators. Homeland owns four generators that were deployed, and a large trailer generator was brought in. Power was not restored in the time frame Fortis thought it would be. In the future, the large generator will be deployed sooner, regardless of time service is expected to be restored. Some Homeland Board members will be attending the ASCHA Regional meeting and will be advocating for more affordable housing. The vacancy rate is 1% in St. Albert and affordable choices are virtually non-existent.

Sept 25 to 27                      Attended the Committee of the Whole meeting.

Oct 30, 2025                      Attended the AB Munis conference.

  Attended the official signing of the MOU between ARROW Utilities and Enoch First Nation.

Oct 1, 2024                         Attended the Organizational Meeting of Council. Congratulations to Councillor Larson who will serve as Deputy Mayor for the forthcoming year.

  Attended the Regular Meeting of Council.

Oct 3, 2024                         Attended the Development Mixer. Nice to see a good turnout and some promising interest shown by the developers that attended. .

*Lynn Bidney*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councillor Report – for period, September 12-October 9, 2024*

September 17	Attended Regular Meeting of council
September 19	Attended Committee of the Whole Meeting
September 25	Attended Alberta Municipalities Convention Virtually
September 26	Attended Alberta Municipalities Convention Virtually
September 27	Attended Alberta Municipalities Convention Virtually
September 27	Attended Edmonton Salutes Meeting Virtually
October 1	Attended Organizational Meeting of Council
October 1	Attended Regular Meeting of Council
October 3	Attended Bon Accord Business Showcase in Edmonton

*Note:*

Councillor  
Lacey Laing  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*September 11 – October 9, 2024*

September 12	Attended Agenda Review.
September 13	Sturgeon Victim Service Meeting.
September 17	Regular Meeting of council.
September 25	Attended 2024 Alberta Municipalities Convention.
September 26	Attended 2024 Alberta Municipalities Convention.
September 27	Attended 2024 Alberta Municipalities Convention.
October 1	Attended Organization Meeting.
October 1	Attended regular meetings of council.
October 3	Attended Stronger Together Conference.
October 4	Attended Stronger Together Conference.
October 5	Attended Bruderheim Parade.

Note:

*Deputy Mayor*  
*Tanya May*  
Town of Bon Accord

**From:** [Jessica Caines](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW: Designation of Affordable Housing Accommodation  
**Date:** October 3, 2024 11:42:08 AM  
**Attachments:** [MO No. 2024-011.pdf](#)

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**From:** SCSS Municipal Engagement <[SCSS.MunicipalEngagement@gov.ab.ca](mailto:SCSS.MunicipalEngagement@gov.ab.ca)>

**Sent:** October 3, 2024 11:14 AM

**Subject:** Designation of Affordable Housing Accommodation

*This message is being sent on behalf of ADM David Williams*

Dear CAO:

Housing affordability is a key priority for the Government of Alberta, and recently, it has taken steps to ensure that property tax exemptions support the provision and delivery of affordable housing. The *Municipal Affairs Statutes Amendment Act*, which came into effect in May 2024, amended the *Municipal Government Act* (MGA) as follows.

- Section 363 provides property tax exemptions for affordable housing accommodations as defined by the *Affordable Housing Act* (AHA).
- Municipalities will continue to have the ability to remove such exemptions locally through bylaw, but the education property tax portion would remain exempt.
- The provisions that have property tax implications will come into force on January 1, 2025.

To support the implementation of the MGA amendments, the Minister of Seniors, Community and Social Services has issued a Ministerial Order No. 2024-011 (Attachment). The Ministerial Order clarifies the definition of affordable housing accommodation under the AHA. In order for a housing accommodation to be designated as an affordable housing accommodation, which may be at the unit level, it must:

- be subject to an agreement between the owner and operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
- have rental rates which are below market rates, pursuant to the agreement with an order of government;
- be owned or operated by a not-for-profit organization, incorporated under the *Societies Act*, *Companies Act* or *Business Corporations Act*, a management body established under the AHA, or a similar organization as determined under the Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the Social Housing Accommodation Regulation) or to provide housing to

target population groups identified in *Stronger Foundations: Alberta's 10 year strategy to improve and expand affordable housing*.

Please note that seniors' lodges are already exempt through section 362 (1) (m) and (n)(iv) of the MGA, and do not need to be designated through this process. Similarly, accommodations owned by the Alberta Social Housing Corporation (ASHC) or previously owned and transferred to affordable housing providers are already exempt from property tax through the *Social and Affordable Housing Accommodation Exemption Regulation (SAHAER)*.

Currently, the ASHC does not have any operating or grant agreements with affordable housing providers in your municipality. If your municipality has agreements with affordable housing providers that fit the criteria in the Ministerial Order, please respond to this email with:

- The name of the affordable housing provider;
- The expiry date of the agreement between your municipality and the provider;
- The number of units under agreement and unit type (e.g., bachelor, one-bedroom, etc.);
- The address(es) of the affordable housing accommodation.

Please send your responses to [scss.municipalengagement@gov.ab.ca](mailto:scss.municipalengagement@gov.ab.ca) by October 21, 2024.

Thank you for your continued support and cooperation to ensure that low-income Albertans have access to housing that meets their needs. I look forward to continuing to work with you as we improve and expand the affordable housing system.

David Williams  
Assistant Deputy Minister  
Housing Division  
Seniors, Community and Social Services

Attachment: Ministerial Order No. 2024-011





ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES  
Office of the Minister

## Ministerial Order No. 2024-011

WHEREAS, pursuant to section 1(a) of the *Alberta Housing Act* (the Act), "affordable housing accommodation" means a housing accommodation designated by the Minister as an affordable housing accommodation under section 31.1(1);

AND WHEREAS, pursuant to section 31.1(1) of the Act, the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation;

AND WHEREAS, pursuant to section 3(3) of the Act, the Minister may delegate to any person any power, authority or obligation conferred or imposed on the Minister under the Act.

THEREFORE, I, JASON NIXON, Minister of Seniors, Community and Social Services, pursuant to section 31.1(1) of the *Alberta Housing Act*, hereby:

1. Establish the circumstances under which a housing accommodation is suitable for designation as an affordable housing accommodation are that it must:
  - a. be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
  - b. have rental rates which are below market rates, pursuant to the agreement referred to in subclause (a); and,
  - c. be owned or operated by a not-for-profit organization incorporated under the *Societies Act*, *Companies Act*, or *Business Corporations Act*, a management body established under the *Alberta Housing Act*, or similar organization as determined under this Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*.
2. Delegate to the Assistant Deputy Minister, Housing Division, the authority to designate a housing accommodation as an affordable housing accommodation, in accordance with the circumstances set out in clause 1, including the authority to determine a similar organization under clause 1(c).



3. Direct the Assistant Deputy Minister, Housing Division, to create and maintain a list of designated affordable housing accommodations to be reviewed and updated at least annually, or upon notification of the transfer of a housing accommodation designated as an affordable housing accommodation under this Ministerial Order.

DATED this 2 day of August, 2024.



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Jason Nixon  
Minister of Seniors, Community and Social Services



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR116752

October 2, 2024

Dear Chief Elected Officials:

The Government of Alberta is increasingly concerned about the federal carbon tax's impact on municipalities. For the provincial government to better understand the pressures municipalities are facing and advocate to the federal government on your behalf, we are requesting that all Alberta municipalities share data relating to the impact of the carbon tax on your operations, both directly and indirectly.

I am inviting you to share your municipality's feedback through this online survey, <https://extranet.gov.ab.ca/opinio6/s?s=64826>, which will be open until 4:00pm on October 9, 2024.

If you have any questions regarding the survey, I encourage you to connect with us at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

I look forward to hearing your perspectives on this important issue.

Sincerely,

Ric McIver  
Minister of Municipal Affairs

cc: Chief Administrative Officers