

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**November 19, 2024 9:00 a.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1. Regular Meeting of Council; November 5, 2024 (enclosure)
- 4. DELEGATION – CLOSED SESSION**
  - 4.1. 9:05 a.m. Stephanie Westlake – Alberta Municipalities – Jewel Box Insurance –  
*FOIP Act Section 24 Advice from Officials*
- 5. DEPARTMENTS REPORT**
  - 5.1. November 2024 (enclosure)
- 6. UNFINISHED BUSINESS**
  - 6.1. Golden Gems Funding Request (enclosure)
- 7. NEW BUSINESS**
  - 7.1. Financial Plans (enclosure)
  - 7.2. Utility Payment Relief Pilot (enclosure)
  - 7.3. Pembina Pipelines Sponsorship Revenue Allocation (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
  - 8.1. Utilities Bylaw 2024-12 – First Reading (enclosure)
  - 8.2. Waste Collection Bylaw 2024-13 – First Reading (enclosure)
  - 8.3. Tax Installment Payment Plan (TIPP) Bylaw (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
  - 9.1. Annual Council Workshop (enclosure)
- 10. COUNCIL REPORTS**
  - 10.1 Mayor Holden (enclosure)
  - 10.2 Deputy Mayor Larson (enclosure)
  - 10.3 Councillor Bidney (enclosure)
  - 10.4 Councillor Laing (enclosure)
  - 10.5 Councillor May (enclosure)
- 11. CORRESPONDENCE**
  - 11.1. Morinville Lite Up the Nite Mixer Invitation (enclosure)
  - 11.2. 3rd Canadian Division's Annual Holiday Reception Invitation (enclosure)
- 12. NOTICE OF MOTION**

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**13. CLOSED SESSION**

**13.1.** Microgeneration Market – *FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials*

**13.2.** Arena Advertising Agreement – *FOIP Act Section 24 Advice from officials*

**13.3.** Local Growth and Sustainability Grant (LGSG) – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations*

**13.4.** Community Asset Sponsorship Package – *FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body*

**14. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
November 5, 2024 6:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

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

**REGRETS**

Councillor Lacey Laing

**ADMINISTRATION**

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

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Holden called the meeting to order at 6:00 p.m.

**ADOPTION OF AGENDA**

There were no objections to striking “Committee of the Whole” and replacing with “Special Meeting of Council”.

COUNCILLOR MAY MOVED THAT Council adopt the November 5, 2024 agenda as amended.

**CARRIED UNANIMOUSLY RESOLUTION 24-455**

**PROCLAMATIONS**

*Family Violence Prevention Month*

**ADOPTION OF MINUTES**

*Regular Meeting of Council; October 15, 2024*

COUNCILLOR BIDNEY MOVED THAT Council approves the October 15, 2024 Regular Meeting of Council minutes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-456**

*Special Meeting of Council; October 23, 2024*

DEPUTY MAYOR LARSON MOVED THAT Council approves the October 23, 2024 Special Meeting of Council minutes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-457**

**DELEGATION**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
November 5, 2024 6:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

***Brenda Gosbjorn & Joyce Curtis-Bonardi – Bon Accord Public Library Board Budget***

COUNCILLOR MAY MOVED THAT Council approve the Bon Accord Library Board budget as presented.

**CARRIED UNANIMOUSLY RESOLUTION 24-458**

**UNFINISHED BUSINESS**

***Library Board Appointment Correction***

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

**CARRIED UNANIMOUSLY RESOLUTION 24-459**

**NEW BUSINESS**

***Mayor Holden Motion: Town Security***

COUNCILLOR MAY MOVED THAT Council directs administration contact the presenters of our recent CPTED session on October 22 to inquire about a presentation regarding businesses.

**CARRIED UNANIMOUSLY RESOLUTION 24-460**

***2025 Budget Presentation***

COUNCILLOR BIDNEY MOVED THAT approves the 2025 interim operating budget as presented and interim capital budget as amended, deferring the following projects to future capital plans:

- Dark Sky Trail
- Ice surface & boards
- Fire dampers on duct penetrations
- Parking lot grading

**CARRIED UNANIMOUSLY RESOLUTION 24-461**

***Bylaw Services Reporting Proposal***

DEPUTY MAYOR LARSON MOVED 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.

**CARRIED UNANIMOUSLY RESOLUTION 24-462**

***Holiday Closure 2024***

COUNCILLOR BIDNEY MOVED THAT Council approves Option #1 of holiday closure for 2024.

1 Opposed

**CARRIED RESOLUTION 24-463**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
November 5, 2024 6:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

***Office Chairs Replacement***

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

Councillor May requested a recorded vote.

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

Opposed: Councillor May

**CARRIED RESOLUTION 24-464**

***Event Participation: Priority Registration***

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

**CARRIED UNANIMOUSLY RESOLUTION 24-465**

**CORRESPONDENCE**

***Go East of Edmonton – Letter of Support Request***

COUNCILLOR MAY MOVED THAT Council direct administration write a letter of support for Go East of Edmonton, to be signed by the Mayor, and have it sent out November 6, 2024.

**CARRIED UNANIMOUSLY RESOLUTION 24-466**

***Alberta Municipalities – Grants in Lieu of Taxes and Election Changes***

COUNCILLOR BIDNEY MOVED THAT Council and administration work to develop a resolution for the 2025 Alberta Municipalities Convention to reduce policing costs for communities under 5000 in light of reduced LGFF funding.

**CARRIED UNANIMOUSLY RESOLUTION 24-467**

Mayor Holden called a short recess at 7:26 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 24-468**

Mayor Holden called the meeting back to order at 7:28 p.m.

Councillor Bidney moved that the previous motion regarding *Alberta Municipalities – Grants in Lieu of Taxes and Election Changes* be amended to strike “Alberta Municipalities Convention” and replace with “Spring Leadership Caucus”.

**CARRIED UNANIMOUSLY RESOLUTION 24-469**

***Town of Morinville – Light Up the Nite Parade***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to register Mayor Holden to attend Morinville's Light Up the Nite parade.

1 Opposed

**CARRIED RESOLUTION 24-470**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
November 5, 2024 6:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

***Alberta Municipalities – 2024 Outstanding Resolutions***

COUNCILLOR MAY MOVED THAT Council accept the correspondence as information.

**CARRIED UNANIMOUSLY RESOLUTION 24-471**

***Sturgeon Public Schools – Advertising Opportunity***

COUNCILLOR MAY MOVED THAT Council accept the correspondence as information.

**CARRIED UNANIMOUSLY RESOLUTION 24-472**

**ADJOURNMENT**

COUNCILLOR MAY MOVED THAT the November 5, 2024 Regular Meeting of Council adjourn at 7:38 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 24-473**

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Mayor Brian Holden

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Jodi Brown, CAO

## News | Projects | Events

### News

- Thank you to Pembina Pipelines for the \$3,000 donation in sponsorship of Public Skating in Bon Accord.
- The Town will be introducing new public skating safety guidelines at the arena with updated signage for other general facility rules soon.
- The Town has signed a Facility Agreement with Absolute Human Performance to host elite baseball teams at Diamond 1 throughout the season.
- The Town is still seeking volunteer board and committee members for the Parks and Trails Committee, the Community Services Advisory Committee and the Dark Sky Ad Hoc Committee.

### Projects

- Administration is preparing a Request for Proposal (RFP) for the Stormwater Park project engineering as funded by the Drought and Flood Protection grant program.
- Administration is preparing the Annual Council Workshop presentations this month with the event scheduled for November 25<sup>th</sup> and November 26<sup>th</sup>.
- Thank you to the Corporate Services Manager and the entire administrative team for all their work in developing the 2025 interim operating and capital budget for Council approval.

### Events & Programs

- October 20th Field Trip to Bountiful Farmers' Market - 15 attended.
- October 26th Halloween Spooktacular – Overall, the event went well. Registration had sold out at maximum capacity of 150.
- November 7th – Diabetes: The Fundamentals information session was held at the Golden Gems. This was an interactive presentation by Sherwood Park PCN and was well attended.
- November 12<sup>th</sup> Art Night Out – 15 attended.
- Thank you to everyone who helped to plan, organize, support and participate in the Remembrance Day Ceremony this year.

### Key Meetings

- Monthly Staff Safety Meeting
- Leadership Team Meetings

### Conferences and Training

- October 22-23 Human Rights Workshop
- November 13-15 FCSSAA Conference
- Alberta Parks and Recreation Association Conference

## Department Highlights

### Administration | Town Manager

- Met with the Communities in Bloom Committee to discuss fall maintenance of floral displays, insurance requirements, and CiB plans for 2025.
- Working with Arena staff on new public skating safety guidelines and other general facility regulation signage for the Arena.
- Reviewed several grant opportunities to help support Town projects; resubmitted the revised FCM grant application for the Stormwater Park project.
- Met with representatives from the Golden Gems Society.
- Held a meeting with the president of CNN Spurs to discuss arena upgrade projects and planning.
- Held a meeting with Sturgeon Public Schools regarding the Joint Use and Planning Agreement and the fence area at the school.
- Held a quarterly meeting with Bylaw services to discuss enforcement priorities, changes to scheduling and format of the monthly reporting to Council.
- Followed up with three resident complaints.
- Attended two meetings with ATCO related to solar energy storage and economic development opportunities relative to gas and power servicing available in Bon Accord.
- MCSnet contacted the Town regarding free WIFI services at the arena, following a meeting with the Town's IT provider and arena staff, the Town has authorized MCSnet to provide free WIFI services to the public at the arena. The Town also suggested that other community groups may be interested in this opportunity and contact information for MCSnet was provided to those groups.
- Working on finalizing the Economic Development and Sponsorship contracts with Municipal Experts for 2024.
- Working on the 2025 interim budget presentation, attended regional CAO meeting and assisted with planning upcoming intermunicipal meetings.
- Finalizing the agenda and presentations for the upcoming annual Council Workshop.

### Legislative Services | Communications

- The Town's commercial electronic highway sign experienced a second isolated Cyber Security Incident that was resolved within 24 hours. As no personal information is contained on the sign's software, no personal information was obtained. Further security provisions have been put in place and both incidents have been reported to the RCMP.



## Community Services

- There are 15 participants registered and paid for our yoga sessions. This has brought in an additional \$810 of unbudgeted revenue. We hope to offer another session after Christmas and continue into the new year.
- Pickleball is going well; We have made \$470 of unbudgeted revenue in the first 5 sessions.
- The Bon Accord Gibbons Food Bank is offering Christmas hampers for families in need. The form can be completed online, or residents can contact community services at the office. Requests are all confidential.
- Upcoming programs and events include:
  - November 20th: Field trip to Greenland Garden Centre from 6-10 p.m.
  - December 6th – 8th: Winter Wonder-Fest; 3 days of festive activities includes a community craft night, floral arrangement workshop, Christmas market, public skating, Breakfast with Santa, and turkey bingo.

## Corporate Services

- A penalty of 15% will be applied to all outstanding property taxes after December 31st.
- The deadline for applying for the Tax Installment Payment Plan (TIPP) program is January 8th. Residents can contact the Town office to apply.
- The Canada Summer Jobs Grant application will open earlier than usual on November 17th and close on December 19th. Typically, the grant process does not open until the new year. Our interim budget has approved two summer parks staff and two summer program staff.
- The Government of Alberta has announced a one-year freeze on increasing policing costs for small municipalities. Therefore, our 2025 policing costs will be \$87,843.

## Economic Development | Safe Communities

- Worked on Public Skating sponsorship for the January – April season. Pembina Pipelines has approved an amount of \$3000.00 toward this initiative.
- Hosted Prevail Consultants' Alex Thomson, who attended our Business Showcase event on a Town tour in conjunction with Paul Hanlan, Development Officer & Planning Consultant, as well as Terry Doerkson, Infrastructure Manager.
- Reached out to hospitality businesses, such as hotel/motel companies, as well as large fast-food chains – leveraging the highway frontage area.
- Hosted a successful CPTED with Jennifer Penner, Sturgeon County Safe Communities Facilitator; Officer Kulbisky, Sturgeon County Enforcement Services; and Cpl. Febrarro with the Morinville RCMP in the Bon Accord Library. Attendance was full.
- Partnered with Gibbons on their Citizens on Patrol event. Currently exploring the idea of possibly having Garth Kolhsmith, president of Alberta Citizens on Patrol, hosting a presentation in Bon Accord.

- Designed a social media traffic safety campaign in collaboration with Legislative Services & Communications Coordinator.
- Connected with CN regarding possible industrial opportunities in Town, with the nearest active rail track being 7 km away. To be further discussed on November 14<sup>th</sup>, 2024.
- Continuing to follow up with developers from Business Showcase, who have yet to schedule a Town tour.
- Reached out to Leduc County, Economic Development Dept. for Amazon Warehouse contact information, regarding the idea of a warehousing opportunity in the annexed areas.
- Connected with ATCO's Commercial Accounts Manager whom I was introduced to through the AIHA Conference – in which she provided a gas and pipelines overview in Bon Accord. Also discussing solar energy and economic development opportunities.
- Continued research regarding possible grant opportunities in both Economic Development & Safe Communities.
- Began researching to host a Fraud Prevention workshop, as suggested by multiple residents at the CPTED.
- Attended the Policing Committee meeting in Morinville hosted by Ian Sanderson, Director of Alberta Association of Police Governance.

## Planning

- Resolved outstanding Development Permit issues for commercial project
  - 5028 50<sup>th</sup> Avenue
- Issued the following Development Permits:
  - Detached garage
  - Residential deck
  - “As built” commercial project – addressing variance to parking requirements (pending)
- Assisted new owners of the former liquor store site (4706 51 Street) with preliminary access, and design, input in preparation of anticipated DP application.
- Assisting new owner with commencing subdivision of 3-acre site located on 52 Avenue (with a previous conditional subdivision approval).
- Assisting residents with development-related inquiries (approximately 5 inquiries in addition to the already issued Development Permits).
- Assisting CAO with desired rededication/acquisition of required lands for the possible future implementation of “Nature Based Stormwater Management”.
- Assisting CAO with landowner consents for ESA sought in conjunction with possible historic “nuisance lands” in the Town's east end.
- Resolving the outstanding 2-lot subdivision, and Development Permit, issues for a residential development located at Lots: 24 & 25, Block: 7, Plan 5261 BA
- Participated in a community tour hosted by the Town's Economic Development & Safe Communities Coordinator.

## Operations | Public Works

- Due to the continuing mild weather, Public Works staff have been busy with regular park checks and grounds maintenance. All hanging flower baskets and planters around Town have been emptied and/or removed for the season.
- Alleys have been trimmed of overhanging vegetation which would interfere with winter snow clearing and/or visibility issues.
- Vehicles and equipment have been winterized and ready for the season. Presently, the salt/sand spreading box on the 2018 International is having a vibrator installed to safely assist with the free flow of material onto the conveyor.
- Public Works has received the new snowblower attachment for the Ventrac tractor.
- In lieu of last year's supply of salt/sand material being unavailable, the Town has sourced alternate supply locations. We are still looking into a future salt/sand storage facility and anticipate a structure to be constructed and ready for the 2025/26 winter season.
- Public Works staff assisted in the road closure of 50 Street for the Remembrance Day ceremonies conducted at Veterans' Memorial Park.
- Ongoing equipment repairs and maintenance continue. A Town pickup required a new cv joint installed.
- The Town purchased another ½ ton pickup for the fleet. Although used, it is in very good shape with low mileage.
- Town operated buildings have had their periodic safety inspections completed. Any deficiencies will be corrected in the coming weeks working around any winter road maintenance.
- The installation of Christmas decorations, banners, lights, and trees around Town have begun and should be completed before the end of November.
- Regular arena maintenance required the replacement of the shower hardware in the dressing rooms.
- One arena operator attended the Alberta Parks and Recreation Association Conference at the end of October.
- Wet well cleaning and sewage pump inspections were carried out at the two lift stations. One of the pumps at the Final Lift Station had failing seals and required it to be pulled from service to be rebuilt.
- One operator has been recertified in the Water Distribution and Wastewater Collection disciplines until the end of December 2027.
- I have been working on the Public Works segment of the upcoming Council Workshop presentation.
- One last note, a "Thank you" to the staff at Public Works and the Town Office in dealing with things for me in my absence over the last couple weeks as I dealt with a personal matter.

## Attachments

- Town Manager:
  - Action List
- Corporate Services Manager:
  - Variance Report
- Bylaw:
  - Speed Sign Report



# Town Manager Action List

**Date:** November 19<sup>th</sup>, 2024  
**Reporting Period:** October 15<sup>th</sup> – November 19<sup>th</sup>, 2024  
**Submitted by:** Jodi Brown (Town Manager)

## ACTON ITEM LIST:

Action Item	Status
<b>2024-10 Public Notification Bylaw – First Reading</b> Resolved that Council gives first reading to Public Notification Bylaw 2024-10 as presented.	The proposed bylaw has been advertised as required by the MGA. A public hearing has been scheduled for 6pm December 03 <sup>rd</sup> , 2024 evening RCM following the required advertising and petition period.
<b>Roseridge Grand Opening Invitation</b> Resolved that Council direct administration to register Deputy Mayor May and Councillor Larson for the Roseridge Grand Opening on October 20, 2024.	Rescheduled
<b>Mayor Holden Motion: Town Security</b> Resolved that Council directs administration contact the presenters of our recent CPTED session on October 22 to inquire about a presentation regarding businesses.	In-Progress
<b>Council Workshop Proposal</b> Resolved that Council directs administration to plan the Council Annual Workshop on November 25 and 26.	Administration is working on finalizing the presentations for each session over the two day period.
<b>Boundary Tree Policy</b> Resolved that Council directs administration to respond to the resident as directed and to draft a Boundary Tree Policy to be brought forward to Council for approval.	In Progress Administration is working on the draft Boundary Tree Policy scheduled for the November Committee of the Whole Meeting
<b>Stormwater Park Project</b> Resolved that Council directs administration to proceed with landowner negotiations and related agreements as directed.	In-Progress
<b>Drainage Infrastructure</b> Council directs administration to include engineering study fees in the proposed 2025 budget for Council review.	The engineering study quote was \$45,000. Administration did not include this study in the 2025 operational budget due to fiscal constraints.

<p><b>R. Howard Webster Foundation Grant</b> Resolved that Council directs administration to proceed as discussed including contacting Magna Engineering Services for a joint application cost.</p>	<p>In-Progress</p>
<p><b>Communities In Bloom – Alberta Conference &amp; Celebration</b> Council directs administration to register and book accommodation for two Communities in Bloom volunteers for the Alberta Communities in Bloom conference and celebration.</p>	<p>Completed This conference was cancelled.</p>
<p><b>Golden Gems Funding Request</b> Resolved that Council directs administration to acquire a quote for a sign for the Golden Gems sign and bring back to Council with intentions of it being a donation.</p>	<p>The quote has been received and this action is on the November 19<sup>th</sup> RCM agenda.</p>
<p><b>Municipal Affairs Invitation: School Tax Collection</b> Resolved 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 Separate School District No. 734.</p>	<p>In-Progress</p>
<p><b>Municipal Affairs Invitation: Social Media Advertisement</b> Resolved 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.</p>	<p>In-Progress—waiting for response from Municipal Affairs</p>
<p><b>Facility Rental Contract</b> Council directs administration to proceed as directed regarding the proposed Facility Rental Agreement and FURTHER following confirmation of required information and including the amendments as discussed to proceed with signature of the agreement.</p>	<p>Complete The agreement has been fully executed.</p>
<p><b>Interim Budget Proposal</b> Resolved that Council directs administration to present an interim operating and capital budget for 2025.</p>	<p>Complete The 2025 interim operating and capital budgets have been approved by Council.</p>
<p><b>Letter from Minister McIver: Impacts of Federal Carbon Tax Survey</b> Resolved 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.</p>	<p>Complete Letter Attached</p>

<p><b>Bylaw Services Reporting Proposal</b>  Resolved 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.</p>	<p>Complete</p>
<p><b>Go East of Edmonton – Letter of Support Request</b>  Resolved that Council direct administration write a letter of support for Go East of Edmonton, to be signed by the Mayor, and have it sent out November 6, 2024.</p>	<p>Complete</p>
<p><b>Alberta Municipalities – Grants in Lieu of Taxes and Election Changes</b>  Council and administration work to develop a resolution for the 2025 Spring Leadership Caucus to reduce policing costs for communities under 5000 in light of reduced LGFF funding.</p>	<p>In-Progress</p>
<p><b>Town of Morinville – Light Up the Nite Parade</b>  Resolved that Council direct administration to register Mayor Holden to attend Morinville's Light Up the Nite parade.</p>	<p>Complete</p>

November 12, 2024

The Honourable Ric McIver  
Minister of Municipal Affairs  
320, 10800 – 97 Avenue  
Edmonton, AB T5K 2B6

VIA EMAIL [minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)

**Re: Impacts of Carbon Tax**

Dear Minister McIver:

At the Regular Bon Accord Council Meeting on October 15, 2024, Council received correspondence from you requesting input from municipalities on the impact and costs related to carbon tax. As a small rural municipality, we are unable to accurately assess the costs of carbon tax on municipal operations, however, Council would like to address the impacts and costs we can see and hear every day from our residents, businesses, and neighbours.

In recent years, families and businesses are hanging on by a thread to pay for everyday necessities. Since April 2021,<sup>1</sup> increased inflation rates have resulted in increased costs of living for families. The struggle can be seen in the high cost of living for rent, interest rates for mortgages, groceries, and unprecedented demand in food banks across the province.<sup>2</sup>

The Municipal Affairs' 2024-2027 Business Plan states that "[t]he Municipal Sustainability Strategy helps improve the long-term viability of municipalities across the province through capacity building tools, targeted funding, and the viability review process."<sup>3</sup> In recent years, reductions in MSI funding (now LGFF) read counterintuitive to this Plan. Municipalities like Bon Accord are struggling to maintain viability while balancing the complex and ever-changing needs of our community while toeing the line on tax increases. In addition to the increased cost of living, carbon tax is piling on additional costs and stressors for middle- and lower-income households.

The research on carbon tax has mixed opinions. In a 2020 study on the distributional effects of a carbon tax in Sweden,<sup>4</sup> Andersson and Atkinson posit that "[t]o increase the political viability and perceived fairness of carbon taxes, policy-makers in the major economies of the world [e.g.: Canada] therefore need to design a carbon tax policy that includes revenue-recycling mechanisms [e.g.: rebates], reductions of distortionary taxes, or other means to offset the regressive effect." However, a 2020 Nature Climate Change study found that countries like Canada that pair carbon taxes with rebates may not increase public acceptance due to political divisions, as citizens do not see any benefits



in collecting carbon tax in the first place.<sup>5</sup> Despite receiving a Climate Action Incentive Payment, our residents are hard pressed to pay for groceries, let alone carbon tax.

As noted above, there are other methods of designing a carbon tax policy like reductions in distortionary taxes. Distortions, by definition, occur when a person is taxed on a particular activity; if they stop that activity, they are no longer taxed. At present, it is a privilege to afford lower carbon emissions. The cost of solar power and electric vehicles, for example, are expensive up-front purchases that are inaccessible to families living paycheck to paycheck. Therefore, the use of a carbon tax is highly distortionary for those who are not high-income earners with the means to afford such expenses.

Policy at the federal and provincial levels must reflect desired outcomes for non-renewable resources and work toward a positive future for all with a progressive tax structure that sends a clear message that middle- and lower-income households are not being overlooked.

Sincerely,



Brian Holden  
Mayor  
Town of Bon Accord

Sources:

<sup>1</sup> Trading Economics. (2024). Canada Inflation Rate. <https://tradingeconomics.com/canada/inflation-cpi>

<sup>2</sup> Food Banks Canada (2024). Hunger Count. Overall Findings. <https://foodbankscanada.ca/hungercount/overall-findings/>

<sup>3</sup> Government of Alberta. (2024). Municipal Affairs Business Plan 2024-27. Ministry Fact Sheet – Mandate and Structure. <https://open.alberta.ca/dataset/5d49d04c-a1d7-4962-873b-149a193617af/resource/edd5a1d0-8f2e-4574-8ade-f5ea59c02078/download/municipal-affairs-business-plan-2024-27.pdf>

<sup>4</sup> Andersson, J. and Atkinson, G. (2020) The distributional effects of a carbon tax: The role of income inequality. Centre for Climate Change Economics and Policy Working Paper 378/Grantham Research Institute on Climate Change and the Environment Working Paper 349. London: London School of Economics and Political Science <https://www.lse.ac.uk/granthaminstitute/wp-content/uploads/2020/09/working-paper-349-Andersson-Atkinson.pdf>

<sup>5</sup> Mildenerger, M., Lachapelle, E., Harrison, K. and Stadelmann-Steffen, I. (2020). Limited impacts of carbon tax rebate programmes on public support for carbon pricing. Nature Climate Change. <https://doi.org/10.1038/s41558-021-01268-3>

**Year-to-Date Variance Report (Unaudited)**  
for the year ending December 31, 2024  
Reporting period: up to November 8, 2024

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,581,512	2,486,519	94,993	324,739	307,575	17,164	2,256,773	2,178,943	77,829	3%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,581,511.76</b>	<b>\$ 2,486,518.50</b>	<b>\$ 94,993.26</b>	<b>\$ 324,739.15</b>	<b>\$ 307,575.25</b>	<b>\$ 17,163.90</b>	<b>\$ 2,256,773</b>	<b>\$ 2,178,943</b>	<b>\$ 77,829</b>	<b>4%</b>
Election	-	-	-	-	1,833	- 1,833	-	(1,833)	1,833	#DIV/0!
Council	-	-	-	108,878	111,383	- 2,505	(108,878)	(111,383)	2,505	-2%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 108,878</b>	<b>\$ 113,216</b>	<b>-\$ 4,339</b>	<b>-\$ 108,878</b>	<b>-\$ 113,216</b>	<b>\$ 4,339</b>	<b>4%</b>
Administration	26,101	16,514	9,588	456,940	538,526	- 81,587	(430,838)	(522,013)	91,174	-21%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 26,101</b>	<b>\$ 16,514</b>	<b>\$ 9,588</b>	<b>\$ 456,940</b>	<b>\$ 538,526</b>	<b>-\$ 81,587</b>	<b>-\$ 430,838</b>	<b>-\$ 522,013</b>	<b>\$ 91,174</b>	<b>17%</b>
Fire Services	10,709	10,149	560	39,147	37,288	1,859	(28,439)	(27,139)	(1,300)	5%
Emergency Services	-	-	-	13,612	16,482	- 2,871	(13,612)	(16,482)	2,871	-21%
Bylaw	48,150	44,838	3,313	14,098	33,288	- 19,190	34,053	11,550	22,502	66%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 58,859</b>	<b>\$ 54,987</b>	<b>\$ 3,872</b>	<b>\$ 66,857</b>	<b>\$ 87,058</b>	<b>-\$ 20,201</b>	<b>-\$ 7,998</b>	<b>-\$ 32,071</b>	<b>\$ 24,073</b>	<b>75%</b>
Municipal Planning	25,911	6,542	19,369	124,148	119,835	4,313	(98,238)	(113,293)	15,055	-15%
Economic Development	-	-	-	77,991	93,250	- 15,258	(77,991)	(93,250)	15,258	-20%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 25,911</b>	<b>\$ 6,542</b>	<b>\$ 19,369</b>	<b>\$ 202,139</b>	<b>\$ 213,084</b>	<b>-\$ 10,945</b>	<b>-\$ 176,229</b>	<b>-\$ 206,543</b>	<b>\$ 30,314</b>	<b>15%</b>
Public Works - Roads	11,175	8,800	2,375	308,315	374,876	- 66,561	(297,140)	(366,076)	68,936	-23%
Storm Sewer & Drain	-	-	-	17,518	19,852	- 2,334	(17,518)	(19,852)	2,334	-13%
Water	485,071	471,321	13,750	437,781	496,462	- 58,682	47,290	(25,141)	72,432	153%
Sewer	295,557	292,649	2,908	274,520	339,326	- 64,806	21,037	(46,677)	67,714	322%
Garbage	90,159	84,011	6,149	110,644	124,457	- 13,813	(20,484)	(40,446)	19,962	-97%
Cemetery	30,750	6,000	24,750	11,136	14,841	- 3,705	19,614	(8,840)	28,455	145%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 912,713</b>	<b>\$ 862,781</b>	<b>\$ 49,932</b>	<b>\$ 1,159,913</b>	<b>\$ 1,369,813</b>	<b>-\$ 209,900</b>	<b>-\$ 247,201</b>	<b>-\$ 507,032</b>	<b>\$ 259,832</b>	<b>51%</b>
FCSS	44,584	49,266	- 4,682	97,145	129,672	- 32,528	(52,561)	(80,407)	27,846	-53%
<b>TOTAL FCSS</b>	<b>\$ 44,584</b>	<b>\$ 49,266</b>	<b>-\$ 4,682</b>	<b>\$ 97,145</b>	<b>\$ 129,672</b>	<b>-\$ 32,528</b>	<b>-\$ 52,561</b>	<b>-\$ 80,407</b>	<b>\$ 27,846</b>	<b>35%</b>
Parks	64,882	58,308	6,574	105,572	158,365	- 52,792	(40,690)	(100,057)	59,366	-146%
Arena	209,844	222,049	- 12,205	275,580	304,564	- 28,984	(65,736)	(82,514)	16,779	-26%
Recreation	196,722	190,395	6,328	106,839	121,789	- 14,950	89,883	68,605	21,278	24%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ 471,448</b>	<b>\$ 470,752</b>	<b>\$ 696</b>	<b>\$ 487,991</b>	<b>\$ 584,718</b>	<b>-\$ 96,727</b>	<b>-\$ 16,543</b>	<b>-\$ 113,966</b>	<b>\$ 97,423</b>	<b>85%</b>
Library	-	-	-	59,524	58,953	571	(59,524)	(58,953)	(571)	1%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,524</b>	<b>\$ 58,953</b>	<b>\$ 571</b>	<b>-\$ 59,524</b>	<b>-\$ 58,953</b>	<b>-\$ 571</b>	<b>1%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 1,539,616</b>	<b>\$ 1,460,841</b>	<b>\$ 78,775</b>	<b>\$ 2,639,387</b>	<b>\$ 3,095,041</b>	<b>-\$ 455,654</b>	<b>-\$ 1,099,772</b>	<b>-\$ 1,634,200</b>	<b>\$ 534,429</b>	<b>-49%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 4,121,127</b>	<b>\$ 3,947,359</b>	<b>\$ 173,768</b>	<b>\$ 2,964,126</b>	<b>\$ 3,402,617</b>	<b>-\$ 438,490</b>	<b>\$ 1,157,001</b>	<b>\$ 544,743</b>	<b>\$ 612,258</b>	

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

## Variance Report Notes

Reporting Period: up to November 8, 2024

### Municipal:

To date, 91% of taxes have been received compared to 94% at this time last year.

Franchise fees are \$17,275 lower than expected, while return on investments is \$68,000 higher than expected.

Natural gas costs are 25% lower than expected or \$5,973.

Power across all departments is still overbudget by 60% (\$70,490 higher than budgeted).

### *In review:*

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

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

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

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

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

### Protective Services:

The main reason for the fire department being over-budget is the power allocation.

Fines distribution revenue is currently over budget by \$1,673.

Animal license revenue is over budget by \$1,639.

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

### *In review:*

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

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

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

### Water & Sewer:

Bulk water sales are under budget by \$9,300.

Penalties for water, sewer, and waste collection were budgeted to each separate department; Muniware is unable to separate them, therefore the water revenue for penalties appears overbudget. Penalties overall are \$470 overbudget.

Water sales are over budget by \$7,364.

Sewer sales are over budget by \$4,761.

### Economic Development & Planning

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

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

### Cemetery:

Plot sales are over budget by \$16,500 and open/close revenue is over budget by \$8,250.

# Custom Report

Technician Name: administrator

Location: Traffic Logix

State/Province: AB

Address: 5111 51st

Postal Code/ZIP: T0A 0K0

City: Bon Accord



Report Period: 2024-08-12 to 2024-09-30

		Total Vehicle Count	Posted Speed Limit	Tolerated Speed	Number of Speed Limit Violations	Number of Vehicles Respecting Limit	Number of Vehicles inside Tolerated Range
2024-08-12	00:00:00	583	40	41	101	482	0
2024-08-13	00:00:00	709	40	41	127	582	0
2024-08-14	00:00:00	714	40	41	134	580	0
2024-08-15	00:00:00	790	40	41	132	658	0
2024-08-16	00:00:00	747	40	41	145	602	0
2024-08-17	00:00:00	621	40	41	144	477	0
2024-08-18	00:00:00	512	40	41	94	418	0
2024-08-19	00:00:00	629	40	41	131	498	0
2024-08-20	00:00:00	777	40	41	145	632	0
2024-08-21	00:00:00	774	40	41	153	621	0
2024-08-22	00:00:00	764	40	41	165	599	0
2024-08-23	00:00:00	741	40	41	143	598	0
2024-08-24	00:00:00	693	40	41	139	554	0
2024-08-25	00:00:00	581	40	41	100	481	0
2024-08-26	00:00:00	714	40	41	172	542	0
2024-08-27	00:00:00	828	40	41	174	654	0
2024-08-28	00:00:00	772	40	41	155	617	0
2024-08-29	00:00:00	865	40	41	<sup>H</sup> 182	683	0
2024-08-30	00:00:00	902	40	41	169	733	0
2024-08-31	00:00:00	600	40	41	140	460	0
2024-09-01	00:00:00	565	40	41	100	465	0
2024-09-02	00:00:00	515	40	41	96	419	0
2024-09-03	00:00:00	811	40	41	121	690	0
2024-09-04	00:00:00	789	40	41	129	660	0
2024-09-05	00:00:00	772	40	41	128	644	0
2024-09-06	00:00:00	827	40	41	132	695	0
2024-09-07	00:00:00	684	40	41	110	574	0
2024-09-08	00:00:00	639	40	41	123	516	0
2024-09-09	00:00:00	858	40	41	169	689	0
2024-09-10	00:00:00	808	40	41	127	681	0
2024-09-11	00:00:00	878	40	41	131	747	0
2024-09-12	00:00:00	832	40	41	168	664	0
2024-09-13	00:00:00	923	40	41	170	753	0

		<i>% of Speed Limit Violations</i>	<i>% of Vehicles Respecting Limit</i>	<i>% Vehicles in Tolerated Range</i>	<i>Average Vehicle Speed</i>	<i>Maximum Speed</i>	<i>Minimum Speed</i>
2024-08-12	00:00:00	17	83	0	29	61	5
2024-08-13	00:00:00	18	82	0	29	59	5
2024-08-14	00:00:00	19	81	0	29	59	5
2024-08-15	00:00:00	17	83	0	29	69	5
2024-08-16	00:00:00	19	81	0	30	64	5
2024-08-17	00:00:00	23	77	0	30	61	8
2024-08-18	00:00:00	18	82	0	29	56	5
2024-08-19	00:00:00	21	79	0	30	63	5
2024-08-20	00:00:00	19	81	0	29	78	5
2024-08-21	00:00:00	20	80	0	30	66	5
2024-08-22	00:00:00	22	78	0	<sup>H</sup> 31	61	8
2024-08-23	00:00:00	19	81	0	30	61	5
2024-08-24	00:00:00	20	80	0	29	63	6
2024-08-25	00:00:00	17	83	0	29	66	5
2024-08-26	00:00:00	<sup>H</sup> 24	76	0	<sup>H</sup> 31	59	5
2024-08-27	00:00:00	21	79	0	30	71	6
2024-08-28	00:00:00	20	80	0	30	62	7
2024-08-29	00:00:00	21	79	0	<sup>H</sup> 31	83	5
2024-08-30	00:00:00	19	81	0	30	67	7
2024-08-31	00:00:00	23	77	0	30	58	5
2024-09-01	00:00:00	18	82	0	30	57	6
2024-09-02	00:00:00	19	81	0	29	68	6
2024-09-03	00:00:00	15	<sup>H</sup> 85	0	29	60	5
2024-09-04	00:00:00	16	84	0	29	69	6
2024-09-05	00:00:00	17	83	0	29	66	5
2024-09-06	00:00:00	16	84	0	30	62	5
2024-09-07	00:00:00	16	84	0	29	66	5
2024-09-08	00:00:00	19	81	0	30	75	5
2024-09-09	00:00:00	20	80	0	30	60	6
2024-09-10	00:00:00	16	84	0	29	61	5
2024-09-11	00:00:00	15	<sup>H</sup> 85	0	29	61	5
2024-09-12	00:00:00	20	80	0	30	68	10
2024-09-13	00:00:00	18	82	0	29	59	5

		<i>Total Vehicle Count</i>	<i>Posted Speed Limit</i>	<i>Tolerated Speed</i>	<i>Number of Speed Limit Violations</i>	<i>Number of Vehicles Respecting Limit</i>	<i>Number of Vehicles inside Tolerated Range</i>
2024-09-14	00:00:00	685	40	41	121	564	0
2024-09-15	00:00:00	608	40	41	130	478	0
2024-09-16	00:00:00	753	40	41	152	601	0
2024-09-17	00:00:00	879	40	41	134	745	0
2024-09-18	00:00:00	884	40	41	164	720	0
2024-09-19	00:00:00	<sup>H</sup> 942	40	41	168	774	0
2024-09-20	00:00:00	941	40	41	164	<sup>H</sup> 777	0
2024-09-21	00:00:00	718	40	41	150	568	0
2024-09-22	00:00:00	611	40	41	117	494	0
2024-09-23	00:00:00	825	40	41	174	651	0
2024-09-24	00:00:00	850	40	41	137	713	0
2024-09-25	00:00:00	798	40	41	121	677	0
2024-09-26	00:00:00	915	40	41	173	742	0
2024-09-27	00:00:00	937	40	41	169	768	0
2024-09-28	00:00:00	713	40	41	122	591	0
2024-09-29	00:00:00	601	40	41	140	461	0
		<b>SUM: 36,877</b>			<b>SUM: 6,885</b>	<b>SUM: 29,992</b>	

		<i>% of Speed Limit Violations</i>	<i>% of Vehicles Respecting Limit</i>	<i>% Vehicles in Tolerated Range</i>	<i>Average Vehicle Speed</i>	<i>Maximum Speed</i>	<i>Minimum Speed</i>
2024-09-14	00:00:00	18	82	0	30	56	5
2024-09-15	00:00:00	21	79	0	30	55	5
2024-09-16	00:00:00	20	80	0	30	56	5
2024-09-17	00:00:00	15	<sup>H</sup> 85	0	29	58	5
2024-09-18	00:00:00	19	81	0	30	61	5
2024-09-19	00:00:00	18	82	0	30	68	5
2024-09-20	00:00:00	17	83	0	30	59	5
2024-09-21	00:00:00	21	79	0	30	79	6
2024-09-22	00:00:00	19	81	0	30	66	5
2024-09-23	00:00:00	21	79	0	30	62	5
2024-09-24	00:00:00	16	84	0	29	61	5
2024-09-25	00:00:00	15	<sup>H</sup> 85	0	30	73	5
2024-09-26	00:00:00	19	81	0	29	64	5
2024-09-27	00:00:00	18	82	0	29	64	5
2024-09-28	00:00:00	17	83	0	29	68	5
2024-09-29	00:00:00	23	77	0	30	70	5
		<b>AVG: 19</b>	<b>AVG: 81</b>		<b>AVG: 30</b>		

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	November 19, 2024
<b>Presented by:</b>	Jessica Spaidal, Legislative Services & Communications Coordinator
<b>Title:</b>	<b>Golden Gems Funding Request</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

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

At the October 1, 2024 RMC:

*COUNCILLOR MAY MOVED THAT Council directs administration to acquire a quote for a sign for the Golden Gems sign and bring back to Council with intentions of it being a donation. Carried resolution #24-404*

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

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

**STRATEGIC ALIGNMENT**

*Value Statement: Professionalism*

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



### **COSTS/SOURCES OF FUNDING**

The Golden Gems have provided the attached quote for \$277.33. There is \$1,500 in the FCSS Community Grants budget.

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

THAT Council directs administration to provide funding to the Golden Gems in the amount of \$277.33 for their sign replacement.

OR

THAT Council directs administration to...



**Landale Signs Ltd.**

8525 Argyll Road NW  
 Edmonton, Alberta T6C4B2  
 Canada  
 Website: www.landalesigns.com  
 Phone: 780-437-3730

**Quotation & Purchase Contract**

Sales Rep	Job #	Date
Jake Mann	100499	2024-06-05

Bill To:	Job Location:
Town Of Bon Accord PO Box 779 5025 - 50th Avenue Bon Accord, AB Canada	Jake to deliver

Quantity	Description	Unit Cost	Cost
1	Supply ONLY (x1) direct print ACP sign 2'x6' "The Jewel Box"	\$264.12	\$264.12

THIS AGREEMENT IS ACCEPTED AND APPROVED BY:

**Town Of Bon Accord**

**Landale Signs Ltd.**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Contract Totals:	
Subtotal	\$264.12
Total Tax	\$13.21
<b>Total Contract</b>	<b>\$277.33</b>
Required Deposit	\$0
Final Balance	\$277.33

\*\*Quoted prices will be adjusted to account for any changes in material pricing that exceeds 10% from the time of quote, to the time of manufacturing\*\*

Permits are at additional cost at a budget price of \$1,000 - this does not include any engineering, appeals, etc. If those are required, they are at extra cost.

Terms & Conditions:

- 1) Provision of adequate electrical service and final electrical hookup is the responsibility of the customer unless otherwise stated. All signs are quoted as 120 volt unless specified otherwise.
- 2) Permits and applicable taxes are extra unless otherwise stated.
- 3) A deposit is required with every order unless otherwise stated.
- 4) Balances are due upon request. The above items remain the property of Landale Signs until full and final payment has been received.
- 5) Quotes are valid for 30 days.
- 6) Deliveries are FOB Landale unless otherwise stated.
- 7) Cancellation shall not be accepted after the order has been confirmed.
- 8) Changes shall be accepted at additional cost to the customer.
- 9) Interest on overdue accounts charged @ 2% / month.



8525 Argyll Road,  
Edmonton, ALBERTA T6C 4B2  
Ph: 780.437.3730 Fax: 780.435.9285  
Email: [design@landalesigns.com](mailto:design@landalesigns.com)  
[www.landalesigns.com](http://www.landalesigns.com)

JOB # 000000 **W2**

SALES: Jessica Mann  
DESIGNER: MF  
DATE: Jun 03/24

CLIENT:

SCALE: 1:8 (12.5%)



**Job Description:**  
Print Face UP,  
on White ACP Panel,  
w. Square Corners.  
  
50 years decals:  
Print Face UP, on  
white vinyl,  
& cut to shape,  
w. Premask.



'50 years'  
decals  
4.5" x 9.03"

'50 years'  
decals  
4.5" x 9.03"

72"

12"

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APPROVED BY:

DATE:



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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 19, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Financial Plans</b>
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

Following the approval of the 2025 interim operating and capital budget approval, administration has prepared the 3-year operating plan and the 5-year and 10-year capital plans for Council review.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The plans are meant to be rolling, multi-year forecasts detailing anticipated revenues and expenses. Financial planning provides information about future financial capacity and allows for strategic planning to achieve sustainability. The financial plans aid in the continued development and progression of the Town’s asset management program.

The plans are not required to balance.

**STRATEGIC ALIGNMENT**

- The budget aligns with all aspects of Council’s Strategic Plan.

**COSTS/SOURCES OF FUNDING**

**RECOMMENDED ACTION (by originator):**

THAT ... Council accepts the 3-Year Operating Plan, the 5-Year Capital Plan, and the 10-Year Capital Plan as information.

# 3-Year Operating Plans and 5&10 Year Capital Plans

TOWN OF BON ACCORD

**PRESENTED AT THE  
NOVEMBER 19, 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

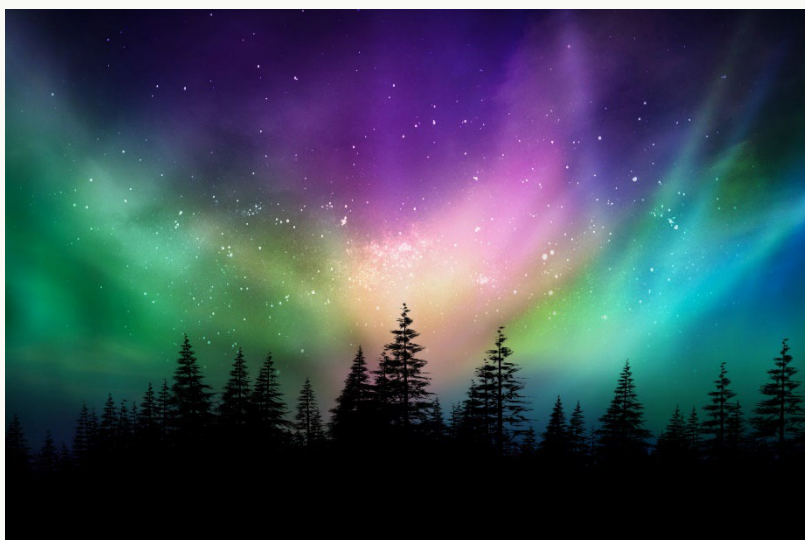
A Town of great moral character that promotes consistency, truthfulness, and trust.

## 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.

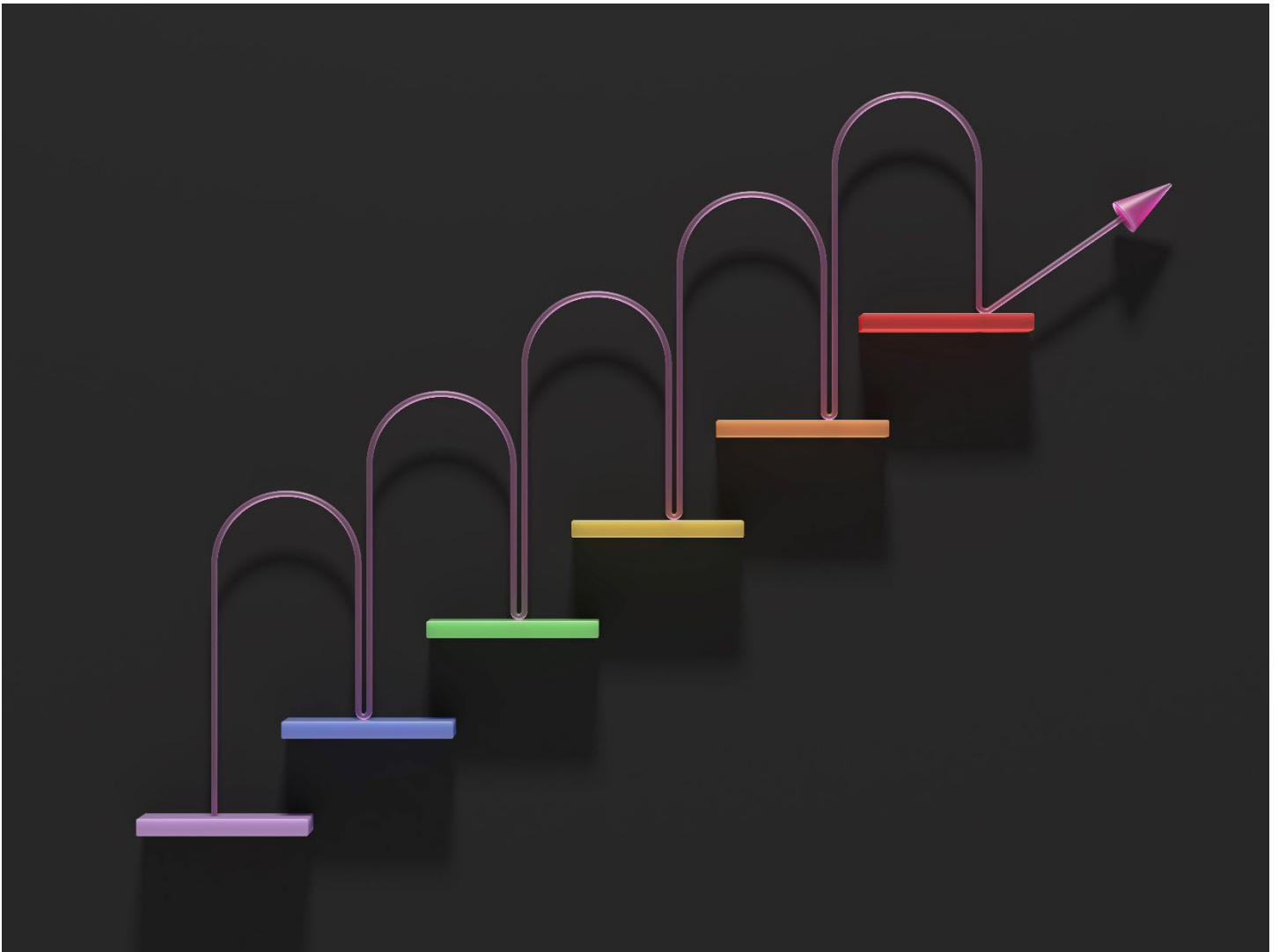
Priority #5 - Collaboration: The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

# 3-Year Operating Plans

The Municipal Government Act (MGA) requires municipalities to create a three-year operating plan each year.

The purpose of this requirement is to help municipalities make decisions about budgeting, spending, and service delivery based on a long-term plan.

Unlike the budget, there is no requirement that the plans need to be balanced. This option allows for Council and administration to see projected deficits in the upcoming years and to optimize plans to mitigate these deficits.



# Planning Challenges & Drivers

- It is difficult to determine what assessments will look like on a yearly basis; assessments impact the municipal tax levy.
- Inflation impacts the costs of providing services.
- The variable market prices of solar microgeneration.
- Aging infrastructure and increased maintenance costs.
- Reductions in provincial grant funding - provincial grant funding has decreased by 70% since 2017.
- Limited sources of revenue - the Town's revenue sources are limited to taxes, franchise fees, grants, donations & sponsorships, and user fees for services such as utilities, tax certificates, etc. User fees are based on cost-recovery for the service provided.
- Grants and donations are competitive, and many have certain eligibility requirements and/or matching fund requirements.
- Balancing act between costs and revenue to maintain service levels and replace and repair aging infrastructure.
- Economic development strategies to grow the town.



# Planning Assumptions

## GRANTS:

- Assume that funding levels will remain fairly consistent.
  - Assume that the LGFF operating grant level will remain consistent.

## UTILITIES:

- Continuing with the full-cost recovery of utilities - this is the best recommended practice.
- The capital rate rider is maintained at the 2025 rate to replenish reserves.

## EXPENSES:

- Assume that the inflation rate will continue to increase by at least 3%. Not all expense areas are affected.
- Assume the police funding costs have hit a cap after 2024.
- 3-year plan to include training and development for staff on a rotational basis.

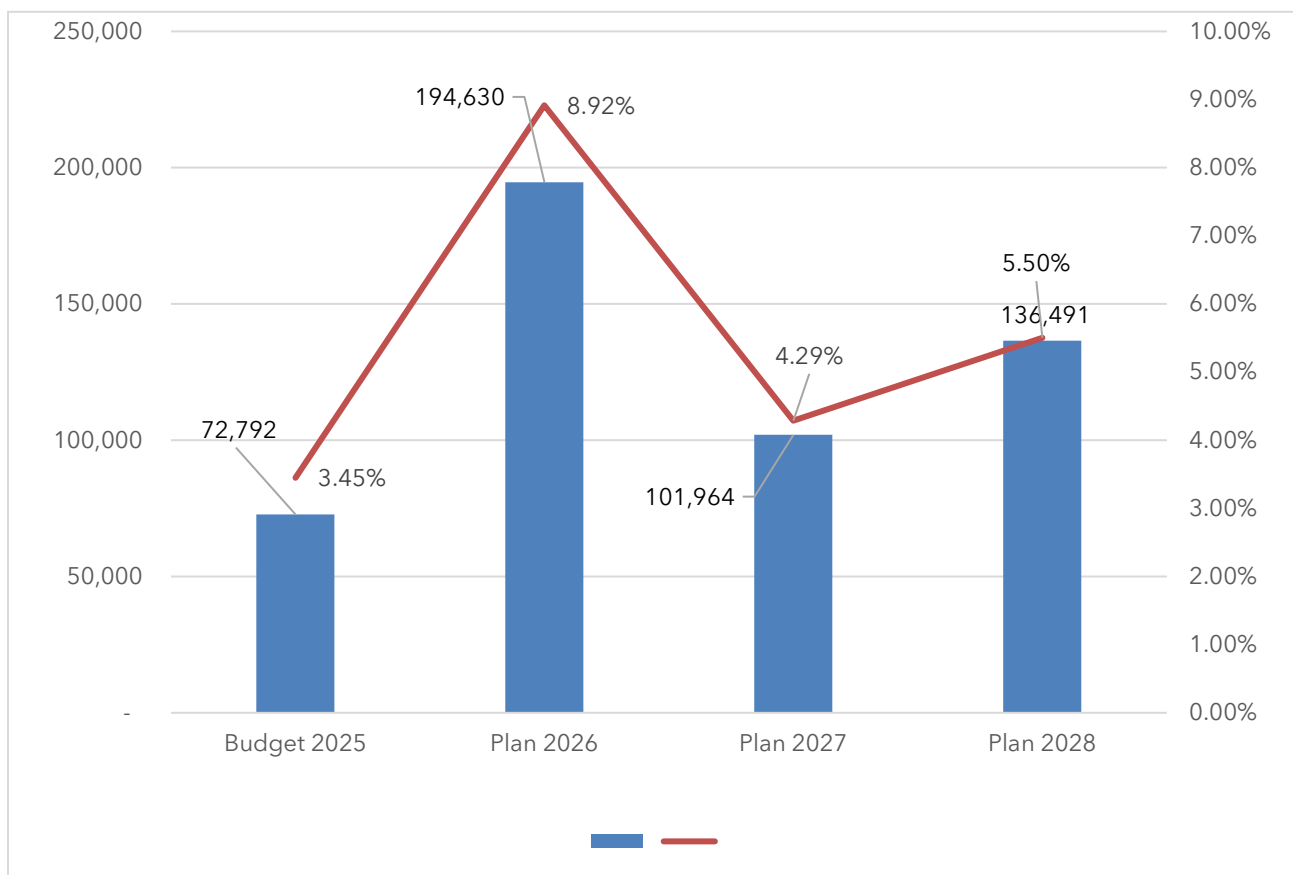
## INFRASTRUCTURE:

- Continuing to work on strategies to improve and replace aging infrastructure.

# Plan Summary

The operating and capital plans focus on Council's strategic plan and provide a snapshot of the upcoming years.

Planning for the future can demonstrate revenue shortfalls and allow for mitigation planning as decisions are made.



The graph represents the projected budget increases for each planned year and the subsequent dollar value of the increase. This percentage does not represent the projected required tax increase, which is based on additional factors.

# Council & Election



The Council & Election plans include the following:

- Council fees with a 2.5% COLA adjustment per year.
  - Fees and per diems for each councillor and the meetings and networking opportunities they attend.
  - EOEP training courses.
  - Mileage and registration for meetings, conferences (including Federation of Canadian Municipalities conference), golf tournaments, and parades.
  - Council workshop \$1,000.
  - Cell phones (Mayor's contract through Bell Mobility and \$20 monthly allowance for each Councillor's personal cell phone use.
  - Insurance allocation.
  - IT managed services.
  - Increase parade candy budget back to \$1,000 from \$800.
  - Council supplies.
  - Election contingency for supplies in the event of the need for a by-election.
- ✓ Increases over the planned years are mainly due to inflation.



**Town of Bon Accord  
COUNCIL  
Operating Budget - By Object**

	Final Interim			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
<b>Total Revenue</b>	-	-	-	-
<b>Expenses:</b>				
COUNCIL - FEES & PER DIEMS	83,077	84,715	86,393	88,114
COUNCIL - TRAINING & OTHER	11,124	13,874	13,874	13,874
STAFFING COSTS - TRAINING & OTHER	3,975	4,000	4,000	4,000
CONTRACTED SERVICES & RENTALS	4,562	4,562	4,562	4,562
GOODS & SUPPLIES	2,600	2,800	2,800	2,800
INSURANCE	2,525	2,778	3,056	3,361
MEMBERSHIP & REGISTRATION	13,115	14,715	14,715	14,715
UTILITIES	1,547	1,547	1,547	1,547
<b>Total Expenses</b>	<b>122,525</b>	<b>128,990</b>	<b>130,947</b>	<b>132,973</b>
<b>Balance</b>	- <b>122,525</b>	- <b>128,990</b>	- <b>130,947</b>	- <b>132,973</b>



**Town of Bon Accord  
ELECTION  
Operating Budget - By Object**

	Interim Final			
	Budget	Plan	Plan	Plan
	2025	2026	2027	2028
<b>Revenue:</b>				
<b>Total Revenue</b>	-	-	-	-
<b>Expenses:</b>				
CONTRACTED SERVICES & RENTALS	650	650	650	650
GOODS & SUPPLIES	4,400	1,500	1,500	1,500
<b>Total Expenses</b>	<b>5,050</b>	<b>2,150</b>	<b>2,150</b>	<b>2,150</b>
<b>Balance</b>	-	<b>5,050</b>	-	<b>2,150</b>
		<b>2,150</b>	-	<b>2,150</b>



# Administration



The Administration plans include the following:

- Revenue, which includes tax certificates, landfill permit replacement, and NSF fees.
  - Wages and contributions of 2.5% COLA adjustment increase each year.
  - Plans for staff training and development.
  - Postage and copies, office equipment leases and office supplies.
  - Utilities - cell phones, office phones, power, and gas.
  - Audit and assessment services based on RFP and agreements. Audit also includes cost to get letters from legal counsel.
  - Cleaning services for Town office quoted cost.
  - Software annual fees Munisight, Canva
  - Website allocation, Security, Land Titles, Banking fees.
  - Building maintenance.
- ✓ Increases over the planned years are mainly due to inflation increases.

**Town of Bon Accord  
ADMINISTRATION  
Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	17,390	17,400	17,400	17,400
<b>Total Revenue</b>	<b>17,390</b>	<b>17,400</b>	<b>17,400</b>	<b>17,400</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	400,965	421,013	442,064	464,167
STAFFING COSTS - TRAINING & OTHER	-	9,650	9,650	9,650
CONTRACTED SERVICES & RENTALS	79,086	99,536	100,619	101,606
GOODS & SUPPLIES	11,834	12,189	12,555	12,931
INSURANCE	26,496	29,146	32,061	35,267
MEMBERSHIP & REGISTRATION	2,411	2,483	2,558	2,635
OTHER - FINANCE CHARGES	3,285	3,285	3,285	3,285
POSTAGE & COPIES	2,920	3,008	3,098	3,191
PROFESSIONAL FEES	42,726	44,150	45,414	46,341
REPAIRS & MAINTENANCE	5,000	15,000	15,000	15,000
UTILITIES	12,174	12,125	12,335	12,550
DEBENTURES	6,295	6,295	6,295	6,295
AMORTIZATION	30,000	29,000	28,000	27,000
TRANSFER TO RESERVES	21,000	24,400	24,400	24,400
<b>Total Expenses</b>	<b>644,193</b>	<b>711,281</b>	<b>737,332</b>	<b>764,317</b>
<b>Balance</b>	<b>- 626,803</b>	<b>- 693,881</b>	<b>- 719,932</b>	<b>- 746,917</b>

# EV Chargers



The EV Charger plans include 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.
  
- Increases over the planned years in professional fees due to projected inflationary increases.



**Town of Bon Accord**  
**EV CHARGERS**  
**Operating Budget - By Object**

	Interim Final			
	Budget	Plan	Plan	Plan
	2025	2026	2027	2028
<b>Revenue:</b>				
USER FEES	750	800	825	850
<b>Total Revenue</b>	<b>750</b>	<b>800</b>	<b>825</b>	<b>850</b>
<b>Expenses:</b>				
CONTRACTED SERVICES & RENTALS	200	200	200	200
GOODS & SUPPLIES	1,200	1,200	1,200	1,200
PROFESSIONAL FEES	6,025	6,206	6,392	6,584
<b>Total Expenses</b>	<b>7,425</b>	<b>7,606</b>	<b>7,792</b>	<b>7,984</b>
<b>Balance</b>	<b>- 6,675</b>	<b>- 6,806</b>	<b>- 6,967</b>	<b>- 7,134</b>

# Fire



The Fire department plans include the following:

- 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.
  - Building maintenance.
  - Fire services fees paid to Sturgeon County, projected to increase by 3%.
  - Fire hall telephone and internet.
  - Power and gas utility allocation, projected by increase by inflation.
  - Fire transfer to reserves to continue the capital plan for fire hydrant replacements.
- ✓ The current fire services agreement with Sturgeon County ends in 2026.



**Town of Bon Accord  
FIRE  
Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	10,353	10,663	10,983	11,312
<b>Total Revenue</b>	<b>10,353</b>	<b>10,663</b>	<b>10,983</b>	<b>11,312</b>
<b>Expenses:</b>				
CONTRACTED SERVICES & RENTALS	34,827	35,769	36,738	37,737
REPAIRS & MAINTENANCE	4,000	4,000	4,000	4,000
UTILITIES	6,450	6,629	6,814	7,004
TRANSFER TO RESERVES	10,000	10,000	10,000	10,000
<b>Total Expenses</b>	<b>55,278</b>	<b>56,398</b>	<b>57,552</b>	<b>58,741</b>
<b>Balance</b>	<b>- 44,925</b>	<b>- 45,735</b>	<b>- 46,569</b>	<b>- 47,428</b>

# Emergency Management



The Emergency Management department's plans include the following:

- Wages & contribution adjustments at 2.5% COLA adjustments per year.
- SREMP membership increases by 3% per year.
- Safety and first aid maintenance supplies.



**Town of Bon Accord  
EMERGENCY MANAGEMENT  
Operating Budget - By Object**

	Interim Final				
	Budget	Plan	Plan	Plan	
	2025	2026	2027	2028	Variance %
<b>Revenue:</b>					
<b>Total Revenue</b>	-	-	-	-	
<b>Expenses:</b>					
STAFFING - WAGES & CONTRIBUTIONS	18,256	19,169	20,127	21,134	75%
STAFFING COSTS - TRAINING & OTHER	-	-	-	-	-100%
GOODS & SUPPLIES	500	500	500	500	-50%
MEMBERSHIP & REGISTRATION	7,058	7,269	7,487	7,712	19%
PROFESSIONAL FEES	-				#DIV/0!
<b>Total Expenses</b>	<b>25,814</b>	<b>26,938</b>	<b>28,115</b>	<b>29,346</b>	<b>8%</b>
<b>Balance</b>	<b>- 25,814</b>	<b>- 26,938</b>	<b>- 28,115</b>	<b>- 29,346</b>	<b>8%</b>



# Bylaw Services



The Bylaw Services department's plans include 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 plans reflect increases of 3%.
  - Police funding model costs remain the same.
  - Bylaw services agreement, which includes animal control \$45,054.
  - Pet tag supplies.
  - Legal fees.
- ✓ The Enforcement Services agreement with Sturgeon County ends in 2026.



**Town of Bon Accord  
BYLAW  
Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	3,050	3,050	3,050	3,050
GRANTS	42,042	42,042	42,042	42,042
<b>Total Revenue</b>	<b>45,092</b>	<b>45,092</b>	<b>45,092</b>	<b>45,092</b>
<b>Expenses:</b>				
CONTRACTED SERVICES & RENTALS	132,897	136,884	140,991	145,220
GOODS & SUPPLIES	250	250	250	250
PROFESSIONAL FEES	10,000	10,000	10,000	10,000
<b>Total Expenses</b>	<b>143,147</b>	<b>147,134</b>	<b>151,241</b>	<b>155,470</b>
<b>Balance</b>	<b>- 98,055</b>	<b>- 102,042</b>	<b>- 106,149</b>	<b>- 110,378</b>

# Storm



The Storm 2025 department budget plans include the following:

- Wages & contributions with 2.5% COLA adjustments per year.
- Ditch clearing and contouring.
- Parts for culverts and materials to build gates.
- Supplies.
- A portion of the capital rate rider from the utility billings.





**Town of Bon Accord**  
**STORM**  
**Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
<b>Total Revenue</b>	-	-	-	-
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	24,184	25,393	26,662	27,996
CONTRACTED SERVICES & RENTALS	10,000	10,000	10,000	10,000
GOODS & SUPPLIES	2,000	2,000	2,000	2,000
AMORTIZATION	10,000	9,000	8,500	8,000
TRANSFER TO RESERVES	22,296	22,296	22,296	22,296
<b>Total Expenses</b>	<b>68,480</b>	<b>68,689</b>	<b>69,458</b>	<b>70,292</b>
<b>Balance</b>	- <b>68,480</b>	- <b>68,689</b>	- <b>69,458</b>	- <b>70,292</b>

# Roads



The Roads department plans include the following:

- Revenue, which includes the LGFF grant portion.
  - Wages & contributions COLA adjustments of 2.5% each year.
  - Planning for staff training and development.
  - GIS system allocation.
  - Utilities - telephone, power, gas.
  - Allocation for office equipment leases.
  - Staff training and development.
  - 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.
- ✓ Increases per year mainly due to inflation.



**Town of Bon Accord**  
**ROADS**  
**Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
GRANTS	8,800	8,800	8,800	8,800
<b>Total Revenue</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	171,833	180,424	189,446	198,918
STAFFING COSTS - TRAINING & OTHER	-	750	750	750
CONTRACTED SERVICES & RENTALS	81,077	82,675	82,913	83,216
FUEL	28,550	34,703	36,041	37,431
GOODS & SUPPLIES	46,115	48,587	51,230	54,058
INSURANCE	13,709	15,080	16,588	18,247
POSTAGE & COPIES	730	730	730	730
REPAIRS & MAINTENANCE	19,500	19,500	19,500	19,500
UTILITIES	96,084	93,912	96,686	99,543
DEBENTURES	18,886	18,886	18,886	18,886
AMORTIZATION	190,000	189,000	188,000	187,000
TRANSFER TO RESERVES	25,000	25,000	25,000	25,000
<b>Total Expenses</b>	<b>691,484</b>	<b>709,247</b>	<b>725,769</b>	<b>743,279</b>
<b>Balance</b>	<b>- 682,684</b>	<b>- 700,447</b>	<b>- 716,969</b>	<b>- 734,479</b>

# Water



The Water department plans include the following:

- Revenue, which includes sales of water and penalties, bulk water sales.
  - Water purchases from the water commission; projecting slight increases.
  - Wages & contributions with 2.5% COLA adjustments per year.
  - Plan for staff training and development for required certifications.
  - 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 and add back the water pump rebuild program.
- ✓ Increases per year mainly due to inflation.



**Town of Bon Accord**  
**WATER**  
**Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	554,687	559,234	563,213	563,213
GRANTS	8,800	8,800	8,800	8,800
<b>Total Revenue</b>	<b>563,487</b>	<b>568,034</b>	<b>572,013</b>	<b>572,013</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	143,306	150,471	157,995	165,895
STAFFING COSTS - TRAINING & OTHER	-	2,500	2,500	2,500
CONTRACTED SERVICES & RENTALS	62,508	80,406	80,406	100,406
GOODS & SUPPLIES	14,453	15,031	15,632	16,258
INSURANCE	7,398	7,693	8,001	8,321
MEMBERSHIP & REGISTRATION	477	827	827	827
OTHER - UTILITY SUPPLY PURCHASES	192,699	198,915	205,131	205,131
POSTAGE & COPIES	730	730	730	730
UTILITIES	27,685	29,452	30,223	31,018
DEBENTURES	106,392	106,392	106,392	106,392
AMORTIZATION	120,000	119,000	118,000	117,000
TRANSFER TO RESERVES	30,944	38,444	38,444	38,444
<b>Total Expenses</b>	<b>706,592</b>	<b>749,863</b>	<b>764,282</b>	<b>792,922</b>
<b>Balance</b>	<b>- 143,105</b>	<b>- 181,829</b>	<b>- 192,270</b>	<b>- 220,909</b>



# Sewer



The Sewer department plans include the following:

- Revenue, which includes sewer sales and penalties.
  - The Arrow Utilities rate is projected in the plan at a continued increase.
- Wages & contributions with 2.5% COLA increase per year.
- Plan for staff training and development for certifications.
- 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 - By Object**

	Interim Final			
	Budget	Plan	Plan	Plan
	2025	2026	2027	2028
<b>Revenue:</b>				
USER FEES	380,370	391,977	395,956	399,936
<b>Total Revenue</b>	<b>380,370</b>	<b>391,977</b>	<b>395,956</b>	<b>399,936</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	113,503	119,178	125,137	131,394
STAFFING COSTS - TRAINING & OTHER	-	1,500	1,500	1,500
CONTRACTED SERVICES & RENTALS	66,432	73,906	68,406	73,906
GOODS & SUPPLIES	11,953	7,131	7,316	7,509
INSURANCE	2,530	2,631	2,736	2,846
OTHER - UTILITY SUPPLY PURCHASES	178,205	186,898	191,244	195,591
POSTAGE & COPIES	730	730	730	730
REPAIRS & MAINTENANCE	-	2,500	2,500	2,500
UTILITIES	23,369	24,173	25,010	25,881
DEBENTURES	18,886	18,886	18,886	18,886
AMORTIZATION	82,000	81,000	80,000	79,000
TRANSFER TO RESERVES	27,296	27,296	27,296	27,296
<b>Total Expenses</b>	<b>524,903</b>	<b>545,829</b>	<b>550,762</b>	<b>567,037</b>
<b>Balance</b>	<b>- 144,532</b>	<b>- 153,852</b>	<b>- 154,805</b>	<b>- 167,102</b>

# Waste Collection



The Waste Collection department plans include 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 2025 will continue to impact future years. The current agreement expires in 2026 and includes a 2% CPI yearly increase. The plans assume a similar contract for future years, whether with GFL or a different incumbent.
  - 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. The plans continue this transfer yearly.
- Office equipment lease allocation.
- Contract charges for waste collection.
- Landfill charges.



**Town of Bon Accord**  
**GARBAGE**  
**Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	114,035	114,060	114,071	114,083
<b>Total Revenue</b>	<b>114,035</b>	<b>114,060</b>	<b>114,071</b>	<b>114,083</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	30,341	31,858	33,451	35,124
CONTRACTED SERVICES & RENTALS	406	406	406	406
GOODS & SUPPLIES	303	315	328	341
OTHER - UTILITY SUPPLY PURCHASES	106,256	100,300	102,160	104,066
POSTAGE & COPIES	730	730	730	730
UTILITIES	101	101	101	101
TRANSFER TO RESERVES	10,880	10,880	10,880	10,880
<b>Total Expenses</b>	<b>149,017</b>	<b>144,590</b>	<b>148,056</b>	<b>151,647</b>
<b>Balance</b>	<b>- 34,982</b>	<b>- 30,531</b>	<b>- 33,985</b>	<b>- 37,565</b>

# Cemetery



The Cemetery department plans include the following:

- Revenue which includes:
  - Open and close sales.
  - Plot sales.
- Maintenance and repairs for the cemetery.
- Parts and supplies.
- 2026 includes adding legal review for the cemetery bylaw updates.
  - Many different situations can arise regarding the cemetery and administration has found that our bylaw could be clearer and more concise in order to better handle these complex matters.



**Town of Bon Accord**  
**CEMETERY**  
**Operating Budget - By Object**

	Interim Final			
	Budget	Plan	Plan	Plan
	2025	2026	2027	2028
<b>Revenue:</b>				
USER FEES	10,000	10,000	10,000	10,000
<b>Total Revenue</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	11,534	12,111	12,716	13,352
CONTRACTED SERVICES & RENTALS	500	4,000	500	500
GOODS & SUPPLIES	1,000	1,000	1,000	1,000
REPAIRS & MAINTENANCE	1,000	1,000	1,000	1,000
AMORTIZATION	250	240	230	220
<b>Total Expenses</b>	<b>14,284</b>	<b>18,351</b>	<b>15,446</b>	<b>16,072</b>
<b>Balance</b>	<b>- 4,284</b>	<b>- 8,351</b>	<b>- 5,446</b>	<b>- 6,072</b>

# Parks



The Parks department budget plans include 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 - both Centennial Park and ball diamond locations.
- Fuel.
- Parts and supplies for park maintenance - dog pickup bags, baseball field chalk, etc.



**Town of Bon Accord  
PARKS  
Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	950	1,000	1,000	1,000
TRANSFER FROM RESERVES	11,051	-	-	-
GRANTS	59,075	60,784	62,545	64,358
<b>Total Revenue</b>	<b>71,076</b>	<b>61,784</b>	<b>63,545</b>	<b>65,358</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	123,068	129,221	135,682	142,467
STAFFING COSTS - TRAINING & OTHER	500	500	500	500
CONTRACTED SERVICES & RENTALS	18,635	21,780	22,452	23,150
FUEL	3,500	3,640	3,786	3,937
GOODS & SUPPLIES	14,550	15,132	15,737	16,367
MEMBERSHIP & REGISTRATION	500	1,000	1,000	1,000
UTILITIES	534	534	534	534
DEBENTURES	5,780	5,780	5,780	5,780
<b>Total Expenses</b>	<b>167,067</b>	<b>177,588</b>	<b>185,471</b>	<b>193,734</b>
<b>Balance</b>	<b>- 95,992</b>	<b>- 115,804</b>	<b>- 121,926</b>	<b>- 128,376</b>



# Arena



The Arena department budget plans include 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 - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	160,000	160,000	160,000	160,000
TRANSFER FROM RESERVES	-	-	-	-
GRANTS	91,339	94,079	96,902	99,809
<b>Total Revenue</b>	<b>251,339</b>	<b>254,079</b>	<b>256,902</b>	<b>259,809</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	181,275	190,339	199,856	209,848
STAFFING COSTS - TRAINING & OTHER	-	2,664	2,664	2,664
CONTRACTED SERVICES & RENTALS	53,882	55,498	57,163	58,878
GOODS & SUPPLIES	7,000	7,150	7,308	7,473
INSURANCE	14,424	15,867	17,454	19,199
MEMBERSHIP & REGISTRATION	546	1,400	1,400	1,400
REPAIRS & MAINTENANCE	1,500	1,500	1,500	1,500
UTILITIES	61,416	64,355	67,440	70,680
DEBENTURES	57,938	51,643	51,643	51,643
TRANSFER TO CAPITAL	-	-	-	-
<b>Total Expenses</b>	<b>377,982</b>	<b>390,416</b>	<b>406,427</b>	<b>423,285</b>
<b>Balance</b>	<b>- 126,643</b>	<b>- 136,337</b>	<b>- 149,526</b>	<b>- 163,477</b>

# Economic Development



The Economic Development department budget plans include the following:

- Revenue, which includes the trade advertising opportunity with Mix 107.9.
- Staff attendance at the Alberta Industrial Heartland Conference.
- Staff training and development.
- 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 - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	5,850	5,850	5,850	5,850
<b>Total Revenue</b>	<b>5,850</b>	<b>5,850</b>	<b>5,850</b>	<b>5,850</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	92,369	96,987	101,836	106,928
STAFFING COSTS - TRAINING & OTHER	550	1,895	1,895	1,895
CONTRACTED SERVICES & RENTALS	10,433	11,674	11,985	12,306
GOODS & SUPPLIES	1,087	1,000	1,000	1,000
MEMBERSHIP & REGISTRATION	1,896	2,000	2,000	2,000
POSTAGE & COPIES	350	350	-	-
PROFESSIONAL FEES	6,250	6,262	6,274	6,287
UTILITIES	6,137	6,174	6,184	6,194
<b>Total Expenses</b>	<b>119,072</b>	<b>126,342</b>	<b>131,175</b>	<b>136,610</b>
<b>Balance</b>	<b>- 113,222</b>	<b>- 120,492</b>	<b>- 125,325</b>	<b>- 130,760</b>

# Safe Communities



The Safe Communities department budget plans include the following:

- Coffee with a Cop.
- Pop with a Cop.
- Positive Ticketing.
- Bike rodeo.
- Crime Prevention seminars.
- We want to increase sponsorships and user fees as the programs grow.
- *2028 plans for the possibility of a grant for a program related to safe communities; however, this is just conjecture at this time.*



**Town of Bon Accord**  
**SAFE COMMUNITIES**  
**Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	60	500	500	500
GRANTS	-	-	-	2,500
<b>Total Revenue</b>	<b>60</b>	<b>500</b>	<b>500</b>	<b>3,000</b>
<b>Expenses:</b>				
CONTRACTED SERVICES & RENTALS	-	-	-	2,500
GOODS & SUPPLIES	480	490	500	500
PROFESSIONAL FEES	200	200	200	200
<b>Total Expenses</b>	<b>680</b>	<b>690</b>	<b>700</b>	<b>3,200</b>
<b>Balance</b>	<b>- 620</b>	<b>- 190</b>	<b>- 200</b>	<b>- 200</b>

# Planning



The Planning department budget plans include 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 - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	7,000	7,000	7,000	7,000
<b>Total Revenue</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Expenses:</b>				
STAFFING COSTS - TRAINING & OTHER	360	360	360	360
CONTRACTED SERVICES & RENTALS	87,604	90,206	92,845	95,564
GOODS & SUPPLIES	828	828	828	828
MEMBERSHIP & REGISTRATION	180	180	180	180
PROFESSIONAL FEES	35,000	35,000	35,000	35,000
UTILITIES	115	115	115	115
DEBENTURES	12,590	12,590	12,590	12,590
<b>Total Expenses</b>	<b>136,677</b>	<b>139,280</b>	<b>141,919</b>	<b>144,637</b>
<b>Balance</b>	<b>- 129,677</b>	<b>- 132,280</b>	<b>- 134,919</b>	<b>- 137,637</b>



# FCSS



The FCSS department plans include 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.
- Staff training and development.
- 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 - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	6,445	7,000	7,000	7,000
GRANTS	47,093	47,093	47,093	47,093
<b>Total Revenue</b>	<b>53,538</b>	<b>54,093</b>	<b>54,093</b>	<b>54,093</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	83,643	87,826	92,217	96,828
STAFFING COSTS - TRAINING & OTHER	250	1,150	1,150	1,150
CONTRACTED SERVICES & RENTALS	8,632	8,632	8,632	8,632
GOODS & SUPPLIES	19,154	19,729	20,320	20,930
INSURANCE	300	300	300	300
MEMBERSHIP & REGISTRATION	450	1,050	1,050	1,050
OTHER - LIBRARY GRANT & OTHER COMMUNITY GR.	2,700	2,700	2,700	2,700
POSTAGE & COPIES	365	365	365	365
UTILITIES	2,495	2,542	2,590	2,639
<b>Total Expenses</b>	<b>117,989</b>	<b>124,293</b>	<b>129,324</b>	<b>134,594</b>
<b>Balance</b>	<b>- 64,452</b>	<b>- 70,200</b>	<b>- 75,231</b>	<b>- 80,501</b>

# Recreation



The Recreation department budget plans include the following:

- Revenue includes adult programming revenue, grants and sponsorships, and current Sturgeon Recreation Funding.
- 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.
- Adult programming.
- Flowers and flag replacement.



**Town of Bon Accord**  
**RECREATION**  
**Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
USER FEES	7,251	7,251	7,251	7,251
DONATIONS	4,000	4,000	4,000	4,000
TRANSFER FROM RESERVES	11,051	-	-	-
GRANTS	191,944	197,687	203,602	209,696
<b>Total Revenue</b>	<b>214,245</b>	<b>208,938</b>	<b>214,853</b>	<b>220,947</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	64,950	68,197	71,607	75,187
STAFFING COSTS - TRAINING & OTHER	800	800	800	800
CONTRACTED SERVICES & RENTALS	34,801	34,801	34,801	34,801
GOODS & SUPPLIES	12,972	12,972	12,972	12,972
INSURANCE	160	160	160	160
MEMBERSHIP & REGISTRATION	285	285	285	285
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRAN	9,880	9,880	9,880	9,880
POSTAGE & COPIES	365	365	365	365
UTILITIES	1,776	1,806	1,836	1,868
TRANSFER TO RESERVES	100,000	100,000	100,000	100,000
<b>Total Expenses</b>	<b>225,989</b>	<b>229,266</b>	<b>232,706</b>	<b>236,318</b>
<b>Balance</b>	<b>- 11,744</b>	<b>- 20,328</b>	<b>- 17,853</b>	<b>- 15,371</b>

# Library



The Library budget plans include the following:

- Projected increase of 3% NLLS support - direct payment to NLLS and the payment to the library.
- Insurance allocation.
- Building maintenance.
- Gas and power allocation.
- Library grant - projected increase of 3% yearly.



**Town of Bon Accord  
LIBRARY  
Operating Budget - By Object**

	Interim Final			
	Budget 2025	Plan 2026	Plan 2027	Plan 2028
<b>Revenue:</b>				
<b>Total Revenue</b>	-	-	-	-
<b>Expenses:</b>				
CONTRACTED SERVICES & RENTALS	1,000	1,000	1,000	1,000
INSURANCE	1,355	1,491	1,640	1,804
MEMBERSHIP & REGISTRATION	11,475	11,819	12,173	12,539
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRAN	47,232	48,649	50,108	51,611
UTILITIES	4,019	4,140	4,264	4,392
<b>Total Expenses</b>	<b>65,080</b>	<b>67,097</b>	<b>69,185</b>	<b>71,345</b>
<b>Balance</b>	<b>- 65,080</b>	<b>- 67,097</b>	<b>- 69,185</b>	<b>- 71,345</b>

# Taxation



The plans include the following:

- Municipal taxation revenue at \$1,812,858.
- Tax penalty revenue maintained each year at \$30,500.
- Franchise fees assume a 2% increase each year. This increase is based on the transmission and tariff revenue, not an increase in the percentage of tariff the Town collects.
- Investment and bank interest revenue maintained at \$100,000.
- Alberta School requisitions - estimating no increases in 2026 and then increasing by 3% in the following years.
- Homeland Housing requisition estimating a 3% yearly increase.



**Town of Bon Accord  
TAXATION  
Operating Budget - By Object**

	Interim Final			
	BUDGET	PLAN	PLAN	PLAN
	2025	2026	2027	2028
<b>Revenue:</b>				
TAXATION (INCLUDING REQUISITIONS)	2,281,906	2,282,340	2,295,509	2,309,073
FRANCHISE FEES	239,734	244,529	249,419	254,408
INVESTMENTS	100,000	100,000	100,000	100,000
GRANTS	-	-	-	-
<b>Total Revenue</b>	<b>2,621,640</b>	<b>2,626,868</b>	<b>2,644,928</b>	<b>2,663,481</b>
<b>Expenses:</b>				
TAXATION REQUISITIONS	438,548	438,982	452,151	465,715
OTHER - FINANCE CHARGES/DEBENTURES	-	-	-	-
<b>Total Expenses</b>	<b>438,548</b>	<b>438,982</b>	<b>452,151</b>	<b>465,715</b>
<b>Balance</b>	<b>2,183,092</b>	<b>2,187,887</b>	<b>2,192,777</b>	<b>2,197,766</b>



# 2026 – 2028 Budget Plans

## **Plan 2026**

Planned Operating Revenue:  
\$4,385,938

Planned Operating Expenses:  
\$4,575,775

Deficit: \$(189,836)

Budget Increase: 8.92%

## **Plan 2027**

Planned Operating Revenue:  
\$4,422,811

Planned Operating Expenses:  
\$4,709,721

Deficit: \$(286,910)

Budget Increase: 4.29%

## **Plan 2028**

Planned Operating Revenue:  
\$4,459,023

Planned Operating Expenses:  
\$4,877,435

Deficit: \$(418,412)

Budget Increase: 5.5%





## Town of Bon Accord Summary of All Departments 2026 - 2028 Plan by Department

	Interim Final Operating 2025	Plan Operating 2026	Plan Operating 2027	Plan Operating 2028
<b>Revenue:</b>				
Taxation (incl. Requisitions)	2,621,640	2,626,868	2,644,928	2,663,481
Council	-	-	-	-
Election	-	-	-	-
Administration	17,390	17,400	17,400	17,400
EV Chargers	750	800	825	850
Fire	10,353	10,663	10,983	11,312
Emergency Management	-	-	-	-
Bylaw	45,092	45,092	45,092	45,092
Storm	-	-	-	-
Roads	8,800	8,800	8,800	8,800
Water	563,487	568,034	572,013	572,013
Sewer	380,370	391,977	395,956	399,936
Garbage	114,035	114,060	114,071	114,083
Cemetery	10,000	10,000	10,000	10,000
Parks	71,076	61,784	63,545	65,358
Economic Development	5,850	5,850	5,850	5,850
Safe Communities	60	500	500	3,000
Planning	7,000	7,000	7,000	7,000
FCSS	53,538	54,093	54,093	54,093
Recreation	214,245	208,938	214,853	220,947
Arena	251,339	254,079	256,902	259,809
Library	-	-	-	-
<b>Total Revenue</b>	<b>4,375,025</b>	<b>4,385,938</b>	<b>4,422,811</b>	<b>4,459,023</b>

<b>Expenses:</b>				
Taxation (Requisitions)	438,548	438,982	452,151	465,715
Council	122,525	128,990	130,947	132,973
Election	5,050	2,150	2,150	2,150
Administration	644,193	711,281	737,332	764,317
EV Chargers	7,425	7,606	7,792	7,984
Fire	55,278	56,398	57,552	58,741
Emergency Management	25,814	26,938	28,115	29,346
Bylaw	143,147	147,134	151,241	155,470
Storm	68,480	68,689	69,458	70,292
Roads	691,484	709,247	725,769	743,279
Water	706,592	749,863	764,282	792,922
Sewer	524,903	545,829	550,762	567,037
Garbage	149,017	144,590	148,056	151,647
Cemetery	14,284	18,351	15,446	16,072
Parks	167,067	177,588	185,471	193,734
Economic Development	119,072	126,342	131,175	136,610
Safe Communities	680	690	700	3,200
Planning	136,677	139,280	141,919	144,637
FCSS	117,989	124,293	129,324	134,594
Recreation	225,989	229,266	232,706	236,318
Arena	377,982	390,416	406,427	423,285
Library	65,080	67,097	69,185	71,345
<b>Total Expenses</b>	<b>4,807,275</b>	<b>5,011,020</b>	<b>5,137,961</b>	<b>5,301,670</b>
<b>Balance</b>	<b>- 432,250</b>	<b>- 625,081</b>	<b>- 715,150</b>	<b>- 842,647</b>

Transfer to Reserves:				
Administration	21,000	21,000	21,000	21,000
Fire	10,000	10,000	10,000	10,000
Storm	22,296	22,296	22,296	22,296
Roads	25,000	25,000	25,000	25,000
Water	30,944	38,444	38,444	38,444
Sewer	27,296	27,296	27,296	27,296
Garbage	10,880	10,880	10,880	10,880
Recreation	100,000	100,000	100,000	100,000
<b>Total Transfer to Reserves</b>	<b>247,416</b>	<b>254,916</b>	<b>254,916</b>	<b>254,916</b>
Amortization:				
Administration	30,000	29,500	29,000	28,500
Storm	10,000	9,500	9,000	8,500
Roads	190,000	195,000	190,000	188,000
Water	120,000	119,500	119,000	118,500
Sewer	82,000	81,500	81,000	80,500
Cemetery	250	245	240	235
<b>Total Amortization</b>	<b>432,250</b>	<b>435,245</b>	<b>428,240</b>	<b>424,235</b>
<b>Balance after adjustments (Amorti</b>	<b>- 0</b>	<b>- 189,836</b>	<b>- 286,910</b>	<b>- 418,412</b>

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Previous Year Budget Excluding Taxation	\$ (2,110,301.00)	\$ (2,183,093.00)	\$ (2,377,723.26)	\$ (2,479,687.21)
Current Year Budget Excluding Taxation	\$ (2,183,093.00)	\$ (2,377,723.26)	\$ (2,479,687.21)	\$ (2,616,177.92)
increase	(72,792)	(194,630)	(101,964)	(136,491)
% budget increase	3.4%	8.92%	4.29%	5.50%











5-Year Capital Plan 2026-2030

Budget Year 10-Year Capital Plan 2026-2035

	Projected Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
<i>Medium Priority:</i>												
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>												
Plumbing Fixtures - Mezzanine	25,000			25,000								
Corrugated Metal Sheating - Building	10,000			10,000								
<b>TOTALS</b>	<b>\$ 283,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 283,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL per year</b>		<b>\$ 454,400</b>	<b>\$ 1,080,500</b>	<b>\$ 2,929,000</b>	<b>\$ 162,500</b>	<b>\$ 3,185,000</b>	<b>\$ 52,500</b>	<b>\$ 45,000</b>	<b>\$ 52,500</b>	<b>\$ 1,045,000</b>	<b>\$ 45,000</b>	<b>\$ 165,000</b>

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 19, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Utility Payment Relief Pilot</b>
<b>Agenda Item No.</b>	7.2

**BACKGROUND/PROPOSAL**

Administration is proposing a pilot program to support residents who fall behind on utility payments while also minimizing the need for on-site shutoffs. Currently, when a resident’s account goes into arrears, they receive a warning letter with a minimum payment requirement and deadline. Alternatively, they may contact the office to arrange a short extension or a structured payment plan over the following weeks. If the account remains unpaid or arrangements are not made by the deadline, two of our public works staff are sent to complete a water shutoff. If the water cannot be shut off or the shut off does not result in a payment, the arrears are transferred to the property tax account with an additional fee, as permitted in our current Utility Bylaw and Fees and Charges Bylaw.

The proposed pilot would introduce an annual option allowing residents to request that overdue utility arrears be transferred to their property tax account, with an associated transfer fee. By transferring arrears to property taxes, residents would manage repayment through their tax account, which only incurs penalties (on transferred amounts) on January 1 each year, rather than monthly. This offers relief for residents under financial strain by easing immediate penalty accumulation on the utility bill and reducing the need for water shutoffs, thereby minimizing potentially challenging or unsafe interactions between staff and residents.

This option would be available once per year, providing a structured way for residents to keep up with current monthly bills while gradually repaying overdue amounts through their tax account. Administration recommends piloting this program for one year to assess its financial impact, along with potential benefits for residents and improvements to public safety, and enhanced collection protections.

## DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

### Benefits:

- Offers temporary financial relief for residents, enabling them to pay down arrears over time while keeping up with current utility bills.
- Reduces the need for water shutoffs, supporting public safety by minimizing in-person shutoff visits, which can be challenging during financially difficult times.
- Decreases administrative work associated with continuous reminder letters, short-term arrangements, and disconnections/reconnections.
- Potentially improves relationships with residents by demonstrating the Town's support during financial hardships.
- Low financial risk, as outstanding balances would transfer to property taxes, where the Town has additional recovery methods.
- Safeguards the Town revenue by transferring overdue utility amounts to the tax roll, making them more collectible. If a property changes ownership (ie. Through bank foreclosure or sale), these arrears would already be on the tax roll, avoiding the uncollectible status they might otherwise assume if handled by a collections agency after the fact.
  - o Utilities cannot be transferred to the property tax roll after ownership has changed, which is not often communicated beforehand.

### Disadvantages:

- Possible impact on the Town's cash flow due to delayed payments, though revenue would remain stable in the long term.
- Potential misuse by residents with means to pay but who may choose to defer, though limits on deferral frequency may mitigate this.
- Additional administrative adjustments for tracking and communication may be required, especially in the pilot's initial phase.

### A few additional key things to note:

- Historically, the Town has been successful in recovering outstanding property taxes prior to a tax sale.
- When a property has its property taxes paid through a mortgage lender, the mortgage lender will often pay for the items added to a tax account, such as outstanding utilities.
- If a resident is on the Tax Installment Payment Plan, any transfers would affect the recalculation made in May when notices are created and mailed.
- Additionally, we could implement further restrictions to manage risks, such as requiring that their tax roll account be in good standing in order to be eligible.

## **STRATEGIC ALIGNMENT**

Value statements:

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.

## **COSTS/SOURCES OF FUNDING**

Operating budget.

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

One of the following:

THAT Council approves the Utility Payment Relief pilot program for one year.

Or

THAT Council does not approve the Utility Payment Relief pilot program.

Or

THAT Council directs administration...

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 19, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Pembina Pipelines Sponsorship Revenue Allocation</b>
<b>Agenda Item No.</b>	7.3

**BACKGROUND/PROPOSAL**

Recently, the Economic Development and Safe Communities Coordinator (Jay Nagra) reached out to Pembina Pipelines for sponsorship of the free public skating sessions offered weekly at the arena. Pembina Pipelines generously donated \$3,000 of sponsorship revenue to the Town to sponsor public skating sessions.

Administration has developed several recommendations for use of this revenue for Council consideration.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**Public Skating Safety Guidelines (Signage):** Currently, there are no public skating safety guidelines formerly established or posted at the arena.

The attached Public Skating Safety Guidelines were developed by administration (reviewed by the Town’s insurance provider) and adapted from those posted by the City of Edmonton and the City of St. Albert.

Administration is proposing that the Town order Public Skating Safety Guidelines signage (see attached) to be posted in the arena changerooms.

**Skate Safe Event:** These public skating safety guidelines would be new for arena patrons. Therefore, the Town could plan a “Skate Safe” event in early January to unveil the new public skating safety guidelines. Plans may include giving out free hot chocolate and cookies (nut free) as well as free helmets for children and youth. Staff have reached out to Sports Central in Edmonton to inquire about a donation of helmets for youth that could be given out to the first 10 or 15 youth to arrive at the event (depending on how many helmets are available through this organization). Further, administration has reached out to Pembina Pipelines to confirm that this sponsorship revenue could be used to purchase some free youth helmets to giveaway at the event. However, the cost of the hot chocolate and cookies could also be funded by this sponsorship revenue.

Note: If more youth helmets are needed than available at the event, the Town also has a Youth Subsidy Program for the families of children and youth with barriers to purchasing a helmet or helmets (s) for their family.

## **STRATEGIC ALIGNMENT**

### ***Value Statement: Service Excellence***

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

### ***Priority Statement: Community***

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

## **COSTS/SOURCES OF FUNDING**

<b>Signs</b>	<b>Supplies</b>	<b>Cost (Excluding GST)</b>
Public Skating Safety Guidelines	6 Signs	\$570
Safe Skate Event	Hot Chocolate Nut Free Cookies Helmets	\$800

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

1. THAT Council approve \_\_\_\_\_ dollars for the purchase of six public skating guidelines signs funded by the Pembina Pipelines sponsorship revenue.
2. THAT Council approve up to \$800 of the Pembina Pipelines sponsorship revenue for the cost of the Skate Safe event to be held in January 2025 as presented.

### **OR**

3. THAT Council directs administration to allocate the remaining sponsorship revenue to \_\_\_\_\_ (offset operational costs for the arena in 2025 **or** to bring back an amendment to the Financial Reserves Policy that would create a reserve fund for sponsorship revenue for Arena capital projects).



# Public Skating Safety Guidelines

1. Participate at your own risk: Play Safe!
2. There will be no on-ice staff available for Public Skating. Contact arena staff for assistance.
3. Children under 8 years of age must be accompanied and actively supervised by a responsible person aged 13+.
4. Use of protective equipment including CSA-approved helmets is strongly encouraged for 18+ and required for those under 18.
5. Sledge skating is permitted.
6. No use of cell phones and/or headphones while on the ice.
7. Carrying an infant on the ice, regardless of helmet or safety attire, is not permitted.
8. Skaters should skate at a safe speed. Faster skaters are expected to skate on the outside while slower skaters should skate on the inside of the rink.
9. Do not sit on the boards.
10. No figure skating, except during specified figure skating times.
11. No formal or organized coaching.
12. Skating aids are available for public use.
13. The following items are NOT permitted during Public Skate:
  - Sticks, pucks, and rings of any kinds, including hockey and ringette sticks
  - Food or beverage, except for sealed water bottles
  - Blankets, stuffed animals, balls, or toys
  - Homemade skate aids or chairs
  - Commercial skating aid not in good working order
  - Shoes
14. You may be asked to leave for unsafe or inappropriate behaviour on or off the ice.
15. Report any concerns to arena staff

**Thank you for your cooperation!**

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 19, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Utilities Bylaw 2024-12, 1<sup>st</sup> Reading</b>
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

The Utilities Bylaw for water and wastewater needs to be updated for 2025 due to the changing utility rates approved within the interim 2025 Operating Budget. The rates need to be updated prior to the first billing for January 2025.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The rate from Capital Region Northwest Water Services Commission (CRNWSC) is projected to decrease, and the rate from Arrow Utilities will increase from \$1.85/m<sup>3</sup> to \$2.05/m<sup>3</sup>.

The following rates were approved in the 2025 interim operating budget.

Water

- Water: \$3.30/m<sup>3</sup> (No change from 2024).
- Bulkwater: \$5.84/m<sup>3</sup> with a 10% discount for customers who use their online account (No change from 2024).

The budget presentation recommended keeping the water rate the same despite the rate from CRNWSC being projected to decrease because the water department is already operating at a deficit. The best-recommended practice is full-cost recovery for utilities.

- Base Service Charge: \$11.00 (No change from 2024).
- Capital Rate Rider: \$1.50 (Increase from \$1.00 in 2024).

The budget presentation recommended a slight increase to the capital rate rider to replenish reserves and continue planning for infrastructure asset management repair and replacement.



## Wastewater

- Wastewater: \$3.58/m<sup>3</sup> (Increase from \$3.38/m<sup>3</sup> in 2024).

The budget presentation recommended increasing the wastewater rate by \$0.20/m<sup>3</sup>, which is the increase from Arrow Utilities.

- Base Service Charge: \$11.00 (No change from 2024).
- Capital Rate Rider: \$2.00 (Increase \$1.50/m<sup>3</sup> in 2024).

The budget presentation recommended a slight increase to the capital rate rider to replenish reserves and continue planning for infrastructure asset management repair and replacement. Half of the increase goes to wastewater and half to stormwater.

A Utility Bill Comparison has been attached to this RFD to show the impact on the average residential, commercial, and institutional resident. Please also note that the rates have been updated per legislation to be the same for each resident, whether they are considered residential, commercial, or institutional.

Administration recommends a repeal and replacement, whereas Utilities Bylaw 2024-12 would repeal Bylaw 2024-01 rather than amending Schedule "A" Utility Rates and Other Charges. This process keeps all the utilities' bylaw information together in one document rather than having to reference two separate documents, helping keep the information clear and concise.

Amending the Utilities Bylaw 2024-12 would cause changes to the approved 2025 interim operating budget in the water and wastewater departments.

## **STRATEGIC ALIGNMENT**

### ***Values Statement: Professionalism***

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

### ***Values Statement: Stewardship***

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

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

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

## **COSTS/SOURCES OF FUNDING**

2025 Operating Budget

**RECOMMENDED ACTION (by originator)**

THAT Council gives 1<sup>st</sup> reading to Utilities Bylaw 2024-12 as presented.

Or

THAT Council directs administration to amend Utilities Bylaw 2024-12 as discussed and bring back to the next meeting.



Town of  
**Bon Accord**  
building for tomorrow

Utility Bill Comparison for 2025 Budget

<b>RESIDENTIAL</b>	<b>2025</b>	<b>2024</b>	<b>Difference</b>
Monthly Consumption (based on 12m <sup>3</sup> /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	<b>\$ 125.46</b>	<b>\$ 116.61</b>	<b>\$ 8.85</b>
Per Year	<b>\$ 1,505.52</b>	<b>\$ 1,399.32</b>	<b>\$ 106.20</b>

<b>COMMERCIAL</b>	<b>2025</b>	<b>2024</b>	<b>Difference</b>
Monthly Consumption (based on 35m <sup>3</sup> /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	<b>\$ 266.30</b>	<b>\$ 251.55</b>	<b>\$ 14.75</b>
Per Year	<b>\$ 3,195.60</b>	<b>\$ 3,018.60</b>	<b>\$ 177.00</b>

<b>INSTITUTIONAL</b>	<b>2024</b>	<b>2023</b>	<b>Difference</b>
Monthly Consumption (based on 75m <sup>3</sup> /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	<b>\$ 537.75</b>	<b>\$ 510.75</b>	<b>\$ 27.00</b>
Per Year	<b>\$ 6,453.00</b>	<b>\$ 6,129.00</b>	<b>\$ 324.00</b>

**TOWN OF BON ACCORD  
BYLAW 2024-12  
UTILITIES BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION, OPERATION, AND MAINTENANCE OF A WATER SYSTEM, SEWER SYSTEM, AND STORM SEWER SYSTEM, AND TO PROVIDE FOR THE AUTHORIZATION TO LEVY RATES AND CHARGES THEREOF IN THE TOWN OF BON ACCORD.**

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WHEREAS the *Municipal Government Act* gives the Municipalities the power to establish charging and collecting of water, sewer, and storm rates to meet the cost of maintaining and operating its utilities distribution systems;

AND WHEREAS the *Municipal Government Act* gives the Municipalities the power to set forth the terms and conditions for the supply and provisions of water, wastewater, and storm systems;

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

This Bylaw maybe be cited as the “Utilities Bylaw”,

**1.0 DEFINITIONS**

- 1.1 “Abut” means, in relation to a physical object, to be next to or to have a common boundary with;
- 1.2 “Arrow Utilities” is the organization that provides responsible transmission and treatment for member municipalities.
- 1.3 “Appurtenance” means anything that is attached to the Utility System;
- 1.4 “Backflow Prevention Valve” means a device or mechanism that prevents backflow to avoid untreated or potentially contaminated water/wastewater migration into the waterworks system, approved by the Town or the Government of Alberta;
- 1.5 “Best Management Practices (BMP)” means an integrated plan to control and reduce the release of restricted and Prohibited Waste into the wastewater works to a practicable extent, through methods including physical controls, pre-treatment processes, operational procedures and staff training;
- 1.6 “Biological Waste” means waste from a hospital, medical clinic, health care facility, mortuary or biological research laboratory;
- 1.7 “Bulk Water Outlet” means the Town overhead standpipe capable of dispensing potable water; and does not include the Town’s barrel that is located on the premises
- 1.8 “CC” or “Curb Cock” means a shut off valve constructed in line on the Water Service enabling shutting off water supply to a property or section of properties;
- 1.9 “Code of Practice” means a set of practices applicable to specific industrial, commercial, or Institutional sector operations; a Code of Practice identifies mandatory procedures, equipment, training, or other provisions required as a condition of wastewater discharge into the wastewater works system by the specified sector discharger. A Code of Practice may be included in approved Best Management Practices;
- 1.10 “Compliance Program” means the necessary steps undertaken by a discharger to bring wastewater discharged into the wastewater works into compliance with the terms and conditions of this Bylaw or related permit. Compliance Programs are applicable to existing dischargers only; new dischargers must fully comply with the requirements of this bylaw.

**TOWN OF BON ACCORD  
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- 1.11 "Consumer" means any Person who has applied for or actively holds an Account or Service Connection, has received any Utility Service or is otherwise responsible for paying for the Utility Services;
- 1.12 "Council" means the Municipal Council of The Town of Bon Accord;
- 1.13 "Disconnection" means the cessation or turning off of utility service for a building or a property and may include a final meter reading;
- 1.14 "Emulsifier" means any ingredient used to bind together normally non-combinative substances, such as oil and water;
- 1.15 "Facilities" means any physical Facilities and infrastructure including transmission and distribution pipelines, valves, reservoirs, lagoons, pumping stations, fire hydrants, chambers and pressure reducing valves, meters, and measurement devices owned and operated by the Town, used to supply potable water, and to collect and dispose of wastewater;
- 1.16 "Flashpoint" means the temperature at which enough vapour collects on the surface of a liquid to become flammable. The lower the Flashpoint, the more flammable the material is.
- 1.17 "Institutional" shall mean a hospital, nursing home, hotel, or school;
- 1.18 "Meter Pit" means a pit-like enclosure that protects Water Meters installed outside of buildings and allows access for reading the Meters;
- 1.19 "Municipal Servicing Standards" means the Town's engineered servicing standards as approved by Council;
- 1.20 "Overstrength" means wastewater released to a sewer that is higher in concentration for one or more constituent concentrations set out in Schedule "D" of this Bylaw;
- 1.1. "Overstrength Surcharge" means the rate per kilogram per cubic meter of water consumed and charged to a user who releases wastewater to the sewer that exceeds one or more constituent concentrations set out in Schedule "D";
- 1.21 "Owner" means the Person who is registered under the Land Titles Act, RSA 2000 c. L-4, as amended or replaced from time to time, as the Owner of the fee simple estate in land, or a Person who is recorded as the Owner of the property on the tax assessment roll of the Town;
- 1.22 "Person" means any Person, Householder, firm, partnership, association, corporation, company or organization of any kind;
- 1.23 "Planning and Development Services" means the Town representatives responsible for the approval of plumbing and gas installations within the Town;
- 1.24 "Point of Delivery" means the point where the Service Connection occurs, which is, in most cases, at or near the property line that defines the point that the Owner has the responsibility for ownership, maintenance and repair to the Private Service Line;
- 1.25 "Private Service" means all the utility Facilities serving the premises downstream of the Point of Delivery and includes the pipes, fittings, valves and Appurtenances owned by the Owner but does not include the Meter;
- 1.26 "Prohibited Waste" means matter set out in Schedule "B" of this Bylaw;
- 1.27 "Public Health Inspector" means the medical health officer of the Capital Health Authority, or their authorized representative;
- 1.28 "Publication" means Publication of a notice in a newspaper in general circulation with the Town or the mailing or delivering of a notice to a Person or Persons, due to immediate

**TOWN OF BON ACCORD**  
**BYLAW 2024-12**  
**UTILITIES BYLAW**

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- needs the Town, as an interim measure, may post a notice on the Town's webpage or social media;
- 1.29 "Reconnection" means the process where the delivery of potable water to the private system is activated after Disconnection.
- 1.30 "Remote Meter Reading Device" means equipment installed to remotely read the Water Meter without obtaining access into the premise.
- 1.31 "Residential" means any detached single-family dwelling or residence, duplex, or Multi-Family Complex designed for individual family living;
- 1.32 "Restricted Waste" means matter set out in Schedule "C" of this Bylaw;
- 1.33 "Service Connections" means the lateral water and wastewater Service Pipes which connect an Owner's premises to the Town's Utility System with the Owner owning that portion of the Service Pipe lying within the boundaries of the Owner's premises excluding any Service Pipe lying within the boundaries of the any easement area granted to the Town for its Utility System;
- 1.34 "Service Pipe" means a pipe which carries water from the Town Water System onto or across private property - from and within the Owners premise to the CC and a pipe which carries wastewater from the dwelling, onto or across private property, to the Town Facilities;
- 1.35 "Spills" means a direct or indirect discharge into the wastewater system, Storm Sewer or the natural environment which is abnormal in quantity and quality in light of all the circumstances of the discharge;
- 1.36 "Shut-Off" means the cessation or turning off of Utility service for a building or a property and may include a final meter reading;
- 1.37 "Storm Sewer" means a natural drainage system or a sewer for the collection and transmission of uncontaminated water, storm water, and drainage from land or from a Watercourse or any combination thereof but excluding any portion of a combined sewer for the combined collection of wastewater and uncontaminated water or storm water;
- 1.38 "Town" means The Town of Bon Accord, or its delegate;
- 1.39 "Town Manager" means the Chief Administrative Officer as appointed by the Council of the Town of Bon Accord;
- 1.40 "Utility Bill" means a bill which sets out the fees levied by the Town on an annual, monthly, bi-monthly or quarterly basis for Utility Services provided by the Town;
- 1.41 "Utility Mains" means the water and sewer pipe in the street, public thoroughfare or easement area granted to the Town, which forms part of the Town water distribution and wastewater collection networks and delivers services to and from the Service Connections;
- 1.42 "Utility Services" means the provision of water, sewer, and storm systems;
- 1.43 "Utility System" means the Municipality's Storm Sewer system, sewage or wastewater system, and water system;
- 1.2. "Watercourse" means a natural or artificial channel through which water flows;
- 1.44 "Wastewater Discharge Permit" means a permit issued through ARROW UTILITIES which will govern the discharge of non-domestic waste and hauled wastewater into a sewer;
- 1.45 "Water Demand Management Measures" means restrictions upon the use of water for non-essential purposes, including but not limited to irrigation, washing of vehicles,

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driveways or sidewalks, and any other purpose where water is utilized externally to a residence, place of business or any other premise located within the Town on any certain day for a certain period of time;

- 1.46 “Water Meter” or “Meter” means any Approved device installed by the Town which is designed to measure the quantity of water used by a Consumer and which may have attached to it a Remote Reading Device;

**2.0 CONDITIONS**

- 2.1 The Town will supply Utility Services to any Owner with an approved connection to the Town’s Utility System.
- 2.2 The Town operates the wastewater service in compliance with the Bylaws and regulations of Arrow Utilities.
- 2.3 The Town does not guarantee or warrant the continuous supply of Utility Services, and the Town reserves the right to change the operating pressure, restrict the availability of water services, change the capacity of wastewater services, or to disconnect Utility Services, in whole or in part, with or without notice, in accordance with this Bylaw.
- 2.4 In providing a Service Connection to the Town Utility Mains, the Town will provide and install all Facilities up to the Point of Delivery or Service Connection subject to the terms of this Bylaw. The Town will remain the Owner of all Facilities provided by the Town for a Service Connection up to the Point of Delivery unless the Town and the Consumer have expressly agreed in writing otherwise. Any payment made by the Consumer for reimbursing costs incurred by the Town for installing Facilities does not entitle the Consumer to ownership of any such Facilities unless an agreement in writing between the Town and the Consumer specifically provides otherwise.
- 2.5 An Owner is responsible for providing such Facilities as considered necessary to have a continuous and uninterrupted service of water or wastewater collection for the Owner’s specific needs provided such Facilities are approved by Planning and Development Services and provided that such Facilities do not interfere with the operation of the Utility System.
- 2.6 No Consumer will prevent or hinder the Town’s access to the Town’s utility Facilities, including but not limited to the Water Meter. Prevention or hinderance of access may result in the Consumer being liable for the Interference or Tampering Penalty as set in Schedule “A” Utility Rates and Other Charges as attached to this Bylaw. Consumers must allow or arrange for access by the Town’s personnel to inside or outside utility Facilities for the purposes of:
- 2.6.1 Installation, inspection, testing or sampling, repair, replacement, or removal of Town Facilities.
  - 2.6.2 Reading of the meter.
  - 2.6.3 Maintenance of Town Facilities.
  - 2.6.4 Investigation of a Consumer complaint or query.
  - 2.6.5 Surprise inspection relating to a concern of unauthorized use of water or tampering with Town Facilities including but not limited to the Meter and Services.
- 2.7 Before entering a premise, the Town will make all reasonable effort to notify the Consumer or other authorized Persons on the premise, except:

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- 2.7.1 In the case of emergency.
- 2.7.2 Where entry is permitted by order of a court or administrative tribunal or where otherwise legally empowered to enter.
- 2.7.3 Where the purpose of entry is in accordance with Section 2.6.5.
- 2.8 No Person will connect, or allow connection of, any other source of water or wastewater disposal to the Utility System, either directly or indirectly.
- 2.9 In all cases where the Town's Utility System supplies water to boilers or equipment of a similar nature, the Owners of the boilers or equipment will ensure the following:
  - 2.9.1 The boiler or other equipment has at least one safety valve, vacuum valve, or other device to prevent collapse and/or explosion.
  - 2.9.2 The boiler or other equipment is equipped with backflow prevention.
- 2.10 Any Person obtaining water service from the Town will only use the water supplied for that Person's own use and will not vend, sell, dispose, or distribute the water supplied to third parties.
- 2.11 An Owner will be responsible to thaw out frozen Service Pipes, including and up to the distribution main. The Town may provide the service and the Owner will be liable for the cost.
- 2.12 The Town will not be liable for damages, including building losses caused by a break within the Town's Water System or caused by the interference or cessation of the water supply necessary in connection with the repair and proper maintenance of the Town's Water System, or caused by any accident due to the operation of the Town's Water System.

**3.0 ADMINISTRATION AND MANAGEMENT**

- 3.1 The Town Manager is responsible for the administration and enforcement of this Bylaw.
- 3.2 The Town Manager may delegate the administration of this Bylaw to the Infrastructure Manager or the Corporate Services Manager, or positions similar thereof.
- 3.3 In addition to the Municipal Servicing Standards, the Town may establish standards, guidelines, and specifications for the design, construction, and maintenance of the Utility System.

**4.0 CONSTRUCTION, INSTALLATION, AND REPAIR OF SERVICES**

- 4.1 No Persons will connect to the Town's Utility System without first obtaining permission and any required permits from the Town. All applications and contracts are hereby subject to the terms and conditions of this bylaw. Permit applications must be accompanied by a detailed plan including connection information, location, elevation, scope of work, size of pipes, and the locations and type of all fittings.
- 4.2 Neither the Town nor any of its employees will be liable for the damages caused either directly or indirectly by a Utility connection and the applicant will be responsible for all backfill, surface replacement, safety, etc.
- 4.3 All new construction and installation, and all renewals, alterations, or changes and repairs to old construction will be conducted in accordance with the provisions of the Safety



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- Codes Act and applicable regulations, and the Municipal Servicing Standards. The applicant will be liable for all damages caused while making such connections.
- 4.4 No Person will install or permit to be installed, an additional Service Pipe between a Water Meter and the CC, located at or near the property line.
- 4.5 The Owner of multiple housing and commercial developments will submit service design plans, duly signed by a professional engineer to the Town Manager, or their delegate, for review and approval prior to the start of construction.
- 4.6 An Owner will provide to the Town Manager, or their delegate, two (2) sets of “As Built” plans, together with a letter, duly signed by a professional engineer, indicating that the Private Service is fully operational and satisfactory bacteria sampling results have been provided.
- 4.7 Neither the Town employees, nor their agents, will carry out any work pertaining to the construction or repair or renewal of Service Pipe on private property, except with the authority of the Town Manager or their delegate, and then only after satisfactory arrangements have been made with the Owner for payment for doing such work.
- 4.8 Unless the Town Manager, or their delegate, determines otherwise, at the request of the Owner, a Service Pipe will be constructed only to those properties, which Abut directly on the Town Utility System.
- 4.9 A Service Pipe will not be extended from one lot to another, unless determined by Council.
- 4.10 Upon written notice to any Owner that an existing Private Service fails to meet the requirements of the Bylaw, or for any reason is unsatisfactory to the Town Manager, or their delegate, the Owner will affect the changes required in the notice by the date specified at the expense of the Owner.
- 4.11 For development on private property, all additional construction costs on the Service Pipe after Point of Delivery, including additional costs required for repairing of disturbed streets, will be borne by the Owner on whose property the development is occurring.
- 4.12 When a Service Pipe passes through an excavation or backfill, or through a basement way, finished or unfinished, or through a retaining wall, the Town will not be responsible for any damage due to displacement, settlement, or any cause due to the Owner's operations, whether the damage occurs during construction or afterwards.
- 4.13 If mains are required to provide services for the applicant, the applicant will be required to pay the cost of the said mains.
- 4.14 Council may refuse to make any new connection, installation, or changes to any existing service at any time for any reason which it may consider sufficient. Council may revoke or annul any permit granted to connect to the Town Utility System if it is found that the work is not being completed in accordance with the provisions of this bylaw, and the Person(s) making such connections or their successors in interest, will have no right to demand or claim any damages in consequence of permits being revoked or annulled.
- 4.15 The Point of Delivery to private property for a Service Pipe, as agreed to at the time of application, will be strictly adhered to; costs arising from non-adherence will be borne by the Owner.
- 4.16 No Person, other than Town employees or agents, or those authorized to complete new installations or repairs to existing services will operate, handle, or interfere with the Town's provision of Services and/or Facilities. Any Person found in violation of this is subject to the Interference and Tampering Charge as provided for in Schedule “A” Utility Rates and Other Charges attached to this Bylaw.

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- 4.17 No unauthorized Person will cut, break, pierce, tap, impede, or obstruct, or otherwise tamper or interfere in any manner with the Town Wastewater System including manhole covers and ventilators.
- 4.18 No Person will make or cause to be made any connection with any Town Utility system or house drain, or Appurtenance thereof for the purpose of conveying, or which may convey, a flammable or explosive material, storm water, roof drainage cistern, tank overflow, condensing, or cooling water.
- 4.19 Where deemed necessary to prevent or reduce basement or cellar flooding, the Town may require the Owner to install and operate a suitable Backflow Prevention Valve or other mechanical device for the purpose of controlling the connection between the sewage system and the basement or cellar. The cost of such installation will be the responsibility of the Owner or applicant.
- 4.20 Grease traps of sufficient size and approved design will be placed on the waste pipe from all hotels, restaurants, laundries, and other such places as the Town may direct, under advisement from Municipal Service Standards.

**WATER SYSTEM**

**5.0 WATER METERS**

- 5.1 The Town will remain the owner of all metering Facilities it provides to serve the Consumer unless the Town and the Consumer have agreed otherwise. This agreement must be in writing. The Town Manager, or their delegate, will determine the size and type and number of Water Meters to supply and install. The Town Manager, or their delegate, will approve the Metering requirements where water is supplied for fire protection purposes.
- 5.2 The Town will supply, install, maintain, and retain ownership of all Water Meters and Meter Pits in accordance with manufacturers' specifications, except those privately owned or in a separate agreement for ownership and operation with the Town on the understanding that the Owner will supply every facility for the introduction, placing, and inspection of such Water Meter and Meter Pit and the reading of such Water Meter.
- 5.3 No Person, other than an employee or representative of the Town will install, test, remove, repair, replace, or disconnect a Water Meter.
- 5.4 No Person will interfere or tamper with the operation of any Water Meter or Remote Meter Reading Device, subject to 5.3. Any Person interfering or tampering with any meter seal, meter reading equipment, or water Shut-Off equipment, will be liable for the Interference or Tampering Penalty as provided for in Schedule "A" Water Rates and Charges.
- 5.5 The Town may charge for and recover from the Owner the cost of supplying, installing, altering, repairing, relocating, or replacing a Water Meter. Any such charge may be collected in the same manner as utility rates.
- 5.7 No Owner will relocate, alter, or change any existing Water Metering Facilities. The Owner will submit plans and specifications for any proposed relocation of Water Metering Facilities and, if approved by the Town Manager, or their delegate, the Owner will pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration, or change unless agreed otherwise between the Owner and Council.
- 5.8 The Owner/Consumer of a premise in which a Meter is located will:

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- 5.8.1 Comply with all directions of the Town to prevent Meter damage due to frost, heat, or other causes.
- 5.8.2 Promptly notify the Town of any condition or event which has resulted in any meter damage for any reason.
- 5.8.3 Promptly notify the Town if they feel their Water Meter is operating incorrectly.
- 5.9 If a Meter is damaged or destroyed, the Owner of the premise will pay for the entire cost of the removal, repair or replacement, and re-installation.
- 5.10 Should the Town Manager, or their delegate, determine that a Meter should not be positioned inside a premise to which Service is provided, the Owner will construct a Meter Pit on the Owner's property near the property line at the Owner's expense and in accordance with the Municipal Servicing Standards unless agreed otherwise between the Owner and Council.
- 5.11 Unless otherwise determined by Council, for single-family dwellings and for single unit commercial or industrial buildings, a single Water Service Connection will be constructed, and a single Meter will be installed by the Town.
- 5.12 Water Meters will be read at the discretion of the Infrastructure Manager or position similar thereof, or their delegate. If a Meter reader cannot gain access to the premise to read the Water Meter, a notice may be left requesting the Owner allow Town personnel access as soon as possible to obtain a meter reading. If a Meter cannot be read or ceases to operate between meter readings, the Town will send estimated bills. In the event a Consumer refuses to allow a Meter to be read for a period more than two (2) months, the Infrastructure Manager or position similar thereof, or their delegate, may shut off the supply of water to that Meter and charges for interference as per Schedule "A" Utility Rates and Other Charges may apply.
- 5.13 If required for any reason, Town employees may request to have a Town Bylaw Enforcement Officer accompany them to any Consumer's residence or business.
- 5.14 In the event of a discrepancy between the Remote Meter Reading Device and the Meter, the Meter will be deemed correct.
- 5.15 If an Owner doubts the accuracy of the meter installed, the Owner may provide the Town with a written notice and request for Meter testing. The Town will have the Meter tested by an approved external agency. The Owner will be notified of the test results and receive a copy.
  - 5.15.1 If the test shows the meter is recording between 98.5% and 101.5% of true consumption, the Owner will be liable for the full costs of the test and any Town related costs, including but not limited to Service Call charges. The costs will be charged to the Owner's Account.
  - 5.15.2 If the test shows the meter is not recording between 98.5% and 101.5% of true consumption, the meter will be repaired or replaced, and all expense will be borne by the Town. The rates for the previous two (2) meter readings periods will be adjusted by the same percentage as the meter found to be in error. No rate will be reduced below a minimum rate normally charged if one has been established.

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**6.0 HYDRANTS AND VALVES**

- 6.1 No Persons other than Town employees or Persons authorized by the Town will open, close, or interfere with any valve, hydrant, or fireplug, or draw water therefrom.
- 6.2 The Chief of the Town Fire Department, their assistants , officers and members of that Department, are authorized to use the hydrants or plugs for the purpose of extinguishing fires, for fire protection, for equipment testing, and for fire training practices, but all such uses must be under the direction and supervision of the said chief or his/her duly authorized assistants, and in no event will any inexperienced or incompetent Person be permitted to manipulate or control in any way, hydrants or plugs.
- 6.3 No Persons will in any matter whatsoever obstruct or interfere with the free access to any hydrant, valve or curb stop. No vehicle, building, rubbish, or any other matter which would cause such obstruction or interference will be placed nearer to a hydrant than the property line of the street where the hydrant is located nor within five (5) meters of either side of the hydrant in a direction parallel with the property line. Costs of repairs required because of obstruction or damage to any hydrant, valve or curb stop are the responsibility of the Person who caused the obstruction or damage.

**7.0 BULK WATER**

- 7.1 The Town Manager, or their delegate, at their discretion and with just cause, may restrict, or deny use of Bulk Water Facilities to any Person if receiving tanks, trucks, or hoses are in a condition deemed unsanitary for the transference of water, or for misuse of the facility and/or surrounding area.
- 7.2 A minimum air gap of twice the pipe diameter of the downspout piping will be always maintained while transferring water from the Bulk Water Outlet.
- 7.3 Commercial tanks and vessels used for Bulk Water transportation to offsite locations for human consumption must be inspected approved and have a permit issued by the local Public Health Inspector, water use and maintenance of the tanks, etc. are at the responsibility of the Commercial operator.

**WASTEWATER SYSTEM**

**8.0 SANITARY SEWER REQUIREMENTS**

- 8.1 No Person will release, or permit the release of, any matter into the sanitary sewer system wastewater works expect:
  - 8.1.1 Domestic wastewater.
  - 8.1.2 Non-domestic wastewater that complies with the requirements of this bylaw.
  - 8.1.3 Hauled wastewater, including septage, that complies with the requirements of this bylaw, or where a Wastewater Discharge Permit has been issued by the Town.
  - 8.1.4 Storm water, clear-water waste, subsurface water, or other water where permission has been granted by the Town Council.

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- 8.2 No Person will release, or permit the release of, any prohibited substance listed in Schedule “A” of this bylaw.
- 8.3 No Person will release, or permit the release of, any restricted substance which exceeds the respective concentrations listed in Schedule “C” of this bylaw into the wastewater works without a valid Wastewater Discharge Permit.
- 8.4 If required by the Town, non-domestic and hauled wastewater dischargers will not discharge to the wastewater works system until the discharger has obtained a Wastewater Discharge Permit from the Town. The completion of a Wastewater Discharge Permit by dischargers to ARROW UTILITIES wastewater transmission system is required under certain circumstances by ARROW UTILITIES bylaws addressing sewer use in the ARROW UTILITIES service area in conjunction with the Town.
- 8.5 The Town may issue and amend a Wastewater Discharge Permit to allow the discharge of non-domestic waste and hauled wastewater into a sewer upon such terms and conditions as the Town considers appropriate and without limiting the generality of the foregoing, may in the Wastewater Discharge Permit:
  - 8.5.1 Place limits and restrictions on the quantity, compositions, frequency, and nature of the waste permitted to be discharged.
  - 8.5.2 Require the holder of a Wastewater Discharge Permit to repair, alter, remove, or add to works or construct new works, and,
  - 8.5.3 Provide that the Wastewater Discharge Permit will expire on a specified date.
- 8.6 Should a Homeowner’s wastewater line become blocked or plugged the following applies:
  - 8.6.1 The Homeowner must notify the Town of the blockage or plug.
  - 8.6.2 If the Utility Main is not blocked or plugged, it is then the responsibility of the Homeowner to clear the line up to the Utility Main, and the Homeowner will be responsible for all associated costs.

**9.0 STORM WATER REQUIREMENTS**

- 9.1 No Person will discharge or deposit or cause or permit the discharge or deposit into any Storm Sewer, land drainage works, or Watercourse whether added directly or indirectly any wastewater:
  - 9.1.1 That may interfere with the proper operation of a Storm Sewer.
  - 9.1.2 That may damage a Storm Sewer.
  - 9.1.3 That could obstruct or restrict a Storm Sewer or the flow therein.
  - 9.1.4 That could result in a hazard or adverse impact to any Person, animal, property, or vegetation.
  - 9.1.5 That may impair the quality of water in any well, lake, river, pond, spring, stream, reservoir other water of Watercourse.
  - 9.1.6 That may result in the contravention of an approval, requirement, direction, or other order issued by Alberta Environment or other enforcing agency with respect to the Storm Sewer or its discharge.
  - 9.1.7 That has a temperature greater than 40 degrees Celsius.
  - 9.1.8 Having a pH of less than 6.5 or greater than 9.0.

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- 9.1.9 Containing more than 20 milligrams per liter of suspended solids.
- 9.1.10 Containing more than 20 milligrams per liter of BOD.
- 9.1.11 Containing more than 100 milligrams per liter of COD.
- 9.1.12 Containing dyes or coloring material which discolors the wastewater.
- 9.1.13 That has two or more separate liquid layers.
- 9.1.14 That contains solvent-extractable matter of vegetable, mineral or synthetic origin which causes a visible film, sheen, or discoloration on the water surface.
- 9.1.15 Containing and ignitable waste or explosive matter which, by itself or in combination with other substances, can cause or contribute to any explosion or supporting combustion.
- 9.1.16 Containing E. coli (fecal coliform) colonies more than 200 per 100 ml.
- 9.1.17 Containing concentrations of various chemicals as indicated in the Environmental Quality Guidelines for Alberta Surface Waters (EQGASW).
- 9.1.18 Containing the following matter, material, or waste in any amount:
  - i) Floating debris
  - ii) Sewage
  - iii) Once-through cooling water
  - iv) Blowdown
  - v) Automotive or machine oils and greases
  - vi) Fuels
  - vii) Paints and organic solvents
  - viii) Substances and contaminants from raw materials, intermediate or final products used or produced in, through or from an industrial process
  - ix) Substances used in the operation or maintenance of an industrial site
  - x) Waste disposal site leachate
  - xi) Hazardous wastes
  - xii) Biological wastes, and
  - xiii) Reactive wastes
- 9.2 Notwithstanding the above, once-through cooling water or blowdown may be released when:
  - 9.2.1 A once-through cooling water or blowdown is being discharged pursuant to a certificate of approval or order relating to the premises issued by Alberta Environment.
  - 9.2.2 The Owner or tenant of the premises has written approval from the Town which expressly authorizes the discharge from the premises, and
  - 9.2.3 A copy of the certificate of approval or order referred to in subsection 9.2.1, herein, has been provided to and approved by the Town.

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**10.0 PROHIBITION OF DILUTION**

- 10.1 No Person will discharge directly or indirectly or permit the discharge or deposit of wastewater into a sanitary sewer works where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule “B” or Schedule “C” of this bylaw.
- 10.2 No Person will discharge directly or indirectly or permit the discharge or deposit of sanitary sewer matter or any other matter in a Storm Sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with this bylaw.

**11.0 SAMPLING**

- 11.1 Where sampling is required for the purposes of determining the concentration of constituents in the wastewater, storm water or uncontaminated water, the sample may:
  - 11.1.1 Be collected manually or by using an automatic sampling device, and
  - 11.1.2 Contain additives for its preservation.
- 11.2 For the purposes of determining compliance with Schedule “B”, “C”, or “D”, discrete wastewater streams within the premises may be sampled, at the discretion of the Town.
- 11.3 Any single grab sample may be used to determine compliance with Schedules “B”, “C”, or “D”.
- 11.4 All tests, measurements, analyses, and examinations of wastewater, its characteristics, or contents pursuant to this Bylaw will be carried out in accordance with “Standard Methods” and be performed by a laboratory accredited for analysis of the substance(s) using a method which is within the laboratory’s scope of accreditation or to the satisfaction of the Town as agreed in writing prior to sample analysis.

**12.0 DISCHARGER SELF-MONITORING & COMPLIANCE PROGRAMS**

- 12.1 The discharger will complete any monitoring or sampling of any discharge to a wastewater works as required by the Town and provide the results to the Town in the form specified.
- 12.2 The obligations set out in or arising from 12.1 will be completed at the expense of the discharger.
- 12.3 When required as a condition of a Wastewater Discharge Permit, a discharger will provide the Town with a Compliance Program setting forth activities to be undertaken by the discharger that will result in the prevention or reduction and control of a non-compliant discharge from the premises.
- 12.4 The discharger will ensure that:
  - 12.4.1 The Compliance Program is provided and, if necessary, amended within the period specified by the Town.
  - 12.4.2 The final completion date for all activities in the Compliance Program is within the period established within the applicable Wastewater Discharge Permit, and
  - 12.4.3 The Compliance Program meets all requirements specified by the Town. Each Compliance Program shall include:

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- i A description of the processes at the premises which produce discharges that do not comply with the requirements of this Bylaw.
- ii A description of those processes as the premises which are to be the subject of the Compliance Program.
- iii A list of non-complying pollutants present at the premises at any stage of the premise's operations.
- iv A description setting out the types, quantities, and concentrations of all non-complying pollutants discharge, directly or indirectly, to a sewer.
- v A description of current wastewater reduction, recycling, wastewater treatment and compliance activities at the premises with respect to discharges to a sewer from the premises.
- vi A description of compliance options for non-complying pollutants and wastewater discharge and an evaluation of those options.
- vii A list of possible targets and timeframes (in compliance with any Wastewater Discharge Permit) to reduce or eliminate the discharge of non-complying matter to the wastewater works.
- viii A declaration from an authorized Person that the content of the Compliance Program is, to the best of that Person's knowledge, true, accurate, and complete.

- 12.5 Following the approval and during the term of a Compliance Program, a discharger will:
- 12.5.1 Submit a progress report within fourteen (14) days after the scheduled completion date of each activity listed in the Compliance Program.
  - 12.5.2 Revise and update the Compliance Program as required by the Town, and
  - 12.5.3 Always keep an updated copy of the Compliance Program and progress reports at the subject premises and make copies to the Town upon request.
- 12.6 The Town may suspend or terminate a Wastewater Discharge Permit if the discharger fails or neglects to carry out or diligently pursue the activities required under a Compliance Program.

**13.0 ADDITIONAL REQUIREMENTS**

**13.1 FOOD WASTE GRINDERS**

In the case of industrial, commercial, or Institutional premises where food waste grinding devices are installed in accordance with the Building Code, the effluent from such food waste grinding devices must comply with Schedule "B" and Schedule "C".

**13.2 FOOD-RELATED GREASE INTERCEPTORS**

- 13.2.1 Every Registered Owner of a restaurant or other commercial or Institutional premises where food is cooked, processed, or prepared, for which the premises is connected directly or indirectly to the Wastewater system, will take all necessary measures to ensure that oil and grease are prevented from entering the Wastewater system in excess of the provisions of this bylaw. Oil and grease interceptors will not discharge to Storm Sewers.
- 13.2.2 The Registered Owner of a premises described in Subsection 13.2 (1) will install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to the Wastewater system. The



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oil and grease interceptors will be installed in compliance with the most current requirements of the applicable Building Code. The installation of the oil and grease interceptor will meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.2, as amended.

- 13.2.3 All oil and grease interceptors must be maintained according to the manufacturer's recommendations. The testing, maintenance and performance of the interceptor must meet the requirements of CAN/CSA B-481. Traps must be cleaned before the thickness of the organic material and solids residuals is greater than twenty-five percent of the available volume; cleaning frequency must not be less than every four weeks. Maintenance requirements must be available at the workplace where the grease interceptor is installed. Maintenance and clean out must be documented at the time of completion.
- 13.2.4 Emulsifiers will not be discharged to the Wastewater system from interceptors. No Person will use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through a grease interceptor.
- 13.2.5 A maintenance schedule and record of maintenance carried out must be submitted to the Town upon request for each interceptor installed.
- 13.2.6 The Owner or operator of the restaurant or other industrial, commercial or Institutional premises where food is cooked, processed or prepared, must, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.

**13.3 VEHICLE AND EQUIPMENT SERVICE OIL AND GREASE INTERCEPTORS**

- 13.3.1 Every Registered Owner of a vehicle or equipment service station, repair shop or garage or of a commercial or Institutional premises or any other establishment where motor vehicles or equipment are repaired, lubricated, or maintained and where the wastewater is directly or indirectly connected to the Wastewater System must install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the wastewater system in excess of the limits in this bylaw.
- 13.3.2 The Registered Owner of the premises described this section must install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to the Wastewater system. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code and be maintained as recommended by the Canadian Petroleum Products Institute (CPPI).
- 13.3.3 All oil and grease interceptors and separators must be maintained in good working order and according to the manufacturer's recommendations and must be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance and inspected to ensure the surface oil and sediment levels do not exceed the recommended level. In the absence of manufacture's recommendations, the settled solids must not accumulate in the final stage chamber of the sediment interceptor in excess of 25% of the wetted height. Maintenance and clean out must be documented at the time they are performed.
- 13.3.4 A maintenance schedule and record of maintenance must be submitted to the Town upon request for each oil and grease interceptor installed.

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- 13.3.5 The Owner or operator of the premises as set out in this section must, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.
- 13.3.6 Emulsifiers must not be discharged to the Wastewater system into interceptors. No Person will use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.

**13.4 SEDIMENT INTERCEPTORS**

- 13.4.1 Every Registered Owner of the premises from which sediment may directly or indirectly enter the Wastewater system, including but not limited to premises using a ramp drain or area drain and vehicle wash establishments, must take all necessary measures to ensure that such sediment is prevented from entering the drain or the Wastewater system in excess of the limits in this bylaw.
- 13.4.2 Catch basins installed on private property for the purposes of collecting storm water and carrying it into Storm Sewers must be equipped with an interceptor and the installation of these catch basins on private property must comply with the requirements of the Town.
- 13.4.3 All sediment interceptors must be maintained in good working order and according to manufacturer's recommendations and must be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance. In the absence of manufacturer's recommendations, the settled solids must not accumulate in the final stage chamber of the sediment interceptor in excess of 25% of the wetted height. Maintenance and clean out must be documented at the time it is performed.
- 13.4.4 The Owner or operator of a premises as referred to in this section must, for 2 years, keep the records which document interceptor clean-out and sediment disposal.
- 13.4.5 A schedule and record of maintenance must be submitted to the Town upon request for each sediment interceptor installed.

**13.5 DENTAL WASTE AMALGAM SEPARATOR**

- 13.5.1 Every Owner or operator of the premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, must install, operate and properly maintain dental amalgam separator(s) with at least 95% efficiency in amalgam weight and certified *ISO 11143 – "Dentistry - Amalgam Separators"*, in any piping system at its premises that connects directly or indirectly to a sewer, except where the sole dental-related practice at the premises consists of one or more of the following specialties or type of practice:
- i Orthodontics and dentofacial orthopedics
  - ii Oral and maxillofacial surgery
  - iii Oral medicine and pathology
  - iv Periodontics or,
  - v A dental practice consisting solely of visits by a mobile dental practitioner who prevents any dental amalgam from being released directly or indirectly to the wastewater works.

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13.5.2 Notwithstanding compliance with Subsection 13.5.1, all Persons operating or carrying on the business of a dental practice shall comply with Schedules “B” and “C” of this Bylaw.

- i All dental waste amalgam separators must be maintained in good working order and according to the manufacturer’s recommendations.

13.5.3 A maintenance schedule and record of maintenance must be submitted to the Town upon request for each dental amalgam separator installed.

**13.6 PRE-TREATMENT FACILITIES**

13.6.1 When not adhering to the requirements and prohibitions to the bylaw or where required by the Town, the Owner or operator must install on the premises, and prior to the sampling point, a wastewater pre-treatment facility.

13.6.2 The Owner or operator must ensure the design, operation, and maintenance of the pre-treatment facility achieves the treatment objectives and operates and is maintained in accordance with the manufacturer’s recommendations.

13.6.3 The Owner or operator must not deposit the waste products from the pre-treatment facility in a wastewater works and must ensure any waste products from the pre-treatment facility are disposed of in a safe manner.

13.6.4 The maintenance records and waste disposal records must be submitted to the Town upon request.

13.6.5 The Owner and operator must keep documentation pertaining to the pre-treatment facility and waste disposal for two years.

**13.7 HAULED WASTEWATER/WASTE**

13.7.1 No Person will discharge hauled wastewater/waste to the wastewater works unless:

- i The carrier of the hauled wastewater/waste, operating as a waste management system is certified according to all applicable Federal and Provincial legislation, as amended from time to time, and haul wastewater/waste meets the conditions set out by all applicable Federal and Provincial environmental protection regulations, as amended from time to time.
- ii The carrier meets all conditions for discharge that are or may be set from time to time with respect to the discharge of hauled wastewater/waste by ARROW UTILITIES and,

13.7.2 No Person will discharge or permit the discharge of hauled wastewater/waste to the wastewater works:

- i At a location other than a hauled wastewater/waste discharge location approved by the Town.
- ii Without a manifest, in a form approved by the Town, completed and signed by the carrier prior to the discharge, and
- iii Without the use of a discharge hose placed securely in the discharge port at the approved location.

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**13.8 NON-CONTACT COOLING WATER**

The discharge of non-contact cooling water or uncontaminated water to a sanitary sewer for from any Residential property is prohibited unless the discharge is in accordance with a Wastewater Discharge Permit.

**13.9 WATER ORIGINATING FROM A SOURCE OTHER THAN THE MUNICIPAL WATER SUPPLY**

The discharge of water originating from a source other than the Town's water supply, including storm water or groundwater, directly or indirectly to a sanitary sewer is prohibited unless the discharge is in accordance with a Wastewater Discharge Permit.

**14.0 SPILLS**

In the event of a spill to a wastewater works and/or Storm Sewer works, the Person responsible or the Person having the charge, management, and control of the spill will immediately notify and provide any requested information regarding the spill to:

14.1 If there is any immediate danger to human health and/or safety:

14.1.1 911 emergency

14.1.2 The Infrastructure Manager or position similar thereof, or delegate, via the On-Call Emergency Phone Number (780) 975-0770

14.1.3 ARROW UTILITIES's Wastewater Treatment Plant Control Room (780)416-9967

Or

14.2 If there is no immediate danger:

14.2.1 The Town on-call staff (780) 975-0770

14.2.2 The Owner of the premise where the spill occurred

14.2.3 ARROW UTILITIES's Wastewater Treatment Plant Control Room (780)416-9967, and

14.2.4 Any other Person whom the reporting Person knows or ought to know may be directly affected by the spill

14.3 The Person responsible for the spill will provide a detailed report on the spill to the Town within five working days after the spill. The detailed report must contain the following information to the best of their knowledge:

14.1.1 Location where the spill occurred.

14.1.2 Name and telephone number of the Person reporting the spill, and the location and time, where and when they can be contacted.

14.1.3 Date and time of the spill.

14.1.4 Material spilled, including characteristics and composition of the material.

14.1.5 Volume of the material spilled.

14.1.6 Duration of the spill event.

14.1.7 Work completed and any work still in progress in the mitigation of the spill.

14.1.8 Preventative actions being taken to ensure a similar spill does not reoccur.

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- 14.1.9 Copies of applicable spill prevention and spill response plans.
- 14.4 The Person responsible for the spill and the Person having the charge, management, and control of the spill will do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue and restore the affected area to its condition prior to the spill.
- 14.5 Nothing in this Bylaw relieves any Persons from complying with any notification or reporting provisions of other government agencies, including Federal and Provincial agencies as required and appropriate for the material and circumstances of the spill, or any other Bylaw of the Town.
- 14.6 The Town may invoice the Person responsible for the spill to recover costs of time, materials, and services arising because of the spill. The Person responsible for the spill must pay the costs invoiced.
- 14.7 The Town may require the Person responsible for the spill to prepare and submit a spill contingency plan to the Town to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

**15.0 AUTHORITY TO INVESTIGATE**

The Town, or their authorized agent, has the authority to carry out any inspection reasonably required to ensure compliance with this Bylaw, including but not limited to:

- 15.1 Inspecting, observing, sampling, and measuring the flow in any private:
- 15.1.1 Sewer
  - 15.1.2 Wastewater disposal system
  - 15.1.3 Storm water management facility and
  - 15.1.4 Flow monitoring point
- 15.2 Taking samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises of flowing within a sewer system.
- 15.3 Performing on-site testing of the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pre-treatment Facilities, and storm water management Facilities.
- 15.4 Collecting and analyzing samples of hauled wastewater coming to a discharge location into the wastewater works.
- 15.5 Inspecting the types and quantities of chemicals being handled or used on the premises in relation to possible release to a drainage system or Watercourse.
- 15.6 Requiring information from any Person concerning a matter.
- 15.7 Inspecting and copying documents or removing documents from the premises to make copies.
- 15.8 Inspecting chemical storage areas and spill containment Facilities and requesting Safety Data Sheets (SDS) for materials stored or used on site.
- 15.9 Inspecting the premises where a release of prohibited or Restricted Wastes or of water containing prohibited or Restricted Wastes has been made or is suspected of having been made, and to sample.

No Person will hinder or prevent the Town or their authorized agent from carrying out any of their powers or duties.

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**16.0 OVERSTRENGTH SURCHARGE**

- 16.1 The Town or their authorized agent may assess Overstrength Surcharges for wastewater discharges that exceed the limits of treatable parameters set in accordance with Schedule "D" of this Bylaw.
- 16.2 Any Overcharge Surcharge will be added to a monthly Utility Bill.

**17.0 BEST MANAGEMENT & CODES OF PRACTICE**

- 17.1 ARROW UTILITIES has adopted one or more Best Management Practices which includes Codes of Practice that apply the Designated Sector Operations, as outlined in ARROW UTILITIES's Code of Practice Registration Form for Designated Sector Operations, available on ARROW UTILITIES's website at [www.arrowutilities.ca](http://www.arrowutilities.ca)
- 17.2 A Code of Practice does not apply to a discharging operation that is subject to a Wastewater Discharge Permit, unless otherwise specified in the permit.
- 17.3 A Code of Practice does not apply to the discharge of domestic wastewater.
- 17.4 Nothing in a Code of Practice relieves a Person discharging wastewater from complying with this Bylaw, a Wastewater Discharge Permit of any other applicable enactment.
- 17.5 If a Code of Practice establishes a requirement in relation to a specific discharging operation which differs from a provision in this Bylaw, the requirement in the Code of Practice prevails.

**18.0 AUTHORITY TO RESTRICT OR SHUT-OFF UTILITY SUPPLY**

- 18.1 The Town Manager, or their delegate, may without notice Shut-Off the Utility Service to any part of the Town or any Service in the case of an emergency.
- 18.2 The Town Manager, or their delegate, in a non-emergent situation for any reason deemed necessary including but not limited to repairing and maintaining the Utility System, may shut-off the Utility Service to any part of the Town or Service provided reasonable notice of such intended Shut-Off is given to all affected Owners, except in the event of routine maintenance with Shut-Off not to exceed thirty (30) minutes. The Town Manager, or their delegate, will have the sole discretion to determine what reasonable notice is in the circumstance.
- 18.3 The Town Manager, or their delegate, may Shut-Off the Utility Service if the Consumer's Facilities are deemed to be unsafe or defective, leak excessively or cause contamination or deterioration of the Utility System.
- 18.4 The Town Manager, or their delegate, may restrict and regulate the hours or time during which water may be used for any purpose other than for firefighting.
- 18.5 The Town Manager, or their delegate, may, by Publication upon reasonable notice, implement Water Demand Management Measures to restrict water usage to any or all parts of the Town. Such measures include but are not limited to a restriction on the watering of lawns, gardens, streets, yards or grounds, or the use of a hose or similar device to wash vehicles, or the exteriors of houses or other buildings. Other measures include but are not limited to varying the hours and days of the use of water.
- 18.6 After Publication of any Water Demand Management Measures, it will be an offence for a Person to use water in contravention of the declared Water Demand Management Measures. A Consumer who is not adhering to the Water Demand Management Measures may have their service Shut-Off with reasonable notice.

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- 18.7 No Persons will have any claim for compensation or damages because of the Town shutting off the water with or without notice for any reason or from failure of the water supply from any cause whatsoever.
- 18.8 Failure to adhere to this Bylaw may result in service Disconnection.

**19.0 UTILITY RATES AND CHARGES, OPENING AND CLOSING OF ACCOUNTS**

- 19.1 The Consumer will pay to the Town the utility distribution and other charges as applicable as set out in Schedule "A" Utility Rates and Other Charges as attached to this Bylaw for all service consumption, including but not limited to leaks up to the utility mains.
- 19.2 New account requests or changes for Utility Services must be in the name of the Owner(s) registered on the property title only, other than those accounts specific to Bulk Water use.
- 19.3 Prior to Utility use, an Owner must open an account, and is subject to the application fee and security deposit fees as in Schedule "A" Utility Rates and Other Charges as attached. The Owner is responsible for ensuring the Town has accurate contact information, i.e. address, email address, phone number.
- 19.4 The Security Fee will be fully refundable, less any outstanding Account balances, upon termination of the Account.
- 19.5 Should there be a disagreement of the classification of any service, Council will have the final, binding decision.
- 19.6 Persons who use Utility Services without opening an account will be liable for the cost of utility consumption based upon reasonable estimation. Failure to open an Account may result in Utility service being Shut Off.
- 19.7 The Town will take readings from the Water Meters monthly. The Utility Bill, based on consumption in accordance with the rates set out in Schedule "A" hereto, will be mailed or emailed every month to Consumers.
- 19.8 A Utility Bill showing the current service charges will be mailed or emailed to the Owner(s) or designated renter. It remains the Owner's responsibility to ensure renters are making regular payments. Payment for Utility Services will be due and payable when the account is rendered. Payment must be made at the Town Office or at such other place as may be designated by the Council, or online, and failure to receive a billing will in no way affect the liability of the Owner(s) to pay the account.
- 19.9 In the event any Utility Bill remains unpaid after the date shown on the billing, there will be added by way of penalty an amount as set out in Schedule "A" being attached hereto and forming part of this Bylaw. The said penalty will be added to and shall form part of the unpaid Utility Bill.
- 19.10 In the event any utility charges remain unpaid for a period of sixty (60) days or longer, the Town may take any or all the following actions to recover:
- i Written notice of arrears requesting payment, including authorizing appropriate payment arrangements.
  - ii Shut off Utility Services. An Arrears Fee as set out in Schedule "A" will be applied to the Account if the Account is scheduled for shut off. Any properties that cannot have the Utility Service Shut-Off (i.e. Condominiums, malfunctioning CC, etc.) may have unpaid Accounts transferred to the Owner's Property Tax Roll and may be subject to all other applicable charges.

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- iii Transference of outstanding account balance to the Owner's Property Tax Roll.
  - iv By action, in any court of competent jurisdiction.
- 19.11 If an error or omission is found in the Utility Bill charges, the Town will correct the Utility Accounts by the appropriate amount for the duration of the billing error as follows:
- i If the correction results in an under billing for utility consumption charges to the Consumer, the Utility Bill correction will be made for a period of not more than three (3) months immediately preceding the date of discovery of error, or,
  - ii If the correction results in an over billing for utility consumption charges to the Consumer, the billing correction will be made for the period of the error if the start date of the error can be determined with reasonable accuracy. If such time cannot be determined with reasonable accuracy, the correction will be made for a period of not more than three (3) months.
- 19.12 A Consumer may contact the Town for temporary or permanent Service Disconnection of Utilities. Service Call charges per Schedule "A" will apply to disconnect the service as well as a Service Disconnection charge. To reconnect the service upon request of the Consumer, Service Call charges per Schedule "A" will apply as well as a Service Reconnection Charge. Charges will be applied to the Consumer's account and make up part of the Utility Bill.
- 19.13 Consumers who wish to close their account must make a request with the Town at least two working days before the request is to become effective. All fees up to the date of closure remain the responsibility of the Consumer. The Town may continue to levy Utility Service fees until the Account is formally closed by the Consumer. A refund will be issued for closed Accounts with a final credit balance of \$5.00 or more.
- 19.14 Any Bulk Water Consumer who transacts online, requiring no administrative assistance for adding funds to their Bulk Water account, will receive a 10% bonus of water.

**20.0 PENALTIES**

- 20.1 Offence Tag
- 20.1.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue an offence tag to any Person who contravenes any provision of this Bylaw.
  - 20.1.2 An Offence Tag shall be in a form approved by the Council and will state:
    - i The name of the offender; and,
    - ii The offence.
    - iii The appropriate penalty for the offence as specified in Schedule "A" of this Bylaw; and
    - iv That the fine must be paid within 30 days of the issuance of the offence tag.
- 20.2 Where a contravention of this Bylaw is of a continuing nature, further offence tags for the same offence may be issued by the Bylaw Enforcement Officer, provided however, that



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no more than one offence tag will be issued for each day that the contravention continues.

**20.3 Violation Ticket**

- i If the fine specified on an offence tag is not paid within the prescribed time, then a Bylaw Enforcement Officer is hereby authorized and empowered to lay a complaint and issue a summons by means of a violation ticket.
- ii The Violation Ticket must be in the form prescribed by Alberta Regulation, as amended, being the Violation Ticket Regulations passed pursuant to the Provincial Offences Procedures Act.
- iii Imprisonment in default of payment of a fine specified in the bylaw will not be imposed under any circumstances.

**21.0 SEVERABILITY**

Should any provision of this Bylaw be invalid, then such provision will be severed, and the remaining Bylaw will be maintained.

**22.0 GENERAL**

22.1 Nothing in this Bylaw will operate to relieve any Person from complying with any Federal, Provincial, or other Town of Bon Accord law, order, regulation, or Bylaw.

22.2 Bylaw 2024-01 is hereby repealed when this bylaw comes into effect.

22.3 This Bylaw will come into full force and effect on January 1, 2025.

READ A FIRST TIME THIS 19<sup>th</sup> day of November 2024.

READ A SECOND TIME THIS

READ A THIRD TIME THIS

SIGNED AND PASSED THIS

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Mayor Brian Holden

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Chief Administrative Officer Jodi Brown

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## **Bylaw 2024-01 SCHEDULE “A” – UTILITY RATES AND OTHER CHARGES**

### **1.0 DEFINITIONS OF UTILITY RATES**

- 1.1 “Service Charge” means a flat fee charge intended to recover costs for such things as: billing and other related charges, customer service, energy related charges, communication, Facilities, and administration of Consumer accounts.
- 1.2 “Capital Rate Rider” means a flat fee charge intended to reflect each Consumer’s share of costs of capital program related assets, such as equipment and infrastructure replacement (i.e. Defective pipes or installation of new pipes.)
- 1.3 “Consumption Charge” means a variable volumetric charge, unless water is un-metered, that reflects the cost of utility supply.

### **2.0 WATER RATES**

	<b>Billing Item</b>	<b>Rate</b>	<b>Application</b>
<b>Residential, Commercial, Institutional</b>	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$1.50	per billing month per utility account
	Consumption Charge	\$3.30	per cubic meter consumed during each billing period

	<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
<b>Bulk Water (Truckfill) Pre-paid</b>	Consumption Charge	\$5.84	per cubic meter consumed during each billing period
	Consumption Charge – 10% discount for online only customers	\$5.26	per cubic meter consumed during each billing period

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**3.0 WASTEWATER RATES**

	<b>Billing Item</b>	<b>Rate</b>	<b>Application</b>
<b>Residential, Commercial, Institutional</b>	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$2.00	per billing month per utility account
	Consumption Charge	\$3.58	per cubic meter of water consumed during each billing period

**4.0 DEFINITIONS OF OTHER UTILITY CHARGES**

- 4.1 “Application Fee” means a one-time flat fee applicable to new service account requests and split between water and wastewater services.
- 4.2 “Arrears Fee” means a flat fee charge intended to reflect the cost of managing and processing the administration and collection of utility accounts that are scheduled for shut off due to arrears and non-payment.
- 4.3 “Connection to Main” means a charge for a new service request where a new physical connection is required to the Utility Main System.
- 4.4 “Interference or Tampering Penalty” means a charge issued to anyone who has been found to have interfered with Town Facilities including any meter, meter seals, meter reading, or water Disconnection equipment.
- 4.5 “Late Payment Penalty” means a penalty of twenty-four percent (24%) per annum or two percent (2%) per month that is added to the outstanding amount of Utility Bills that remain unpaid after the date fixed for payment.
- 4.6 “Meter Testing Charge” means a charge intended to reflect the cost of removing, testing, and re-installing a Water Meter that the Consumer believes is faulty.
- 4.7 “Security Fee” means a one-time flat fee applicable to new utility account holders. The fee is added to the account at the time of account activation and is refundable less any outstanding amounts owing upon termination of service.
- 4.8 “Service Calls” means a per hour charge applicable to those Consumers who require service over and above that of the Basic Services provided for non-emergent issues, including Consumer request for Disconnection and Reconnection.
- 4.9 “Service Disconnection” means an option for Consumers who wish to have their service temporarily Disconnected. This is a one-time charge applied to the account at the time of Disconnection.
- 4.10 “Service Reconnection” means the option for Consumers to have their service turned back on after having requested for a temporary service Disconnection.

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**4.0 OTHER UTILITY CHARGES**

<b>Billing Item</b>	<b>Charge</b>	<b>Application</b>
Application Fee	\$30.00	Per new utility account – applied to account at time-of-service application; split between water and wastewater.
Arrears Fee	\$65.00	Applied to account during any instance of account being scheduled for Shut-Off due to non-payment.
Connection to Main	\$200.00Residential \$250.00Commercial & Institutional	tapping into main for new service
Interference, Tampering or Unauthorized Use Penalty	\$500.00	Per event
Late payment penalty	24% per annum (2% per month)	Applicable to outstanding balance – applied to total Utility Bill after the date due.
Meter Testing Charge	Flow through of costs + service call	per Consumer request, flow through of testing charge plus Service Call
Security Fee	Cost determined at time of Utility service application – based on Water Meter size  ½" up to 1" meter \$200.00 1.5" meter \$750.00 2" meter \$1000.00	Per new utility account, applied at time-of-service application and refunded upon service termination less any monies outstanding.
Service Calls	\$65.00 if required during regular business hours \$100.00 if required outside of regular business hours	Per hour plus any additional costs that may be incurred in attending to non-emergent issues
Service Disconnection	Service Call Charge plus \$65.00	Per request, per utility account.
Service Reconnection	Service Call Charge plus \$65.00	Per request, per utility account.

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**5.0 PENALTIES**

	1 <sup>ST</sup> OFFENCE	2 <sup>ND</sup> OFFENCE
Release of any matter not in accordance with Schedule "C"	\$500	\$1,000
Release of any matter not in accordance with Schedule "D"	\$500	\$1,000
Diluting wastewater	\$500	\$1,000
Connection of storm water, roof drains etc. to sanitary sewer	\$500	\$1,000
Tampering with manhole covers or Appurtenances	\$500	\$1,000
Cutting or tapping into Town sewers	\$500	\$1,000
Obstructing the flow of sewage	\$500	\$1,000

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## **Bylaw 2022-20 SCHEDULE “B” – PROHIBITED WASTES**

No Person will discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer or municipal sewer connection or private sewer connection, to any wastewater works in circumstances where:

- (1) To do so may cause or result in:
  - (a) A health or safety hazard to a Person authorized by the ARROW UTILITIES or a Member Municipality to inspect, operate, maintain, repair, or otherwise work on a wastewater works.
  - (b) An offence under any applicable federal or provincial legislation, as amended from time to time, or any regulation made thereunder from time to time.
  - (c) Wastewater sludge from the wastewater treatment facility to which wastewater discharges, either directly or indirectly, to fail to meet the objectives and criteria as listed in any applicable federal or provincial legislation, as amended from time to time.
  - (d) Interference with the operation or maintenance of a wastewater works, or which may impair or interfere with any wastewater treatment process.
  - (e) A hazard to any Person, animal, property, or vegetation.
  - (f) An offensive odour emanating from wastewater works, and without limiting the generality of the foregoing, wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour.
  - (g) Damage to wastewater works.
  - (h) An obstruction or restriction to the flow in wastewater works.
- (2) The wastewater has two or more separate liquid layers.
- (3) The wastewater contains:
  - (a) Hazardous substances.
  - (b) Combustible liquid.
  - (c) Biomedical waste, including but not limited to the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in “Risk Group4” as defined in “Laboratory Biosafety Guidelines” published by Health Canada, dated 2004, as amended.
  - (d) Specified risk material for bovine spongiform encephalopathy as defined in the federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord, and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages.

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- (e) Dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent.
  - (f) Fuel.
  - (g) Ignitable waste.
  - (h) Pathological waste.
  - (i) PCBs.
  - (j) Pesticides which are not otherwise regulated in this Bylaw.
  - (k) Reactive waste.
  - (l) Toxic substances which are not otherwise regulated in this Bylaw.
  - (m) Waste radioactive substances in concentrations greater than those specified for release to the environment under the Nuclear Safety and Control Act and Regulations or amended versions thereof.
  - (n) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a wastewater works, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure.
- (4) The wastewater contains a concentration, expressed in milligrams per litre, more than any one or more of the limits in Schedule "C" of this Bylaw, unless:
- (a) The discharge is in accordance with a valid Wastewater Discharge Permit;
  - (b) The discharge is authorized in a Code of Practice approved by ARROW UTILITIES; and
  - (c) All requirements of Section 13 of this Bylaw, Additional Requirements, have been fully satisfied.

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BYLAW 2024-12  
UTILITIES BYLAW**

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**Bylaw 2022-20 SCHEDULE “C” – RESTRICTED WASTES  
– SANITARY SEWER DISCHARGES**

1. Table A – CONVENTIONAL CONTAMINANTS

<b>Substance</b>	<b>Concentration Limit– [mg/L, except as noted]</b>
Biochemical Oxygen Demand	10,000
Chemical Oxygen Demand	20,000
Nitrogen, Total Kjeldahl	500
Oil and Grease, Total – Animal and Vegetable + Mineral and Synthetic/Petroleum Hydrocarbons	500
Phosphorus, total	200
Suspended Solids, Total	5,000

2. Table B – ORGANIC CONTAMINANTS

<b>Substance</b>	<b>Concentration Limit– [mg/L]</b>
Benzene	0.5
Ethylbenzene	0.5
Oil and Grease – Mineral and Synthetic/Petroleum Hydrocarbons	100
Phenols, Total (or phenolic compounds)	1.0
Toluene	0.5
Xylene	0.5



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3. Table C – INORGANIC CONTAMINANTS

<b>Substance</b>	<b>Concentration Limit– [mg/L]</b>
Arsenic (As)	1.0
Cadmium (Cd)	0.10
Chlorine, Total (Cl <sub>2</sub> )	5.0
Chromium (Hexavalent) (Cr <sup>+6</sup> )	2.0
Chromium, Total (Cr)	4.0
Cobalt (Co)	5.0
Copper (Cu)	2.0
Cyanide (CN)	2.0
Lead (Pb)	1.0
Mercury (Hg)	0.10
Molybdenum (Mo)	5.0
Nickel (Ni)	4.0
Selenium (Se)	1.0
Silver (Ag)	5.0
Sulphide (S <sup>=</sup> )	3.0
Thallium (Tl)	1.0
Zinc (Zn)	2.0

4. Table D – PHYSICAL PARAMETERS

<b>Parameter</b>	<b>Limit</b>
Flashpoint	Not ≤60.5° C
Lower Explosive Limit (LEL) in headspace	10% of the LEL
Ph	6.0 – 11.5 (unitless)
Temperature	60° C

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**Bylaw 2022-20 SCHEDULE “D” – WASTEWATER  
OVERSTRENGTH LIMITS**

Concentrations that do not exceed the constituent concentration limits listed in Schedule “C” are permitted for discharge, however, they may be subject to an Overstrength Surcharge.

	<b>Column A</b>	<b>Column B</b>
<b>Substance</b>	Overstrength Surcharge Concentration Limits, mg/L	Additional Overstrength Concentration Limits, mg/L
Biochemical Oxygen Demand (BOD)	300	3000
Chemical Oxygen Demand (COD)	600	6000
Nitrogen, Total Kjeldahl (TKN)	50	200
Oil and Grease, Total (O&G) – Animal and Vegetable + Mineral and Synthetic/Petroleum Hydrocarbons	100	400
Phosphorus, Total (TP)	10	75
Suspended Solids, Total (TSS)	300	3000

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 19, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Waste Collection Bylaw 2024-13, 1<sup>st</sup> Reading</b>
<b>Agenda Item No.</b>	8.2

**BACKGROUND/PROPOSAL**

The Waste Collection Bylaw requires updating for 2025 due to the changing rates approved within the interim 2025 Operating Budget. The rates need to be updated prior to the first billing for January 2025.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The rates from GFL Environmental will increase by 2% in 2025, per the agreement. In April 2025, recycling services will move to Circular Materials. The costs from Roseridge Waste Management Commission are also built into the waste collection rate.

The following rates were approved in the 2025 interim operating budget.

- Waste Collection Charge: \$17.40/month (Increase from \$16.15 in 2024).

The budget presentation recommended increasing the rates per the increases from GFL Environmental and Roseridge. Instead of decreasing the rate by the expected savings from recycling moving to Circular Materials, it was also recommended that those funds be transferred to reserves; therefore, \$10,880 is transferred to reserves in the 2025 interim budget.

Administration is recommending a repeal and replacement, whereas Waste Collection 2024-13 would repeal Bylaw 2022-21 rather than amending the Schedule “A” Utility Rates and Other Charges. This process keeps all the utilities bylaw information together in one document rather than referencing two separate documents. In 2024, Council did amend the schedule to Bylaw 2022-21; therefore, Bylaw 2024-02 Amendment of Waste Collection Bylaw 2022-21 Schedule A will also be repealed when the bylaw comes into effect.

Amending Waste Collection Bylaw 2024-13 would cause changes to the approved 2025 interim operating budget in the garbage department.

## **STRATEGIC ALIGNMENT**

### ***Values Statement: Professionalism***

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

### ***Values Statement: Stewardship***

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

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

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

## **COSTS/SOURCES OF FUNDING**

2025 Operating Budget

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

THAT Council gives 1<sup>st</sup> reading to Waste Collection Bylaw 2024-13 as presented.

Or

THAT Council directs administration to amend Waste Collection Bylaw 2024-13 as discussed and bring back to the next meeting.

**TOWN OF BON ACCORD  
BYLAW 2024-13  
WASTE COLLECTION BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD TO ESTABLISH TERMS AND CONDITIONS FOR THE  
PROVISION OF WASTE COLLECTION AND RECYCLING SERVICES IN THE TOWN OF BON ACCORD**

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WHEREAS the *Municipal Government Act* provides that a Council may pass bylaws respecting public utilities; and

WHEREAS it is deemed advisable and expedient to set out the terms and conditions applicable to the collection and disposal of solid waste and the provision of recycling and organic services within the Town of Bon Accord;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

This Bylaw may be referred to as "The Waste Collection Bylaw".

The services provided by the Town shall be pursuant to the terms, conditions, and provisions of this Waste Collection Bylaw, the contents of which will be binding upon and form part of an agreement between the Town and any Person who receives the services.

**1.0 DEFINITIONS**

- 1.1. "Ashes" means the powdery residue left after the combustion of any substance and includes partially burnt wood, charcoal or coal;
- 1.2. "Automated Bin Service" means a collection service where Waste Materials are stored in a bin constructed to be emptied mechanically into a collection vehicle;
- 1.3. "Building Material" means:
  - 1.3.1. board lumber, such as 2 x 4's, 2 x 6's, 2' x 10's, baseboards, etc., which are limited to lengths of 0.9m (36"); or
  - 1.3.2. sheet lumber, such as plywood, paneling and drywall, limited to 0.9m x 0.3m (36"x 12") sheets with maximum thickness of 25mm (1"); or
  - 1.3.3. insulation, plastic, or other such material used in the construction or re-construction of a building or facility;
- 1.4. "Bylaw Enforcement Officer" means an officer appointed by the Town pursuant to the *Municipal Government Act*, RSA 2000, c. M-26, to enforce the Town Bylaws, and includes a member of the Royal Canadian Mounted Police, and when authorized, a Special Constable;
- 1.5. "Collection Day" shall mean the day or days during each week on which waste is collected from a specific premise;
- 1.6. "Commercial Bin" means secure container used for the purposes of storing and disposing of commercial or sizeable waste;
- 1.7. "Cart" will be one or a combination of the following:
  - 1.7.1. Waste collection cart, supplied to eligible premises for use by the Householder
  - 1.7.2. Aerated organics collection cart supplied to eligible premises by the Town

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WASTE COLLECTION BYLAW**

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- 1.8. "Container Recyclables," means glass bottles and jars, aluminum, steel and tin cans, margarine and yogurt containers, grocery and retail bags, plastic bottles with twist off top, beverage containers, polycoat milk cartons, plastic milk jugs and juice cartons, tetra packs and mini-sip containers or other items designated by Council from time to time;
- 1.9. "Council" means the Municipal Council of The Town of Bon Accord;
- 1.10. "Householder" means any owner, occupant, lessee or tenant or any other Person in charge of any Dwelling;
- 1.11. "Industrial / Commercial / Institutional Waste" or "ICI Waste" means material of similar composition as mixed waste collected within the Town other than by Town Collection;
- 1.12. "Institutional Facilities" shall mean a hospital, nursing home, hotel, or school;
- 1.13. "Multi-Family Complex" means a building or private community containing three or more units, including apartment buildings, townhouses, condominiums or manufactured home parks;
- 1.14. "Owner" means the person who is registered under the Land Titles Act, RSA 2000 c. L-4, as amended or replaced from time to time, as the owner of the fee simple estate in land, or a Person who is recorded as the Owner of the property on the tax assessment roll of the Town;
- 1.15. "Person" means any Person, Householder, firm, partnership, association, corporation, company or organization of any kind;
- 1.16. "Recommencement of Service" means a point in time in which Collection Services and billing for such service will resume.
- 1.17. "Roadway" means a roadway within the meaning of the Traffic Safety Act, RSA 2000, c. T-6, as amended or replaced from time to time;
- 1.18. "Solid Waste Collector" means the Person or Persons appointed by the Town for the purpose of collecting and disposing of Waste Materials, Organic Materials, Fibre, Recyclables and Container Recyclables;
- 1.19. "Town" means The Town of Bon Accord;
- 1.20. "Town Manager" means the Chief Administrative Officer as appointed by Council;
- 1.21. "Utility Bill" means a bill which sets out the fees levied by the Town on an annual, monthly, bi-monthly or quarterly basis for utility services provided by the Town;
- 1.22. "Waste Collection Service" means the curbside or roadside collection of Waste Materials, Organic Materials, Fibre Recyclables and Container Recyclables;
- 1.23. "Waste Materials" means any material discarded from a Dwelling or Multi-Family Complex that is not Fibre Recyclables or Container Recyclables or Organic Materials;
- 1.24. "Yard Waste" means, stumps, tree trunks, sod, and other similar materials.

## **2.0 CONDITIONS**

- 2.1 No Person will collect, dispose of, or remove refuse except in accordance with the provisions of this Bylaw.
- 2.2 No Person will operate a vehicle in the Town while it is carrying solid waste or industrial waste unless the portion of the vehicle in which the material is being carried is securely

**TOWN OF BON ACCORD  
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WASTE COLLECTION BYLAW**

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- covered or the material is secured to prevent any part of such material from falling off, or out of, the vehicle while in transit.
- 2.3 No person will allow solid waste to spill over or accumulate on any lane, street, or adjoining public or private property. Every person will ensure that all solid waste is always kept within their waste cart.
- 2.4 No person will allow their waste cart to fall into disrepair or become noxious, offensive, or dangerous to public health.
- 2.5 No person will pick over, interfere with, disturb, remove, or scatter any solid waste put out for collection or removal.
- 2.6 No person other than the approved Solid Waste Collector will collect solid waste from eligible premises.
- 2.7 No person will vandalize or willfully damage any solid waste cart.

**3.0 ADMINISTRATION AND MANAGEMENT**

- 3.1 The Town Manager may delegate the administration of this Bylaw to the following employee positions:
- 3.1.1 Operations Supervisor
- 3.1.2 Corporate Services Manager or position similar thereof.

**4.0 COLLECTION, RECYCLING, AND ORGANICS SERVICES**

- 4.1 Every Householder to which this Bylaw applies must obtain proper Waste Material and Organic Material carts provided for by the Solid Waste Collector.
- 4.2 Organic waste carts not required may be returned to the Town; no reduction or adjustment will be made to the Utility Bill as a result.
- 4.3 A Householder may request a replacement waste or organics cart should their cart be damaged or stolen. Per Schedule "A" of this Bylaw, the Householder will be responsible for the cost to replace carts damaged by misuse and/or carts lost or stolen.
- 4.4 A Householder may request an additional waste or organics cart for an additional charge per Schedule "A" of this Bylaw.
- 4.5 The Householder will maintain all carts supplied in a clean and sanitary condition, and will immediately notify the Town of lost, stolen, or damaged carts.
- 4.6 Waste and organic carts and recycling will be collected at the times specified by the Solid Waste Collector per Schedule "B" of this Bylaw.
- 4.7 All solid waste must be placed for collection on the road adjacent to the eligible premises prior to 7:00 am on the Collection Day as specified in Schedule "B" of this Bylaw. No cart will be located to encroach on any roadway, highway, boulevard, lane, or public place except as expressly required by this Bylaw.
- 4.8 Waste and organic carts must be removed from the curbside by 9:00 pm of the Collection Day. Any materials not collected must be removed from the curbside by 9:00 pm of the

**TOWN OF BON ACCORD  
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- Collection Day unless rescheduling for the next day has occurred due to an unscheduled service interruption by the Solid Waste Collector.
- 4.9 Subject to section 4.9.1 of this Bylaw, no Person other than the Town of Bon Accord, will provide Collection Services or Supplementary Collection Services.
- 4.9.1 If a Person, who at the date of passage of this Bylaw, was providing or receiving Collection Services or Supplementary Collection Services within the Town subsequently discontinues providing such services, that Person may not recommence providing such services later unless approved by Council.
- 4.10 Every person who operates a private Collection Service must:
- 4.10.1 Comply with requirements of this Bylaw.
- 4.10.2 Obtain any permit required by this Bylaw or any Provincial statute and regulations.
- 4.10.3 Refuse to collect Waste Materials, Organic Materials, and/or Recyclables from premises whose Householders do not comply with the requirements of this Bylaw. Notwithstanding any other provision in this Bylaw to the contrary, a Person who operates a private Collection Service may select whatever Cart of Container suitable to their operation to use for placing Waste Materials, Organic Materials, and Recyclables for collection at each eligible premises.
- 4.10.4 Provide all services as offered by the Town with respect to Collection Services to maximize diversion from the landfill.
- 4.11 Householders within the Town who receive a water and/or sewer Utility Bill will automatically receive Waste Collection Services, and an account will be established and effective as of the date of ownership or occupancy whichever first occurs. This excludes all apartments, multi-family complexes, institutional, and commercial facilities.
- 4.12 Householders residing within a Multi-Family Complex may apply for Waste Collection Service as a group in accordance with Section 5 of this Bylaw. Upon approval, all Householders within the site will be provided and billed for Waste Collection Services.
- 4.12.1 Householders within a Multi-Family Complex may opt-out of Waste Collection Service from the Town as a group, only if the Householders have contracted for an Automated Bin Service. Upon written confirmation to the Town that such a contract exists, the Waste Collection Service will be discontinued.
- 4.13 Owners within the Town who do not receive a water and/or sewer Utility Bill from the Town may apply for Waste Collection Service and upon approval will be provided and billed for Waste Collection Services.
- 4.14 A Householder may opt-out of Waste Collection Services followed by application to and approval by Council. Householders may only opt-out of Waste Collection Services provided one or more of the following conditions exist:
- 4.14.1 A Householder resides on a property greater than 0.81 ha (2 acres) in the area.
- 4.14.2 The premises is not occupied for cooking, eating, sleeping, or living purpose for a consecutive period of three (3) months or more.
- 4.15 The effective date of Opt-Out for Waste Collection Services will be the date upon which the application is approved. All Householders who opt-out of Waste Collection Service will be subject to a Services Fee as described in Schedule "A" of this Bylaw for discontinuation of service.



**TOWN OF BON ACCORD**  
**BYLAW 2024-13**  
**WASTE COLLECTION BYLAW**

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- 4.16 Householders who wish to recommence their Waste Collection Service following a discontinuation will be subject to a Service Fee as described in Schedule "A" of this Bylaw for recommencement of service.
- 4.17 No person or business/commercial entity will construct a new building or facility without the provision of a Commercial Bin (at their own expense) on site to provide for the storage and removal of new construction waste, including that of Building Material waste.

**5.0 PREPARATION OF MATERIALS FOR COLLECTION**

- 5.1 Prepare yard waste for collection by compacting and tying in secure bundles not more than 1 metre (3.3 ft.) in length and placing in the designated Waste Materials Cart.
- 5.2 Package Ashes cold in biodegradable bags and place in the designated Organic Materials Cart.
- 5.3 Place sawdust in the Cart designated for Organic Materials.
- 5.4 All pet related feces and cat litter must be packaged in plastic bags and placed in the Cart designated for Waste Materials.
- 5.5 Building Materials, for purposes other than new construction, will be limited to 1 m (3.3 ft) in length and placed in the Cart designated for Waste Materials.
- 5.6 New construction Building Material must be placed in a Commercial Bin (i.e. container) that has been provided for by the entity conducting the new construction.
- 5.7 Place grass clippings and leaves in the Cart designated for Organic Materials.
- 5.8 Deposit all other waste materials in the Cart designated for Waste Materials but limited to the capacity of the Cart with the lid closed.
- 5.9 No Owner will place, permit to be placed, or mix any of the following materials for removal:
  - 5.9.1 Industrial waste.
  - 5.9.2 Any highly combustible or explosive or toxic waste, including but not limited to such materials as fuels or lubricants, gun powder or bullets, dynamite, blasting caps, hot Ashes, ignitable waste, motion picture film or toxic materials.
  - 5.9.3 Household hazardous waste or dangerous goods including solvents, oven cleaners, paints, automotive fluids, wet cell batteries, pesticides, herbicides, or any other material commonly referred to as household, commercial, or industrial hazardous waste.
  - 5.9.4 Any compound that may be considered dangerous or hazardous under the provisions of any other legislation whether Provincial or Federal.
  - 5.9.5 Hypodermic needles.
  - 5.9.6 Sharp objects or broken glass unless packaged to allow safe handling.
  - 5.9.7 Luminescent gas filled tubes unless such tubes are encased in a container of sufficient size and strength to protect such tubes from breakage and thereby allowing safe handling.
  - 5.9.8 Dead animals or animal parts.

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WASTE COLLECTION BYLAW**

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- 5.10 Any person who mixes an item from Section 5.9 into their waste Cart will be responsible for any costs associated with the cleanup and will be liable to a penalty as set forth in Schedule "A" of this Bylaw.

**6.0 HOUSEHOLD WASTE COLLECTION**

- 6.1 Every person is required to place all household waste in the waste cart designated for waste collection. Loose material will not be collected.
- 6.2 Every person will ensure that prohibited waste as defined in Section 5.9 of this Bylaw is not placed in the garbage cart or bin. If such waste is placed in the garbage cart or bin, it will not be picked up by the Solid Waste Collector and any additional cost will be incurred by the responsible eligible premise.
- 6.3 Waste carts must be placed along the edge of the road with the wheels in the gutter and must be a minimum of 4 feet away from other obstacles on all sides.
- 6.4 Waste carts must not be overloaded. The lid must be closed.
- 6.5 Only waste contained within the waste cart provided by the Solid Waste Collector will be collected.
- 6.6 Waste carts not prepared or placed in accordance with this Bylaw will not be collected.

**7.0 RECYCLABLE MATERIAL COLLECTION**

- 7.1 Every person is required to place all recyclable materials in a blue bag.
- 7.2 Blue bags must be kept at a minimum of 4 feet from regular waste carts or bins or other obstacles.
- 7.3 Recyclable products include the following:
- 7.3.1 Newspaper
  - 7.3.2 Mixed papers (including office paper, magazines, flyers)
  - 7.3.3 Corrugated cardboard
  - 7.3.4 Box board
  - 7.3.5 Metal cans (ie. Food tins)
  - 7.3.6 Milk containers
  - 7.3.7 Deposit beverage containers
  - 7.3.8 Rigid, screw top and snap on lidded containers labeled #1 or #2 only
- 7.4 Recyclable materials not prepared or placed in accordance with this Bylaw will not be collected.

**TOWN OF BON ACCORD  
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**8.0 ORGANIC WASTE COLLECTION**

- 8.1 Every person is required to place all organic waste in the organics waste cart for collection.
- 8.2 Every person will ensure that no household waste, recycling, tires, plastics, or anything except organic waste is placed into the organics waste cart. If such waste is placed in the organics waste cart, it will not be picked up by the Solid Waste Collector.
- 8.3 Every person will ensure that prohibited waste as defined in Section 5.9 of this Bylaw is not placed in the organics waste bin. If such waste is placed in the garbage cart or bin, it will not be picked up by the Solid Waste Collector and any additional cost will be incurred by the responsible eligible premise.
- 8.4 Organic carts must be placed along the edge of the road with the wheels in the gutter and must be a minimum of 4 feet away from other obstacles on all sides.
- 8.5 Organic carts must not be overloaded. The lid must be closed.
- 8.6 Only organic waste contained in the organics waste cart provided by the Solid Waste Collector will be collected.
- 8.7 Organic products include the following:
  - 8.7.1 Grass clippings
  - 8.7.2 Fallen leaves
  - 8.7.3 Small tree or garden trimmings (no branches over 1cm in diameter)
  - 8.7.4 Small quantities of pet waste
  - 8.7.5 Soiled paper
  - 8.7.6 Small quantities of sod
  - 8.7.7 House and garden plants and flowers
  - 8.7.8 Kitchen food waste (fruits, vegetables, and peelings, nuts and seeds, bread and grains, pasta, eggshells, coffee grounds).
- 8.8 Organic materials not prepared or placed in accordance with this Bylaw will not be collected.

**9.0 LANDFILL DISPOSAL**

- 9.1 Every person can dispose of any extra solid waste generated from their eligible premises through their landfill pass.
- 9.2 Every person with a landfill pass will be charged for solid waste taken to the Roseridge Landfill through the Utility Bill monthly.

**TOWN OF BON ACCORD  
BYLAW 2024-13  
WASTE COLLECTION BYLAW**

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**10.0 WASTE COLLECTION RATES AND CHARGES, OPENING AND CLOSING OF ACCOUNTS**

- 10.1 The Consumer will pay to the Town the Waste Collection Service rates and other charges as applicable as set out in Schedule "A" Waste Collection Service Rates and Other Charges as attached to this Bylaw.
- 10.2 New account requests of changes to Waste Collection Services must be in the name of the Owner(s) registered on the property title only.
- 10.3 Prior to Waste Collection Service, an Owner must open an account. The Owner is responsible for ensuring the Town has accurate contact information, i.e. address, email address, phone number.
- 10.4 Persons who use the Waste Collection Service without opening an account will be liable for the cost of the services. Failure to open an Account may result in service disruption.
- 10.5 A Utility Bill showing the current Waste Collection Service charges will be mailed or emailed to the Owner(s) or designated renter. It remains the Owner's responsibility to ensure renters are making regular payments. Payment for services will be due and payable when the account is rendered. Payment must be made at the Town Office or at such other place as may be designated by the Council, or online, and failure to receive a billing will in no way affect the liability of the Owner(s) to pay the account.
- 10.6 In the event any Utility Bill remains unpaid after the date shown on the billing, there will be added by way of penalty an amount as set out in Schedule "A" being attached hereto and forming part of this Bylaw. The said penalty will be added to and will form part of the unpaid Utility Bill.
- 10.7 In the event any Utility Bill remains unpaid for a period of sixty (60) days or longer, the Town may take any or all the following actions to recover:
  - 10.7.1 Written notice of arrears requesting payment, including authorizing appropriate payment arrangements.
  - 10.7.2 Discontinue or disrupt Waste Collection Services.
  - 10.7.3 Transference of outstanding account balance to the Owner's Property Tax Roll.
  - 10.7.4 By action, in any court of competent jurisdiction.
- 10.8 If an error or omission is found in the Utility Bill charges, the Town will correct the Utility Accounts by the appropriate amount for the duration of the billing error as follows:
  - 10.8.1 If the correction results in an under billing for utility consumption charges to the Consumer, the Utility Bill correction will be made for a period of not more than three (3) months immediately preceding the date of discovery of error, or,
  - 10.8.2 If the correction results in an over billing for utility consumption charges to the Consumer, the billing correction will be made for the period of the error if the start date of the error can be determined with reasonable accuracy. If such time cannot be determined with reasonable accuracy, the correction will be made for a period of not more than three (3) months.

**TOWN OF BON ACCORD  
BYLAW 2024-13  
WASTE COLLECTION BYLAW**

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**11.0 PENALTIES**

- 11.1 Offence Tag
  - 11.1.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue an offence tag to any Person who contravenes any provision of this Bylaw.
  - 11.1.2 An Offence Tag shall be in a form approved by the Council and will state:
    - i. The name of the offender; and,
    - ii. The offence.
    - iii. The appropriate penalty for the offence as specified in Schedule “A” of this Bylaw; and
    - iv. That the fine will be paid within 30 days of the issuance of the offence tag.
- 11.2 Where a contravention of this Bylaw is of a continuing nature, further offence tags for the same offence may be issued by the Bylaw Enforcement Officer, provided however, that no more than one offence tag will be issued for each day that the contravention continues.
- 11.3 Violation Ticket
  - 11.3.1 If the fine specified on an offence tag is not paid within the prescribed time, then a Bylaw Enforcement Officer is hereby authorized and empowered to lay a complaint and issue a summons by means of a violation ticket.
  - 11.3.2 The Violation Ticket will be in the form prescribed by Alberta Regulation, as amended, being the Violation Ticket Regulations passed pursuant to the Provincial Offences Procedures Act.
  - 11.3.3 Imprisonment in default of payment of a fine specified in the bylaw will not be imposed under any circumstances.

**12.0 SEVERABILITY**

- 12.1 Should any provision of this bylaw be invalid then such provision will be severed, and the remaining bylaw will be maintained.

**13.0 GENERAL**

- 13.1 Nothing in this Bylaw will operate to relieve any Person from complying with any Federal, Provincial, or other Town of Bon Accord law, order, regulation, or Bylaw.
- 13.2 Bylaw 2022-21 and Bylaw 2024-02 are hereby repealed when this bylaw comes into effect.
- 13.3 This Bylaw will come into full force and effect on January 1, 2025.

**TOWN OF BON ACCORD  
BYLAW 2024-13  
WASTE COLLECTION BYLAW**

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READ A FIRST TIME THIS 19<sup>th</sup> day of November 2024.

READ A SECOND TIME THIS

READ A THIRD TIME THIS

SIGNED AND PASSED THIS

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

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

DRAFT

**TOWN OF BON ACCORD  
BYLAW 2024-13  
WASTE COLLECTION BYLAW**

**Bylaw 2024-13 SCHEDULE “A” WASTE COLLECTION  
SERVICE RATES AND OTHER CHARGES**

**WASTE COLLECTION SERVICE RATES**

	Billing Item	Rate	Application
<b>Residential</b>	<b>Solid Waste Collection</b> <i>(Single/Duplex Unit/Dwelling)</i>	\$17.40	per billing month per utility account
	Extra Waste Cart	\$4.24	per billing month per utility account
	Extra Organic Cart	\$3.18	per billing month per utility account

**OTHER CHARGES**

Billing Item	Charge	Application
Landfill Usage	Flow-through charge - Permit holders will be charged at the rate established and invoiced by the Roseridge Waste Commission.	Applied to Utility Bill monthly.
Late payment penalty	24% per annum (2% per month)	Applicable to outstanding balance – applied to total Utility Bill after the date due.
Replacement Carts	\$100	Applied to Utility Bill at the time of replacement request.
Service Charge	\$15	One time application to Utility Bill per event.

\*\*Seniors self-contained units, apartments, 4-plexes, and commercial / industrial pickups must use other service provider.

**PENALTIES**

	1 <sup>ST</sup> OFFENCE
Improper materials for removal as waste, recycling, or organics.	\$100
Improper location of Waste or Organics Carts	\$100
Improper storage of Waste or Organics carts (not on private property or obstructing a roadway, highway, boulevard, lane, or public property)	\$100
Improper Waste or Organics cart	\$500

**TOWN OF BON ACCORD  
BYLAW 2024-13  
WASTE COLLECTION BYLAW**

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**Bylaw 2024-13 SCHEDULE “B” WASTE COLLECTION  
SERVICES SCHEDULE**

**COLLECTION FREQUENCY**

Waste Material Collection: The frequency for household waste collection for all eligible premises is weekly on Friday. Collection of household waste placed in accordance with this Bylaw will commence at 7:00 am.

Organic Material Collection: The frequency for organic waste collection for all eligible premises is weekly on Friday from May 15<sup>th</sup> to November 15<sup>th</sup> of each year. Collection of organic waste placed in accordance with this Bylaw will commence at 7:00 am.

Recyclable Material Collection: The frequency for recyclable material collection for all eligible premises is bi-weekly on Friday. Collection of recyclable materials placed in accordance with this Bylaw will commence at 7:00 am.

DRAFT



**TOWN OF BON ACCORD  
BYLAW 2024-13  
WASTE COLLECTION BYLAW**

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**Bylaw 2022-21 SCHEDULE "C" STATUTORY  
DECLARATION FOR WASTE COLLECTION SERVICE**

**STATUTORY DECLARATION**

CANADA ) IN THE MATTER OF the current  
Waste Collection Bylaw providing for the  
PROVINCE OF ALBERTA ) levying and collection of service charges, rates, and  
TO WIT: ) penalties in connection with Collection Services.

I \_\_\_\_\_, of \_\_\_\_\_

in the Province of Alberta DO SOLEMNLY DECLARE:

1. THAT the building(s) located at the following service address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is not occupied for cooking, eating, sleeping, or living purposes for a consecutive period of three (3) months, or more, or that a significant extenuating circumstance exists that would generate a need for approval, from the Town of Bon Accord Council, to opt out of Waste Collection services.

2. THAT I understand I will not be eligible to receive Collection Services from the Town of Bon Accord for the specified and approved period of time upon which either the Chief Administrative Officer or Town Council approves my application for opting-out from Collection Services. I also understand that upon Recommencement of Service (i.e. resumption of waste collection services upon completion of opt out period) that I must retain the Collection Service for a minimum of six (6) months.

3. THAT the opt out period is determined as follows:

Service interruption effective: \_\_\_\_\_

Service recommencement effective: \_\_\_\_\_

4. THAT should a recommencement date not be provided at time of application all waste totes will be removed from the landowner property at or near the date of service interruption. Upon Recommencement of Service, waste totes will be provided to the above noted service address and a delivery charge of \$15.00 will be applied to the Utility Bill.

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "THE CANADA EVIDENCE ACT".

DECLARED before me at the )  
\_\_\_\_\_ of \_\_\_\_\_ )  
in the Province of Alberta ) \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ )

\_\_\_\_\_  
Commissioner for Oaths

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 19, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Tax Installment Payment Plan (TIPP) Bylaw 2024-14</b>
<b>Agenda Item No.</b>	8.3

**BACKGROUND/PROPOSAL**

Bylaw 2024-14 proposes amendments to the Tax Installment Payment Plan (TIPP) Bylaw 2022-14, and upon third and final reading of Bylaw 2024-14, Bylaw 2022-14 will be repealed.

It is necessary to amend the TIPP Bylaw to reflect updates in the way our software calculates the payments.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Amendments to the TIPP Bylaw include the following:

Section 2 – Calculation of TIPP

1. Calculations in January and May are automatic. Adjustments are made if additional payments have been made to the account separately from the TIPP program or if payments have not been honoured. For example, if a resident makes additional payment(s) to their tax account at any time during the year, the system will take these payments into account when re-calculating the payment amounts in January and May.
2. The final installment may be adjusted slightly to account for rounding differences to avoid over or under-collecting. The balance at year-end will be zero.

Section 3 – Penalties

1. The reference has been updated from the current Taxation Bylaw to the current Property Tax Penalty Bylaw. The taxation bylaw does not reference penalties.

**STRATEGIC ALIGNMENT**

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

**COSTS/SOURCES OF FUNDING**

Operating budget.

**RECOMMENDED ACTION (by originator)**

THAT ...Council gives 1<sup>st</sup> reading to Bylaw 2024-14 Tax Installment Payment Plan (TIPP) Bylaw as presented.

Or

THAT Council directs administration...

**TOWN OF BON ACCORD**  
**TAX INSTALLMENT PAYMENT PLAN (TIPP) BYLAW**  
**BYLAW ~~2024-14~~2022-14**

---

**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE REGULATION AND COLLECTION OF A MONTHLY TAX INSTALLMENT PAYMENT PLAN (TIPP).**

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**WHEREAS**, pursuant to section 340 of the Municipal Government Act, Chapter M-26.1, R.S.A., 2000, and amendments thereto, a Council may establish installment plans for the payment of property taxes and;

**WHEREAS**, the Council of the Town of Bon Accord has deemed it necessary and desirable for the establishment of a Property Tax Installment Payment Plan;

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Bon Accord, in the Province of Alberta, enacts as follows:

This Bylaw shall be cited as the "Tax Installment Payment Plan (TIPP) Bylaw" of the Town of Bon Accord.

## **1 ELIGIBILITY**

- 1.1 Taxpayers of the Town of Bon Accord shall have the right to submit an application to participate in [the TIPP program](#) to provide for the payment of property taxes and local improvement taxes in equal monthly installments from January to December in any year.
- 1.2 Taxes may be paid over a twelve (12) month period beginning in January each year, provided the following requirements are met:
  - 1.2.1 The tax account is paid in full and is in good standing with the Town;
  - 1.2.2 The applicant must have chequing privileges at a financial institution;
  - 1.2.3 Taxes are not being paid through a mortgage company;
  - 1.2.4 An application, along with a void cheque or pre-authorized debit form, is submitted to the Town and approved no later than January 8th of the tax year.

## **2 GENERAL PROVISIONS**

- 2.1 CALCULATION OF TIPP
  - ~~2.1.1~~ 2.1.1 Each of the first five installments (January to May) shall be equal to 1/12 of the previous years' tax levy.
  - ~~2.1.12~~ 2.1.1.1 The calculations in January and May are automatic and will be adjusted if additional payments have been made to the account separate from TIPP or if a payment was not honored.
  - ~~2.1.2~~ 2.1.2 The next ~~seventwelve (712)~~ seven (7) payments (June to ~~the following May~~December) shall be equal to the remaining balance on the tax account divided by seven (7 months remaining in the year to bring [the](#) account balance to zero (\$0)).
  - ~~2.1.2~~ 2.1.2 To avoid over or under-collecting, the final installment may be adjusted slightly to account for rounding differences, ensuring the full balance is cleared by the end of the year. The final payment may be marginally higher or lower to bring the account balance to zero (\$0)
  - ~~2.1.3~~ 2.1.3 Each May thereafter TIPP will be calculated based on the new tax levy.
- 2.2 PAYMENT METHOD & DATE
  - 2.2.1 Pre-authorized payment with VOID cheque or pre-authorized debit form
  - 2.2.2 Post-dated cheques will not be accepted for [the TIPP program](#).
  - 2.2.3 Payments are to be made beginning January 15<sup>th</sup> each year, and on the 15<sup>th</sup> of each month thereafter.

**TOWN OF BON ACCORD**  
**TAX INSTALLMENT PAYMENT PLAN (TIPP) BYLAW**  
**BYLAW ~~2024-14~~2022-14**

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2.2.3

**2.3 WITHDRAWAL OF TIPP**

~~2.3.1~~ In order to withdraw from the TIPP program, written notice must be provided to the Town at least 10 business days prior to the next installment date.

2.3.1

**2.4 TERMINATION OF TIPP**

2.4.1 If an installment fails to be honoured, a service charge (according to the Fees and Charges Bylaw~~for Service Delivery Policy~~) will be added to the tax account. Failure to remit the dishonored payment and the service charge prior to the next installment date will result in termination of TIPP from the TIPP program.

2.4.2 If TIPP is terminated, the taxpayer may submit a new application for the following taxation year, subject to Eligibility requirements in Section 1.

**3 PENALTIES**

3.1 All unpaid taxes pursuant to Sections 2.3 and 2.4 will become due and payable immediately and will be subject to penalties as provided in the current Taxation Bylaw~~Property Tax Penalty Bylaw~~.

**4 INTERPRETATION**

4.1 References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time.

4.2 Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulation or enactment.

**5 SEVERABILITY**

5.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

**6 EFFECTIVE DATE**

6.1 This Bylaw becomes effective upon third and final reading.

**7 REPEAL OF POLICIES**

7.1 Upon third and final reading of Bylaw ~~2022-14~~2024-14, Bylaw ~~2020-03~~2022-14 is hereby repealed.

READ A FIRST TIME THIS 19<sup>th</sup> day of November 2024.

READ A SECOND TIME THIS

READ A THIRD TIME THIS

SIGNED AND PASSED THIS

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

**TOWN OF BON ACCORD**  
**TAX INSTALLMENT PAYMENT PLAN (TIPP) BYLAW**  
**BYLAW ~~2024-14~~2022-14**

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Chief Administrative Officer Jodi Brown

~~READ A FIRST TIME THIS 3<sup>rd</sup> DAY OF May 2022.~~

~~ORIGINAL SIGNED \_\_\_\_\_~~

~~ORIGINAL SIGNED \_\_\_\_\_~~

~~Mayor Brian Holden \_\_\_\_\_ Chief Administrative Officer Jodi Brown~~

~~READ A SECOND TIME THIS 3<sup>rd</sup> DAY OF May 2022.~~

~~ORIGINAL SIGNED \_\_\_\_\_~~

~~ORIGINAL SIGNED \_\_\_\_\_~~

~~Mayor Brian Holden \_\_\_\_\_ Chief Administrative Officer Jodi Brown~~

~~READ A THIRD TIME THIS 3<sup>rd</sup> DAY OF May 2022.~~

~~ORIGINAL SIGNED \_\_\_\_\_ ORIGINAL SIGNED \_\_\_\_\_~~

~~Mayor Brian Holden \_\_\_\_\_ Chief Administrative Officer Jodi Brown~~

DRAFT

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	November 19, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Annual Council Workshop</b>
<b>Agenda Item No.</b>	9.1

**BACKGROUND/PROPOSAL**

During the September 17<sup>th</sup>, 2024, Regular Council Meeting, Council resolved that Council directs administration to plan the Council Annual Workshop on November 25 and 26. Resolution # 24-369.

The proposed agenda for the Council Workshop based on previous direction from Council as shown:

**The proposed agenda is below:**

- ✓ Emergency Preparedness/ Emergency Management (CAO/DEM and Deputy DEM)
- ✓ Economic Development Strategy Presentation (Municipal Experts)
- ✓ Governance Policy Decision Making Framework (CAO)
- ✓ FOIP Training (Legislative Services and Communications Coordinator)
- ✓ Strategic Plan Overview (Department Presentations)

A Cyber Security Training Session was also added to the agenda to align with the annual training requirements of our Cyber Security Incident Response and Disaster Recovery Plan Policy.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The final agenda is enclosed for Council approval.

Administration is planning the food choices for both days:

- Breaks: coffee, water bottles, cookies/muffins, or granola bars and fruit (apples and bananas).
- Lunch: pizza or Subway sandwiches

Total Estimated Cost for breaks and meals over the two-day period: \$300

Other options:

- Catered lunch may be arranged at a higher cost

- Council may wish to go home for lunch and come back for the remainder of the workshop
- Or bring a bag lunch

## **STRATEGIC ALIGNMENT**

*Value Statement: Professionalism*

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

## **COSTS/SOURCES OF FUNDING**

As all the Council Workshop presentations are being offered internally—the only expense for the workshop is the cost of food.

\$1000 is available in the 2024 Council budget allocated to the Annual Council Workshop.

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

THAT Council approves the final Annual Council Workshop agenda with the food choices presented at a cost of up to \$300 or \_\_\_\_\_ (insert one of the options listed above).

OR

THAT Council directs administration to...



**Town of Bon Accord**  
**AGENDA**  
**Council Workshop**  
**November 25 and 26, 2024 in Council Chambers**  
Live streamed the afternoons of November 25 and 26 on YouTube

**MONDAY, NOVEMBER 25**

**MORNING – EDUCATIONAL SESSIONS ONLY**

*These sessions are only open to members of Council.*

**9 a.m. – 12:00 p.m.**

- **Team Building (brief)**
  
- **Emergency Preparedness/ Emergency Management Presentation**  
Presentation by Jodi Brown, Town Manager – Director of Emergency Management

**1 HOUR LUNCH**

**AFTERNOON – OPEN SESSION – LIVE STREAMED ON YOUTUBE**

**1:00 p.m. – 4:00 p.m.**

- **Planning Presentation**  
Presentation by Paul Hanlan, Development Officer & Planning Consultant
  
- **Economic Development Strategy Presentation**  
Presentation by Paul Salvatore, Municipal Experts and Jay Nagra, Economic Development and Safe Communities Coordinator

**TUESDAY, NOVEMBER 26**

**MORNING – EDUCATIONAL SESSIONS ONLY**

*These sessions are only open to members of Council.*

**9 a.m. – 12:00 p.m.**

- **Cyber Security Training**  
Presentation by Jessica Spaidal, Legislative Services & Communications Coordinator
  
- **FOIP Training**  
Presentation by Jessica Spaidal, Legislative Services & Communications Coordinator
  
- **Governance Policy Decision Making Framework**  
Presentation by Jodi Brown, Town Manager

**Town of Bon Accord**  
**AGENDA**  
**Council Workshop**  
**November 25 and 26, 2024 in Council Chambers**  
Live streamed the afternoons of November 25 and 26 on YouTube

**1 HOUR LUNCH**

**AFTERNOON – OPEN SESSION – LIVE STREAMED ON YOUTUBE**

**1:00 p.m. – 3:00 p.m.**

- **Strategic Plan Overview (Department Presentations)**

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

## **TOWN OF BON ACCORD**

### *Mayor's Report – for period October 9 – November 12, 2024*

October 10, 2024	Attended Agenda Committee meeting
October 10, 2024	Attended Roseridge Monthly meeting. This was a planning meeting that Alternates were asked to attend as well. Deputy Mayor Larson attended as the Alternate for Bon Accord.
October 11, 2024	Read to grade five students at Lilian Schick for reading week. I thoroughly enjoyed this activity. The students were great with lots of questions and conversations afterwards.
October 15, 2024	Chaired Regular Meeting of Council
October 17, 2024	Attended CRASC Annual General Meeting
October 18, 2024	Attended Town of Gibbons Mayor's Luncheon. This was an informative event. It is important that we support our neighbours with events like this.
October 20, 2024	Attended Roseridge Grand Opening for board members and invited stakeholders. This event gave the board an opportunity to network with stakeholders. The board had a small ribbon cutting ceremony that included a toast to all that made this possible followed by an amazing fireworks display.
October 22, 2024	Attended Bon Accord Crime Prevention Seminar. This was mostly for residential properties. There was a pretty good turnout that filled the library.
October 23, 2024	Participated in Water Engagement Virtual Town Hall. I found that this was more for the larger municipalities than for our town.
October 23, 2024	I was given the honour of receiving the first poppy by Darren Longstaff, outgoing President of the Gibbons Legion.
October 23, 2024	Chaired Special Meeting of Council. This meeting was called in place of the Committee of the Whole that was scheduled for this day. The main reason for the meeting was to spend much needed time on the 2025 budget.
October 31, 2024	Attended Agenda Committee Meeting

November 5, 2024	Chaired Regular Meeting of Council
November 6, 2024	Attended Mayor's Luncheon in Morinville put on by the Morinville Chamber of Commerce. This was a good time for networking and hearing about the town of Morinville and its many projects. Mayor Boersma did a great job.
November 6, 2024	Attended Citizens on Patrol meeting in Gibbons. This was put on by the Town of Bon Accord and the Town of Gibbons. No Bon Accord residents attended.
November 11, 2024	Attended the Remembrance Day Ceremony in Bon Accord. Placed a wreath for the Town.

*Brian Holden*  
Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Deputy Mayor Report – Oct 09 -Nov 12,2024*

October 10,2024            Attended Agenda Committee Meeting.

October 10,2024            Attended Roseridge Waste Commission Annual Meeting  
Being my first meeting with the Roseridge commission was a  
real pleasure. I learned a lot of information in the operation  
of the landfill.

October 15,2024            Attended Regular Meeting of Council

October 18, 2024,           Gibbons Mayor's Luncheon. Good information.

October 20, 2024,           Attended Roseridge Waste Commission Grand Opening  
excellent opportunity to support a regional project.

October 21,2024            Attended the Capital Regional Northeast Water Service  
Commission board meeting.

October 22,2024            CPTED (Crime Prevention Through Environmental Design)  
This was well attended and very informative, I believe this  
was very helpful for the citizens who attended. Kudos to all  
the folks who put this presentation on.

October 23,2024            Attended Special Meeting of Council.

October 31,2024            Attended Agenda Committee Meeting

November 5,2024            Attended the Regular Meeting of Council

November 8,2024            I was honored to attend the BACS (Bon Accord Community  
School) Remembrance Day ceremony. The school did a  
wonderful job.

*Timothy LARSON*  
*Deputy Mayor*  
Town of Bon Accord

## TOWN OF BON ACCORD

### *Councillor Report – October 10 to November 12, 2024*

- October 10            Attended the Alberta Seniors and Community Housing Association (North Region) Meeting. Some good panel discussions about common threads and problems. Very obvious that there is a great need through out the region, not just the large urban centres, for affordable housing.
- October 15            Attended the Regular Meeting of Council.
- October 18            Attended the Gibbons Mayor's luncheon. Gibbons is very excited by the new commercial and future development South of town.
- October 23            Attended the Special Meeting of Council. We had some in-depth discussions about the upcoming tax year and town budget.
- October 24            Attended the Homeland Housing board meeting. The board adopted a formal land acknowledgement and policy.
- October 30            Attended the Premier's address hosted by the Edmonton Chamber of Commerce. Homeland Housing had a table of 10 delegates. The Premier is optimistic for growth and ensuing revenue continuing, but did caution that forthcoming spending is dependent on oil prices. Good opportunity for networking with several of the ministers present.
- November 5            Attended the Regular Meeting of Council.
- November 11            Attended the Gibbons Remembrance Day Ceremony and laid a wreath on behalf of the Town.
- Note:                    Unfortunately, I was ill and missed the Halloween Spooktacular and the presentation on Crime Prevention.

*Lynn Bidney*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD***Councillor Report – for period, October 10- November 13, 2024*

October 15	Attended Regular Council Meeting
October 23	Attended Special Council Meeting
November 8	Attended the LS School Remembrance Day Ceremony
November 11	Attended the Bon Accord Remembrance Day Ceremony

Note: Attended the Halloween Spooktacular with my family and it was such a great event, many people took advantage of the free skate, I know everyone enjoyed the event again this year. Great work!

Councillor  
Lacey Laing  
Town of Bon Accord

**TOWN OF BON ACCORD**

*October 9 – November 13, 2024*

October 15	Regular Meeting of Council.
October 17	Annual General Meeting for CRASC.
October 21	Library Board Meeting.
October 23	Special Meeting of Council.
November 5	Regular Meeting of Council.

Note:

*Tanya May*  
Councillor  
Town of Bon Accord





# Lite Up the Nite Christmas Festival



## Lite Up the Nite Mixer

following the Lite Up the Nite Parade

Mayor Boersma invites you to a private reception following the Lite Up the Nite Parade. Join regional Council members and community leaders for camaraderie, connection, and a complimentary beverage.

**Date:** Saturday, November 30, 2024

**Time:** 6:30 to 8 p.m.

**Location:** Sturgeon Brewing Company  
#101A- 9918 100 Street, Morinville

We look forward to celebrating the holiday season with you!

RSVP\* by Wednesday, November 27, 2024

email: [treaume@morinville.ca](mailto:treaume@morinville.ca)

phone: 780-939-7853

*\*Please advise us of any food restrictions.*



Brigadier-General Wade Rutland, OMM, MSC, MSM, CD  
Commander, 3<sup>rd</sup> Canadian Division  
&

Chief Warrant Officer Robert Clarke, MMM, MSM, CD  
Division Sergeant-Major, 3<sup>rd</sup> Canadian Division

*Invites you to the*

# *3<sup>rd</sup> Canadian Division Holiday Reception*

December 12<sup>th</sup>, 2024

6:00 - 9:00 pm

Dress	Jefferson Armoury
Military - DEU with Ribbons	11630 109th Street
Civilian - Business Attire	Edmonton, AB

**RSVP by clicking on this [link](#) and ensure to fill out the entire form no later than December 2<sup>nd</sup>, 2024.**

For any questions, please reach out to Major J.G. Vienneau at [jeffrey.vienneau@forces.gc.ca](mailto:jeffrey.vienneau@forces.gc.ca)  
or (780) 973-4011 Ext 8232.

For military personnel from outside the local area, TD will not be authorized for the sole purpose of attending this event. Those on authorized TD for other purposes are more than welcome to attend.