

**Town of Bon Accord
AGENDA
Regular Council Meeting
November 5, 2024, 6:00 p.m. in Council Chambers
Live Streamed on Bon Accord YouTube Channel**

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

2. ADOPTION OF AGENDA

3. PROCLAMATIONS

3.1. National Family Violence Prevention Month (enclosure)

4. ADOPTION OF MINUTES

4.1. Regular Meeting of Council; October 15, 2024 (enclosure)

4.2. Committee of the Whole Meeting; October 23, 2024 (enclosure)

5. DELEGATION

5.1. 6:10 p.m. Brenda Gosbjorn & Joyce Curtis-Bonardi – Bon Accord Public Library Board Budget (enclosure)

6. UNFINISHED BUSINESS

6.1. Library Board Appointment Correction (enclosure)

7. NEW BUSINESS

7.1. Mayor Holden Motion: Town Security (enclosure)

7.2. 2025 Budget Presentation (enclosure)

7.3. Bylaw Services Reporting Proposal (enclosure)

7.4. Holiday Closure 2024 (enclosure)

7.5. Office Chairs Replacement (enclosure)

7.6. Event Participation: Priority Registration (enclosure)

8. BYLAWS/POLICIES/AGREEMENTS

9. WORKSHOPS/MEETINGS/CONFERENCES

10. CORRESPONDENCE

RESPONSE REQUIRED

10.1. Go East of Edmonton – Letter of Support Request (enclosure)

10.2. Alberta Municipalities – Grants in Lieu of Taxes and Election Changes (enclosure)

10.3. Town of Morinville – Light Up the Nite Parade (enclosure)

10.4. Alberta Municipalities – 2024 Outstanding Resolutions (enclosure)

10.5. Sturgeon Public Schools – Advertising Opportunity (enclosure)

11. NOTICE OF MOTION

12. CLOSED SESSION

13. ADJOURNMENT

PROCLAMATION

FAMILY VIOLENCE PREVENTION MONTH November 1-30, 2024

WHEREAS, Alberta has the third highest rate of self-reported spousal violence among Canadian provinces; and

WHEREAS, the effects of family violence may be carried on from one generation to the next; and

WHEREAS, the Town of Bon Accord supports proactive and preventative measures to increase awareness of the warning signs of family violence and the resources and supports available so we can work together to end family violence and build healthier relationships in our communities; and

WHEREAS, all Albertans know #WhereToTurn and have 24/7 access to the Family Violence Info line supports by contacting 310-1818 or using the online chat; and

WHEREAS, November is Family Violence Prevention Month in Alberta and all Albertans play a role in preventing family violence.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim November 1-30, 2024 as “Family Violence Prevention Month” in the Town of Bon Accord and encourage all citizens to observe this month.

Mayor Brian Holden

Date

**Town of Bon Accord
Regular Meeting of Council Minutes
October 15, 2024 9:00 a.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

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

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

There were no objections to adding item 13.4 Land Sale – FOIP Act Section 16 Disclosure harmful to business interests of a third party and Section 24 Advice from officials to the agenda.

COUNCILLOR MAY MOVED THAT Council adopt the October 15, 2024 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 24-422

ADOPTION OF MINUTES

Organizational Meeting; October 1, 2024

DEPUTY MAYOR LARSON MOVED THAT Council adopt the October 1, 2024 Organizational Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-423

Regular Meeting of Council; October 1, 2024

COUNCILLOR BIDNEY MOVED THAT Council adopt the October 1, 2024 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-424

DEPARTMENTS REPORT

COUNCILLOR MAY MOVED THAT Council direct administration to have Municipal Affairs attend a Council meeting to clarify the Alberta School Foundation Fund and the fees regarding the Greater St. Albert Roman Catholic

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

Separate School District No. 734.

CARRIED UNANIMOUSLY RESOLUTION 24-425

COUNCILLOR BIDNEY MOVED THAT Council direct administration to advertise widely on social media and signage to the public that we are having Municipal Affairs come in to talk about the school taxes.

CARRIED UNANIMOUSLY RESOLUTION 24-426

DEPUTY MAYOR LARSON MOVED THAT Council accepts the departments report as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-427

UNFINISHED BUSINESS

Library Board Appointment Correction

COUNCILLOR MAY MOVED THAT Council directs administration to contact James MacDonald at the NLLS for clarification about appointments and bring back at the next meeting.

CARRIED UNANIMOUSLY RESOLUTION 24-428

Interim Budget Proposal

DEPUTY MAYOR LARSON MOVED THAT Council directs administration to present an interim operating and capital budget for 2025.

CARRIED UNANIMOUSLY RESOLUTION 24-429

NEW BUSINESS

Mayor Holden Motion: Speed Limit Sign Location Change

MAYOR HOLDEN MOVED THAT Council 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.

3 Opposed

DEFEATED RESOLUTION 24-430

Strategic Transportation Infrastructure Program (STIP)

COUNCILLOR MAY MOVED THAT Council accepts this report as information with no further action required by administration.

1 Opposed

CARRIED RESOLUTION 24-431

Fence Proposal: Lilian Schick School Track Area

DEPUTY MAYOR LARSON MOVED THAT Council directs administration to have further discussions with the school regarding the fencing.

CARRIED UNANIMOUSLY RESOLUTION 24-432

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

Alberta Industrial Heartland Conference

COUNCILLOR BIDNEY MOVED 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.

1 Opposed

CARRIED RESOLUTION 24-433

Mayor Holden called a short recess at 10:57 a.m.

CARRIED UNANIMOUSLY RESOLUTION 24-434

Mayor Holden called the meeting back to order at 11:06 a.m.

BYLAWS|POLICIES|AGREEMENTS

2024-11 Fees and Charges Bylaw 3rd Reading

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

CARRIED UNANIMOUSLY RESOLUTION 24-435

COUNCIL REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 24-436

CORRESPONDENCE

David Williams, Assistant Deputy Minister – Designation of Affordable Housing Accommodation

COUNCILLOR BIDNEY MOVED THAT Council accept the letter as information.

CARRIED UNANIMOUSLY RESOLUTION 24-437

Letter from Minister McIver: Impacts of Federal Carbon Tax Survey

DEPUTY MAYOR LARSON MOVED THAT Council accept the request as information.

CARRIED UNANIMOUSLY RESOLUTION 24-438

COUNCILLOR MAY MOVED THAT Council direct administration to write a letter to Minister McIver explaining the perspective of a small community regarding completing the online survey and expressing our concerns of how the carbon tax has affected our municipality as well as our residents.

1 Opposed

CARRIED RESOLUTION 24-439

COUNCILLOR LAING MOVED THAT the meeting extends past 12:00 p.m. if necessary.

CARRIED UNANIMOUSLY RESOLUTION 24-440

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

CLOSED SESSION

- ***Legal Council Appointment – FOIP Act Section 24 Advice from officials***
- ***Arena Upgrades – FOIP Act Section 21 Disclosure harmful to intergovernmental relations***
- ***Personnel – FOIP Act Section 17 Disclosure harmful to personal privacy***
- ***Land Sale – FOIP Act Section 16 Disclosure harmful to business interests of a third party and Section 24 Advice from officials***

COUNCILLOR LAING MOVED THAT Council enter into closed session to discuss Legal Council Appointment – FOIP Act Section 24 Advice from officials, Arena Upgrades – FOIP Act Section 21 Disclosure harmful to intergovernmental affairs, Personnel – FOIP Act Section 17 Disclosure harmful to personal privacy, and Land Sale – FOIP Act Section 16 Disclosure harmful to business interests of a third party and Section 24 Advice from officials at 11:21 a.m.

CARRIED UNANIMOUSLY RESOLUTION 24-441

DEPUTY MAYOR LARSON MOVED THAT Council come out of closed session at 12:29 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-442

Legal Council Appointment – FOIP Act Section 16 Disclosure harmful to business interests of a third party and 24 Advice from officials

COUNCILLOR BIDNEY MOVED THAT Council appoint Reynolds Mirth Richards and Farmer as the primary solicitors for the Town of Bon Accord and transition to them once existing files are closed AND THAT Lidstone be appointed as the Town's alternate solicitors.

CARRIED UNANIMOUSLY RESOLUTION 24-443

Arena Upgrades – FOIP Act Section 21 Disclosure harmful to intergovernmental affairs

COUNCILLOR BIDNEY MOVED THAT Council direct administration to approve the letter, as presented, to initiate the ICF Committee meetings with Sturgeon County.

CARRIED UNANIMOUSLY RESOLUTION 24-444

Personnel – FOIP Act Section 17 Disclosure harmful to personal privacy

COUNCILLOR BIDNEY MOVED THAT Council accepts the report as information.

CARRIED UNANIMOUSLY RESOLUTION 24-445

Land Sale – FOIP Act Section 16 Disclosure harmful to business interests of a third party and Section 24 Advice from officials

**Town of Bon Accord
Regular Meeting of Council Minutes
October 15, 2024 9:00 a.m.
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COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 24-446

ADJOURNMENT

DEPUTY MAYOR LARSON MOVED THAT the October 15, 2024 Regular Meeting of Council adjourn at 12:33 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-447

Mayor Brian Holden

Jodi Brown, CAO

DRAFT

**Town of Bon Accord
Special Meeting of Council Minutes
October 23, 2024 5:00 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

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Terry Doerkson – Infrastructure Manager
Jessica Spaidal – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

DEPUTY MAYOR LARSON MOVED THAT Council adopt the October 23, 2024 Special Council Meeting agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-448

DELEGATION – CLOSED SESSION

Dustin Engel, Keith Kowalsky, Michael O'Mara, Andrew Riley – Alberta Municipalities – Microgeneration Market – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials

COUNCILLOR LAING MOVED THAT Council enter closed session to discuss Alberta Municipalities – Microgeneration Market – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials at 5:02 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-449

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 5:43 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-450

MAYOR HOLDEN MOVED THAT the meeting have short recess at 7:09 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-451

COUNCILLOR MAY MOVED THAT the meeting resume at 7:16 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-452

Councillor May left the meeting at 8:29 p.m.

**Town of Bon Accord
Special Meeting of Council Minutes
October 23, 2024 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

Mayor Holden called a short recess at 8:36 p.m.
Mayor Holden called the meeting back to order at 8:40 p.m.

NEW BUSINESS

2025 Budget Presentation

COUNCILLOR BIDNEY MOVED THAT Council directs administration to bring back an amended 2025 operating budget with the following changes: remove the items on page 62 of the 2025 Interim Budget Presentation, and add ditch clearing countouring and ramvac hose on page 60 back in and bring back for further review.

CARRIED UNANIMOUSLY RESOLUTION 24-453

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the October 23, 2024 Special Meeting of Council adjourn at 8:41 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-454

Mayor Brian Holden

Jodi Brown, CAO

November 2024 Library Budget Report

Once again we have been busy providing quality programs to the community. Here is a sample of what we have been up to so far.

Programs and Special Events for January to October 2024:

- Knit or Knot (20 participants weekly)
- Book Club (14-20 participants monthly) We have 28 members!
- Krafty kids (8-24 participants weekly)
- Sidewalk crafts (100 participants July and August)
- Jane Austen tea (22 participants)
- Zoo To You (155 participants)
- Winter Reading Program (40 participants)
- Blind Date With a Book (40 participants)
- Dr Seuss Party (16 participants)
- Puzzle competition (56 participants)
- Pie Day (30 participants)
- Books and Blooms (52 participants)
- Play Doh Craft (15 participants)
- Monthly Scavenger Hunt (35 participants monthly)
- Taylor Swift party (50 participants)
- Free Comic book Party (40 participants)
- End of School Party (26 participants)
- Monthly Coloring Contests (22 participants monthly)
- Board Game Afternoon (50 participants)

As our numbers continue to grow we are grateful to partner with the town. Thank you for your continued support.



Bon Accord Public Library

Annual Report 2023



The library had **2,002** open hours in 2023!



385 people have a card at our library



10,500 people walked through our doors last year



In addition to **21,057** website visits



The library added **632** new items last year



Bringing the total collection to **13,091**



There were **2,072** downloads of e-Content



Contributing to a total of **16,327** checkouts!



We lent our items to libraries outside of our system **4,982** times



Our service is delivered by **4** dedicated staff



And **22** amazing volunteers



The library has **5** public computers



And brought in **3,390** items upon patron request



We answered **740** reference questions



And our meeting spaces were booked **55** times



mobile devices available for loan



We offered **312** in-person programs



virtual programs



And **20** digital literacy programs



2,558 people attended in total!



And our Wi-Fi had connections!

Budget 2024-2025		Approved 2024 budget	2024 Actual Jan to Sept	Proposed 2025 budget
Town of Bon Accord Library Board				
Expenses				
Wages (includes vac. Pay & employer contributions)		72,000.00	62,803.15	90,000.00
Payroll Admin Fee		1,400.00	715.00	1,200.00
WCB		425.00	240.98	280.00
Training: Digital Upgrading (New Staff Training)		1,000.00	1,175.73	1,000.00
Mileage		500.00		100.00
NLLS Transfer fee		8,273.00	8,241.31	8,300.00
Telephone		1,700.00	1,378.50	1,500.00
Miscellaneous		500.00	573.92	500.00
Insurance		2,800.00	2,606.00	2,700.00
Photocopier Contract (includes maintenance)		2,260.00	3,517.52	2,000.00
Programming		3,500.00	393.75	500.00
Debit Machine		700.00	500.00	700.00
General & Office supplies		1,500.00	1,869.01	500.00
Library Supplies			3,951.75	
Lost and damaged materials		400.00	125.11	150.00
Bank Fees		80.00	200.00	100.00
Total Expenses		97,038.00	88,291.73	109,530.00
Income				
Town Contribution		44,520.00	47,586.32	50,000.00
Provincial Grant		17,562.00	17,562.00	17,562.00
Sturgeon county Operating Grant		6,000.00	6,000.00	6,000.00
Sturgeon County Rural Grant		14,920.14	14,920.14	14,920.14
Fees and Fines (Card fees and fines)		3,045.00	2,893.80	3,000.00
Other revenue (copies, faxes,)		700.00	903.87	700.00
Programming Income		650.00	628.40	1,000.00
Used Book Sales		1,000.00	254.95	1,000.00

Interest	20.00		30.00
Donations/Fund Raisers	772.00	515.59	1,000.00
Total Income	89,189.14	91,265.07	95,212.14
Net Income	-7,848.86	2,973.34	-14,317.86
Town of Bon Accord Library Board			
Board Chair: Brenda Gosbjorn			
Signature	Date		

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	November 5, 2024
Presented by:	Jessica Caines, Legislative Services & Communications Coordinator
Title:	Library Board Appointment Correction
Agenda Item No.	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)

At the October 15, 2024 RMC:

COUNCILLOR MAY MOVED THAT Council directs administration to contact James MacDonald at the NLLS for clarification about appointments and bring back at the next meeting.

Northern Lights Library System (NLLS) has confirmed that they encourage municipalities to appoint the same councillor to the local library board that they appoint to the NLLS board, however, a municipality may appoint anyone they wish as their NLLS representative; that representative does not need to be a councillor.

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. Information is also available at 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)
Bob Smith	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.

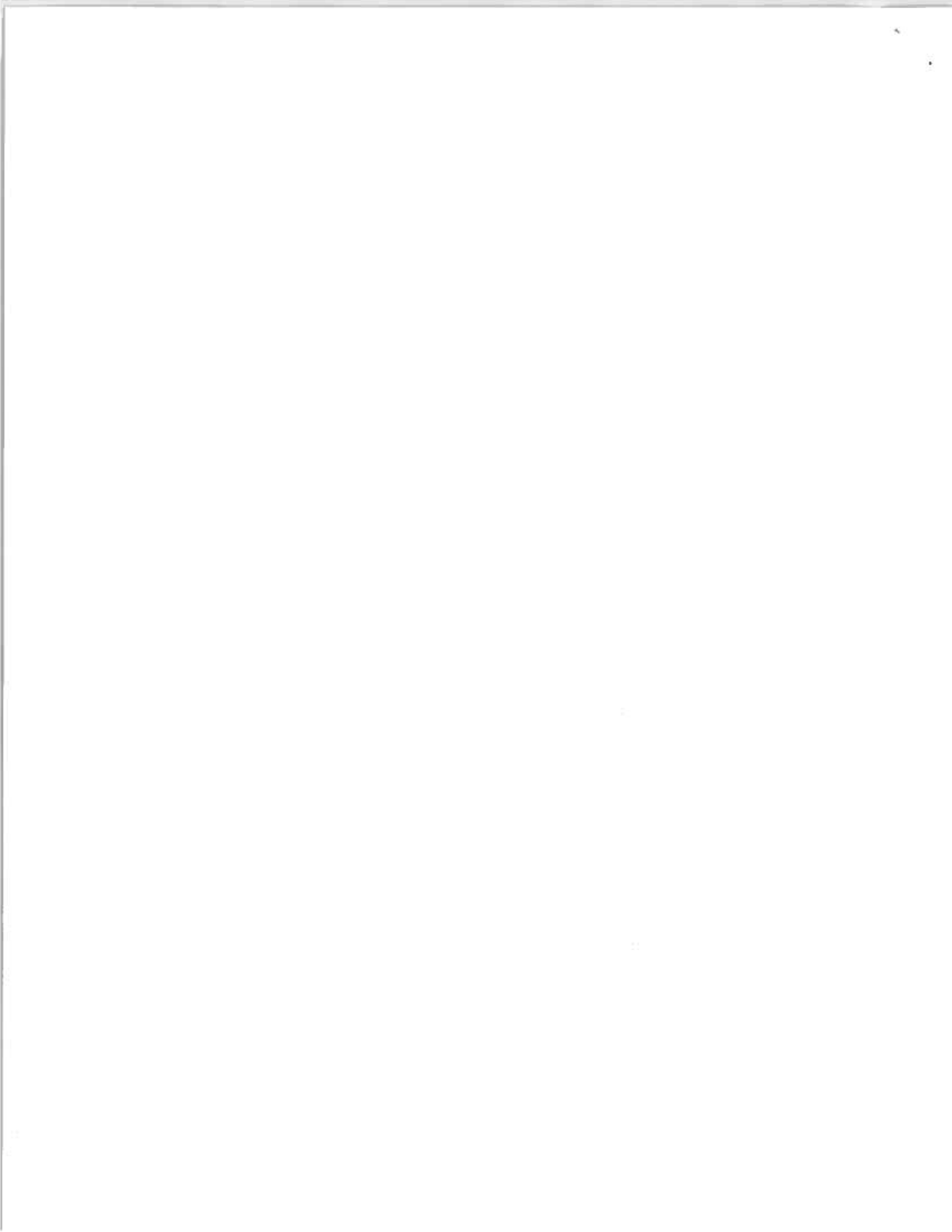
To answer any further questions you may have, and for more information about the library board, please contact <library board chair and/or library manager, with contact info>.

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**

Meeting:	Regular Meeting of Council
Meeting Date:	November 5, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Mayor Holden Motion: Town Security
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Mayor Holden brought forward a Notice of Motion at the February 20, 2024 RMC regarding Town Security. At the March 5, 2024 RMC, Council resolved to postpone this motion until after the crime prevention presentation (CPTED). *Carried resolution #24-090*

CPTED was held on October 22, 2024, therefore this motion has been brought forward at today's meeting.

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....

I, Mayor Brian Holden, propose a Notice of Motion regarding the security of our residents and businesses by directing administration to research a possible means of mitigating crime in our town. Especially the type of crime that we have seen over the past couple of months with our downtown businesses.

Add to March 5th Regular Meeting of Council for discussion.

Thank You

A handwritten signature in black ink, appearing to be 'B. Holden', written over a faint, illegible printed name.

Mayor Brian Holden

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 5, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	2025 Budget Presentation
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

At the October 23, 2024, Special Meeting of Council, Councillor Bidney moved that Council directs administration to bring back an amended 2025 operating budget with the following changes: remove the items on page 62 of the 2025 Interim Budget Presentation and add ditch clearing contouring and the Ramvac hose on page 60 back in and bring back for further review. Resolution #24-453.

At the October 15, 2024, regular meeting of Council, Deputy Mayor Larson moved that Council directs administration to present an interim operating and capital budget for 2025. Resolution #24-428.

In previous years, Council has approved the final operating and capital budgets and final operating plans and capital plans by December 31st of the current calendar year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2025 interim budget has been updated to remove the items per Resolution #24-453 and to add back the ditch contouring to the Storm department and the Ramvac hose to the Sewer department. The budget presentation attached to this RFD has been updated to reflect the changes.

Some of the previous content of the first budget presentation presented at the October 23rd meeting, such as long-term strategy, budget challenges and drivers, municipal services, and tax comparisons, has not changed or been removed from the presentation as they remain relevant to the interim budget discussion and presentation.

The following changes and updates are reflected in the new 2025 interim budget presentation.

- Wages & Contributions (Pages 9-10): COLA has been adjusted to 2% for staff and Council versus 2.5% in the previous presented interim budget as per Resolution #24-453. Budget FTEs for 2025 remain at 16.17, and total wages and salaries, including council, are projected to be \$1,525,677.

- Allocations—Phones & Internet (Pages 11-15): As requested, tables have been added to the presentation to provide a breakdown of the office phones, cell phones, and internet charges for each department.
- Council Department
 - Removed Federation of Canadian Municipalities Conference in Ottawa.
 - Council- All Per Diem line reduced to \$2,500 from \$5,200.
 - The parade candy budget was reduced to \$800 from \$1,000.
- Administration Department
 - Removed all staff training, development, and conferences.
- Storm Department
 - Add back ditch clearing and contouring for \$10,000.
- Roads Department
 - Removed all staff training, development, and conferences.
- Water Department
 - Removed all staff training, development, and conferences.
- Sewer Department
 - Removed all staff training, development, and conferences.
 - Added back the Ramvac hose for \$5,000.
- Parks Department
 - Adjusted the rental budget to have portable toilets at only one location (either the sports grounds or Centennial Park).
- Arena Department
 - Removed all staff training, development, and conferences.
- Economic Development
 - Removed staff training, development, and conferences.
 - *Note that the Alberta Industrial Heartland Conference, as discussed at the October 15, 2024, Regular Meeting of Council, was not removed. (Resolution 24-433)*
- FCSS Department
 - Removed FCSSAA conference and staff training.
- Recreation Department
 - Removed the Canada Day Fireworks \$5,500.

The 2025 interim operating budget is \$4,375,025, representing a budget increase of 3.4%, with municipal taxation (including requisitions) of \$2,621,640. The projected increase to the municipal tax levy required to collect municipal tax revenue would be approximately 3.57%. The effect on the average municipal levy for each class would be as follows:

	Avg. Assessment	New Levy	Prior Levy	Increase per Year	Increase per Month
Residential	251,765	2,804.61	2,707.94	96.67	8.06
Non-Residential	346,545	6,970.56	6,730.29	240.27	20.02
NR-Vacant	90,800	3,403.91	3,286.58	117.33	9.78
Farmland	10,533	565.15	545.67	19.48	1.62
Machinery & Equipment	47,740	981.67	947.84	33.84	2.82

(located on page 61 of the Budget Presentation)

These are preliminary tax levy projections, as final numbers cannot be calculated until final assessments are known and until Council passes a final budget.

For comparison, 2024's operating budget was \$4,173,915, representing a budget increase of 5.96%, with municipal taxation (including requisitions) of \$2,516,071.

Interim 2025 Capital Budget – The current total capital budget is \$1,646,400. The capital budget still requires discussion from Council, as some of the projects may require deferral until administration has the opportunity to research further grants. We would also have to determine the capacity for matching funds for those grants with that requirement. The projects that require further discussion have been highlighted in the presentation on pages 64-65. The 10-year capital plan is also attached to the presentation. Note that because none of the 2025 interim capital projects are funded by the 2025 interim tax revenue, deferring projects will not affect the balance or percentage of the interim operating budget or the projected affect on the municipal tax levy.

The 49th Street Mill & Overlay project has already received preliminary approval with Resolution #24-403, so pre-engineering could begin in late 2024 and an early tender in 2025. The LGFF provincial grant will fund this project.

A review of the previous discussion from the October 23rd special meeting:

Administration has recommended passing an interim operating and capital budget for 2025, and then the final budget prior to passing the 2025 taxation rates bylaw. Per the MGA, the final budget must be passed before tax rates are approved.

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. As well, given the unforeseen situation with the microgeneration credits, this has created an additional budget challenge for 2025.

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 can further use 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.

STRATEGIC ALIGNMENT

Values Statement of **Stewardship**

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

COSTS/SOURCES OF FUNDING

2025 operating and capital budget.

RECOMMENDED ACTION (by originator)

One of the following...

1. THAT...Council approves the 2025 interim operating budget as presented and interim capital budget as amended, deferring the projects [insert list] to future capital plans.

OR

2. THAT...Council directs administration to add/remove the following items to the 2025 interim operating and capital budget [list] and to add/remove bring back for further review.

OR

3. THAT...Council directs administration...

INTERIM 2025 OPERATING & CAPITAL BUDGET

TOWN OF BON ACCORD

PRESENTED AT THE
NOVEMBER 5, 2024,
REGULAR MEETING OF
COUNCIL



MISSION

TO PROMOTE AND IMPROVE OUR QUALITY OF LIVING, ENHANCE OUR SENSE OF COMMUNITY, AND PRESERVE THE INTEGRITY OF OUR HOMETOWN VALUES WHILE GROWING INTO A TOWN THAT IS DIVERSE, PROSPEROUS AND WELCOMING TO NEW RESIDENTS, BUSINESSES, AND VISITORS.

VISION

—

THE TOWN OF BON ACCORD PROMOTES A PROSPEROUS, RESIDENTIAL, AND INDUSTRIAL GROWTH COMMUNITY WHILE MAINTAINING A HOMETOWN FEELING.

VALUES

INTEGRITY

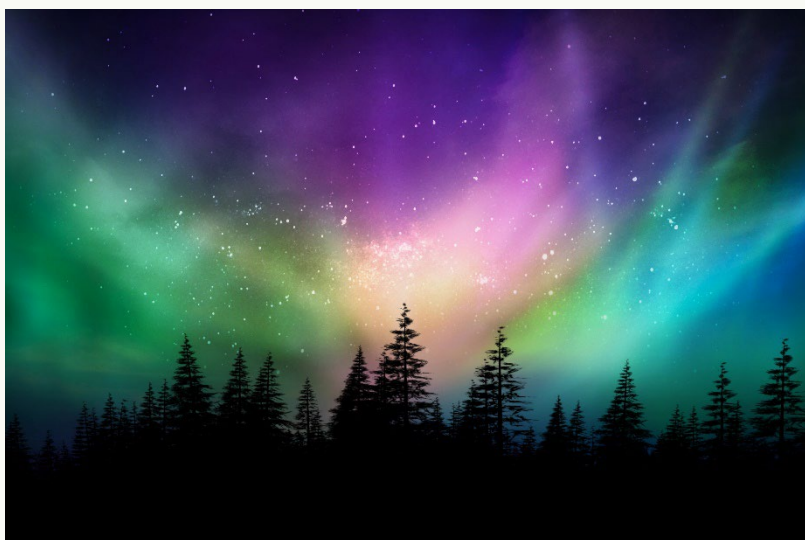
A Town of great moral character that promotes consistency, truthfulness, and trust.

PROFESSIONALISM

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

TRANSPARENCY

Open and accountable to our residents and encourage open communication.



COLLABORATION

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

STEWARDSHIP

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

SERVICE EXCELLENCE

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



Town of
Bon Accord
building for tomorrow

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Strategic Plan – Priorities

Priority #1 - Economy: The Town of Bon Accord is committed to achieving steady growth through residential, commercial, and industrial development.

Priority #2 -Community: The residents of Bon Accord live in a safe, connected, and attractive community.



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

Priority #4–Identity: Bon Accord has a strong, positive identity as an environmentally progressive, family-oriented, welcoming community.

Priority #5 - Collaboration: The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

Long Term Strategy

The Town is still in the phases of long-term planning and considering funding strategies.

Council and administration continually review the operating and capital requirements list and consider utilizing tax revenue, grants, and surplus funds. Major infrastructure projects include road reconstruction, storm management, and the Town of Bon Accord arena.



Long-term funding strategies can include utilizing available reserves and grant funds and implementing a tax planning strategy to replenish reserves over time.

Operational long-term strategies can allow for steady sustainability and growth by managing inflation while maintaining service levels and replacing aging infrastructure.

The Town's revenue sources include taxes and user charges, grants and donations, sponsorships, and reserves.

Budget Challenges & Drivers

- The main challenge affecting this budget year is the cost of power. The decrease in the market pool price for microgeneration is causing lower solar power credits.
- Increase in gas prices.
- Steady rate of inflation in goods and services. The current rate of inflation in Alberta is 2%.
- Continued increases in insurance. The current estimate for this interim budget is a 10% increase.
- Large cost of RCMP funding for a small community. \$87,843 (2024 cost as the 2025 cost has not yet been released.)
- Aging infrastructure and increased maintenance costs.
 - Balancing multiple infrastructure replacement priorities such as road projects, stormwater management, and the arena (e.g. matching funds available for grants).
- Reductions in provincial grant funding. Provincial funding has decreased by 70% since 2017. The Local Government Fiscal Funding grant is starting to increase in small amounts but is still not at the 2017 level. For example, MSI in 2017 was \$605,994 and is projected to be \$422,612 in 2025.
- Other grant funding is highly competitive, and many have eligibility requirements such as matching funds.
- Limited sources of revenue such as tax revenue, grants, donations or sponsorships, investment, franchise fees, and user fees such as utilities, arena ice rentals, tax certificates, etc. Revenue is mainly for cost recovery to balance the budget to zero.
- Balancing act between costs and revenue to maintain service levels and replace and repair aging infrastructure.



Municipal Services

Services provided by municipalities impact the quality of life. These services are value received for taxes, rates, fees, and charges.

These quality-of-life services are supported by key capital infrastructure and assets.

Services include water, wastewater, storm management systems, garbage collection, parks and recreation, fire, bylaw, and road maintenance.

These services “promote and improve our quality of living.”

Inflation, grant reductions, limited revenue sources, and aging infrastructure needs impact taxes, utility rates, fees, and charges. These are necessary to maintain service levels, quality of life, long-term sustainability, and growth.

Services = Quality of Life

Quality of Life = Taxes, Utility Rates, Fees & Charges



Wages & Contributions

One of a municipality's most significant assets is trained and knowledgeable staff to deliver programs and day-to-day services to residents and maintain essential infrastructure.

Employee compensation and adjustments are related to SERVICE EXCELLENCE.

At the Special Meeting of Council, Council directed that administration adjust the COLA to 2% for staff and Council from 2.5%.

The current projected 2025 FTEs (Full-time equivalent staff) is 16.17.

This includes 14 FTEs and 2.17 seasonal/temporary staff.

2024 Budgeted FTEs was 16.07.

- Total Wages & Salaries (including Council) for 2025 is \$1,525,677.
- Total wages and salaries (including Council) for 2024 were \$1,434,658.

INTERIM Wages & Contributions Changes projected for 2025:

- The Health & Safety Advisory contract position was previously under contracted services in emergency management; this position had to be moved to staff, casual in 2024 and is continued under staff, casual in 2025. (4 hours per week).

For comparison, other municipalities in the local area will be presenting the following COLA adjustments to Council during budget deliberations:

MUNICIPALITY	COLA PERCENTAGE
Gibbons	2%
Morinville	2 - 3%
Redwater	2 - 3%
Sturgeon County	2.5%
Legal	2 - 2.5%
Bruderheim	2.5%



SERVICE EXCELLENCE

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

Trained, experienced, & competent staff = Service Excellence

- Annual merit raises help with the retention of staff.
- Recognize staff for accomplishments and high-quality customer service.
- Foster staff well-being and promote health, safety, and morale.
- The Town can be an employer of choice and maintain high-quality staff.



Allocations – Phones & Internet

Office Phones, Cell Phones & Internet

Town Office & Public Works Smart-Voice Telephone Lines

Total Monthly Cost	\$364.50			
Total Yearly Cost	\$4,374		Monthly Total	Yearly Total
Administration	4 Users (67%)		\$198.05	\$2,377
FCSS	0.5 Users (8%)		\$23.65	\$284
Recreation	0.5 Users (8%)		\$23.65	\$284
Economic Dev.	1 User (17%)		\$50.25	\$603
Roads	33%		\$22.74	\$273
Water	34%		\$23.43	\$281
Sewer	33%		\$22.74	\$273

Note: Eight (8) office phones (Smart Voice). One (1) public works phone.

Fire Department Telephone Line (2)

Fire Dept Monthly Cost	\$39.90
Fire Dept Yearly Cost	\$479

Note: Two (2) phone lines in the fire hall.

Arena Telephone & Internet

Arena Monthly Cost	\$135.95
Arena Yearly Cost	\$1,631

Note: One (1) business phone and Internet services.

Public Works Shop Internet

Monthly Cost	\$110.95	Per Year: \$1,331	Monthly Cost	Yearly Cost
Roads	33%		\$36.98	\$444
Water	34%		\$36.99	\$444
Sewer	33%		\$36.98	\$444

Town Office Internet

<i>Total Monthly Cost</i>	\$215.95		
<i>Total Yearly Cost</i>	\$2,591		Monthly Total
			Yearly Total
Administration	60%	\$129.57	\$1,555
Roads	4%	\$8.40	\$101
Water	4%	\$8.40	\$101
Sewer	4%	\$8.40	\$101
Garbage	4%	\$8.40	\$101
FCSS	8%	\$16.80	\$202
Planning	4%	\$9.60	\$115
Development	6%	\$12.00	\$144
Recreation	7%	\$14.40	\$173

Cell Phones

<i>Total Monthly Cost</i>	\$633.65		
<i>Total Yearly Cost</i>	\$7,604		Monthly Total
			Yearly Total
Administration (1)		\$102.90	\$1,235
Roads (2)		\$32.63	\$392
Water (3)		\$118.63	\$1,424
Sewer (4)		\$182.63	\$2,192
FCSS (5)		\$24.48	\$294
Recreation (5)		\$24.48	\$294
Development (6)		\$98.95	\$1,187
Arena (7)		\$24.48	\$294
Parks (7)		\$24.48	\$294

Cell Phones Notes

- (1) Administration cell phones include cell phones for the Town Manager and Corporate Services Manager.
- (2) The Infrastructure Manager and the On-Call phones are split three ways between Roads, Water, and Sewer.
- (3) Water includes the allocation of the Infrastructure Manager phone, the On-Call Phone allocation, the Water Plant Dialer SIM card, and the Springbrook Station SIM card.
- (4) Sewer includes the allocation of the Infrastructure Manager phone, On-Call Phone allocation, and the lift station SIM cards.
- (5) The Community Services Coordinator's cell phone is split between FCSS and Recreation.
- (6) Economic Development includes the Economic Development and Safe Communities Coordinator cell phone and the SIM card charges for the commercial sign.
- (7) The parks & recreation staff phone is split between the arena and parks.

Personal Cell Phone Reimbursement (Per Policy)

<i>Administration</i>	1 staff personal cell	\$20	\$240
<i>Arena</i>	1 staff personal cell	\$20	\$240
<i>Parks</i>	1 FTE & 2 seasonal personal cells	\$60	\$720
<i>Roads</i>	1 staff personal cell	\$20	\$240
<i>Water</i>	2 staff personal cell	\$40	\$480
<i>Sewer</i>	1 staff personal cell	\$20	\$240
<i>FCSS</i>	2 seasonal personal cells	\$40	\$160
<i>Recreation</i>	1 seasonal personal cell	\$20	\$40

Office, Internet, & Cell Phone SUMMARY

<i>Administration Office Phones</i>	\$2,377	
<i>Administration Internet</i>	\$1,555	
<i>Administration Cell Phones</i>	\$1,475	
	Administration Total	\$5,407
<i>Development Office Phones</i>	\$603	
<i>Development Internet</i>	\$144	
<i>Development Cell Phones</i>	\$1,187	
	Development Total	\$1,934
<i>Roads Office Phones</i>	\$273	
<i>Roads Internet</i>	\$545	
<i>Roads Cell Phones</i>	\$632	
	Roads Total	\$1,450
<i>Water Office Phones</i>	\$281	
<i>Water Internet</i>	\$545	
<i>Water Cell Phones/SIM Cards</i>	\$1,904	
	Water Total	\$2,730
<i>Sewer Office Phones</i>	\$273	
<i>Sewer Internet</i>	\$545	
<i>Sewer Cell Phones/SIM Cards</i>	\$2,432	
	Sewer Total	\$3,250
<i>Garbage Office Phones</i>	\$101	
	Garbage Total	\$101

<i>Parks Cell Phones</i>	\$534	
	Parks Total	\$534
<i>Arena Landline & Internet</i>	\$1,631	
<i>Arena Cell Phones</i>	\$1,014	
	Arena Total	\$2,645
<i>FCSS Office Phones</i>	\$284	
<i>FCSS Internet</i>	\$202	
<i>FCSS Cell Phones</i>	\$454	
	FCSS Total	\$940
<i>Recreation Office Phones</i>	\$284	
<i>Recreation Internet</i>	\$173	
<i>Recreation Cell Phones</i>	\$334	
	Recreation Total	\$791
<i>Fire Office Phone</i>	\$479	
	Fire Total	\$479
<i>Planning Office Phone/Internet</i>	\$115	
	Planning Total	\$115
	Bon Accord TOTAL	\$20,376

Council & Election



The 2025 Projected Council Interim Net Budget is (\$122,525), and the Election Interim Net Budget is (\$5,050).

The Council & Election 2025 interim budget changes since the first presentation on October 23, 2024:

- Removed Federation of Canadian Municipalities Conference in Ottawa.
- Council All - Per diem line reduced to \$2,500 from \$5,200.
- The parade candy budget was reduced to \$800 from \$1,000.

The Council 2025 interim budget includes the following:

- Fees and per diems for each councillor and the meetings and networking opportunities they attend.
- EOEP training courses.
- Mileage and registration for meetings, conferences, golf tournaments, and parades.
- Council workshop \$1,000 and Council regional orientation following the election.
- Cell phones (Mayor's contract through Bell Mobility and \$20 monthly allowance for each Councillor's personal cell phone use.
- Insurance allocation.
- Parade candy and council supplies.



**Town of Bon Accord
COUNCIL
Operating Budget
2025**

	DRAFT Budget 2025	Final Budget 2024	Variance \$	Variance %
Revenue:				
Total Revenue	0	0	\$ -	#DIV/0!
Expenses:				
12-1100-130 COUNCIL - EMPLOYER CONTRIBUTIO	5,107	2,378	\$ 2,728.97	115%
12-1100-148 COUNCIL - TRAINING	2,050	2,625	-\$ 575.00	-22%
12-1100-155 FEES - MAYOR	20,136	19,740	\$ 395.35	2%
12-1100-156 FEES - LAING	10,068	9,871	\$ 197.67	2%
12-1100-157 FEES - BIDNEY	10,068	9,871	\$ 197.67	2%
12-1100-159 FEES - MAY	10,068	9,871	\$ 197.67	2%
12-1100-160 FEES - LARSON	10,068	9,871	\$ 197.67	2%
12-1100-165 PER DIEM - MAYOR	2,510	2,175	\$ 335.00	15%
12-1100-166 PER DIEM - LAING	2,700	2,700	\$ -	0%
12-1100-167 PER DIEM - BIDNEY	2,400	2,400	\$ -	0%
12-1100-169 PER DIEM - MAY	2,850	3,300	-\$ 450.00	-14%
12-1100-170 PER DIEM - LARSON	2,550	2,550	\$ -	0%
12-1100-171 PER DIEM - ALL COUNCIL	2,500	5,200	-\$ 2,700.00	-52%
12-1100-211 MILEAGE & SUBSISTENCE	8,624	11,420	-\$ 2,796.00	-24%
12-1100-212 COUNCIL WORKSHOP	2,500	1,000	\$ 1,500.00	150%
12-1100-217 TELEPHONE	1,547	2,020	-\$ 472.60	-23%
12-1100-228 MEMBERSHIP & REGISTRATION	13,115	14,400	-\$ 1,285.00	-9%
12-1100-237 INSURANCE	2,525	2,296	\$ 229.57	10%
12-1100-240 CONTRACTED SERVICES	4,562	4,562	\$ -	0%
12-1100-250 PURCHASED REPAIR	0	0	\$ -	#DIV/0!
12-1100-590 COUNCIL SUPPLIES	2,600	3,100	-\$ 500.00	-16%
12-1100-591 STAFF RECOGNITION	3,975	6,875	-\$ 2,900.00	-42%
Total Expenses	122,525	128,224	-\$ 5,699.04	-4%
Balance	(122,525)	(128,224)	\$ 5,699.04	-4%



**Town of Bon Accord
ELECTION
Operating Budget
2025**

	DRAFT 2025	Final Budget 2024	Variance \$	Variance %
Revenue:				
Total Revenue	0	0	0	#DIV/0!
Expenses:				
1-2-1920-216 ELECTION - POSTAGE	0	0	0	#DIV/0!
1-2-1920-221 ELECTION - ADVERTISING	650	500	150	30%
1-2-1920-228 ELECTION - MEMBERSHIP/REGISTRATION/TR	0	0	0	#DIV/0!
1-2-1920-241 ELECTION - FEES	0	0	0	#DIV/0!
1-2-1920-590 ELECTION - SUPPLIES	4,400	1,500	2,900	193%
Total Expenses	5,050	2,000	3,050	153%
Balance	(5,050)	(2,000)	(3,050)	153%

Administration



The 2025 Projected Administration Interim Net Budget is (\$626,803).

The Administration 2025 interim budget changes since the first presentation on October 23, 2024, include:

- Removed all staff training, development, and conferences.

The Administration 2025 interim budget includes the following:

- Revenue, which includes tax certificates, landfill permit replacement, and NSF fees.
- Postage and copies, office equipment leases and office supplies.
- Utilities - cell phones, office phones, power, and gas.
- Audit \$12,700 and assessment services \$14,076. Based on RFP and agreements. Audit also includes cost to get letters from legal counsel.
- Cleaning services for Town office \$28,569 quoted cost.
- Software annual fees Munisight \$16,430, Canva
- Website allocation, Security, Land Titles, Banking fees.
- Building maintenance.

Expenses are based on previous years' actual costs or quotes/agreement costs.

**Town of Bon Accord
ADMINISTRATION
Operating Budget
2025**

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-1200-400 ADMIN - SALES OF GOODS/SERVICES	\$ 2,990	\$ 3,615	-\$ 625	-17%
11-1200-560 ADMIN - RENTAL	\$ 14,400	\$ 14,400	\$ -	0%
Total Revenue	\$ 17,390	\$ 18,015	-\$ 625	-3%
Expenses:				
12-1200-110 ADMIN - SALARY/WAGES	\$ 319,080	\$ 312,001	\$ 7,080	2%
12-1200-130 ADMIN - EMPLOYERS CONTR.	\$ 81,885	\$ 73,404	\$ 8,481	12%
12-1200-148 ADMIN - TRAINING	\$ -	\$ 4,890	-\$ 4,890	-100%
12-1200-211 ADMIN - TRAVEL AND SUBSISTENCE	\$ -	\$ 11,214	-\$ 11,214	-100%
12-1200-216 ADMIN - POSTAGE	\$ 2,920	\$ 2,800	\$ 120	4%
12-1200-217 ADMIN - TELEPHONE & INTERNET	\$ 5,407	\$ 4,921	\$ 486	10%
12-1200-220 ADMIN - PUBLICATIONS/ADVERT/P.R	\$ 700	\$ 1,100	-\$ 400	-36%
12-1200-228 ADMIN - MEMBERSHIP & REG.	\$ 2,411	\$ 7,625	-\$ 5,214	-68%
12-1200-230 ADMIN - AUDIT	\$ 13,650	\$ 12,200	\$ 1,450	12%
12-1200-231 ADMIN - LEGAL	\$ 15,000	\$ 12,500	\$ 2,500	20%
12-1200-237 ADMIN - INSURANCE	\$ 26,496	\$ 20,424	\$ 6,073	30%
12-1200-240 ADMIN - CONTRACTED SERVICES	\$ 74,871	\$ 80,278	-\$ 5,407	-7%
12-1200-251 ADMIN BUILDING MAINTENANCE	\$ 5,000	\$ 13,500	-\$ 8,500	-63%
12-1200-260 ADMIN - RENTALS	\$ 3,515	\$ 3,515	\$ -	0%
12-1200-351 ADMIN - ASSESSOR	\$ 14,076	\$ 14,076	\$ -	0%
12-1200-543 ADMIN - NATURAL GAS	\$ 3,352	\$ 4,370	-\$ 1,018	-23%
12-1200-544 ADMIN - POWER	\$ 3,416	-\$ 1,657	\$ 5,073	-306%
12-1200-590 ADMIN - SUPPLIES	\$ 11,834	\$ 13,220	-\$ 1,386	-10%
12-1200-762 ADMIN - TRANSFER TO RESERVES	\$ 11,000	\$ 14,400	-\$ 3,400	-24%
12-1200-764 RESERVE - FACILITY INFRASTRUCTURE	\$ 10,000	\$ 10,000	\$ -	0%
12-1200-765 ADMIN - AMORTIZATION	\$ 30,000	\$ 30,000	\$ -	0%
12-1200-810 ADMIN - BANK CHARGES & SHORT TERM INT	\$ 3,285	\$ 3,180	\$ 105	3%
12-1200-830 ADMIN - DEBENTURE	\$ 5,792	\$ 5,701	\$ 91	2%
12-1200-831 ADMIN - DEBENTURE INTEREST	\$ 503	\$ 594	-\$ 91	-15%
Total Expenses	\$ 644,193	\$ 654,255	-\$ 10,063	-2%
Balance	-\$ 626,803	-\$ 636,240	\$ 9,438	-1%

EV Chargers



The 2025 Projected EV Chargers Interim Net Budget is (\$6,675).

The EV Charger 2025 interim budget includes the following:

- Revenue from the level 3 EV charging stations.
- Data charges from Bell Mobility for Internet \$1,800.
- Annual maintenance and subscription fees from Evlution \$1,7,25.
- SIM card charges from Evlution \$2,500.



Town of Bon Accord
EV CHARGERS
Operating Budget
2025

	DRAFT 2025	Final Budget 2024	Variance \$	Variance %
Revenue:				
1-1-1300-400 EV CHARGERS - SALES	750	0		
Total Revenue	750	0	750	#DIV/0!
Expenses:				
1-2-1300-221 EV CHARGERS - ADVERTISING	200	0	200	#DIV/0!
1-2-1300-240 EV CHARGERS - CONTRACTED SERVICES &	6,025	0	6,025	#DIV/0!
1-2-1300-590 EV CHARGERS - SUPPLIES	1,200	0	1,200	#DIV/0!
Total Expenses	7,425	0	7,425	#DIV/0!
Balance	(6,675)	0	(6,675)	#DIV/0!

Fire



The 2025 Projected Fire Interim Net Budget is (\$44,925).

The Fire 2025 interim budget changes include:

- Increase contracted fire support from Sturgeon County per the agreement by 2% or CPI, whichever is greater. The budget assumes 3% based on historical values.
- Increase the fire hall rent, per the agreement 2% or CPI, whichever is greater. The budget assumes 3% based on historical values.
- Parkland County Dispatch fees increased to \$2.26 per capita from \$2.13.
- Building maintenance - may require increased costs based on preliminary discussions in 2024.

The Fire 2025 interim budget includes the following:

- Fire hall rental from Sturgeon County Agreement \$10,353.
- Fire services fees paid to Sturgeon County \$31,372.
- Fire hall telephone and internet.
- Parkland County dispatch fees \$3,456.
- Building maintenance.
- Power and gas utility allocation.
- Fire transfer to reserves to continue the capital plan for fire hydrant replacements.

Town of Bon Accord
FIRE
2025

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-2300-850 FIRE HALL RENTAL	10,353	10,149	203	2%
Total Revenue	10,353	10,149	203	\$ 0.02
Expenses:				
12-2300-217 F.D. - TELEPHONE	479	479	0	0%
12-2300-220 F.D. - PUBLICATIONS	0	0	0	#DIV/0!
12-2300-221 F.D. - ADVERTISING	0	0	0	#DIV/0!
12-2300-237 F.D. BUILDING INSURANCE	0	0	0	#DIV/0!
12-2300-240 F.D. - CONTRACTED SEVICES/MAINTENANCE	3,456	3,300	156	5%
12-2300-241 F.D. - CONTRACTED FIRE SUPPORT	31,372	30,756	616	2%
12-2300-242 REGIONAL EMERGENCY GROUP	0	0	0	#DIV/0!
12-2300-243 F.D. BUILDING MAINTENANCE	4,000	2,000	2,000	100%
12-2300-543 F.D. - UTILITIES - NATURAL GAS	2,957	2,744	213	8%
12-2300-544 F.D. - UTILITIES - POWER	3,014	(1,462)	4,476	-306%
12-2300-764 F.D. - TRANSFER TO RESERVES	10,000	10,000	0	0%
Total Expenses	55,278	47,817	7,461	16%
Balance	(44,925)	(37,667)	(7,258)	19%

Emergency Management



The 2025 Projected Emergency Management Interim Net Budget is (\$25,814).

The Emergency Management 2025 interim budget changes include:

- The Health & Safety advisor previously under contracted services is under casual staff. The number of hours remains at 4 hours per week. It has been identified as an asset for improving and maintaining our health and safety objectives.

The Emergency Management 2025 interim budget includes the following:

- SREMP membership - increase by 3% inflation \$6,098.
- Safety and first aid maintenance supplies.



Town of Bon Accord
EMERGENCY MANAGEMENT
Operating Budget
2025

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-2400-950 TRANSFER FROM RESERVES	0	0	0	#DIV/0!
Total Revenue	0	0	0	#DIV/0!
Expenses:				
12-2400-110 SALARIES	15,721	8,689	7,032	81%
12-2400-130 EMPLOYER CONTRIBUTION	2,535	1,719	816	47%
12-2400-148 DIS. SERV. - TRAINING	0	0	0	#DIV/0!
12-2400-211 DIS. SERV. - TRAVEL AND SUB.	0	250	(250)	-100%
12-2400-218 DIS. SERV - FREIGHT	0	0		
12-2400-220 DIS. SERV - PUBLICATIONS	0	0		
12-2400-221 DIS. SERV - ADVERTISING	0	0		
12-2400-228 DIS. SERV. - MEMBERSHIPS	7,058	5,919		
12-2400-237 DIS. SERV - INSURANCE	0	0		
12-2400-240 CONTRACTED SERVICES	0	6,300		
12-2400-260 DIS. SERV - RENTAL	0	0		
12-2400-530 DIS. SERV- GAS, PROPANE & OIL	0	0		
12-2400-543 DIS. SERV- NATURAL GAS	0	0		
12-2400-544 DIS. SERV- POWER	0	0		
12-2400-590 EM/ENVIRO SUPPLIES	500	1,000	(500)	-50%
12-2400-591 DIS. SERV - BUILDING MAINTENANCE	0	0	0	#DIV/0!
12-2400-765 DIS. SERV. AMORTIZATION	0	0	0	#DIV/0!
Total Expenses	25,814	23,878	1,936	8%
Balance	(25,814)	(23,878)	(1,936)	8%

Bylaw Services



The 2025 Projected Bylaw Services Interim Net Budget is (\$98,055).

The Bylaw Services 2025 interim budget includes the following:

- Revenue which includes:
 - Fines distributions from the province.
 - Pet licenses.
 - A portion of the LGFF Operating grant to offset bylaw service costs.
- Inflationary increases to the Bylaw Services Agreement; increases are 2% or CPI, whichever is greater. The budget reflects an estimate of 3%.
- Police funding model costs for 2025 have not yet been released.
 - RCMP Police Funding (at \$87,843 in 2024).
- Bylaw services agreement, which includes animal control \$45,054.
- Pet tag supplies.
- Legal fees.



**Town of Bon Accord
BYLAW
Operating Budget
2025**

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-2600-400 BYLAW - REVENUES	1,500	1,500	0	0%
11-2600-530 BYLAW - CAT & DOG LICENSE	1,550	1,550	0	0%
11-2600-840 BYLAW PROVINCIAL GRANT	42,042	42,042	0	0%
Total Revenue	45,092	45,092	0	0%
Expenses:				
12-2600-231 BYLAW-LEGAL	10,000	10,000	0	0%
12-2600-240 BYLAW - OTHER - CONTRACTED SERVICE	110,370	109,928	442	0%
12-2600-241 BYLAW-ANIMAL-CONTRACTED SERVICE	22,527	22,085	442	2%
12-2600-270 BYLAW-ANIMAL-MISCELLANEOUS SERV.	0	0	0	#DIV/0!
12-2600-590 BYLAW-ANIMAL-SUPPLIES	250	160	90	56%
Total Expenses	143,147	142,172	975	1%
Balance	(98,055)	(97,080)	(975)	1%

Storm



The 2025 Projected Storm Interim Net Budget is (\$68,480).

The Storm 2025 interim budget changes since the first presentation on October 23, 2024, include:

- Added back ditch clearing and contouring for \$10,000.

The Storm 2025 interim budget includes the following:

- Allocation of wages and contributions.
- Supplies for culverts and maintenance.
- Transfers to reserves.



Town of Bon Accord
STORM
Operating Budget
2025

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-3700-840 STORM SEWER - PROVINCIAL GRANT	0	0	0	#DIV/0!
Total Revenue	0	0	0	#DIV/0!
Expenses:				
12-3700-110 STORM SEWER & DRAIN - SALARIES/WAGES	19,321	17,080	2,242	13%
12-3700-130 STORM SEWER & DRAIN - EMPLOYER CONTRIBU	4,862	3,486	1,376	39%
12-3700-240 STORM SEWER & DRAIN - CONTR.SERVICE/ MA	10,000	0	10,000	#DIV/0!
12-3700-520 STORM SEWER & DRAIN - PARTS	1,000	0	1,000	#DIV/0!
12-3700-590 STORM SEWER & DRAIN - SUPPLIES	1,000	1,000	0	0%
12-3700-764 STORM SEWER & DRAIN TRANSFER TO RESERVE	22,296	20,283	2,013	10%
12-3700-765 STORM SEWER & DRAIN. - AMORTIZATION	10,000	10,000	0	0%
Total Expenses	68,480	51,849	16,631	#DIV/0!
Balance	(68,480)	(51,849)	(16,631)	32%

Roads



The 2025 Projected Roads Interim Net Budget is (\$682,684).

The Roads 2025 interim budget changes since the first presentation on October 23, 2024, include:

- Removal of all staff training, development, and conferences.

The Roads 2025 interim budget includes the following:

- Revenue, which includes the LGFF grant portion.
- GIS system allocation.
- Utilities - telephone, power, gas.
- Allocation for office equipment leases.
- Staff training and conferences for networking and increased knowledge.
- Dust control and road sweeping.
- Asphalt patching and line painting.
- Spray patching and crack seal, gravel; projecting price increases.
- Equipment and vehicle maintenance - snow blades, equipment repairs, etc.
- Sand and salt; projecting price increases due to supplier change.
- Safety PPE.
- Fuel.
- Transfer to reserves.

Town of Bon Accord
ROADS
Operating Budget
2025

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-3200-840 PW - PROVINCIAL GRANTS	8,800	8,800	0	0%
Total Revenue	8,800	8,800	0	0%
Expenses:				
12-3200-110 ROADS - SALARIES/WAGES	136,910	132,938	3,972	3%
12-3200-130 ROADS - EMPLOYER CONT.	34,923	29,117	5,806	20%
12-3200-148 ROADS - TRAINING	0	1,500	(1,500)	-100%
12-3200-211 ROADS - TRAVEL/SUBSISTENCE	0	200	(200)	-100%
12-3200-217 ROADS - TELEPHONE & INTERNET	1,450	1,489	(39)	-3%
12-3200-218 ROADS - POSTAGE	730	700	30	4%
12-3200-237 ROADS - INSURANCE	13,709	13,709	0	0%
12-3200-240 ROADS - CONTRACTED SERVICES/MAINT.	71,861	68,734	3,127	5%
12-3200-241 ROADS - SNOW REMOVAL	9,000	10,000	(1,000)	-10%
12-3200-251 ROADS - ASPHALT/CONCRETE/GRAVEL/SAND.	31,500	22,400	9,100	41%
12-3200-260 ROADS - RENTAL	216	216	0	0%
12-3200-521 ROADS- LT TRUCK	4,000	4,000	0	0%
12-3200-522 ROADS- HEAVY TRUCK	10,000	5,000	5,000	100%
12-3200-523 ROADS- HEAVY EQUIPMENT	5,500	5,500	0	0%
12-3200-530 ROADS - GAS, PROPANE & OIL	28,550	28,550	0	0%
12-3200-543 ROADS - NATURAL GAS	4,865	4,370	495	11%
12-3200-544 ROADS - POWER	89,769	53,038	36,731	69%
12-3200-590 ROADS - MATERIALS/SUPPLIES	12,115	15,065	(2,950)	-20%
12-3200-591 SAFETY/CLOTHING/BOOTS	2,500	2,500	0	0%
12-3200-764 ROADS - TRANSFER TO RESERVE	25,000	25,000	0	0%
12-3200-765 ROADS - AMORTIZATION	190,000	190,000	0	0%
12-3200-830 ROADS - DEBENTURE	17,377	17,104	273	2%
12-3200-831 ROADS - DEBENTURE INTEREST	1,508	1,782	(273)	-15%
Total Expenses	691,484	632,912	58,571	9%
Balance	(682,684)	(624,112)	(58,571)	9%

Water



The 2025 Projected Water Interim Net Budget is (\$143,105).

The Water 2025 interim budget changes since the first presentation on October 23, 2024, include:

- Removal of all staff training, development, and conferences.

The Water 2025 interim budget includes the following:

- Revenue, which includes sales of water and penalties; bulk water sales.
 - Water purchases - the commission is projecting a decrease in the rate to \$1.55/m³ from \$1.6125/m³. Given the water department's deficit, lowering the water rate is not recommended. *The best recommended practice is full cost recovery for utilities.*
 - Penalties - all budgeted under water as the system cannot separate into different accounts.
- Utilities - telephone, power, gas.
- Flowpoint service charges for bulk water customer transactions.
- Munisight GIS services allocation.
- Office equipment lease allocations.
- Parts for repairs and maintenance.
- Water meters and mxu's.
- Reservoir debenture payments.
- Transfer to reserves, including the capital rate rider.



Town of Bon Accord
WATER
Operating Budget
2025

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-4100-400 WATER -SALES OF GOODS /SERVICES	353,805	338,125	15,680	5%
11-4100-401 WATER - CONNECTION FEES	750	750	0	0%
11-4100-402 WATER - TRUCKFILL SALES	193,432	193,432	0	0%
11-4100-590 WATER -PENALTIES	6,700	3,000	3,700	123%
11-4100-840 WATER - PROVINCIAL GRANT	8,800	8,800	0	0%
Total Revenue	563,487	544,107	19,380	4%
Expenses:				
12-4100-110 WATER - SALARIES	114,893	111,133	3,760	3%
12-4100-130 WATER - EMPLOYER CONTRIB.	28,413	24,030	4,383	18%
12-4100-148 WATER - TRAINING	0	1,600	(1,600)	-100%
12-4100-211 WATER - TRAVEL /SUB	0	500	(500)	-100%
12-4100-216 WATER - POSTAGE	730	700	30	4%
12-4100-217 WATER - TELEPHONE & INTERNET	2,730	2,109	621	29%
12-4100-228 WATER - MEMBERSHIP & REG.	477	477	0	0%
12-4100-237 WATER - INSURANCE	7,398	7,398	0	0%
12-4100-240 WATER - CONTRACTED SERVICES/MAINT.	62,102	55,614	6,488	12%
12-4100-260 WATER - RENTAL	406	406	0	0%
12-4100-520 WATER -PARTS	10,000	10,000	0	0%
12-4100-540 WATER - WATER PURCHASED NE REGIONAL	192,699	214,500	(21,801)	-10%
12-4100-543 WATER - NATURAL GAS	4,177	3,972	205	5%
12-4100-544 WATER - POWER	20,777	(15,388)	36,165	-235%
12-4100-590 WATER - SUPPLIES	4,453	11,328	(6,875)	-61%
12-4100-764 WATER - TRANSFER TO RESERVES	30,944	34,544	(3,600)	-10%
12-4100-765 WATER - AMORTIZATION	120,000	120,000	0	0%
12-4100-830 WATER - DEBENTURE PAYMENTS	85,124	82,688	2,436	3%
12-4100-831 WATER - DEBENTURE INTEREST	21,268	23,704	(2,436)	-10%
12-4100-990 WATER - BAD DEBTS	0	1,000	(1,000)	-100%
Total Expenses	706,592	690,315	16,277	2%
Balance	(143,105)	(146,208)	3,103	-2%

Sewer



The 2025 Projected Sewer Interim Net Budget is (\$144,532).

The Sewer 2025 interim budget changes since the first presentation on October 23, 2024, include:

- Removal of all staff training, development, and conferences.
- Added back the Ramvac hose for \$5,000.

The Sewer 2025 interim budget includes the following:

- Revenue, which includes sewer sales and penalties.
 - The Arrow Utilities rate will increase to \$2.05/m³ from \$1.85/m³.
- Utilities - telephone, water, gas.
- Munisight GIS allocation.
- Main and service line inspection and repair.
- Camera lines and re-line.
- Wet well cleaning.
- Office equipment lease allocation.
- Supplies for repair and maintenance, gas monitors and calibration.
- Transfer to reserves, including funds from capital rate rider.

**Town of Bon Accord
SEWER
Operating Budget
2025**

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-4200-400 SEWER - SALES OF GOODS/SERVICES	379,770	347,769	32,001	9%
11-4200-401 SEWER - CONNECTION FEES	600	600	0	0%
11-4200-590 SEWER PENALTIES	0	2,500	(2,500)	-100%
Total Revenue	380,370	350,869	29,501	8%
Expenses:				
12-4200-110 SAN. SEWER - SALARY/WAGES	91,414	86,663	4,751	5%
12-4200-130 SAN. SEWER - EMP. CONTRIB.	22,088	18,916	3,172	17%
12-4200-148 SAN. SEWER - TRAINING	0	1,600	(1,600)	-100%
12-4200-211 SAN. SEWER - TRAVEL/SUBSISTENCE	0	500	(500)	-100%
12-4200-216 SAN. SEWER - POSTAGE	730	700	30	4%
12-4200-217 SAN. SEWER - TELEPHONE & INTERNET	3,250	2,149	1,101	51%
12-4200-237 SAN. SEWER - INSURANCE	2,530	2,530	0	0%
12-4200-240 SAN. SEWER - CONTRACTED SERVICES/MAIN	66,026	64,014	2,012	3%
12-4200-260 SAN. SEWER - RENTAL	406	406	0	0%
12-4200-520 SAN. SEWER - PARTS	7,500	2,500	5,000	200%
12-4200-540 SAN. SEWER - ACRWC PUMP/TREAT	178,205	173,136	5,069	3%
12-4200-543 SAN. SEWER - NATURAL GAS	3,589	3,901	(312)	-8%
12-4200-544 SAN. SEWER - POWER	16,529	(1,701)	18,230	-1072%
12-4200-590 SAN. SEWER - MATERIALS/SUPPLIES	4,453	4,328	125	3%
12-4200-764 SAN. SEWER - TRANSFERS TO RESERVE	27,296	25,283	2,013	8%
12-4200-765 SAN. SEWER - AMORTIZATION	82,000	82,000	0	0%
12-4200-830 SAN. SEWER - DEBENTURE PAYMENT	17,377	17,104	273	2%
12-4200-831 SAN SEWER - DEBENTURE INTEREST	1,508	1,782	(273)	-15%
Total Expenses	524,903	485,811	39,092	8%
Balance	(144,532)	(134,942)	(9,590)	7%

Capital Rate Rider

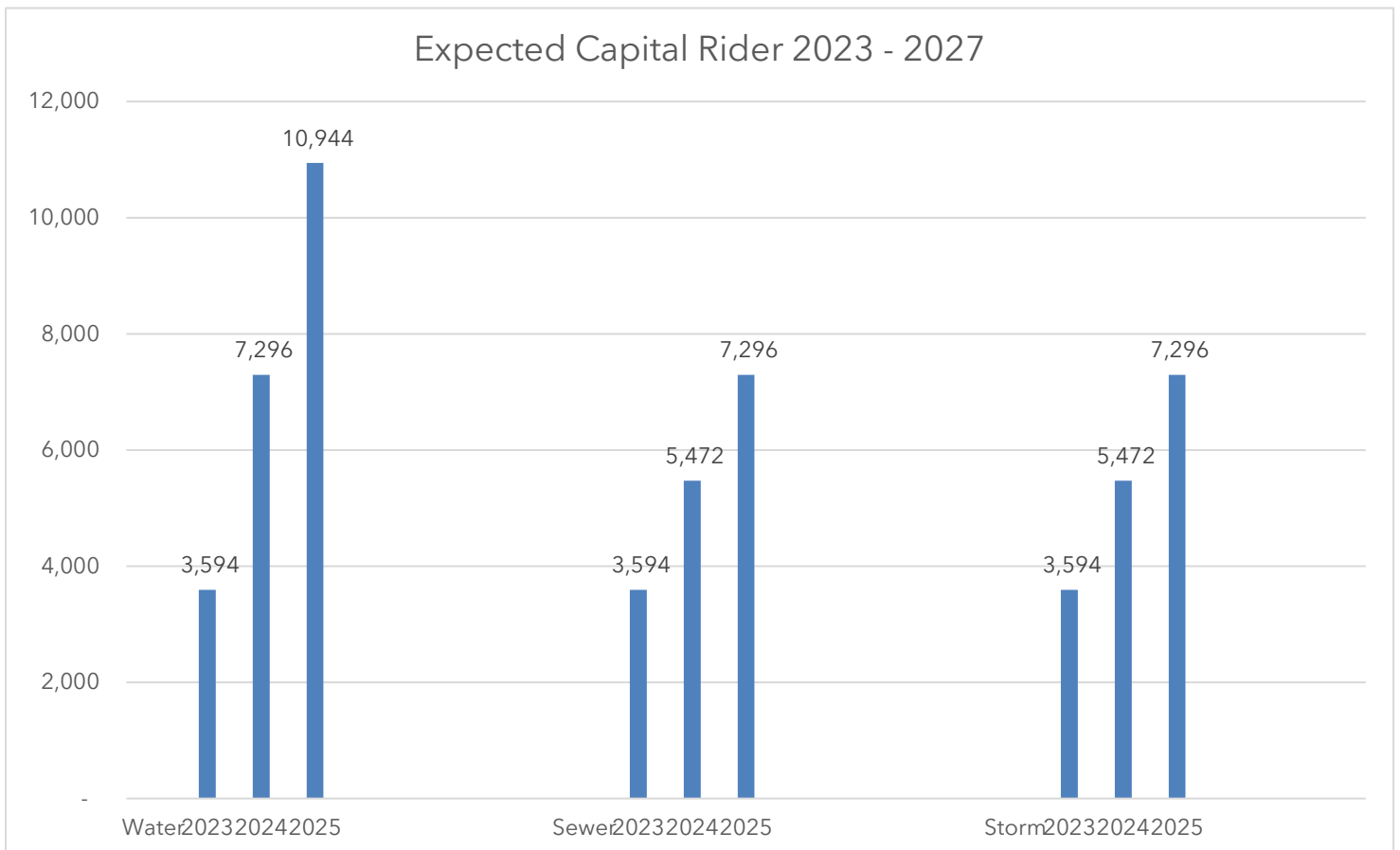
In 2023, a capital rate rider was introduced to utility billing to help add to reserves to save for key infrastructure. The fee was \$0.50 per resident for water and \$1.00 per resident for sewer, half of which was allocated toward storm management.

The idea was to continue a small increase per year for continual, additional revenue growth towards key infrastructure. A proactive versus reactive strategy.

The 2024 budget increased the capital rate rider to \$1.00 per resident for water and \$1.50 per resident for sewer, half of which is allocated toward storm management.

The 2025 budget could either maintain the capital rate rider at current rates or increase by another \$0.50.

Per the graph below, an increase to the rate rider of \$0.50 would increase the reserves collected for water by 50% and the reserves collected for sewer and storm by 33%, respectively.



Waste Collection



The 2025 Projected Waste Collection Interim Net Budget is (\$34,982).

The Waste Collection 2025 interim budget includes the following:

- Revenue, which includes waste collection sales.
 - Changes to the GFL collection agreement due to recycling moving to EPR (extended producer responsibility) in April. The current agreement expires in 2026 and includes a 2% CPI yearly increase.
 - Costs related to recycling will no longer be the municipality's responsibility beginning April 2025.
 - Cost savings are expected to be approximately \$10,880 for 2025, which has been transferred to a reserve.
- Office equipment lease allocation.
- Contract charges for waste collection.
- Landfill charges.



Town of Bon Accord
GARBAGE
Operating Budget
2025

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-4300-400 GARBAGE - SALES GARBAGE & LANDFILL	114,035	99,493	14,542	15%
11-4300-590 GARBAGE PENALTIES	0	1,200	(1,200)	-100%
Total Revenue	114,035	100,693	13,342	13%
Expenses:				
12-4300-110 GARBAGE - SALARIES	24,558	21,265	3,293	15%
12-4300-130 GARBAGE - EMPLOYER CONTRIB.	5,783	4,206	1,577	37%
12-4300-216 GARBAGE - POSTAGE	730	700	30	4%
12-4300-217 GARGABE - TELEPHONE & INTERNET	101	101	0	0%
12-4300-241 GARBAGE - CONTRACTED SERVICES	78,490	80,307	(1,817)	-2%
12-4300-260 GARBAGE - RENTAL	406	406	0	0%
12-4300-350 GARBAGE - LANDFILL	27,766	28,608	(842)	-3%
12-4300-590 GARBAGE - SUPPLIES	303	178	125	70%
12-4300-762 GARBAGE - TRANSFER TO RESERVES	10,880	0	10,880	#DIV/0!
Total Expenses	149,017	135,771	13,246	#DIV/0!
Balance	(34,982)	(35,078)	97	0%

Utility Bill Comparison

Utility Bill Comparison for 2025 Budget

RESIDENTIAL	2025	2024	Difference
Monthly Consumption (based on 12m ³ /month)			
- Water (No Increase \$3.30/m3)	\$ 39.60	\$ 39.60	\$ -
- Sewage (Increase from \$3.38 to \$3.58/m3)	\$ 42.96	\$ 36.36	\$ 6.60
Water Service Charge & Capital Rider	\$ 12.50	\$ 12.00	\$ 0.50
Sewer Service Charge & Capital Rider	\$ 13.00	\$ 12.50	\$ 0.50
Garbage	\$ 17.40	\$ 16.15	\$ 1.25
Per Month	\$ 125.46	\$ 116.61	\$ 8.85
Per Year	\$ 1,505.52	\$ 1,399.32	\$ 106.20
COMMERCIAL	2025	2024	Difference
Monthly Consumption (based on 35m ³ /month)			
- Water (No Increase \$3.30/m3)	\$ 115.50	\$ 113.75	\$ 1.75
- Sewage (Increase from \$3.33 to \$3.58/m3)	\$ 125.30	\$ 104.30	\$ 21.00
Water Service Charge & Capital Rider	\$ 12.50	\$ 16.50	\$ (4.00)
Sewer Service Charge & Capital Rider	\$ 13.00	\$ 17.00	\$ (4.00)
Per Month	\$ 266.30	\$ 251.55	\$ 14.75
Per Year	\$ 3,195.60	\$ 3,018.60	\$ 177.00
INSTITUTIONAL	2024	2023	Difference
Monthly Consumption (based on 75m ³ /month)			
- Water (No Increase \$3.30/m3)	\$ 243.75	\$ 243.75	\$ -
- Sewage (Increase from \$2.98 to \$3.58/m3)	\$ 268.50	\$ 223.50	\$ 45.00
Water Service Charge & Capital Rider	\$ 12.50	\$ 21.50	\$ (9.00)
Sewer Service Charge & Capital Rider	\$ 13.00	\$ 22.00	\$ (9.00)
Per Month	\$ 537.75	\$ 510.75	\$ 27.00
Per Year	\$ 6,453.00	\$ 6,129.00	\$ 324.00

Cemetery



The 2025 Projected Cemetery Interim Net Budget is (\$4,284).

The Cemetery 2025 interim budget includes the following:

- Revenue which includes:
 - Open and close sales.
 - Plot sales.
- Maintenance and repairs for the cemetery.
- Parts and supplies.
- Do not continue with Western Canada Cemetery Association membership or conference attendance - the benefits do not outweigh the costs.



**Town of Bon Accord
CEMETERY
Operating Budget
2025**

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-5600-400 CEMETERY-OPEN & CLOSE	5,000	4,000	1,000	25%
11-5600-410 CEMETERY - PLOTS	5,000	4,000	1,000	25%
Total Revenue	10,000	8,000	2,000	25%
Expenses:				
12-5600-110 CEMETERY - SALARY	9,062	8,838	224	3%
12-5600-130 CEMETERY - EMP. CONTRIB.	2,472	1,956	516	26%
12-5600-241 CEMETERY - CONTR. SERV.	0	3,571	(3,571)	-100%
12-5600-250 CEMETERY - REPAIR	1,000	0	1,000	#DIV/0!
12-5600-270 CEMETERY - MISCELLANEOUS SERV	500	500	0	0%
12-5600-520 CEMETERY - PARTS	500	500	0	0%
12-5600-590 CEMETERY - SUPPLIES	500	500	0	0%
12-5600-765 CEMETERY - AMORTIZATION	250	250	0	0%
Total Expenses	14,284	16,115	(1,831)	#DIV/0!
Balance	(4,284)	(8,115)	3,831	-47%

Parks



The 2025 Projected Parks Interim Net Budget is (\$95,991).

The Parks 2025 interim budget changes since the first presentation on October 23, 2024, include:

- Portable toilets at only one location (*the sports grounds or Centennial Park*).

The Parks 2025 interim budget includes the following:

- Revenue includes the Sturgeon Recreation Grant and Canada Summer Jobs Grant.
- Pesticide applicator renewal certification.
- Office equipment lease allocation.
- Soccer line painting.
- Portable toilet rentals.
- Fuel.
- Parts and supplies for park maintenance - dog pickup bags, baseball field chalk, etc.

**Town of Bon Accord
PARKS
Operating Budget
2025**

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-7201-400 REC-PARKS SALE OF GOODS & SERVICES	950	950	0	0%
11-7201-830 REC-PARKS FEDERAL GRANT	2,100	1,500	600	40%
11-7201-850 REC PARKS OTHER GRANTS	56,975	55,858	1,117	2%
11-7201-920 PARKS & REC - TRANSFERS	11,051	0	11,051	#DIV/0!
Total Revenue	71,076	58,308	12,768	22%
Expenses:				
12-7201110 REC PARKS - SALARIES/WAGES	101,286	95,988	5,297	6%
12-7201130 REC-PARKS EMPLOYER CONT.	21,782	17,609	4,173	24%
12-7201148 REC PARKS - TRAINING	500	500	0	0%
12-7201211 REC PARKS - TRAVEL AND SUBSISTENCE	0	868	(868)	-100%
12-7201217 REC PARKS - TELEPHONE & INTERNET	534	160	374	234%
12-7201228 REC PARKS - MEMBERSHIP AND REGISTRATION	500	975	(475)	-49%
12-7201241 REC PARKS - CONTRACTED SERVICES	16,135	28,452	(12,317)	-43%
12-7201260 REC PARKS - RENTAL	2,500	5,000	(2,500)	-50%
12-7201-520 REC PARKS -PARTS	6,000	4,000	2,000	50%
12-7201-530 REC PARKS - GAS, PROPANE & OIL	3,500	3,500	0	0%
12-7201-590 REC PARKS - SUPPLIES	8,550	8,550	0	0%
12-7201-830 REC PARKS - DEBENTURE	5,235	5,235	0	0%
12-7201-831 REC PARKS - DEBENTURE INTEREST	545	545	0	0%
Total Expenses	167,067	171,382	(4,315)	-3%
Balance	(95,991)	(113,074)	17,083	-15%

Arena



The 2025 Projected Arena Interim Net Budget is (\$126,643).

The Arena 2025 interim budget changes since the first presentation on October 23, 2024, include:

- Removal of all staff training, development, and conferences.

The Arena 2025 interim budget includes the following:

- Revenue, which includes ice rentals and Sturgeon Recreation Grant allocation.
- Utilities - telephone, power, gas.
- Alberta Boilers Safety Association and Alberta Recreation Facility and Parks Association memberships.
- Start-up costs and annual ice maintenance fee.
- Lift inspection and permit.
- Zamboni parts and maintenance.
- Office equipment lease and supplies allocation.



**Town of Bon Accord
ARENA
Operating Budget
2025**

	Draft 2025	Fina; 2024	Variance \$	Variance %
Revenue:				
11-7203-400 REC-ARENA SALES OF GOODS & SERVICES	160,000	160,000	0	0%
11-7203-850 REC-ARENA OTHER GRANTS	91,339	88,716	2,623	3%
Total Revenue	251,339	248,716	2,623	1%
Expenses:				
12-7203-110 ARENA - SALARIES AND WAGES	147,187	138,485	8,702	6%
12-7203-130 ARENA - EMPLOYER CONTRIBUTIONS	34,088	25,777	8,312	32%
12-7203-211 ARENA - TRAVEL AND SUBSISTENCE	0	2,664	(2,664)	-100%
12-7203-217 TELEPHONE & INTERNET	2,645	3,029	(384)	-13%
12-7203-228 ARENA - MEMBERSHIPS AND REGISTRATIONS	546	1,044	(498)	-48%
12-7203-237 ARENA - INSURANCE	14,424	14,424	0	0%
12-7203-240 ARENA - CONTRACTED SERVICES/MAINTENANC	53,882	58,299	(4,417)	-8%
12-7203-250 ARENA - PURCHASED REPAIR	1,500	1,500	0	0%
12-7203-520 ARENA - PARTS	2,000	1,000	1,000	100%
12-7203-521 ARENA - ZAMBONI PARTS	2,000	2,000	0	0%
12-7203-543 ARENA - NATURAL GAS	13,102	10,426	2,676	26%
12-7203-544 ARENA - POWER	45,669	15,233	30,436	200%
12-7203-590 ARENA - SUPPLIES	3,000	2,500	500	20%
12-7203-762 ARENA - TRANSFER TO CAPITAL BUDGET	0	7,151	(7,151)	-100%
12-7203-830 ARENA - DEBENTURE	24,676	24,676	0	0%
12-7203-831 ARENA - DEBENTURE INTEREST	33,262	33,262	0	0%
Total Expenses	377,982	341,469	36,513	11%
Balance	(126,643)	(92,753)	(33,889)	37%

Economic Development



The 2025 Projected Economic Development Interim Net Budget is (\$113,222).

The Economic Development 2025 interim budget changes since the first presentation on October 23, 2024, include:

- Removal of staff training, development, and conferences.

The Economic Development 2025 interim budget includes the following:

- Revenue, which includes the trade advertising opportunity with Mix 107.9.
- Staff attendance at the Alberta Industrial Heartland Conference.
- Business Showcase.
- Chamber of Commerce.
- Postage and copies, office equipment leases and office supplies.
- Utilities - power and gas allocations.



**Town of Bon Accord
DEVELOPMENT
Operating Budget
2025**

	Draft 2025	Final Budget 2024	Variance \$	Variance %
Revenue:				
11-6200-400 ECONOMIC DEV. - SALES/SPONSORSHIPS	5,850	5,850	0	0%
Total Revenue	5,850	5,850	0	0%
Expenses:				
12-6200-110 ECONOMIC DEV. - SALARIES/WAGES	75,519	43,018	32,501	76%
12-6200-130 ECONOMIC DEV. - EMPLOYER CONT.	16,850	9,924	6,926	70%
12-6200-148 ECONOMIC DEV. - TRAINING	0	795	(795)	-100%
12-6200-211 ECONOMIC DEV. - TRAVEL AND SUBSISTENC	550	1,735	(1,185)	-68%
12-6200-217 ECONOMIC DEV. - TELEPHONE & INTERNET	1,934	951	983	103%
12-6200-221 ECONOMIC DEV. - ADVERT./PROMOTION	400	8,030	(7,630)	-95%
12-6200-222 PROMOTION	5,850	5,850	0	0%
12-6200-223 ECONOMIC DEV. - PRINTING	350	100	250	250%
12-6200-228 ECONOMIC DEV. - MEMB./REGISTRATION	1,896	2,310	(414)	-18%
12-6200-240 ECONOMIC DEV. - CONT. SERV/MAINT.	10,072	13,001	(2,929)	-23%
12-6200-241 ECONOMIC DEV. - PLAN/STRATEGY	0	15,000	(15,000)	-100%
12-6200-260 ECONOMIC DEV. - RENTAL	361	234	127	54%
12-6200-543 ECONOMIC DEV. - NATURAL GAS	296	274	22	8%
12-6200-544 ECONOMIC DEV. - POWER	3,908	3,612	296	8%
12-6200-590 ECONOMIC DEV. - SUPPLIES	1,087	1,307	(220)	-17%
Total Expenses	119,072	106,141	12,931	12%
Balance	(113,222)	(100,291)	(12,931)	13%

Safe Communities



The 2025 Projected Safe Communities Interim Net Budget is (\$620).

The Safe Communities 2025 interim budget includes the following:

- Coffee with a Cop.
- Pop with a Cop.
- Positive Ticketing.
- Bike rodeo.
- Crime Prevention seminars.

**Town of Bon Accord
SAFE COMMUNITIES
Operating Budget
2025**

	Draft 2025	Final Budget 2024	Variance \$	Variance %
Revenue:				
11-6210-400 SAFE COMM. - SALES/SPONSORSHIPS	60		60	#DIV/0!
11-6210-840 PROVINCIAL GRANT	0		0	
11-6210-920 SAFE COMM.- TRANSFER FROM RESERVE	0		0	
Total Revenue	60	0	60	#DIV/0!
Expenses:				
12-6210-110 SAFE COMM. - SALARIES/WAGES	0		0	#DIV/0!
12-6210-130 SAFE COMM. - EMPLOYER CONT.	0		0	#DIV/0!
12-6210-148 SAFE COMM. - TRAINING	0		0	#DIV/0!
12-6210-211 SAFE COMM. - TRAVEL AND SUBSISTENCE	0		0	#DIV/0!
12-6210-217 SAFE COMM. - TELEPHONE	0		0	#DIV/0!
12-6210-221 SAFE COMM. - ADVERT./PROMOTION	200		200	#DIV/0!
12-6210-223 SAFE COMM. - PRINTING	0		0	#DIV/0!
12-6210-228 SAFE COMM. - MEMB./REGISTRATION	0		0	#DIV/0!
12-6210-237 SAFE COMM. - INSURANCE	0		0	#DIV/0!
12-6210-240 SAFE COMM. - CONT. SERV/MAINT.	0		0	#DIV/0!
12-6210-260 SAFE COMM. - RENTAL	0		0	#DIV/0!
12-6210-590 SAFE COMM. - SUPPLIES	480		480	#DIV/0!
12-6210-764 SAFE COMM. TRANSFER TO RESERVES	0		0	#DIV/0!
Total Expenses	680	0	680	#DIV/0!
Balance	(620)	0	(620)	#DIV/0!

Planning



The 2025 Projected Planning Interim Net Budget is (\$129,677).

The Planning 2025 interim budget includes the following:

- Revenue includes fees for compliance certificates, business licenses, and development permits.
- Contracted planning services.
- Postage and copies, office equipment leases and office supplies.
- Utilities - power and gas.
- Munisight Townfolio.
- Capital Region Assessment Services - permits.



**Town of Bon Accord
PLANNING
Operating Budget
2025**

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-6100-400 MUNICIPAL PLANNING - SALES OF GOODS & S	500	500	0	0%
11-6100-520 MUNICIPAL PLANNING - LICENCE/PERMITS	5,000	5,000	0	0%
11-6100-521 MUNICIPAL PLANNING - BUSINESS LIC.	1,500	1,500	0	0%
Total Revenue	7,000	7,000	0	0%
Expenses:				
12-6100-110 MUN.PLAN. - SALARIES	0	43,018	(43,018)	-100%
12-6100-130 MUN.PLAN. - EMPLOYER CONTRIBUTIONS	0	9,924	(9,924)	-100%
12-6100-148 MUN.PLAN. - TRAINING	0	3,295	(3,295)	-100%
12-6100-211 MUN. PLAN. - MEALS & SUBSISTENCE	360	1,360	(1,000)	-74%
12-6100-217 MUN. PLAN. - TELEPHONE & INTERNET	115	682	(567)	-83%
12-6100-221 MUN. PLAN. - ADVERTISING	1,960	1,960	0	0%
12-6100-228 MUN. PLAN. - MEMBERSHIP/REG.	180	1,980	(1,800)	-91%
12-6100-231 MUN. PLAN. - LEGAL	35,000	35,000	0	0%
12-6100-241 MUN. PLAN. - CONTR. SERV.	85,410	25,502	59,908	235%
12-6100-260 MUN. PLAN. - RENTAL	234	361	(127)	-35%
12-6100-590 MUN. PLAN. - SUPPLIES	828	1,378	(550)	-40%
12-6100-830 MUN. PLAN - DEBENTURE PAYMENT	11,585	11,403	182	2%
12-6100-831 MUN. PLAN.- DEBENTURE INTEREST	1,006	1,188	(182)	-15%
Total Expenses	136,677	137,050	(373)	0%
Balance	(129,677)	(130,050)	373	0%

FCSS



The 2025 Projected FCSS Interim Net Budget is (\$64,452).

The FCSS 2025 interim budget changes since the first presentation on October 23, 2024, include:

- Removed all staff training, development, and the FCSSAA conference.

The FCSS 2025 interim budget includes the following:

- Revenue includes program fees, FCSS grant, Canada Summer Jobs grant; goal of \$2,000 in sponsorship.
- Continue to offer programs and services following the FCSS objective of prevention.
- Host quarterly informal events for older youth.
- Removed Directors' Network conference - typically further away in Alberta, value does not outweigh the cost.
- Postage and copies, office equipment leases and office supplies.
- Utilities allocation - cell phones, office phones, power, and gas.
- Program supplies including:

Youth Programming	Winter Wonder-Fest
Arts Night Out	Bon Accord Connects
Educational Sessions	Seniors Connect (BBQ)
Family Day	Easter Egg Hunt
Babysitter's Courses	Home Alone Courses



**Town of Bon Accord
FCSS
Operating Budget
2025**

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-5150-411 FCSS - OTHER REVENUE	2,000	0	2,000	#DIV/0!
11-5150-412 FCSS - RENTALS & PROGRAM FEES	4,445	14,150	(9,705)	-69%
11-5150-840 FCSS - PROVINCIAL GRANT	44,393	44,393	0	0%
11-5150-845 FCSS OTHER GRANTS	2,700	3,000	(300)	-10%
Total Revenue	53,538	61,543	(8,005)	-13%
Expenses:				
12-5150-110 FCSS - SALARY/WAGES	69,990	67,495	2,495	4%
12-5150-130 FCSS - EMPLOYER CONTRIBUTION	13,653	13,401	252	2%
12-5150-148 FCSS ADMIN - TRAINING	0	500	(500)	-100%
12-5150-211 FCSS ADMIN - TRAVEL & SUB.	250	6,066	(5,816)	-96%
12-5150-216 FCSS ADMIN - POSTAGE	365	350	15	4%
12-5150-217 FCSS ADMIN - PHONE & INTERNET	940	929	11	1%
12-5150-221 FCSS ADMIN - ADVERTISING	1,005	2,340	(1,335)	-57%
12-5150-228 FCSS ADMIN - REG. & MEMBERSHIP	450	2,262	(1,812)	-80%
12-5150-237 FCSS ADMIN - INSURANCE	300	300	0	0%
12-5150-241 FCSS ADMIN - CONTRACTED SERVICES	6,635	6,752	(117)	-2%
12-5150-260 FCSS ADMIN - RENTAL	992	992	0	0%
12-5150-543 FCSS ADMIN - NATURAL GAS	986	915	71	8%
12-5150-544 FCSS ADMIN - POWER	569	25	544	2178%
12-5150-590 FCSS ADMIN - SUPPLIES	18,654	35,413	(16,759)	-47%
12-5150-591 FCSS COMM. DEV. - SUPPLIES	500	500	0	0%
12-5150-749 FCSS - COMM. SERVICES VOLUNTEER APPREC	1,200	1,400	(200)	-14%
12-5150-750 FCSS COMMUNITY GRANT/DONATIONS	1,500	1,500	0	0%
Total Expenses	117,989	141,140	(23,151)	-16%
Balance	(64,452)	(79,598)	15,146	-19%

Recreation



The 2025 Projected Recreation Interim Net Budget is (\$11,744).

The Recreation 2025 interim budget changes since the first presentation on October 23, 2024, include:

- Removal of the Canada Day fireworks \$5,500.

The Recreation 2025 interim budget includes the following:

- Revenue includes adult programming revenue, grant goal of \$2,500, sponsorship goal of \$4,000, and current Sturgeon Recreation Funding, and reserve Sturgeon operating funds of \$11,051 that must be used.
- Postage and copies, office equipment leases and office supplies.
- Utilities - cell phones, office phones, power, and gas.
- Communities in Bloom registration and expenses.
- Alberta Recreation and Parks Association memberships.
- Music in the Park.
- Large Item Pick-up.
- Fireworks - Harvest Days.
- Canada Day pancake breakfast.
- Dark Sky event \$1,000.
- Adult programming.
- Flowers \$3,500 and flag replacement \$750.
- Remove winter décor - use what we have.



**Town of Bon Accord
RECREATION
Operating Budget
2025**

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-7210-414 REC - PROGRAMS ADULT FEES	7,251	3,700	3,551	96%
11-7210-581 REC-PROGRAMS DONATION	4,000	3,000	1,000	33%
11-7210-840 REC-PROGRAMS PROV.GRANTS	500	0	500	#DIV/0!
11-7210-850 REC-PROGRAMS OTHER GRANTS	191,444	184,003	7,441	4%
11-7210-920 REC - TRANSFER FROM RESERVES	11,051	0	11,051	#DIV/0!
Total Revenue	214,245	190,703	23,543	12%
Expenses:				
12-7210-110 REC PROGRAMS - SALARIES	51,696	48,219	3,478	7%
12-7210-130 REC PROGRAMS - EMPLOYER CONTRIBUTION	13,253	11,973	1,280	11%
12-7210-148 REC PROGRAMS - TRAINING	0	600	(600)	-100%
12-7210-211 REC PROGRAMS - TRAVEL & SUBSISTENCE	800	5,031	(4,231)	-84%
12-7210-216 REC PROGRAMS - POSTAGE	365	350	15	4%
12-7210-217 REC PROGRAMS - TELEPHONE & INTERNET	791	820	(29)	-4%
12-7210-221 REC PROGRAMS - ADVERTISING	0	670	(670)	-100%
12-7210-228 REC PROGRAMS - MEMBERSHIP AND REGISTRA	285	2,235	(1,950)	-87%
12-7210-237 REC PROGRAMS - INSURANCE	160	175	(15)	-9%
12-7210-240 REC PROGRAMS - CONT. SERVICE MAINTENANC	6,635	6,752	(117)	-2%
12-7210-241 REC PROGRAMS - CONTRACTED SERVICES	26,300	27,900	(1,600)	-6%
12-7210-260 REC PROGRAMS - RENTAL	766	766	0	0%
12-7210-270 REC PROGRAMS - MISCELLANEOUS SERV.	600	600	0	0%
12-7210-543 REC. PROG NATURAL GAS	296	274	22	8%
12-7210-544 REC PROG POWER	689	(847)	1,536	-181%
12-7210-580 REC PROGRAMS - KARING FOR KIDS	500	500	0	0%
12-7210-590 REC PROGRAMS - SUPPLIES	8,722	9,660	(938)	-10%
12-7210-591 COMMUNITY ENHANCEMENT SUPPLIES	4,250	8,250	(4,000)	-48%
12-7210-764 REC PROGRAMS - TRANSFER TO RESERVES	100,000	100,000	0	0%
12-7210-850 TOWN DONATIONS	9,880	8,978	902	10%
Total Expenses	225,989	232,905	(6,917)	-3%
Balance	(11,744)	(42,203)	30,459	-72%

Library



The 2025 Projected Library Interim Net Budget is (\$65,080).

The Library 2025 interim budget includes the following:

- Increase of 1.5% from NLLS; paid directly to NLLS.
- Insurance allocation.
- Building maintenance.
- Gas and power allocation.
- Library grant - Total support to the library: \$50,343 (includes NLLS support).



**Town of Bon Accord
LIBRARY
Operating Budget
2025**

	Draft 2025	Final 2024	Variance \$	Variance %
Revenue:				
11-7400-570 LIBRARY OTHER GRANT	0	0	0	#DIV/0!
11-7400-840 LIBRARY PROV. GRANT	0	0	0	#DIV/0!
Total Revenue	0	0	0	#DIV/0!
Expenses:				
12-7400-228 LIBRARY - MEMBERSHIP AND REGISTRATIO	11,475	11,308	167	1%
12-7400-237 LIBRARY - INSURANCE/BUILDING	1,355	1,355	0	0%
12-7400-240 LIBRARY - CONTRACTED SERVICES/MAINTEN	1,000	1,000	0	0%
12-7400-543 LIBRARY - NATURAL GAS	1,971	1,829	142	8%
12-7400-544 LIBRARY - POWER	2,047	(823)	2,870	-349%
12-7400-764 LIBRARY - TOWN GRANT	47,232	44,520	2,712	6%
12-7400-830 LIBRARY - DEBENTURE PAYMENT	0	0	0	#DIV/0!
Total Expenses	65,080	59,189	5,892	#DIV/0!
Balance	(65,080)	(59,189)	(5,892)	10%

Taxation



The 2025 Projected Taxation Interim Net Budget is \$2,183,092.

The 2025 interim budget includes the following:

- Municipal taxation revenue is \$1,725,015.
- Tax penalty revenue of \$30,500.
- Franchise fees are \$239,734.
- Investment and bank interest revenue of \$100,000.
- Alberta School requisitions - estimating no increases per government communication.
 - ASFF Residential/Farmland \$376,941
 - ASFF Non-Residential \$27,546
 - Separate Residential/Farmland \$17,861
 - Separate Non-Residential \$1,764
 - New school requisition due to separate school declarations.
 - *Separate includes the under-levy from 2024*
- Homeland Housing requisition \$14,435, estimating 3% increase.

Town of Bon Accord
TAXATION
Operating Budget
2025

	Draft 2025	Final Budget 2024	Variance \$	Variance %
Revenue:				
11-0000-110 MUNICIPAL TAXES	2,251,406	2,136,941	114,466	5%
11-0000-510 PENALTIES ON TAXES	30,500	24,500	6,000	24%
11-0000-540 FRANCHISE FEES	239,734	233,630	6,104	3%
11-0000-550 RETURN ON INVESTMENTS	100,000	121,000	(21,000)	-17%
11-0000-740 PROVINCIAL GRANTS	0	0	0	#DIV/0!
Total Revenue	2,621,640	2,516,071	105,570	#DIV/0!
Expenses:				
12-9900-751 REQUISITIONS A.S.F.F. SCHOOL	424,113	392,775	31,338	8%
12-9900-752 REQUISITIONS HOMELAND HOUSING	14,435	12,994	1,441	11%
12-9900-753 REQUISITIONS - DI PROPERTY	0	0	0	#DIV/0!
12-9900-754 LOSS ON SALE OF ASSET	0	0	0	#DIV/0!
Total Expenses	438,548	405,770	32,779	8%
Balance	2,183,092	2,110,301	72,791	3%

2025 Draft Interim Budget Summary

DRAFT Interim Budget 2025

Budgeted Operating Revenue:
\$4,375,025

Budgeted Operating
Expenses: \$4,375,025

Municipal Taxation:
\$2,621,640

Budget Increase: 3.4%

Budget 2024

Budgeted Operating Revenue:
\$4,173,915

Budgeted Operating
Expenses: \$4,173,915

Municipal Taxation:
\$2,516,071

Budget Increase: 5.96%



Assuming that assessments remain the same, the projected increase to the municipal tax levy required to collect municipal taxation revenue would be approximately 3.57%

The effect on the average municipal levy for each class would be as follows:

	Avg. Assessment	New Levy	Prior Levy	Increase per Year	Increase per Month
Residential	251,765	2,804.61	2,707.94	96.67	8.06
Non-Residential	346,545	6,970.56	6,730.29	240.27	20.02
NR-Vacant	90,800	3,403.91	3,286.58	117.33	9.78
Farmland	10,533	565.15	545.67	19.48	1.62
Machinery & Equipment	47,740	981.67	947.84	33.84	2.82

TAX Comparisons

The following charts review the current 2024 tax mill rate comparisons of municipalities in the surrounding area.

TOWNS

Municipality	Bon Accord	Redwater	Legal	Gibbons	Morinville	Bruderheim
<i>Assessment Base</i>	156,186,250	314,742,800	132,606,830	396,467,630	1,459,299,770	162,764,290
<i>Residential</i>	10.75583	10.1615	2.5648	8.0063	8.5272	9.25
<i>Farmland</i>	51.80431	10.1615	2.5648	16.6003	NA	9.25
<i>Non-Residential</i>	19.42108	11.3021	3.5963	14.8493	11.3411	9.25
<i>Machinery & Equipment</i>	19.85414	11.3021	NA	14.8493	11.3411	9.25

COUNTY/CITY

Municipality	Sturgeon	Strathcona	Beaumont	Leduc	St. Albert	Edmonton
<i>Assessment Base</i>	11,983,246,110	38,986,537,000	4,019,051,270	7,442,174,600	14,376,186,230	191,703,866,835
<i>Residential</i>	3.8704	4.6815	6.8555	7.5303	8.54504	7.6648
<i>Farmland</i>	10.0561	4.6815	6.8555		8.54504	7.6648
<i>Non-Residential</i>	10.917	10.52	9.5979	9.4819	12.9874	22.6627
<i>Machinery & Equipment</i>	10.917	10.52	NA	NA	NA	NA

The following charts show the percentage increases or decreases of tax mill rates by municipality from year to year between 2021 and 2024.

RESIDENTIAL/FARMLAND TAX RATES

Municipality	2021	2022	2023	2024
<i>Bon Accord</i>	0%	0%	2%	2%
<i>Redwater</i>	6%	2%	0%	2%
<i>Legal</i>	3%	3%	-4%	0%
<i>Gibbons</i>	3%	5%	5%	4%
<i>Sturgeon</i>	NO DATA	NO DATA	3%	1%
<i>St. Albert</i>	NO DATA	NO DATA	0%	4%
<i>Edmonton</i>	3%	-1%	1%	9%

NON-RESIDENTIAL TAX RATES

Municipality	2021	2022	2023	2024
<i>Bon Accord</i>	0%	0%	2%	0%
<i>Redwater</i>	6%	5%	4%	2%
<i>Legal</i>	0%	2%	-4%	-3%
<i>Gibbons</i>	3%	5%	5%	4%
<i>Sturgeon</i>	NO DATA	NO DATA	-4%	8%
<i>St. Albert</i>	NO DATA	NO DATA	0%	4%
<i>Edmonton</i>	8%	6%	-1%	9%

Capital



The 2025 Projected Capital Interim Budget is \$1,646,400.

The 2025 interim capital budget includes the following projects:

WATER/WASTEWATER/STORM SYSTEMS

- Fire Hydrant Replacement \$30,000 - Funded from Protective Services - Fire Reserve

ROADS

- 49TH Street Mill & Overlay \$404,404 - Funded by Provincial Grants
- Sidewalk Replacement Program \$20,000 - Funded by Federal Grants
- Dark Sky Trail \$10,000 - Funded by Grants or deferred?

ARENA

- Ice surface & boards \$1,070,000 - Administration is reviewing this project and the potential of completing just the boards with funds remaining from the ice plant project.
 - This project would require grant funding, likely with matching funds, or borrowing.
 - This project could be deferred?
- Fire dampers on Duct Penetrations \$12,000 - Funded by Sturgeon Recreation funds or deferred.

- Parking Lot Grading \$100,000 - Funded by Sturgeon Recreation funds or deferred.

Capital projects are generally funded from grants, reserves, or tax revenue collected from the current tax year budget.

2025 Canada Community Building Fund - not yet confirmed

2025 Local Government Fiscal Framework - \$422,612

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								
TOTALS	\$ 283,000	\$ -	\$ -	\$ 248,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL per year		\$ 1,569,951	\$ 1,646,400	\$ 2,675,500	\$ 127,000	\$ 137,500	\$ 3,160,000	\$ 27,500	\$ 20,000	\$ 27,500	\$ 1,020,000	\$ 20,000	\$ 20,000

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	November 5, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Bylaw Services Reporting Proposal
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

The Town currently contracts Sturgeon County Bylaw Services for 7 hours per week of bylaw enforcement services.

Administration endeavors to hold quarterly meetings with Sturgeon County Bylaw Enforcement Services. During these meetings, Council priorities relative to bylaw enforcement are shared with the bylaw leadership team. The most recent meeting was held on October 24th, 2024. During this meeting, Council’s feedback regarding the reporting structure was also discussed.

Currently, the bylaw enforcement leadership team provide a monthly report to Council that includes graphs showing the incident types that have been addressed by bylaw over the past month. Periodically throughout the year, the Bylaw leadership team attends Council meetings to present the monthly report.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

An option that Council may consider is shown below:

The bylaw enforcement leadership team could provide quarterly reports (December/January, March, June, September/October) rather than monthly reports with a new reporting format based on percentage of time spent in different areas.

The bylaw enforcement leadership team will also present each quarterly report to Council, either virtually or in-person.

Administration may include the meeting minutes from the quarterly meetings with the bylaw leadership team with department reports. The next quarterly meeting is scheduled for January 2025.

STRATEGIC ALIGNMENT

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

Annual Operating Budget

RECOMMENDED ACTION (by originator)

One of the following:

1. THAT Council directs administration to advise Sturgeon County Bylaw Enforcement Services to proceed with quarterly reports and in-person or virtual presentation of these reports by the bylaw enforcement leadership team at Council meetings.

OR

2. THAT Council directs administration to advise Sturgeon County Bylaw Enforcement Services to continue with monthly reporting and in-person or virtual presentation of the report by the bylaw enforcement leadership team as requested by Council.

OR

3. THAT Council directs administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 5, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Holiday Closure 2024
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

Per the Employment Policy #22-476 Section 16, the Town recognizes Christmas Day, Boxing Day, and New Year’s Day as statutory holidays. This year, Christmas Day and Boxing Day fall on a Wednesday and Thursday, and New Year’s Day falls on a Wednesday. Therefore, the office would be closed for those days.

In previous years, Council has often approved additional office closure days as a holiday gesture of recognition and goodwill for the staff.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

During the time between Christmas and New Years, residents are spending time with their families and celebrating the holiday, therefore the office does not get a lot of walk-in or telephone traffic. Most Town services are available online. On-call staff are always available for emergencies and must complete operational checks on every 4th day. Public works staff can be called in if there is a heavy snowfall and removal is required. The arena is closed December 24th, 25th, 26th, 31st, and January 1st.

Last year in 2023, Council approved the holiday closure between Monday, December 25th through Monday, January 1st, with extra advertising of the on-call information. This option recognized the statutory holidays per the policy plus an additional three floater days of holiday staff recognition.

In 2022, Council approved the holiday closure, closed Monday, December 26th through Monday, January 2nd (inclusive) and re-opening on Tuesday, January 3rd. This option recognized Tuesday, December 27th in lieu of Christmas Day and Monday, January 2nd in lieu of New Year’s Day as well as an additional three floater days of holiday staff recognition.

In 2021, Council approved the holiday closure for full days on December 24, 27, 28, and January 3, and a half day on December 31st. This included one and a half floater days of holiday staff recognition.

The following options are presented to Council for office closure days:

Option #1: Closed Tuesday, December 24th through Wednesday, January 1st, reopening on Thursday, January 2nd. This option recognizes the statutory holidays per the Employment Policy and an **additional four days of holiday staff recognition**. Additional advertising of the on-call information and closure would be provided.

MON Dec. 23	TUES Dec. 24	WED Dec. 25	THURS Dec. 26	FRI Dec. 27	SAT Dec. 28	SUN Dec. 29	MON Dec. 30	TUE Dec. 31	WED Jan 1.
Open	Closed FLOATER	Closed STAT	Closed STAT	Closed FLOATER	Closed	Closed	Closed FLOATER	Closed FLOATER	Closed STAT

Option #2: Closed Tuesday, December 24th, through Sunday, December 29th, reopening on Monday, December 30th, and closed on Tuesday, December 31st, reopening on Thursday, January 2nd. This option recognizes the statutory holidays per the Employment Policy and an **additional three days of holiday staff recognition**. Additional advertising of the on-call information and closure would be provided.

MON Dec. 23	TUES Dec. 24	WED Dec. 25	THURS Dec. 26	FRI Dec. 27	SAT Dec. 28	SUN Dec. 29	MON Dec. 30	TUE Dec. 31	WED Jan 1.
Open	Closed FLOATER	Closed STAT	Closed STAT	Closed FLOATER	Closed	Closed	Open	Closed FLOATER	Closed STAT

Option #3: Closed Tuesday, December 24th at noon through to Sunday, December 29th, reopening Monday, December 30th, and closed on Wednesday, January 1st, reopening on Tuesday, January 2nd. This option recognizes the statutory holidays per the Employment Policy and an **additional one and a half days of holiday staff recognition**. Additional advertising of the on-call information and closure would be provided.

MON Dec. 23	TUES Dec. 24	WED Dec. 25	THURS Dec. 26	FRI Dec. 27	SAT Dec. 28	SUN Dec. 29	MON Dec. 30	TUE Dec. 31	WED Jan 1.
Open	Open until noon	Closed STAT	Closed STAT	Closed FLOATER	Closed	Closed	Open	Open	Closed STAT

Option #4: Closed on Monday, December 25th, Tuesday, December 26th, and Monday, January 1st. **This option recognizes only the statutory holiday days.**

MON Dec. 23	TUES Dec. 24	WED Dec. 25	THURS Dec. 26	FRI Dec. 27	SAT Dec. 28	SUN Dec. 29	MON Dec. 30	TUE Dec. 31	WED Jan 1.
Open	Open	Closed STAT	Closed STAT	Open	Closed	Closed	Open	Open	Closed STAT

Option #5: Office closed on Statutory Holidays; Council discusses if any other days are to be closed and amends per discussion.

MON Dec. 23	TUES Dec. 24	WED Dec. 25	THURS Dec. 26	FRI Dec. 27	SAT Dec. 28	SUN Dec. 29	MON Dec. 30	TUE Dec. 31	WED Jan 1.
		Closed STAT	Closed STAT		Closed	Closed			Closed STAT

Additional staff recognition and holiday goodwill follows historical practices and allows for staff to spend time with family in our family-oriented community without affecting the bottom line of the budget.

Service levels and service excellence are maintained by offering services online and taking into consideration that the office has minimal phone and walk-in traffic during the recommended closure period. Many residents became proficient with online services over the course of the pandemic. As well, payments made by cheque can be left in the drop-box outside the office.

Being an employer of choice and factoring in retention strategies for long-term and, therefore, experienced employees can equal service excellence. Retention strategies, such as additional floater days, can minimally affect the budget.

As noted, on-call staff are available for emergencies and office closure notices will include the on-call phone number.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator):

One of the following:

1. THAT...Council approves [insert Option here] of holiday closure for 2024.

Or

2. THAT...council approves Option #5 as amended.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	November 5, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Office Chairs Replacement
Agenda Item No.	7.5

BACKGROUND/PROPOSAL

Administration researched office chair replacement for the 2025 budget. The first draft of the budget included \$5,000 to replace all the office chairs with customizable chairs. This option was considered the best as each employee could customize the chair to suit their own individual ergonomic needs and requirements.

In consideration of the final budget numbers, administration removed the office chair replacement from the proposed 2025 budget.

An ergonomically appropriate chair in a job requiring a lengthy sitting time is integral to a health and safety culture.

The 2024 administration budget included \$6,000 for duct cleaning, which could be postponed to another year within the 2026-2028 operating plan and the funds used for the more pressing safety issue of the chair replacement.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This RFD contains information from the Canadian Centre for Occupational Health and Safety on Work Chairs and Working in a Sitting Position. The office chairs are old and have not been replaced in years. Many are showing wear and tear. Having appropriate and ergonomic chairs can limit any occupational hazards that may arise from long hours of sitting. Administration has also reviewed this information and ergonomics at our monthly safety meetings. Staff has identified that the office chairs are a higher safety priority over the duct cleaning. The chairs have been identified as causing discomfort during the day and this can lead to long-term conditions. The Town’s Health & Safety Policy #22-522 has also been attached to this RFD.

Transferring \$5,000 of the funds from duct cleaning to office chair replacement will help improve office safety, and we will remain under budget.

STRATEGIC ALIGNMENT

Values Statement of **Stewardship**

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

COSTS/SOURCES OF FUNDING

2024 operating budget.

Up to \$5,000 from administration contracted services to supplies for office chairs. Eight (8) office chairs require replacement.

RECOMMENDED ACTION (by originator)

One of the following:

1. THAT...Council approves the transfer of up to \$5,000 from administration contracted services duct cleaning to office supplies to purchase office chairs.

Or

2. That...Council does not approve the purchase of office chairs.

Working in a Sitting Position

Working in a Sitting Position - Work Chairs

On this page

[What is the basic requirement of a work chair?](#)

[What should be considered when choosing a chair?](#)

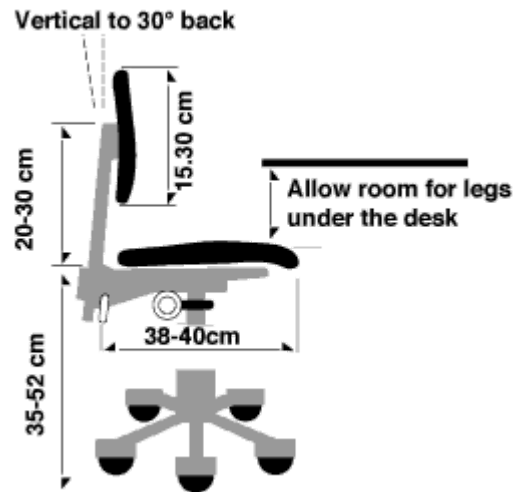
[What should I consider when selecting an office chair?](#)

What is the basic requirement of a work chair?

A good work chair can support the body in a dynamic posture, while also being appropriate to the task or activity performed. This means it is easily adjustable into positions that support the spine and keep the body in a neutral position.

What should I consider when selecting an office chair?

- Check that the adjustability range can accommodate the workers' body sizes.
- Select a chair that allows the worker to adjust the height and depth of the seat as well as the height and tilt of the backrest. An adjustable seat tilt is also desirable.
- Select a chair with:
 - a backrest with lumbar support
 - a seat height that does not compress the underside of the thighs
 - a seat depth that does not put pressure on the back of the knees
 - a seat width that allows comfortable weight distribution and changing of positions
 - a front edge curved downwards
 - non-slip, breathable fabric on the seat
 - stable base (5 legs)
 - arm rests (where practical)
- Use a footrest when feet cannot rest on the floor.



What should be considered when choosing a chair?

- Make sure the wheels (casters) are made of the right material for the floor where the chair will be used. For example, plastic casters (hard wheels) are best on carpets, while rubber casters (soft wheels) are for hard surfaces (concrete, laminate, wood, etc.)
- If using a mat under a chair, be sure the mat is large enough to keep all 5 wheels on the surface (if a wheel sits off the mat, the weight in the chair will not be evenly distributed). Make sure the caster type matches the mat surface
- Ensure that the chair has a wheel locking mechanism, when appropriate
- Use a swivel chair with an adjustable seat height
- Adjust the worktable to the proper height ensuring that there is clearance between the legs and underside of the worktable (considering shoe heel height)
- Use a footrest as necessary

Fact sheet confirmed current: 2022-09-29

Fact sheet last revised: 2022-09-29

Disclaimer

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Working in a Sitting Position

Working in a Sitting Position - Overview

On this page

[Why is excessive sitting during work a problem?](#)

[How does working in a sitting position affect blood circulation?](#)

[Can work in a sitting position cause injuries that affect movements?](#)

[What aspect of working in a sitting position is responsible for ill effects?](#)

[Is there a good sitting position?](#)

[How can you reduce harmful effects of prolonged sitting?](#)

[What elements of a workplace are important for comfort of the seated employee?](#)

[How can task design improve work in a sitting position?](#)

[How is a proper chair selected?](#)

[How should a job that requires prolonged sitting be designed?](#)

[What elements of an education and training program are important for employees who work in a sitting position?](#)

Why is excessive sitting during work a problem?

Injuries or illnesses resulting from sitting for long periods are a serious occupational health and safety problem. Sitting jobs require less muscular effort, but that does not exempt people from the injury risks usually associated with more physically demanding tasks. For example, clerks, electronic assembly-line employees, and data entry operators who work in a sitting position also suffer back pain, muscle tenderness, and aches. In fact, reports of varicose veins, stiff necks, and numbness in the legs are more common among seated employees than among those doing heavier tasks.

In addition, sedentary time has been found to be associated with health effects such as metabolic syndrome (including diabetes), heart disease, and poor mental health.

How does working in a sitting position affect blood circulation?

When the employee can alternate sitting with other body positions, sitting at work may not be as large a risk for injury or discomfort.

For those who have no choice and must sit for long periods, the situation is different. Although sitting involves less muscular effort than physically demanding job tasks such as gardening or floor mopping, it still causes fatigue. Sitting requires the muscles to hold the trunk, neck, and shoulders in a fixed position. A fixed working position squeezes the blood vessels in the muscles, reducing the blood supply to the working muscles just when they need it the most. An insufficient blood supply accelerates fatigue and makes the muscles prone to injury.

There is also less demand on the circulatory system due to the limited mobility while sitting. As a result the heart activity and the blood flow slow down. Maintaining a steady upright body position while sitting further decreases blood circulation.

An insufficient blood flow, specifically blood that is returning to the heart from the lower legs, causes blood to pool. Pressure on the underside of the thighs from a seat that is too high can further aggravate this issue. The result can be swollen or numb legs and eventually varicose veins. Also, a reduced blood supply to the muscles accelerates fatigue. This lower blood supply explains why an employee who sits all day long doing little physical work often feel tired at the end of a work shift.

Can work in a sitting position cause injuries that affect movements?

Limited mobility contributes to injuries in the parts of the body responsible for movement: the muscles, bones, tendons and ligaments. Another factor is the steady, localized tension in certain regions of the body. The neck and lower back are the regions usually most affected. Why? Prolonged sitting:

- reduces body movement making muscles more likely to pull, cramp, or strain when stretched suddenly,
- causes fatigue in the back and neck muscles by slowing the blood supply and puts high tension on the spine, especially in the low back or neck, and
- causes a steady compression on the spinal discs that hinders their nutrition and can contribute to their premature degeneration.

What aspect of working in a sitting position is responsible for ill effects?

A poor body position is largely responsible for the ill effects of prolonged sitting. The duration (length) of sitting, is also a risk factor.

Poor body positions can also originate from:

- job design that requires employees to sit uninterrupted for longer than one hour
 - a workspace that prevents employees from sitting in a balanced position
 - the physical arrangement of workspace elements such as work surfaces, tools, and equipment that do not correspond with the reaches of seated employees
 - chairs that are unsuitable (e.g., too high or low, not adjusted correctly, etc.) for an employee's body size and shape
-

Is there a good sitting position?

For each major joint such as the hips, knees, and elbows, there are ranges within which every healthy person can find comfortable positions. These positions should not impede a person's breathing or circulation, interfere with muscular actions or hinder the normal functions of the internal organs. Varying these positions is the essence of "good sitting". So, [good sitting position](#) is one that allows employees to change their body positions frequently and naturally within an acceptable range, and when they want without being restricted by the work station or job design.

How can you reduce harmful effects of prolonged sitting?

A good sitting position at work focuses on the three areas:

- workplace design (including tasks, workstation, and chair design)
- job design
- education and training

None of these areas is more important than the other, and none of them alone can bring about substantial improvement. Recommendations on how to sit are not compulsory. Sometimes, it is acceptable to deviate with outstretched or cramped positions to relieve muscle tension.

What elements of a workplace are important for comfort of the seated employee?

The workplace design should enable the employees to carry out work in comfort and safety while allowing them to make voluntary changes in the working posture. To achieve this, the design should include the following elements:

- tasks
- workstation

- chair

How can task design improve work in a sitting position?

Take into account that the work may require visual, manual, or foot tasks, or combinations of these. Each of these types of tasks requires different modifications in workstation design.

Visual tasks place tension on the neck, trunk, and pelvis so that the body maintains a position where the eyes can achieve and maintain the required vision for a needed duration of time. It is important that the design of the workstation reduces the strain on the neck. This setup involves positioning the focus of the work at an acceptable viewing angle, depending on the circumstances. For example, a computer workstation should have the [monitor positioned](#) just below eye level.

Both the movement and the forces involved in manual tasks affect body position. For light manipulating tasks, wrist and arm support may help. For heavier tasks, it might help to arrange the work surface below the employee's elbow height. The arrangement of the workstation should allow the employee to keep the spine vertically aligned while exerting force. The employees should not have to lift and transfer loads horizontally.

Employees doing foot tasks should have pedals located directly in front of them to prevent their hips from twisting. It is important that employees are able to support their body evenly.

All workstation components, such as the chair, desk and computer, workbench or panel in a control room all affect the employee's body position. A workstation should also allow for frequent changes between a variety of body positions.

How is a proper chair selected?

A basic rule of ergonomics is that there is no such thing as the "average" person; however, providing an individually designed chair for every employee is not practical or possible. A solution is to provide the employee with a fully adjustable chair that can accommodate the maximum range of people (typically 95 percent of the population). The chair must have controls to allow easy adjustment of the seat height and tilt, as well as the backrest height and angle. It is important that the employee can operate these controls from a sitting position. The chair's design must match the tasks. For individuals outside the adjustable range of the chair, determine if alternative chairs can be made available.

A trial period is essential to the process of selecting a chair. Employees should try out the chair in the real work situation and ensure it meets the needs of the job before the final selection is made.

Please also see the OSH Answers document "[Ergonomic Chair](#)" for more information.

How should a job that requires prolonged sitting be designed?

No matter how well the workplace is designed, an employee who sits for long periods can suffer from discomfort or negative health effects. The main objective of a job design in this situation is to reduce the amount of time the person spends sitting still. However, while frequent changes in the sitting position are good, they may not be enough to protect against prolonged sitting effects such as blood pooling in the employee's legs.

Five minutes of a moderate to vigorous activity, such as walking for every 40 to 50 minutes of sitting, can help protect an employee. These active breaks are also beneficial because they give the heart, lungs, and muscles some exercise. Where practical, jobs should incorporate "activity breaks" such as work-related tasks away from the desk or simple exercises which employees can carry out on the worksite.

Another important aspect of job design is feedback from employees. Consultation with employees can help tailor the solutions to the individual and personalize their work.

What elements of an education and training program are important for employees who work in a sitting position?

Individual work practices, including sitting habits, are influenced by proper education and training. Encourage management and employees to adopt methods that reduce fatigue and poor (static, awkward) posture.

Explain the health hazards of prolonged sitting and give recommendations on what employees can do to improve the working position. Employees need to know how to adjust the workstation to fit their individual needs for specific tasks. They also must know how to readjust the workstation throughout the day to relieve muscular tension.

Emphasize the importance of rest periods for the employees' health and explain how active rest (i.e., involving movement) can do more for keeping employees healthy than passive rest (i.e., more sitting). The effect of such training can reach far beyond occupational situations because the employees can apply this knowledge also in their off-job life.

Fact sheet last revised: 2022-09-28

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HEALTH AND SAFETY POLICY

SECTION: Administration**DEPARTMENT:****COUNCIL APPROVAL DATE:** December 6, 2022**LAST REVIEWED BY COUNCIL:** December 6, 2022**NEXT REVIEW DATE: (3 years after approval date)**

POLICY STATEMENT

The Town of Bon Accord is committed to ensuring the health and safety of its employees as well as the protection of the environment. The Town of Bon Accord will make reasonable provision for the protection from workplace hazards, the prevention of accidents and injury and the promotion of workplace health and safety in compliance with the Occupational Health and Safety Act, Regulations and Code. An effective health and safety program requires combined efforts by Council, the employer, departments, managers, supervisors, and employees. Employees are bound by safety policies and applicable regulations and the failure to adhere to the policy or the intentional disregard for safety procedures will result in discipline, as per the Town of Bon Accord's Employment Policy.

PURPOSE

To clearly outline the Town of Bon Accord's health and safety requirements and standards.

SCOPE

This policy applies to all employees, Council, vendors, customers, and volunteers associating directly with the Town of Bon Accord.

DEFINITIONS

1. "Council" means elected Council members of the Town of Bon Accord.

2. “Town” means the Town of Bon Accord.
3. “Town Manager” means the Chief Administrative Officer (CAO) as appointed by Council or the CAO’s delegate.

RESPONSIBILITIES

1. The Town Manager is responsible to ensure that this policy and program is implemented, supported, and improved by all employees.
2. Managers and supervisors are responsible to ensure that all employees are aware of and adhere to this policy and program, report safety concerns and provide input on safe work practices.
3. Employees are responsible to adhere to this policy and program, report any safety concerns to the appropriate supervisor or manager and provide input on safe work practices.

GENERAL REQUIREMENTS

1. As part of the broader safety management system, the Town of Bon Accord will:
 - a. Identify, assess, and responsibly manage health and safety in all of its activities, equipment and facilities;
 - b. Comply with legal requirements and, where justified, develop more stringent Town standards;
 - c. Design, construct, operate and maintain facilities in a responsible manner;
 - d. Provide Town employees with information concerning the safe use of Town facilities and equipment;
 - e. Conduct audits, reviews and evaluations to ensure compliance with this policy and continuously improve Town performance;
 - f. Provide orientation and training opportunities.
2. To meet the Town’s commitment to health and safety, the Town’s management is accountable to provide the necessary systems, human and financial resources to ensure compliance with this policy. All employees including managers, supervisors, employees, and contractors are responsible to participate in the implementation of this policy and perform their work in a manner that adheres to

the policy requirements, legislative responsibilities and follows all standard operating procedures provided for the performance of their job.

3. When any new safety requirement or procedure is to be implemented, employees will be provided with this information. All such procedures will be produced in writing and provided to relevant employees.
4. The Town encourages and invites input from employees regarding health and safety issues as well as suggestions for addressing such issues. No employee will suffer any retaliation or repercussion relative to any term or condition of employment as a result of having raised a health and safety concern.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	November 5, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Event Participation: Priority Registration
Agenda Item No.	7.6

BACKGROUND/PROPOSAL

The Town recently held the annual Halloween Spooktacular event at the arena. The event was very popular leading to closure of registrations due to building occupancy regulations in the arena’s mezzanine area.

This event was held at the arena for several reasons:

- Skating was offered as part of the event
- Supplies and resources for programs and events are now stored at the arena thereby making access easier for staff and volunteers.
- Holding events in the arena mezzanine helps to support the concession run by the Bon Accord and District Community League.

Town staff do plan some events at the Community Hall or school gymnasiums as well, as appropriate.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Town staff plan to continue to hold events that are best suited to the arena including the upcoming Christmas festivities.

The Town is committed to collaboration and partnership with our municipal neighbors and strives to be a “good neighbor”. However, we are limited in this case, by the occupancy regulations at the arena to ensure the safety of all event participants.

Therefore, administration is considering prioritizing registration for Bon Accord residents and rural Sturgeon County residents. Note, Sturgeon County provides funds through the recreation-cost share agreement to support the arena.

If space is available, residents from other communities would be welcome.

Administration is advising Council of the need to consider prioritizing registration by residency to ensure that local families can access Town events held at the arena.

STRATEGIC ALIGNMENT

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

Annual Operating Budget

RECOMMENDED ACTION (by originator)

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

OR

THAT Council directs administration to..

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Urgent Letter of Support Request for Go East RTO for Travel AB Funding
Date: October 23, 2024 1:59:26 PM

From: Kevin Kisilevich <kevin.goeast@gmail.com>
Sent: Friday, October 18, 2024 11:26 AM
To: Go East of Edmonton <info@goeastofedmonton.com>
Subject: Urgent Letter of Support Request for Go East RTO for Travel AB Funding

Hello Tourism Partners,

We would like to thank everyone for your support over the past years as we continue to develop and promote tourism in the region.

Recently we sent all communities our marketing report for 2024 and it was once again a *successful summer of growth with a large increase in Travellers/Roadtrippers creating increased revenue across the region.*

We are asking once again for a letter of support for what is an extremely important grant application for the 2025 Travel Alberta Rural Development and Promotion Fund. We are asking for letters to be emailed to us by November 7 at the latest.

We are the DMO that Travel Alberta has trusted to promote the region for many years now, and we need to apply every year for funding to ensure we can continue to grow tourism for all your communities.

We are applying for a total amount of \$100,000. Year after year we have been successful and grown traffic and visitation with this campaign. This funding enables us to promote the whole region through 2025 through an effective, integrated and coordinated digital and major media marketing campaign through summer, fall and winter. Our campaign will promote roadtrips, outdoor experiences, events, attractions, culture, ag & culinary, organizations and businesses.

We will promote all areas from bordering Edmonton to Northeast (Lakeland region), East and Southeast of Edmonton (Central Prairies, Battle River region), and we previously won the Travel AB Award for marketing for this successful campaign.

We ask if you are able to use the attached sample of a letter of support and please email us the letter in a pdf format asap on or before November 7 at the latest. You can email directly to me at kevin.goeast@gmail.com and/or to info@goeastofedmonton.com. (This funding was just recently announced with a short

time to apply so we appreciate your support)

We look forward to supporting and promoting the region to grow tourism and the visitor economy in the region. You are welcome to contact me also to discuss this further.

With Sincere Thanks,

Kevin D. Kisilevich

- Award Winning Tourism Marketing and Development,



GO EAST of Edmonton Regional Tourism

Kevin.goeast@gmail.com

780-632-6191

#Goeastofedmonton

Follow us on Facebook, Instagram, @GoEastofEdmonton

See our Amazing Travel Guide online: www.GoEastofEdmonton.com

We respectfully acknowledge the traditional and ancestral lands of the First Nations Peoples of Treaty 6, Treaty 8 and Treaty 10 Territories and the Homeland of the Métis Nation. The Go East of Edmonton Region continues to be home to Indigenous Peoples, past and present, and we recognize the vital contribution of Indigenous culture, history and perspectives in our shared past, present and future.

Your Letterhead

October 18, 2024

Jennifer Filip, Chairperson
Go East Regional Tourism Organization (RTO)
Box 211, Vegreville, Alberta
T9C 1R2

Ms. Filip,

The ***name of organization or municipality*** is pleased to offer our support for Go East Regional Tourism (Destination Marketing) Organization for its application to the Travel Alberta – Rural Development and Promotion Fund for the Go East of Edmonton Roadtrip Adventures and Experiences Marketing Campaign.

It is our understanding that Go East of Edmonton is applying for \$100,000 of funding to support this valuable regional promotion which has been proven to be a great success year after year. We see this application as supportive of Go East Regional Tourism’s long term vision to continue to develop, promote, support, and grow tourism which is beneficial to overall economic diversification to grow the visitor economy in north-east and east-central Alberta. (Lakeland and Central Prairies regions)

We look forward to being a part of the upcoming Regional Tourism Promotion, which is an innovative, and very timely marketing effort with an overall goal to increase visitation and revenues at events, attractions, local businesses, and organizations for the 2025 summer, fall and winter seasons.

We wish you every success in the application process, and with many years of dedicated and passionate destination marketing experience, we trust Go East of Edmonton team members will again deliver results and growth for our regional tourism industry.

Sincerely,

Your Officials Name and Signature
Title

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Share the impact of provincial decisions on property taxpayers
Date: October 28, 2024 3:40:00 PM

From: Tyler Gandam <president@abmunis.ca>
Sent: October 28, 2024 3:16 PM
To: cao <cao@bonaccord.ca>
Subject: Share the impact of provincial decisions on property taxpayers

Dear Mayor's and CAOs,

ABmunis is calling on members to provide the Premier with information on the impact of provincial decisions on municipal property taxpayers.

Grants in Place of Taxes

Between 2019 and 2020 the Government of Alberta reduced funding for Grants in Place of Property Taxes (GIPOT) from \$60 million to \$30 million. While funding has since increased to \$38.1 million in Budget 2024, due to rising assessment values and construction of new government infrastructure, this still falls well below the amount that should be granted to municipalities for the essential services you provide to provincial properties.

At ABmunis 2024 Convention, members passed a resolution calling for the reinstatement of full GIPOT funding. Following the passing of that resolution, the Premier encouraged delegates to share data with the province on how much they are being short changed and the impact that it is having on their municipality. I also encouraged members to share that data.

As work on the 2025 provincial budget is underway, time is of the essence. ABmunis is requesting members write directly to the Premier outlining the impact that the cut to GIPOT is having on your municipality's property taxes. The benefit of this approach is that it enables you to get data to the Premier ahead of final deliberations regarding the provincial budget, while still enabling ABmunis to collect data to amplify in our own advocacy and media campaigns in the lead up to the provincial budget.

For example, the City of Wetaskiwin indicates that it wrote off \$50,582.38 due to GIPOT underfunding in 2023 and \$51,435.28 in 2024.

The Town of Whitecourt calculates that it has had to recoup a total of \$267,882 from other taxpayers over the past several years.

Year	Total Eligible Property Taxes for Provincial Properties	Amount Written Off Due to GIPOT Underfunding	Portion Written Off
2019	95,933	23,983	25%
2020	109,903	54,951	50%
2021	116,610	58,305	50%
2022	124,560	62,280	50%
2023	136,606	68,303	50%
	\$ 583,611	\$ 267,822	46%

The City of Edmonton estimates that since 2019, the Government of Alberta has short-changed it over \$80 million.

Election Vote Counting

Tabulators are another example of where provincial decisions have a significant impact on ratepayers in many municipalities and where action in the upcoming provincial budget is warranted. Members who have traditionally used electronic tabulators to count election votes would also be encouraged to include the estimated cost of switching to a hand count for voting results.

Suggested Action

If the impact of GIPOT funding reductions and removal of vote counting machines is a concern for your municipality, we suggest you:

- Write a letter to the Premier that summarizes the cost to your municipality and what that means in terms of a tax rate increase or projects/services you have had to forego due to the province's decision;
- cc: the Honourable Ric McIver, Minister of Municipal Affairs; and
- cc: ABmunis' President Tyler Gandam at president@abmunis.ca

Sincerely,

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

From: [Tracy Reaume](#)
To: [Trenna Benesocky](#); [Brandon Bacchus](#); [Chris Pinault](#); [Miranda Dewit](#); [Jessica Spaidal](#); [Christine Young](#); [Melissa Scott](#)
Subject: Invitation to Morinville's Lite Up the Nite Parade
Date: October 28, 2024 11:28:26 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Good morning my regional friends,

Mayor Boersma and Council would like to invite your Councils to participate in our annual Lite up the Nite parade on Saturday, November 30th, beginning at 5:30. Participation is free, but you must register your float by end of day Tuesday, November 26. Please register here: <https://engagemorinville.ca/lite-up-the-nite-parade-application-2024>



Mayor Boersma and Council invite you to participate in

Morinville's 2024 Lite Up the Nite Parade

on Saturday, November 30
at 5:30 p.m.

We would love to see our surrounding communities help us kick off the holiday season by joining us for this wonderful event!

Parade application form can be found online at:
www.engagemorinville.ca



Warmly,
Tracy



Tracy Reaume
Executive Assistant
Office of the Chief Administrative Officer
Office of Mayor and Council
T. 780-939-7853 | F. 780-939-5633 | traume@morinville.ca
www.morinville.ca



From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Provide your input on the 2024 Outstanding Resolutions
Date: October 31, 2024 1:23:24 PM
Attachments: [ABmunis 2024 Outstanding Resolutions 20241030.pdf](#)

From: Tyler Gandam <president@abmunis.ca>
Sent: October 31, 2024 9:21 AM
To: cao <cao@bonaccord.ca>
Subject: Provide your input on the 2024 Outstanding Resolutions

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.

Dear Mayor, Councillors, and CAOs:

Due to the high number of resolutions brought forward by members this year and the lengthy debate on some of the resolutions at ABmunis 2024 Convention, the resolutions session ended before members could debate and vote on all the resolutions. This was a unique and unfortunate outcome. That said, ABmunis was prepared for this type of scenario as section 45 of our [Resolutions Policy](#) specifies that resolutions not debated at a resolution session due to lack of time are to be considered by ABmunis Board of Directors.

Before our Board votes on the six outstanding resolutions, we want to make sure you have an opportunity to share your views on those six outstanding resolutions, which are presented in the attached Resolutions Book. You have two options to share your views with our Board:

1. Provide Input in Writing

Elected officials of Regular Member municipalities may submit input in writing to resolutions@abmunis.ca by November 18, 2024. Any written input must include your name, position, and municipality, and a reference to the resolution number(s). Written input does not require the endorsement of your council, similar to how members can speak and vote on resolutions at ABmunis Convention.

2. Provide Input via Webinar

Elected officials of Regular Member municipalities may speak to the Board and provide input through poll questions during a webinar on November 28, 2024 at 12:00 – 1:30 p.m. The process for this online engagement is outlined on page 3 of the attached Resolutions Book for the 2024 Outstanding Resolutions. [Register to attend the webinar.](#)

CAOs and administrators may attend the webinar but are ineligible to speak or participate in the Zoom polls.

What happens after the webinar?

After the webinar and a review of the written input, the ABmunis Board will vote on each of the outstanding resolutions at an upcoming Board meeting to determine if the resolutions will form part of

ABmunis' advocacy efforts. ABmunis will report back to members on the Board's decision by January 2025.

To avoid this scenario in the future, our Municipal Governance Committee and Board will be reviewing our Resolutions Policy to explore the opportunity for improvements.

We look forward to receiving your written input on the outstanding resolutions by November 18 or hearing your remarks at the November 28 webinar. If you have any questions about this process, please email our Advocacy Team at resolutions@abmunis.ca.

Thank you for your support and participation in our resolution process.

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



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2024 Outstanding Resolutions



 **Alberta
Municipalities**
Strength
In Members

October 30, 2024

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Background

On September 26, 2024, Alberta Municipalities (ABmunis) hosted its annual resolutions session at ABmunis' 2024 Convention. Twenty-seven resolutions were submitted for consideration. Due to the high number of resolutions and the lengthy debate on some resolutions, the Resolutions session ended before members could debate and vote on all resolutions, leaving six outstanding. Per section 45 of ABmunis' [Resolution Policy](#), resolutions which are not debated at a Resolutions session are to be considered by ABmunis' Board of Directors following Convention.

How to Provide Input on the 2024 Outstanding Resolutions

Recognizing the unique circumstances, ABmunis Board is interested in receiving input from members before the Board determines whether any of the outstanding resolutions should form part of ABmunis' advocacy. The following outlines how Regular Member elected officials can provide their views on each of the outstanding resolutions.

Provide Input in Writing

Elected officials of Regular Member municipalities may submit input in writing to resolutions@abmunis.ca by **November 18, 2024**. Written submissions must indicate the person's name, position, and municipality and clearly label which resolution the member is addressing by referencing the resolution number. Written input does not require the endorsement of council, similar to how members can speak and vote on resolutions at Convention.

Provide Input via Webinar

Elected officials of Regular Member municipalities may attend a webinar where you will have the opportunity to speak to the Board and give input through poll questions. Administrators may attend only as observers.

Webinar Date & Time

- Date: November 28, 2024
- Time: 12:00 – 1:30 p.m. — [Register for the webinar](#).

Webinar Process

The webinar will be held using Zoom and involve the following process:

1. The mover of a resolution will have 2 minutes to make opening remarks.
2. Members who wish to speak to a resolution must click the "Raise Hand" button. The Moderator will call on each speaker in order.
 - Speakers will have up to 1 minute to make a comment or raise a question. After 1 minute, the speaker's microphone will be muted.
3. The moderator will end discussion on a resolution after 10 minutes.
4. At the end of discussion, ABmunis will launch a Zoom Poll where members can indicate their opinion on whether the Board should advocate on the issue.

NOTE: The result of the Zoom Poll does not represent a binding vote because the webinar does not meet the formal requirements of a resolution session and quorum of members. The Zoom Poll is solely intended to provide guidance to ABmunis' Board who has final discretion per ABmunis policies.

Amendments

If you wish to put forth an amendment, you must submit the proposed amendment in writing by **November 18, 2024** to resolutions@abmunis.ca. ABmunis Board will consider any proposed amendments when it votes on the outstanding resolutions.

2024 OUTSTANDING RESOLUTIONS

The outstanding resolutions all relate to
Category C – Other Issues of Potential Interest to Municipalities

C3: Fires on Frozen Lakes

Moved by: Town of Sylvan Lake
Seconded by: Summer Village of Jarvis Bay
Category: C – Other issues of potential interest to Alberta municipalities
Subject: Environment
Status: Outstanding – To be determined

WHEREAS fires directly lit on the surface of frozen lakes results in significant environmental damage due to the debris left behind, including materials such as garbage, tires, and pallets containing nails;

WHEREAS the debris from fires directly lit on the surface of frozen lakes poses a threat to the ecosystem of Alberta lakes and surrounding areas, particularly upon melting, when it enters the lake and contributes to environmental pollution;

WHEREAS the current regulatory framework lacks specific provisions to regulate fires directly lit on frozen lakes, necessitating the development of a new regulation to address this emerging environmental challenge;

WHEREAS there is an urgent need for a regulation to address this issue and prevent further harm to the environment; and

WHEREAS collaborative efforts between municipalities, the provincial government, and other stakeholders have proven effective in addressing environmental concerns in the past.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to develop, implement, and enforce, a regulation that mandates fires be contained within raised containers to mitigate the risk of debris contamination and to prevent environmental damage caused by fires directly lit on the surface of frozen lakes.

BACKGROUND:

The practice of burning fires directly on the surface of frozen lakes, as observed in Sylvan Lake and surrounding areas, has raised concerns due to the environmental damage caused by the debris left behind. The debris often contains harmful materials such as nails, garbage, and tires, posing a significant risk to the ecosystem upon melting. While efforts have been made to address this issue through existing channels, such as 310-PARKS, the current system has proven ineffective in resolving the problem.

To mitigate the environmental impact of fires on frozen lakes, it is imperative to develop a regulation mandating fires be contained and removed when the user concludes their time on the lake. This regulation would not only prevent debris contamination, but also facilitate effective enforcement measures to ensure compliance.

By working collaboratively with relevant stakeholders, including municipalities, the Government of Alberta can address this pressing environmental concern and safeguard the integrity of Alberta's natural resources.

ALBERTA MUNICIPALITIES' COMMENTS:

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Environment and Sustainability Committee within the context of other priorities and positions.

C4: Increase Capital Funding for Accessible Playgrounds for All New, Replacement or Renovated Alberta Public Schools with K-6 Programming

Moved by: City of Spruce Grove
Seconded by: Village of Amisk
Category: C – Other issues of potential interest to Alberta municipalities
Subject: Social
Status: Outstanding – To be determined

WHEREAS the Government of Alberta announced in June 2020 that any new school with K-6 programming will have funding for a playground included in their capital budgets;

WHEREAS the Government of Alberta provides grant funding of up to \$250,000 per school to support the construction of a playground for new or replacement schools; school communities that wish to exceed \$250,000 can use fundraising to supplement the project;

WHEREAS significant fundraising is often required above the Government of Alberta grant funding with schools¹ reaching out to municipalities for additional funding due to insufficient provincial funding for accessible playgrounds;

WHEREAS accessible playgrounds are built to accommodate children of all abilities enabling youth with or without disabilities, their parents, and caregivers to fully participate in all aspects of the playground;

WHEREAS accessible playgrounds require additional funding, above what non-accessible playgrounds cost;

WHEREAS many municipal governments are working towards increasing accessibility in their communities through various measures such as accessibility policies and accessible playground standards for developers;

WHEREAS there is no mechanism that mandates accessible school playgrounds; and

WHEREAS school play time and playgrounds are vital to childhood development, which includes the development of gross motor skills, social interactions, and creativity.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to increase capital funding for all new, replacement, or renovated public schools with K-6 programming to enable the construction of accessible playgrounds to ensure that students with disabilities have equal development opportunities.

BACKGROUND:

In 2021/2022, there were 745,770 K-12 students in Alberta with approximately 14% having a coded status that can be related to an identified disability.

Municipalities across the province recognize the importance of creating welcoming, inclusive, and accessible communities. Several municipalities in Alberta have accessibility policies in place or under development; however, school playgrounds are provincially mandated, and therefore excluded from any municipal accessibility policies.

This resolution aligns with Alberta Municipalities' Welcoming and Inclusive Communities (WIC) Initiative, which aims to help municipalities adapt to and celebrate the increasing diversity of Alberta's population. The WIC Initiative works

¹ In the context of this resolution 'schools' refer to school jurisdictions eligible for Government of Alberta capital funding which include a public, separate or Francophone grouping of schools governed by an elected school board.

2024 Outstanding Resolutions

to create communities where all residents and visitors enjoy a sense of belonging and where diversity adds to the social and economic vibrancy of the community, improving the quality of life for all residents, including people with disabilities.

Currently, school boards are eligible for Government of Alberta grant funding for playgrounds either through Alberta Education or Alberta Arts, Culture and Status of Women; however, school authorities and their fundraising societies are not eligible to receive funding from both sources:

- Alberta Education provides up to \$250,000 for playgrounds, through capital grant funding for new and replacement schools. Schools can use their fundraising societies to supplement playground construction builds that exceed \$250,000.
- Alberta Arts, Culture and Status of Women provides grant funding through the Community Facility Enhancement Program (CFEP) of up to \$125,000 to support the construction of a school playground. Matching funds are required, and funding can be used for new, replacement or renovated schools.

Alberta public sector entities have a history of advocating for additional capital school funding:

- In 2014, the Town of Penhold put forward the Provincial Support for School Development resolution requesting “that the Government of Alberta, when developing new schools, fulfill the role of a contractor and share the costs associated with the development of the lands for the placement of a school structure”.
- In 2017, Edmonton Public School Board successfully advocated to the Government of Alberta for funding playgrounds to be committed to in the 2020 Budget proportional to the new schools announced. In June 2020, the Government of Alberta announced that any new school with K-6 programming would have funding for a playground included in their capital budgets.

Alberta interest groups have a history of advocating for consistent accessibility standards:

- The Alberta Advocate for Persons with Disabilities is working towards a proactive approach towards reducing barriers and improving opportunities for those with disabilities.
- The Alberta Ability Network (AAN) is a collaboration of 170 organizations and community advocates located in Alberta, working together to address systemic barriers facing persons with disabilities, and has advocated to the province for mechanisms for enforcement of accessibility standards in the province.

ALBERTA MUNICIPALITIES' COMMENTS:

This issue relates to ABmunis' Welcoming and Inclusive Communities initiative to support all residents to have equitable access to services and facilities, but ABmunis does not currently have a position on whether the province should create a funding system that enables the construction of accessible playgrounds at all K-6 schools. If the resolution is passed, it will be forwarded to the Government of Alberta for response and further advocacy recommended to ABmunis' Board by the Infrastructure Committee within the context of other priorities and positions.

C5: Doubling Speed Fines in Playground Zones and School Zones

Moved by:	City of Calgary
Seconded by:	Village of Duchess
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Social
Status:	Outstanding – To be determined

WHEREAS ensuring the safety of children, particularly in playground zones near schools, is paramount due to their heightened vulnerability to traffic-related risks;

WHEREAS various public entities, including school boards and parent councils have voiced concerns regarding speeding and pedestrian safety, underscoring the urgency for additional protective measures;

WHEREAS other jurisdictions, such as Nova Scotia, British Columbia, Quebec, and Ontario, have successfully implemented measures to double speeding fines in school zones;

WHEREAS Alberta has already doubled fines for other vulnerable road users such as when workers are present in construction zones or when passing first responders; and

WHEREAS the provincial government holds responsibility for the Traffic Safety Act and associated regulations/specified penalties, including the establishment of school and playground zones with reduced speed limits to safeguard children's well-being.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act to improve safety within designated school zones and playground zones through measures such as double fines for speeding offenses or adjusting demerits to encourage improved compliance.

BACKGROUND:

This issue affects all Alberta municipalities with school zones and/or playground zones. According to a study cited by the Global Road Safety Partnership¹ increasing speeding fines by 50-100 per cent can result in a 15 per cent decrease in violations.

Given the alignment with existing provincial legislation intended to protect vulnerable road users, and the potential to help reduce safety incidents in school zones and playground zones, this resolution should be given a high priority.

While prioritizing the safety of road users in school zones and playground zones does not specifically align with strategic initiatives listed in Alberta Municipalities' 2024 Business Plan, it does align with the general strategy of prioritizing and building common solutions that strengthen municipalities.

Advocacy to increase fines for speeding in school and playground zones was addressed by Alberta Municipalities through a 2011 resolution sponsored by the City of Grande Prairie. Alberta Transportation responded that they were not pursuing an increase in fine amounts at that time. There does not appear to be any other associations or groups acting on this issue currently.

ALBERTA MUNICIPALITIES' COMMENTS:

ABmunis does not currently have a position on this specific issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to the ABmunis Board by the Safe and Healthy Communities Committee within the context of other priorities and positions.

¹ Sakashita, C. Fleiter, J.J, Cliff, D., Flieger, M., Harman, B. & Lilley, M (2021). A Guide to the Use of Penalties to Improve Road Safety. Global Road Safety Partnership, Geneva, Switzerland.

C6: Coverage of Mandatory Drivers' Medical Exam Fees for Albertans Aged 75 and Older

Moved by: City of Cold Lake
Seconded by: Town of Bonnyville
Category: C – Other issues of potential interest to Alberta municipalities
Subject: Social
Status: Outstanding – To be determined

WHEREAS mandatory driver medical exams for Albertans aged 75 years and older were covered by the Alberta Health Care Insurance Plan until 2020;

WHEREAS many Albertans aged 75 years and older live on a fixed income and are disproportionately impacted by new and increasing personal expenses;

WHEREAS the ability to maintain a driver's license impacts an individual's independence, his or her ability to efficiently attend medical appointments, and care for themselves as well as their families;

WHEREAS seniors who are not able to drive increasingly rely on municipal services, including accessible transportation, door-to-door bus services, and medical travel subsidies; and

WHEREAS it is in Alberta's best interest to encourage and support independent, active, and healthy seniors who are able to age in their communities with dignity and a high quality of life.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to reinstate Alberta Health Care Insurance Plan coverage for mandatory driver medical exams for Albertans aged 75 years and older.

BACKGROUND:

In 2020, the Government of Alberta removed mandatory driver medical exams from the Alberta Health Care Insurance Plan (AHCIP) as a cost-saving measure. Amongst the reasons cited for the change was that Alberta was the only province to cover such costs.

Alberta's 2024-25 budget contains measures intended to assist seniors with rising costs, including a 25% reduction in personal registry services and a 25% coverage of the cost of mandatory medical exams. These programs are acknowledged and commended by the movers of this resolution as a meaningful step that will reduce the cost of living and help to maintain the independence of Alberta's seniors.

Given the recent and unprecedented rise in the cost of living, and the disproportionate affect that cost of living increases have on people as they age and are more likely to rely on a fixed income, however, it is requested that the Government of Alberta consider resuming its position as a leader in providing access to mandatory drivers' medical exams for its residents aged 75 years and older.

Mandatory drivers' medical exams are required at the age of 75, 80, and every two years thereafter. The requirements for such mandatory drivers' exams are, of course, reasonable given that changes in people's health can impact their ability to drive safely and are more likely to occur as people age.

The costs, however, are not consistent across the province and can range up to \$150, a 75% increase over the rate that was covered under the AHCIP, which was \$85.58. The movers of this resolution feel that it is in our province's best interest to ensure that each Albertan can live as independently as possible where they are able and willing to do so. Significant fees for mandatory drivers' medical exams can represent a barrier to maintaining a driver's license for healthy Albertan's aged 75 and older who would otherwise be medically cleared to drive.

2024 Outstanding Resolutions

The Government of Alberta has noted that the population of seniors in Alberta continues to rise faster than any other age group. According to the Government of Alberta’s website, in September 2022, there were 725,000 Albertans over the age of 65 years. That number is expected to double by 2042. Ensuring that Albertans aged 75 and up can afford to maintain their driver’s license will also ensure that a greater number of Albertans are able to remain active participants in the communities in which they plan to age. Maintaining independence will mitigate social isolation and exclusion, which the Government of Alberta notes “... can be a significant issue for many seniors and can lead to negative health effects including depression and a reduced sense of well-being.” (<https://www.alberta.ca/seniors-resources>)

The benefits of independence and independent mobility that come with maintaining a driver’s license are magnified in the context of rural and remote communities. Many seniors living in a rural or remote context must travel to Alberta’s larger centres for health care appointments. If these trips cannot be made independently, the burden often falls on public services or more expensive private transportation options.

ALBERTA MUNICIPALITIES’ COMMENTS:

ABmunis does not currently have a position on this issue. On June 18, 2024, the Government of Alberta announced that seniors over 65 years of age now receive a 25 per cent discount on driver’s medical exams¹; however, this does not meet the intent of the resolution that seniors should receive full coverage under the Alberta Health Care Insurance Plan.

If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis’ Board by the Economic Strategy Committee within the context of other priorities and positions.

¹ Government of Alberta June 18, 2024 News Release: “Another registry discount for seniors.” <https://www.alberta.ca/release.cfm?xID=90536BB2B13FF-ADDE-CF3F-70AF076F9D229090>

C7: Alberta Learner's Licence Program Review

Moved by:	City of Brooks
Seconded by:	Town of Sexsmith
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Economic
Status:	Outstanding – To be determined

WHEREAS the ability to drive impacts the livelihood of individuals who do not have access to public transportation to go to and from work and other daily needs, especially in rural Alberta;

WHEREAS the Province of Alberta possesses the most restrictive Learner's Licence Program in Canada;

WHEREAS within the Government of Alberta's Learner's Licence Program, a Class 7 Learner's Licence is the first step to legally driving a vehicle per Alberta's Graduated Driver Licensing (GDL) program;

WHEREAS for the first year, a driver with a Class 7 Learner's License may only operate a vehicle if there is a passenger present who is over 18 years old and has a full Class 5 driver's license or higher;

WHEREAS after one year with a Class 7 Learner's License, a driver can complete a series of tests and upgrade to a Class 5 GDL, which no longer requires a licensed passenger, but still carries various restrictions; and

WHEREAS in Alberta, it takes up to three years to get a full, non-GDL Class 5 Driver's Licence.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Provincial Government to review its Learner's Licence Program for legislative changes which includes shortening the Class 7 Learner's Licence period from twelve months to eight months for those 16 years of age and older who take an approved and accredited driver's training course.

BACKGROUND:

In Alberta, there is no ability to shorten the Class 7 Learner's Licence period by taking driver's training. For those 16 and over, the process requires a minimum of twelve months before a road test can be completed to obtain a Class 5 GDL, which enables the license holder to drive without a licensed passenger present.

If a person is 16 years or older when they apply for a driver's license, Alberta's GDL system requires:

1. At least one year with a Class 7 license, which requires the driver to travel with a passenger in the front seat who has a full Class 5 license.
2. After one year, the driver may complete a road test and receive a Class 5 GDL, which allows them to drive without a licensed passenger, but other restrictions still apply.
3. A driver with a Class 5 GDL may only upgrade to a full Class 5 license after they have driven with a Class 5 GDL for at least two years and have had no license suspensions or demerits in the last year. However, a driver can reduce the time they hold a Class 5 GDL by six months if they complete an accredited Class 5 driver training school.¹

If a person is under 16 years old when they apply for a Class 7 learner's license, they will not be eligible to upgrade to a Class 5 GDL until they turn 16 years old.

In most provinces, individuals with a Class 7 Learner's Licence have the opportunity to shorten the required time period to obtain a full Class 5 Driver's Licence by way of an approved and accredited driver's training course that teaches the fundamentals of driving, both in theory and practicality. Should a new driver be successful in completing

¹ Steps to getting an Alberta driver's licence <https://www.alberta.ca/get-drivers-licence-steps>

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the approved and accredited driver's training course, the driver is able to cut down their probation time anywhere from 12 months to eight months (and even six months in some provinces).

If the Province of Alberta reduced the Class 7 Learner's Licence period with the approved and accredited driver's training course, it would certainly mean safer roads, as it is witnessed too often that Class 7 drivers are driving with individuals who they themselves barely know how to drive or just sit there as a passenger rather than someone who is to be providing supervision. In addition, a lot of Class 7 drivers continue to hold their Class 7 Learner's Licence for a number of consecutive years which is attributed to failing road tests, as the driver likely had no real training and or good supervision.

Giving Albertans the option to take a driver's training course that not only goes over the theory of driving, but the fundamentals of actually driving is crucial to the individual's development as a driver and fellow road user.

Furthermore, it is a great incentive for people to obtain their Class 5 GDL within a shorter period of time, which is so important in aiding in municipal economies, as new opportunities will arise for business across the province. This will also provide an opportunity for those who want to do better and learn how to be better drivers because of it. Drivers may even qualify for cheaper insurance rates with having a driver's training course on file as well.

ALBERTA MUNICIPALITIES' COMMENTS:

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Economic Strategy Committee within the context of other priorities and positions.

C8: Review of Provincial Animal Protection Act

Moved by: City of Airdrie
Seconded by: Town of Didsbury
Category: C – Other issues of potential interest to Alberta municipalities
Subject: Governance
Status: Outstanding – To be determined

WHEREAS Alberta's Animal Protection Act (APA) is a crucial legislative framework designed to safeguard the welfare of animals within the province;

WHEREAS it is imperative to periodically reassess and update existing legislation to ensure it remains effective and aligned with current standards and Alberta's APA has not been substantially changed since 2006;

WHEREAS the current version of the legislation does not differentiate between commercial and companion animals;

WHEREAS societal attitudes and norms have changed, new challenges and risks have emerged and best practices for animal protection may be enacted;

WHEREAS municipalities play a pivotal role in enforcing animal welfare laws within our jurisdictions; and

WHEREAS Alberta's outdated APA lacks clear guidance for when peace officers are empowered to act and what enforcement mechanisms are available such as cases where companion animals are in the care of an animal shelter, rescue, or humane society.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta for a comprehensive review and update of Alberta's Animal Protection Act.

BACKGROUND:

The landscape of animal welfare is dynamic, with new challenges and risks constantly emerging. Public attitudes towards animals and their treatment have undergone significant transformation in recent decades, with an increasing emphasis on compassion, empathy, and ethical stewardship.

Under the current Animal Protection Act (APA) there is no differentiation between commercial and companion animals. This distinction is necessary to provide appropriate guidelines for care and welfare enforcement. Commercial animals can include horses, cattle, sheep, swine and live poultry but usually, they are animals raised for meat production or other products from the animals. A companion animal could be anything that is not a commercial animal, but most commonly include dogs and cats.¹ While a review of the APA may include changes that impact commercial animals, this resolution allows for better protection of companion animals.

In 2006, a major revision to the APA was enacted, only the second update since its inception in 1967. A comprehensive review of the APA is now needed to identify and rectify deficiencies in the legislation, ensuring that it provides clear guidance and consistent enforcement mechanisms across municipalities in dealing with companion animals.

Modernizing legislation and regulation around kennels and rescues is critical to ensuring the welfare and safety of animals in these facilities. With the growing prevalence of companion animals and the increasing demand for adoption and boarding services, outdated regulations fail to address emerging challenges and protect vulnerable animals. Clear and comprehensive regulations can establish standards for housing, care, and hygiene, ensuring that companion animals are provided with adequate nutrition, medical attention, and living conditions. Additionally,

¹ Province of Manitoba, Animal Care Act. https://web2.gov.mb.ca/laws/statutes/ccsm/_pdf.php?cap=a84

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updated regulations can mandate regular inspections, licensing requirements, and transparency measures, enabling authorities to monitor compliance and intervene promptly in cases of neglect or abuse.

In addition, over the past decade Alberta has witnessed a significant shift in online animal sales. The increase of online marketplaces, social media platforms and unregulated transactions has transformed the way companion animals are bought, sold, and traded, presenting both opportunities and risks for animal welfare and regulation. While reputable breeders and licensed sellers may utilize online channels to connect with potential buyers, there has also been a surge in informal or backyard breeding operations advertising animals for sale online. These sellers may operate without proper licensing, veterinary oversight, or adherence to animal welfare standards, raising concerns about the welfare and health of the animals involved.

Additionally, the anonymity and convenience of online platforms have created challenges for enforcement agencies tasked with monitoring and regulating animal sales. Unlike traditional brick-and-mortar pet stores or breeding facilities, online sellers can easily avoid scrutiny and oversight, making it difficult to ensure compliance with existing regulations. This lack of transparency and accountability poses risks not only to animal welfare but also to consumer protection, as buyers may unknowingly purchase animals from disreputable sources.

Municipalities play a pivotal role in enforcing animal welfare laws within our jurisdiction. By revisiting the APA, the province can streamline enforcement procedures, provide additional resources, and enhance collaboration between municipalities and provincial authorities, improving compliance with animal welfare standards.

A local business in Airdrie, which was operating as a dog rescue organization, was recently charged under the APA. With complaints dating back to 2016, Airdrie Municipal Enforcement in partnership with the Alberta SPCA seized a large number of dogs in varying states of distress due to the care conditions at the facility. Under the authority of the APA, peace officers are empowered to act when animals are in distress; however, challenges exist as the Act does not provide direction on animal care standards for shelters, rescues, or Humane Societies. Additionally, there are no requirements for registration or oversight of organizations who provide sheltering and care for animals.

In recent years, several Canadian provinces, including British Columbia and Ontario, have taken significant steps to strengthen their animal protection legislation, reflecting a growing recognition of the importance of safeguarding animal welfare. Manitoba's legislation¹ stands out as an example with clear definitions, separation between commercial and companion animals and kennel regulations. The Alberta SPCA and other provincial animal welfare associations agree that the APA is lacking the necessary tools to truly protect animal welfare and could be engaged as stakeholders in the review process.

A comprehensive review of Alberta's APA is essential to ensure that it remains robust, relevant, and responsive to the evolving needs of companion animals and society. From incorporating scientific advancements to addressing enforcement challenges and fostering stakeholder engagement, such a review holds the potential to enhance animal welfare outcomes across the province.

ALBERTA MUNICIPALITIES' COMMENTS:

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to the ABmunis Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

¹ Province of Manitoba, Animal Care Act. https://web2.gov.mb.ca/laws/statutes/ccsm/_pdf.php?cap=a84

**GENERAL
INFORMATION ABOUT
RESOLUTIONS**

What is a resolution?

Alberta Municipalities (ABmunis) conducts an annual resolutions process that enables member municipalities to bring forward common issues and solutions and seek member approval to give direction to ABmunis' Board of Directors to advocate to the federal and provincial governments on members' behalf.

This process includes a resolutions session at ABmunis' annual Convention where Regular Members vote on resolutions that have been submitted by members. When a resolution is adopted by members, ABmunis takes action to develop and implement an advocacy strategy for each resolution.

As set out in ABmunis' [Resolutions Policy](#), for a resolution to be presented at ABmunis' Convention, the resolution must:

- address a topic of concern affecting municipalities on a regional or provincial level,
- be approved by the council of the sponsoring municipality, and
- be seconded by an additional municipal council of different sized population.

A resolution must not direct one or more municipalities to adopt a particular course of action or policy but must be worded as a request for consideration of an issue, including a call for action by ABmunis.

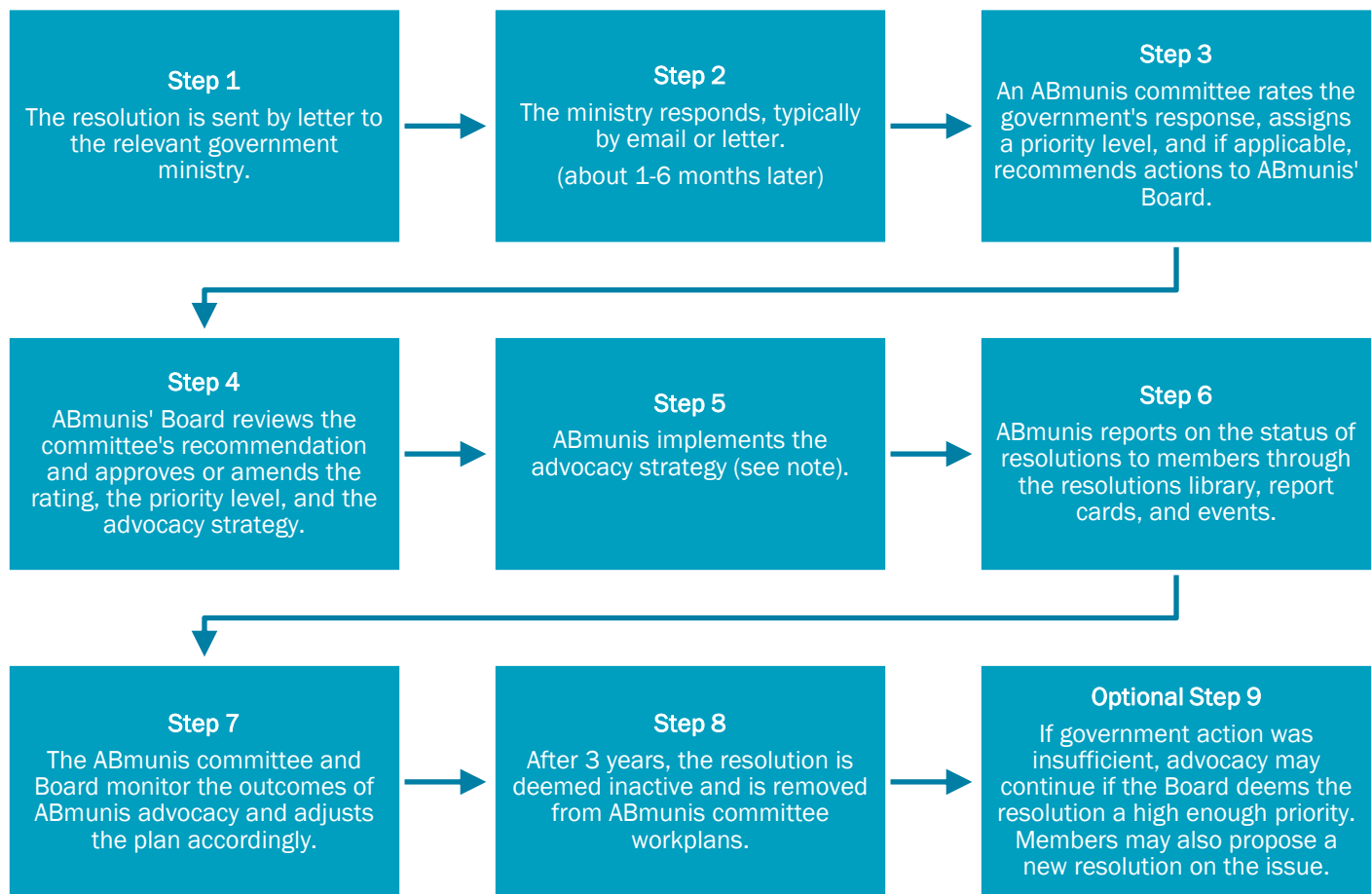
How do I find the status of a resolution?

The status of all resolutions are posted in ABmunis' searchable [Resolutions Library](#) and the status of adopted resolutions can also be viewed in ABmunis' annual [resolution report cards](#).

Adopted 2024 Resolutions

To view the 2024 resolutions that were adopted by members at ABmunis 2024 Convention on September 26, 2024, please refer to the [2024 Resolutions Results](#).

What happens after members adopt a resolution?



Note: ABmunis' advocacy strategy will differ depending on the priority of the issue. If the Board deems a resolution to be a low priority, ABmunis will monitor the issue but may not take other action after sending the initial letter to the government. Whereas a resolution that is considered a high priority may lead to an advocacy strategy such as sending additional letters, seeking a meeting with a minister, premier, or senior staff, conduct research, strike an ad hoc working group, collaborate with other stakeholder organizations, engage media, conduct a public social media campaign, encourage members to take specific action, or other initiatives.



Alberta Municipalities Strength In Members

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From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Sturgeon Public Schools & Superintendent, Shawna Warren
Date: October 31, 2024 3:13:48 PM
Attachments: [image001.png](#)
[image003.png](#)

From: aimy.mvb@businessviewmagazine.com <aimy.mvb@businessviewmagazine.com>
Sent: October 31, 2024 1:39 PM
To: cao <cao@bonaccord.ca>
Subject: Sturgeon Public Schools & Superintendent, Shawna Warren

Jodi,

Please see the letter below from Shawna Warren, Superintendent of Sturgeon Public Schools and let me know when you might be available for a brief call with our Publisher to discuss.

Aimy McGrew
Head of Administration
Business View Magazine



Town of Bon Accord
To: Jodi Brown
From: Shawna Warren, Superintendent
Re: Sturgeon Public Schools to be featured in Business View Magazine

Jodi,

I wanted to inform you that we are going to be featured in an upcoming issue of Business View Magazine. Our 8-10 page feature is going to be the lead feature in 2024, It's based on an interview between Business View's editor and myself alongside our Deputy Superintendent, Jonathan Konrad. With a foreword from the Alberta School Board Association and the Minister of Education generating awareness to the need for Critical Assets and subsidy for Programs and equipment, we are presenting "Education as a cornerstone of Alberta Communities."

As one of our key partners, I would like to invite you to promote your business alongside ours with a corporate advertisement to appear within the article and subsequent marketing brochure as a preferred partner of choice to Sturgeon Public Schools.

Together we can continue to gain exposure while expanding our digital footprint through enhanced search engine results, back links and social media. Upon completion, Business View will also be developing a customized brochure that can be utilized for further marketing initiatives.

Business View Magazine is a global leader in multi-platform business-to-business profiles, news, and opinion with more than 877,000 subscribers across North America. To view a current issue please visit their website at www.businessviewmagazine.com.

We encourage you to reach out directly to Marcus VandenBrink, Publisher of Business View at 905-267-1699 or via email at marcus@businessviewmagazine.com for additional information and pricing.

I want to personally thank you for taking the time to review this correspondence; we value our relationship and look forward to continuing our strategic relationship into the future.

Sincerely,

A handwritten signature in black ink, appearing to read "SW".

Shawna Warren, M.Ed
Superintendent of Schools
shawna.warren@sturgeon.ab.ca



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