

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**April 18, 2023 9:00 a.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1.Regular Meeting of Council; April 4, 2023 (enclosure)
- 4. DELEGATION – CLOSED SESSION**
  - 4.1.9:15 a.m. Judy Haber – Performance Sponsorship Group – FOIP Act 16(1)  
Disclosure harmful to business interests of a third party
- 5. DEPARTMENTS REPORT**
  - 5.1.April 2023 (enclosure)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
  - 7.1.Corporate Services Fees (enclosure)
  - 7.2.Community Space Fees (enclosure)
  - 7.3.April Council Briefing Meeting (enclosure)
  - 7.4.Special Meeting of Council (enclosure)
  - 7.5.Sale of the John Deere 1145 Tractor and Snowblower Attachment (enclosure)
  - 7.6.2022 Annual Report (enclosure)
  - 7.7.Mock Council Meeting Request: Lilian Schick School (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
  - BYLAWS**
    - 8.1.Bylaw 2023-04 – Repeal of Bylaw 67 (enclosure)
  - POLICIES**
    - 8.2.Significant Life Events Recognition Policy (enclosure)
    - 8.3.Council Remuneration Policy #05-315 Amendment (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
  - 10.1 Mayor Holden (enclosure)
  - 10.2 Deputy Mayor Bidney (enclosure)
  - 10.3 Councillor Laing (enclosure)
  - 10.4 Councillor Larson (enclosure)
  - 10.5 Councillor May (enclosure)

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**11. CORRESPONDENCE**

**ACTION REQUIRED**

**11.1.** Brenda McBride – Butterflyway Project (enclosure)

**11.2.** Golden Gems – Bylaw Clause (enclosure)

**12. NOTICE OF MOTION**

**13. CLOSED SESSION**

**13.1.** Draft Procedural Bylaw Legal Review – FOIP Act 27(1) Privileged information

**14. ADJOURNMENT**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**April 4, 2023 7:00 p.m.**  
**Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

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

**ADMINISTRATION**

Falon Fayant – Acting CAO, Corporate Services Manager  
Jenny Larson – Planning and Economic Development Officer  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Holden called the meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

There were no objections to adding item 10.3 Town of Gibbons – Recruitment of Dr. Stephanus Engelbertus Du Toit – Valemount, British Columbia to the April 4, 2023 agenda.

COUNCILLOR LARSON MOVED THAT Council adopt the April 4, 2023 agenda as amended.

**CARRIED UNANIMOUSLY RESOLUTION 23-147**

**PROCLAMATIONS**

*Volunteer Appreciation Week*  
*National Day of Mourning*

**ADOPTION OF MINUTES**

***Regular Meeting of Council – March 21, 2023***

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the minutes of the March 21, 2023 Regular Meeting of Council as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-148**

***Council Briefing Meeting – March 22, 2023***

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the March 22, 2023 Council Briefing Meeting as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-149**

**UNFINISHED BUSINESS**

***Policing Priorities 2023-2024***

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COUNCILLOR MAY MOVED THAT Council approves the draft letter to the Morinville Detachment regarding Policing Priorities for 2023-2024 and directs administration to send the letter on April 5, 2023.

**CARRIED UNANIMOUSLY RESOLUTION 23-150**

***2022 Audited Financial Statements***

COUNCILLOR MAY MOVED THAT Council approve the 2022 Audited Financial Statements AND THAT Council direct administration to transfer \$252,946 of 2022 unrestricted operating surplus to the restricted operating reserve AND FURTHER THAT Council directs administration to plan a Special Council Meeting to discuss operational needs and capital projects and the possible funding strategies.

There were no objections to Councillor May amending her motion.

**UPDATED MOTION**

COUNCILLOR MAY MOVED THAT Council direct administration to transfer \$252,946 of 2022 unrestricted operating surplus to the restricted operating reserve AND THAT Council approves the 2022 Audited Financial Statements AND FURTHER THAT Council directs administration to plan a Special Council Meeting to discuss operational needs and capital projects and the possible funding strategies.

**CARRIED UNANIMOUSLY RESOLUTION 23-151**

***Laying Hens Open House***

COUNCILLOR MAY MOVED THAT Council directs administration to organize the Laying Hens Public Open House on April 21, 2023 from 6-8pm.

**CARRIED UNANIMOUSLY RESOLUTION 23-152**

**NEW BUSINESS**

***Calgary Student Request***

COUNCILLOR MAY MOVED THAT Council direct administration to respond to the Calgary student sending a copy of Council's Strategic Plan booklet and a Dark Sky brochure.

**CARRIED UNANIMOUSLY RESOLUTION 23-153**

***EV Chargers Grand Opening***

COUNCILLOR LAING MOVED THAT Council directs administration to plan the Electric Vehicle Chargers Grand Opening on April 21, 2023 at 5:30pm.

**CARRIED UNANIMOUSLY RESOLUTION 23-154**

***Urban Beekeeping***

COUNCILLOR LARSON MOVED THAT Council approves the attached Bee Keeping Prerequisites as a starting point for an Urban Bee Keeping procedure and FURTHER



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directs administration to bring forward an Urban Bee Keeping policy and procedure for Council review at an upcoming Council meeting.

There were no objections to Councillor Larson amending his motion.

**UPDATED MOTION**

COUNCILLOR LARSON MOVED THAT Council direct administration to add the topic of Urban Beekeeping to the Laying Hens Open House on April 21, 2023.

**CARRIED UNANIMOUSLY RESOLUTION 23-155**

***Meeting with Director of the Alberta China Offices***

COUNCILLOR MAY MOVED THAT Council directs administration to set up a meeting with William Wang, Director of Alberta China Offices.

**CARRIED UNANIMOUSLY RESOLUTION 23-156**

Mayor Holden called a short recess at 8:06 p.m.

Mayor Holden called the meeting back to order at 8:11 p.m.

**BYLAWS/POLICIES/AGREEMENTS**

***Municipal Library Board Bylaw 2023-03***

COUNCILLOR MAY MOVED THAT Municipal Library Board Bylaw 2023-03 be given first reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-157**

COUNCILLOR LAING MOVED THAT Municipal Library Board Bylaw 2023-03 be given second reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-158**

COUNCILLOR LARSON MOVED THAT Council gives unanimous consent to hear three readings of Municipal Library Board Bylaw 2023-03 in one meeting.

**CARRIED UNANIMOUSLY RESOLUTION 23-159**

DEPUTY MAYOR BIDNEY MOVED THAT Municipal Library Board Bylaw 2023-03 be given third and final reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-160**

**CORRESPONDENCE**

***Town of Barrhead – Letter of Support – EPR Exemption***

COUNCILLOR LAING MOVED THAT Council accepts the letter as information.

**CARRIED UNANIMOUSLY RESOLUTION 23-161**

***Municipal Affairs – JUPA Extension Letter and Ministerial Order***

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COUNCILLOR LARSON MOVED THAT Council accept the letter as information.  
**CARRIED UNANIMOUSLY RESOLUTION 23-162**

***Town of Gibbons – Recruitment of Dr. Stephanus Engelbertus Du Toit – Valemount, British Columbia***

COUNCILLOR MAY MOVED THAT Council direct administration to write a letter to the Alberta College of Physicians and Surgeons in support of Gibbons' recruitment of Dr. Stephanus Engelbertus Du Toit from Valemount British Columbia to assist in him getting his Alberta medical license.

**CARRIED UNANIMOUSLY RESOLUTION 23-163**

**CLOSED SESSION**

- ***Naming Rights and Sponsorship Proposal – FOIP Act 16(1) Disclosure harmful to business interests of a third party and 25(1) Disclosure harmful to economic and other interests of a public body***
- ***Annual Report Draft – FOIP Act 24(1)(a) Advice from officials***
- ***Logo Revitalization Quotes – FOIP Act 16(1) Disclosure harmful to business interests of a third party***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Naming Rights and Sponsorship Proposal – FOIP Act 16(1) Disclosure harmful to business interests of a third party and 25(1) Disclosure harmful to economic and other interests of a public body, Annual Report Draft – FOIP Act 24(1)(a) Advice from officials, and Logo Revitalization Quotes – FOIP Act 16(1) Disclosure harmful to business interests of a third party at 8:38 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-164**

COUNCILLOR MAY MOVED THAT Council come out of closed session at 9:21 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 23-165**

***Naming Rights and Sponsorship Proposal – FOIP Act 16(1) Disclosure harmful to business interests of a third party and 25(1) Disclosure harmful to economic and other interests of a public body***

COUNCILLOR LAING MOVED THAT Council direct administration to invite Judy Haber of Performance Group Sponsorship to an April or May meeting as a delegate.

**CARRIED UNANIMOUSLY RESOLUTION 23-166**

***Annual Report Draft – FOIP Act 24(1)(a) Advice from officials***

COUNCILLOR MAY MOVED THAT Council accepts the 2022 Annual Report as amended and directs administration to bring back a clean copy to the next Regular Meeting of Council.

**CARRIED UNANIMOUSLY RESOLUTION 23-167**

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**Logo Revitalization Quotes – FOIP Act 16(1) Disclosure harmful to business interests of a third party**

COUNCILLOR MAY MOVED THAT Council directs administration to bring the logo revitalization plan to the next Council Briefing Meeting for discussion.

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

Opposed: Councillor Laing

**CARRIED RESOLUTION 23-168**

**ADJOURNMENT**

COUNCILLOR MAY MOVED THAT the April 4, 2023 Regular Meeting of Council adjourn at 9:59 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-**

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Mayor Brian Holden

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Jodi Brown, CAO

## News | Projects | Events

### News

- Received pre-approval for funding from the Canadian Parks and Recreation Association (CPRA) Youth Employment Experience to fund one position: Seasonal Recreation Program Coordinator Assistant.
- Received approval for Canadian Heritage grant for \$2000 towards Canada Day activities.
- Received approval from Volunteer Alberta for \$600 towards Volunteer Appreciation Night.
- Hired for the Seasonal Administration Assistant position – Welcome to Nora Nicholas who will start May 1.

### Projects

- Continue to move forward with the Arena Ice Plant Renovation Project. Received an extension from the Municipal Climate Change Action Centre from December 9, 2023, to December 29, 2023, to complete this project.

### Events

- Coffee with a Cop session on March 24<sup>th</sup> – went well with 7 residents in attendance. There were great discussions on collaboration with the RCMP in crime prevention.
- Easter Egg Hunt and activities were held on Friday, April 7 with 125 children registered. Thank you to 4H and the many volunteers who make these events possible. Also, thank you to Bon Accord Community School who let us use their playground for the event. Thank you to Heartland Disposal & Recycling who donated the rental of two port-a-potties for our event.
- Volunteer Appreciation Night: April 19, 6:00 – 8:00 p.m. at the arena.

### Key Meetings

- March 22 – Community Services Advisory Board Meeting
- March 27 – Legislative Services and Communications Coordinator – Sturgeon Regional Partnership Meeting
- March 29 – Admin Safety Meeting
- Deputy Director of Emergency Management – Quarterly Emergency Services meeting
- April 5 – Met with the manager of ACRWC regarding the Town's lagoon.
- April 5 – Greater Edmonton Economic Development Team (GEEDT) meeting
- April 5 – Community Services – meeting with Mental Health Coaches (Lilian Schick and Bon Accord Community School) re: youth programs

### Conferences and Training

- Planning & Economic Development Officer – Go East Digital Marketing conference March 28 and Economic Development Alberta Conference Apr. 11 – 14
- Arena Staff – Ammonia Safety March 27
- SREMP Regional Exercise – 7 Staff attended March 22 & 23
- Corporate Services Manager – Municipal Leaders Caucus – March 30 & March 31

## Department Highlights

### Administration | Town Manager

- Working on the final draft of the proposed Procedural Bylaw amendments.
- Attended the March 24<sup>th</sup> Coffee with a Cop session.
- Working collaboratively with the Corporate Services Manager to review operational and capital needs including funding strategies.
- Working collaboratively with the Operations Supervisor on asset management strategies for core infrastructure (streets, roads, and utilities).
- Contacted potential grant writers and naming/sponsorship rights specialists as directed by Council.
- Out of office March 27<sup>th</sup> – April 04<sup>th</sup>, 2023.

### Community Services

- In the process of hiring for two summer seasonal positions:
  - Recreation Program Coordinator and
  - Recreation Program Coordinator Assistant
- Received 18 rain barrel orders. Delivery will be later in May.
- Applied for \$12,750 grant from Edmonton Community Foundation for replacement chairs/dollies at the arena.
- Music in the Park sponsorship letters have been submitted; \$1750 has been confirmed in sponsorship for this event to date.
- Town staff are seeking sponsorship for the annual Seniors' Week event.
- The FCSS Annual Report required by the province has been submitted for review. This report is due April 30.

### Corporate Services

- A meter investigation policy and procedure is almost complete for utilities; this policy and procedure provides guidelines for investigating abnormal water consumption.
- Our Financial Information Return (FIR) is complete and ready to be submitted to Municipal Affairs by May 1<sup>st</sup>.
- The first quarterly Employee Health & Wellness e-newsletter was published this month.
- Policing Priorities letter for 2023-2024 was mailed on April 5<sup>th</sup>.
- Working on the presentation of 2023 tax rates – Sturgeon County will discuss their 2023 tax rate bylaw on April 20<sup>th</sup>. Once they pass their bylaw, Council can pass the Town's tax rate bylaw (due to annexed properties using Sturgeon County rates).
- Working on presentation for the operational and capital needs and potential funding strategies.



## Department Highlights

### Planning | Economic Development | Bylaw

- Assisted Municipal Planning Services with 3 development permit applications.
- Handling of 2 complaints – 1 animal, 1 enforcement.
- Attended grand opening for liquor store.
- Liaison between Trinus and Dandelion Renewables regarding EV chargers.
- Working with Community Services Manager to plan a Dark Sky event.
- Preparing information for Dark Sky Ad Hoc committee.
- Working with Go East publications for ad, sticker station, and road trip game.

### Operations | Public Works

- Dealt with drainage issues as they arose during this spring's melt.
- Removal of a couple of dead Town trees posing a hazard in an alley.
- Installed back-up battery replacements in the water pumphouse and the two lift stations for the dial-up alarm systems.
- The ice surface at the arena was removed on April 3.
- Interviews were held with summer student applicants for the consideration of 2 positions in our department.
- Meet with Alberta Capital Region Wastewater Commission (ACRWC) manager in continued talks pertaining to the future status of the Town's aerated sewage holding cell.
- Received the new cab and broom for the Ventrac.
- Public Works staff continue to complete online safety and operational courses as they apply to our department.
- The ongoing seasonal maintenance of the equipment and Town buildings.

### Attachments

- Town Manager:
  - Action List
- Corporate Services Manager:
  - Variance Report
- Economic Development and Planning Officer:
  - Citation Report
  - Incident Report



# Town Manager Action List

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**Date:** April 18<sup>th</sup>, 2023  
**Reporting Period:** March 17<sup>th</sup> – April 17<sup>th</sup>, 2023  
**Submitted by:** Jodi Brown (Town Manager)

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## **ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS**

| Action Item  | Status  |
|--|---|
| <b>LED Lighting Upgrade: Library</b><br>Council direct administration to proceed with the library LED lighting project and allocate the funding shortfall to the community donations fund in the recreation budget and FURTHER that if 2022 surplus funds are available, that administration bring forward a 2023 budget amendment to address the shortfall rather than using funds from the community donations budget. | Administration is working on 2023 budget amendments for presentation to Council.  |
| <b>Council Community Connections 2023 Dates</b><br>Council directs administration to plan and advertise the Council Community Connections public engagement session on June 17 from 2 p.m. – 4 p.m. in Centennial Park with Council Chambers as a back-up location AND FURTHER THAT administration bring back this topic to a June meeting to set the date for August.   | In progress<br>The August event dates will be brought back to Council for confirmation at the June 06 <sup>th</sup> , Regular Meeting of Council. |
| <b>Gibbons Annual Golf Charity Classic and Sturgeon County Mayor's Golf Tournament – Save the Dates</b><br>Council direct administration to register Mayor Holden and Councillor Larson for the Gibbons Annual Golf Charity Classic on June 23 and Mayor Holden and Councillor Larson for the Sturgeon County Mayor's Golf Tournament on June 16.  | Registration has not yet opened for these events.   |

|   |  |
|---|--|
| <p><b>Economic Development Assessment:</b><br/>Council directs administration to invite Paul Salvatore from Municipal Experts Inc to be a delegate at the April Council Briefing Meeting.</p>   | <p>The April Council Briefing Committee Meeting has been tentatively scheduled for April 26<sup>th</sup> and Paul Salvatore has confirmed his availability to attend this meeting virtually as a delegation.</p> |
| <p><b>Town of Gibbons – Recruitment of Dr. Stephanus Engelbertus Du Toit – Valemount, British Columbia</b><br/>Council directs administration to write a letter to the Alberta College of Physicians and Surgeons in support of Gibbons’ recruitment of Dr. Stephanus Engelbertus Du Toit from Valemount British Columbia to assist in him getting his Alberta medical license.</p>   | <p>In progress</p>   |
| <p><b>Audited 2022 Financial Statements:</b><br/>Council direct administration to transfer \$252,946 of 2022 unrestricted operating surplus to the restricted operating reserve AND that Council approves the 2022 Audited Financial Statements AND further that Council directs administration to plan a Special Council Meeting to discuss operational needs and capital projects and the possible funding strategies.</p>    | <p>April 21<sup>st</sup>, 2023, Regular Council Meeting Agenda (set Special Meeting date)</p>  |
| <p><b>Laying Hens Open House</b><br/>Council directs administration to organize the Laying Hens Public Open House on April 21, 2023, from 6-8pm.</p>  | <p>In progress<br/>The event has been advertised for April 21<sup>st</sup>, 2023, from 6-8 pm.</p>   |
| <p><b>EV Chargers Grand Opening</b><br/>Council directs administration to plan the Electric Vehicle Chargers Grand Opening on April 21, 2023, at 5:30pm.</p>  | <p>In progress<br/>This has been planned for April 21<sup>st</sup>, 2023, at 5:30 pm.</p>  |
| <p><b>Urban Beekeeping</b><br/>Council approves the attached Bee Keeping Prerequisites as a starting point for an Urban Bee Keeping procedure and FURTHER directs administration to bring forward an Urban Bee Keeping policy and procedure for Council review at an upcoming Council meeting.<br/><br/>Council direct administration to add the topic of Urban Beekeeping to the Laying Hens Open House on April 21, 2023.</p> | <p>In progress<br/><br/>Bee Keeping Policy and Procedure is being developed by the administration.<br/><br/>Bee Keeping has been added to the Open House agenda to be held on April 21<sup>st</sup>, 2023</p>    |

|   |  |
|---|--|
| <b>Significant Life Events Recognition Policy</b><br>Administration to bring this policy back to Council once it has been re-evaluated by administration.   | April 18 <sup>th</sup> , 2023, Regular Council Meeting Agenda              |
| <b>Meeting with Director of the Alberta China Offices</b><br>Council directs administration to set up a meeting with William Wang, Director of Alberta China Offices.                             | In-Progress  |
| <b>Annual Report Draft</b><br>Council accepts the 2022 Annual Report as amended and directs administration to bring back a clean copy to the next Regular Meeting of Council.                     | April 18 <sup>th</sup> , 2023, Regular Council Meeting Agenda              |
| <b>Logo Revitalization Quotes</b><br>Council directs administration to bring the logo revitalization plan to the next Council Briefing Meeting for discussion.                                    | In-Progress<br>Administration is working on this presentation for Council. |
| <b>Notice of Motion: Springbrook Park</b><br>Administration to create a timeline for playground maintenance and for administration to hold a Special Council Meeting or workshop for spring 2023. | Schedule for April or May 2023   |
| <b>Communities in Bloom Project:</b><br>Heritage Project at the Cemetery  | Location confirmed/installation next spring (install concrete base)        |
| <b>Christmas Tree Locations</b><br>Direct administration to bring back a plan and costs for repair or replacement of the Christmas tree and for hanging new lights on the east side of Town.      | 2024 Budget Deliberations  |

## OTHER PROJECTS:

- Municipal Development Plan Update
- New Fees and Charges Bylaw
- Arena Operational Policy
- New Winter Maintenance Policy
- Municipal Library Board Agreement Update
- Continued policy and bylaw review (rescinding or updating old bylaws and policies)

## **ACTION ITEM LIST: COMPLETED**

- Sturgeon Composite High School Graduation donation of branded apparel has been picked up by the Grad Committee
- Administration completed the research for the Urban Chickens request.
- Letter to the RCMP with the 2023 – 2024 Priorities has been sent to Staff Sgt. Chris Palfy
- Minor Ball has been advised that the ball diamond designated for a future skateboard park is available for their use this season.
- The Council Briefing Committee Meeting was held on March 22<sup>nd</sup>, 2023.
- The Ice Plant tender has been awarded as directed by Council.
- Administration has now proceeded with the plans approved by Council for revitalization of the Dark Sky designation held by the Town.
- The Library Board Chair has been notified of Council's decision to waive fees for use of Centennial Park for the planned Medieval Fair event and has advised the Chair of the noise bylaw time periods for open/close of the event.
- Administration registered Mayor Holden for the Go East of Edmonton Business and Community Digital Marketing Conference.
- Administration registered Mayor Holden, Councillor Larson and Deputy Mayor Bidney for the lunch with Danielle Smith.
- Administration forwarded the correspondence to the Alberta Capital Region Wastewater Commission as directed.
- Administration sent the Dark Sky brochure and a copy of the Town's Strategic Plan to the student from Calgary as directed.
- Economic Development Week added to the Proclamations Policy and administration is planning small scale recognition activities as directed by Council.

**Year-to-Date Variance Report (Unaudited)**  
for the year ending December 31, 2023  
Reporting period: up to April 11, 2023

| DEPARTMENT                               | REVENUES             |                      |                       | EXPENSES            |                     |                    | NET                | NET                | NET                | % Change    |
|--|----------------------|----------------------|-----------------------|---------------------|---------------------|--------------------|--------------------|--------------------|--------------------|-------------|
|  | Actual               | Budget               | Variance              | Actual              | Budget              | Variance           | Actual             | Budget             | Variance           | Budget      |
| General Municipal                        | 102,401              | 204,764              | - 102,363             | 13,653              | 12,616              | 1,037              | 88,748             | 192,148            | - 103,400          | 54%         |
| <b>TOTAL MUNICIPAL</b>                   | <b>\$ 102,401.00</b> | <b>\$ 204,764.08</b> | <b>-\$ 102,363.08</b> | <b>\$ 13,653.00</b> | <b>\$ 12,616.00</b> | <b>\$ 1,037.00</b> | <b>\$ 88,748</b>   | <b>\$ 192,148</b>  | <b>-\$ 103,400</b> | <b>54%</b>  |
| Election                                 | -                    | -                    | -                     | -                   | 667                 | 667                | -                  | (667)              | 667                | 100%        |
| Council                                  | -                    | -                    | -                     | 24,292              | 37,701              | - 13,409           | (24,292)           | (37,701)           | 13,409             | 36%         |
| <b>TOTAL COUNCIL</b>                     | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>           | <b>\$ 24,292</b>    | <b>\$ 38,368</b>    | <b>-\$ 14,076</b>  | <b>-\$ 24,292</b>  | <b>-\$ 38,368</b>  | <b>\$ 14,076</b>   | <b>37%</b>  |
| Administration                           | 1,757                | 1,205                | 552                   | 128,742             | 187,332             | - 58,590           | (126,985)          | (186,127)          | 59,142             | 32%         |
| <b>TOTAL ADMINISTRATION</b>              | <b>\$ 1,757</b>      | <b>\$ 1,205</b>      | <b>\$ 552</b>         | <b>\$ 128,742</b>   | <b>\$ 187,332</b>   | <b>-\$ 58,590</b>  | <b>-\$ 126,985</b> | <b>-\$ 186,127</b> | <b>\$ 59,142</b>   | <b>32%</b>  |
| Fire Services                            | 10,531               | 9,661                | 870                   | 1,786               | 9,279               | - 7,493            | 8,745              | 382                | 8,363              | 2188%       |
| Emergency Services                       | -                    | -                    | -                     | 20                  | 3,666               | - 3,646            | (20)               | (3,666)            | 3,646              | 99%         |
| Bylaw                                    | 2,742                | 2,050                | 692                   | 10,912              | 10,511              | 402                | (8,170)            | (8,461)            | 291                | 3%          |
| <b>TOTAL PROTECTIVE SERVICES</b>         | <b>\$ 13,273</b>     | <b>\$ 11,711</b>     | <b>\$ 1,562</b>       | <b>\$ 12,718</b>    | <b>\$ 23,455</b>    | <b>-\$ 10,737</b>  | <b>\$ 555</b>      | <b>-\$ 11,744</b>  | <b>\$ 12,299</b>   | <b>105%</b> |
| Municipal Planning                       | 1,823                | 3,500                | - 1,677               | 15,638              | 55,843              | - 40,205           | (13,815)           | (52,343)           | 38,528             | 74%         |
| Economic Development                     | -                    | -                    | -                     | 22,538              | 35,564              | - 13,026           | (22,538)           | (35,564)           | 13,026             | 37%         |
| <b>TOTAL PLANNING &amp; DEVELOPMEN</b>   | <b>\$ 1,823</b>      | <b>\$ 3,500</b>      | <b>-\$ 1,677</b>      | <b>\$ 38,176</b>    | <b>\$ 91,407</b>    | <b>-\$ 53,231</b>  | <b>-\$ 36,353</b>  | <b>-\$ 87,907</b>  | <b>\$ 51,554</b>   | <b>59%</b>  |
| Public Works - Roads                     | -                    | -                    | -                     | 83,269              | 142,625             | - 59,356           | (83,269)           | (142,625)          | 59,356             | 42%         |
| Storm Sewer & Drain                      | -                    | -                    | -                     | 4,925               | 6,111               | - 1,186            | (4,925)            | (6,111)            | 1,186              | 19%         |
| Water                                    | 120,182              | 139,261              | - 19,079              | 82,986              | 192,338             | - 109,352          | 37,196             | (53,077)           | 90,273             | 170%        |
| Sewer                                    | 73,307               | 85,087               | - 11,780              | 53,790              | 100,760             | - 46,970           | 19,517             | (15,674)           | 35,190             | 225%        |
| Garbage                                  | 22,056               | 21,080               | 976                   | 20,251              | 39,781              | - 19,530           | 1,805              | (18,701)           | 20,506             | 110%        |
| Cemetery                                 | 2,050                | 2,000                | 50                    | 1,893               | 2,833               | - 940              | 157                | (833)              | 990                | 119%        |
| <b>TOTAL PUBLIC WORKS</b>                | <b>\$ 217,595</b>    | <b>\$ 247,428</b>    | <b>-\$ 29,833</b>     | <b>\$ 247,114</b>   | <b>\$ 484,449</b>   | <b>-\$ 237,335</b> | <b>-\$ 29,519</b>  | <b>-\$ 237,021</b> | <b>\$ 207,502</b>  | <b>88%</b>  |
| FCSS                                     | 11,195               | 10,995               | 200                   | 16,289              | 28,423              | - 12,134           | (5,094)            | (17,428)           | 12,334             | 71%         |
| <b>TOTAL FCSS</b>                        | <b>\$ 11,195</b>     | <b>\$ 10,995</b>     | <b>\$ 200</b>         | <b>\$ 16,289</b>    | <b>\$ 28,423</b>    | <b>-\$ 12,134</b>  | <b>-\$ 5,094</b>   | <b>-\$ 17,428</b>  | <b>\$ 12,334</b>   | <b>71%</b>  |
| Parks                                    | 54,763               | 53,028               | 1,735                 | 15,141              | 43,307              | - 28,166           | 39,622             | 9,721              | 29,901             | 308%        |
| Arena                                    | 146,366              | 164,845              | - 18,479              | 85,308              | 124,334             | - 39,026           | 61,058             | 40,511             | 20,547             | 51%         |
| Recreation                               | 180,974              | 175,239              | 5,735                 | 20,893              | 30,392              | - 9,499            | 160,081            | 144,847            | 15,234             | 11%         |
| <b>TOTAL REC &amp; COMMUNITY SERVICE</b> | <b>\$ 382,103</b>    | <b>\$ 393,112</b>    | <b>-\$ 11,009</b>     | <b>\$ 121,342</b>   | <b>\$ 198,033</b>   | <b>-\$ 76,691</b>  | <b>\$ 260,761</b>  | <b>\$ 195,079</b>  | <b>\$ 65,682</b>   | <b>34%</b>  |
| Library                                  | -                    | -                    | -                     | 34,264              | 33,711              | 553                | (34,264)           | (33,711)           | (553)              | 2%          |
| <b>TOTAL LIBRARY</b>                     | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>           | <b>\$ 34,264</b>    | <b>\$ 33,711</b>    | <b>\$ 553</b>      | <b>-\$ 34,264</b>  | <b>-\$ 33,711</b>  | <b>-\$ 553</b>     | <b>2%</b>   |
| <b>Total Excl. General Municipal</b>     | <b>\$ 627,746</b>    | <b>\$ 667,951</b>    | <b>-\$ 40,205</b>     | <b>\$ 622,937</b>   | <b>\$ 1,085,178</b> | <b>-\$ 462,241</b> | <b>\$ 4,809</b>    | <b>-\$ 417,227</b> | <b>\$ 422,035</b>  | <b>101%</b> |
| <b>Total Incl. General Municipal</b>     | <b>\$ 730,147</b>    | <b>\$ 872,715</b>    | <b>-\$ 142,568</b>    | <b>\$ 636,590</b>   | <b>\$ 1,097,794</b> | <b>-\$ 461,204</b> | <b>\$ 93,557</b>   | <b>-\$ 225,079</b> | <b>\$ 318,635</b>  |             |

Budget approved October 18, 2022 Regular Meeting of Council, Resolution 22-443

## Variance Report Notes

*Reporting Period: up to April 11, 2023*

### General Comments:

Departments are expected to remain within budget, any surplus or deficits currently due to timing or to no major events requiring expensive repair or maintenance. There are no areas of concern to date.

### Municipal:

Interest income is already \$3,253 over budget for the full year, due to higher rates. Penalties on taxes were less than budgeted for all outstanding as of Dec. 31, 2022. Franchise fees are \$8,634 lower than budgeted from Jan-Apr.

### Council:

Insurance is over budget by \$887.

### Fire:

Invoice from Sturgeon for first quarter fire services has not been received yet.

### Water:

Bulk water sales are under budget by \$10,585, due to timing. Connection fees and penalty revenue is under budget.



## Sturgeon County

BON ACCORD CITATION REPORT MARCH 2023 Statistics from: 3/1/2023 12:00:00AM to 3/31/2023 11:59:00PM

### Citation Printout Report by Violation

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 2  
Total Mandatory Appearances: 0

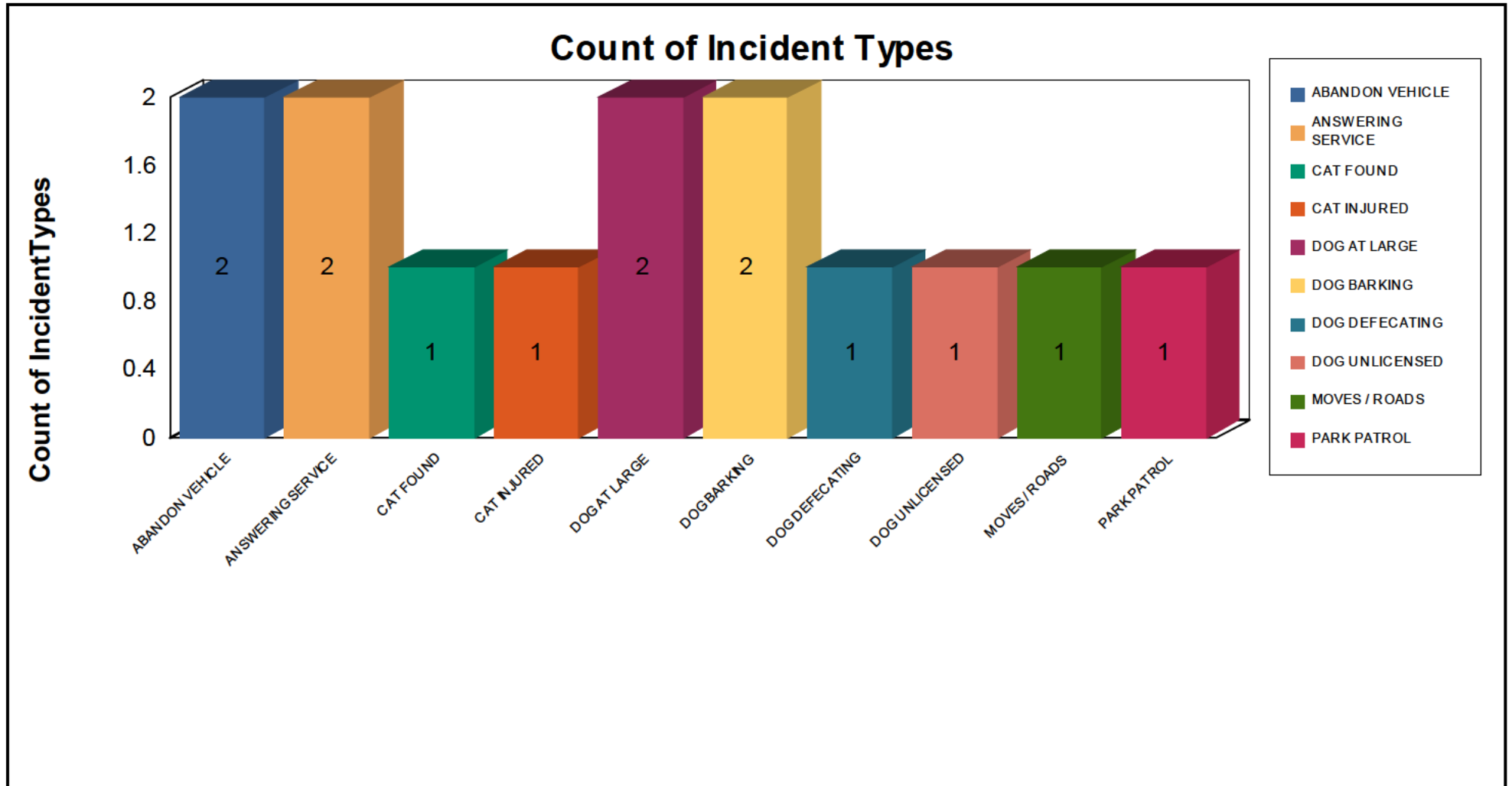
Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 1  
Total Mandatory Appearances: 0

Total Citations of (VEH S.82(2)(A) DRIVER NOT WEARING SEAT SEAT): 1  
Total Mandatory Appearances: 0

#### Grand Total

Total Number of Citations Reported: **4**  
Total Fine Amounts Reported: **\$868.00**  
Total Money Collected:  
Total Money Still Due: **\$868.00**  
Total Mandatory Appearances: **0**

Incident Report

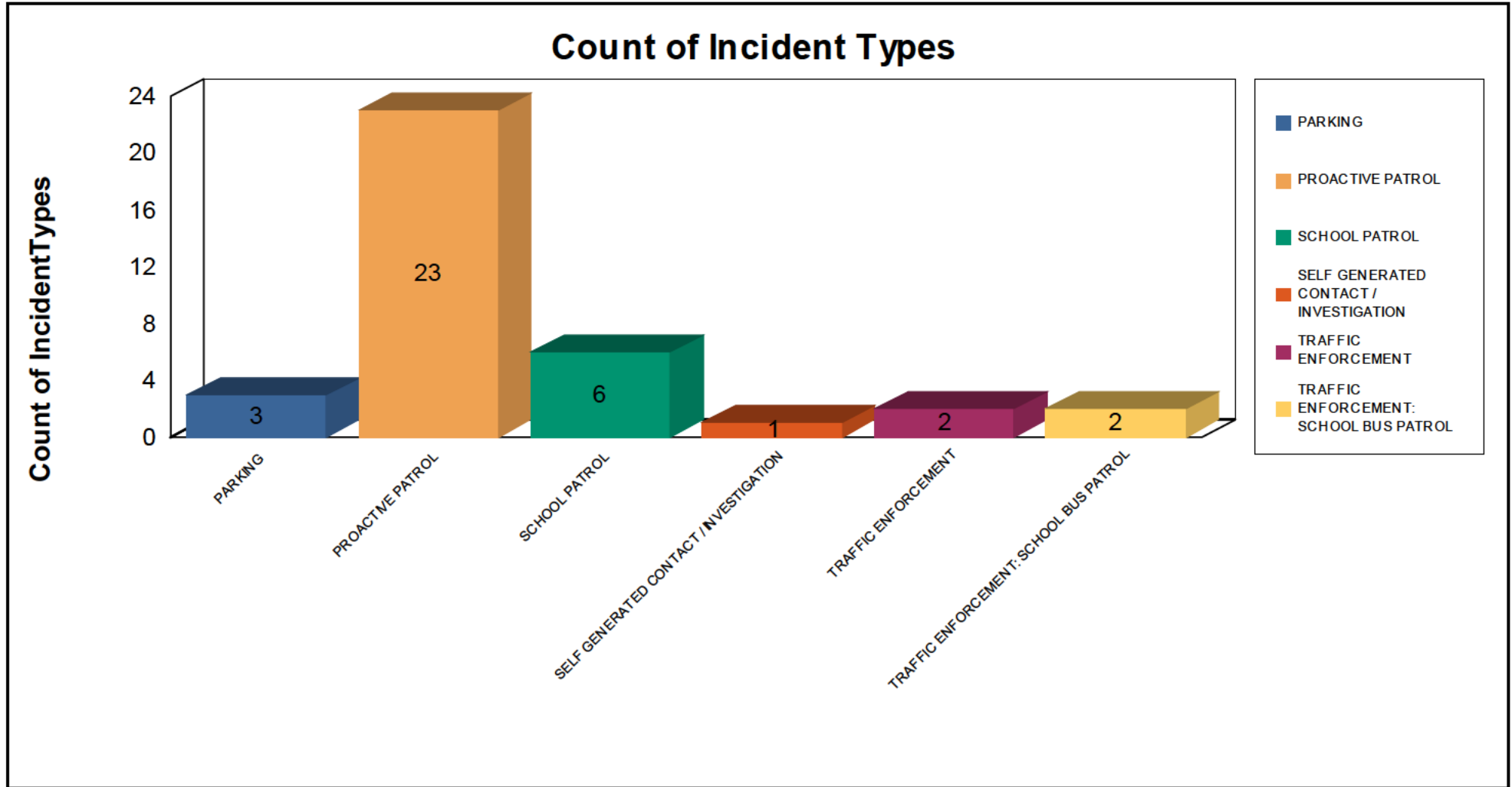


ABANDON VEHICLE: 2 4%

Incident Report

|                      |    |
|----------------------|----|
| ANSWERING SERVICE: 2 | 4% |
| CAT FOUND: 1         | 2% |
| CAT INJURED: 1       | 2% |
| DOG AT LARGE: 2      | 4% |
| DOG BARKING: 2       | 4% |
| DOG DEFECATING: 1    | 2% |
| DOG UNLICENSED: 1    | 2% |
| MOVES / ROADS: 1     | 2% |
| PARK PATROL: 1       | 2% |

## Incident Report



PARKING: 3 6%

PROACTIVE PATROL: 23 45%

SCHOOL PATROL: 6 12%

SELF GENERATED CONTACT / INVESTIGATION: 1 2%

**Incident Report**

**TRAFFIC ENFORCEMENT: 2 4%**

**TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 2 4%**

**Grand Total: 100.00% Total # of Incident Types Reported: 51**

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

|                        |  |
|------------------------|--|
| <b>Meeting:</b>        | Regular Meeting of Council               |
| <b>Meeting Date:</b>   | April 18, 2023                           |
| <b>Presented by:</b>   | Falon Fayant, Corporate Services Manager |
| <b>Title:</b>          | <b>Corporate Services Fees</b>           |
| <b>Agenda Item No.</b> | 7.1                                      |

**BACKGROUND/PROPOSAL**

Currently, the Town of Bon Accord has a Fees for Service Delivery Policy #15-121 and accompanying procedure that lists the fees for different services. Administration is working on a Fees and Charges Bylaw to replace the policy.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration intends to bring each department's fees forward for Council's consideration and approval, and then build the bylaw for three readings.

The proposed Corporate Services Fees are as follows:

| PHOTOCOPYING  |             |
|---|-------------|
| The Town of Bon Accord will provide free use of photocopying facilities to Bon Accord non-profit organizations up to a maximum of 500 black and white and/or color copies annually (per calendar year). A record will be kept, and the organization representative will initial to confirm receipt of these copies.   |             |
| Free use will also be provided for mandated FCSS courses and training programs as approved by the Community Services Manager. An ongoing record will be kept so the related costs can be charged back to the department at year end. In the absence of the Community Services Manager the public will be charged and subsequently refunded as approved by the Community Services Manager. |             |
| Charges for photocopying services for the general public and for non-profit organizations that exceed their annual limit will be as follows:  |             |
| Black & white (non-profit) – Letter or Legal  | \$0.10/page |
| Black & white (general public) – Letter or Legal  | \$0.30/page |
| Colour (non-profit) – Letter or Legal   | \$0.25/page |
| Colour (general public) – Letter or Legal   | \$0.50/page |



| FAXING   |               |
|--|---------------|
| Faxing services will be free for mandated FCSS courses and training programs as approved by the Community Services Manager. A record will be kept of the number of faxes so that the FCSS department can be charged back at year end. In the absence of the Community Services Manager the public will be charged and subsequently refunded as approved by the Community Services Manager. |               |
| Local Fax (non-profit)   | \$0.60/page   |
| Local Fax (general public)   | \$1.00/page   |
| Long Distance Fax (non-profit)   | \$1.10/page   |
| Long Distance Fax (general public)   | \$2.00/page   |
| Receiving a Fax  | \$1.00/page   |
| SCANNING   |               |
| Scan to email  | \$0.50/page   |
| LAMINATING   |               |
| Letter or smaller  | \$2.00/page   |
| Legal  | \$2.50/page   |
| DOCUMENT COPY FEES   |               |
| Land Use Bylaw   | \$40.00/copy  |
| Municipal Development Plan   | \$50.00/copy  |
| Area Structure Plan  | \$40.00/copy  |
| Master Servicing Plan  | \$250.00/copy |
| Note: All the above documents are available free of charge on our website  |               |

| MISCELLANEOUS                            |                                  |
|--|----------------------------------|
| Penalty on Accounts Receivable           | 2% per month (net 30 days)       |
| Landfill Permit Replacement              | \$25 each                        |
| Processing returned EFT/Returned Cheques | \$25.00/transaction (GST exempt) |

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

The current Fees for Service Delivery procedure is attached to this RFD. Administration researched local surrounding communities to ensure that we were comparable with our fees. The information regarding the Capital Region Assessment Services Commission (CRASC) will not be included with the proposed Fees and Charges Bylaw as these fees are not recoverable from the resident per discussion with Municipal Affairs and the Assessment Review Board through CRASC.

### STRATEGIC ALIGNMENT

Values statement of **Stewardship**: Administration and Council embody the responsible planning and management of our resources.

### COSTS/SOURCES OF FUNDING

2022 Operating Budget

### RECOMMENDED ACTION (by originator)

THAT ... Council approves the Corporate Services Fees as presented for inclusion into a forthcoming Fees and Charges Bylaw.

| <b>TOWN OF BON ACCORD<br/>PROCEDURE</b> |   |
|---|---|
| <b>SECTION:</b>                         | ADMINISTRATION  |
| <b>SUPPORTED BY POLICY NO.:</b>         | 15.121  |
| <b>SUBJECT:</b>                         | FEES FOR SERVICE DELIVERY   |
| <b>RESPONSIBLE AUTHORITY:</b>           | Administration Department   |
| <b>REVIEWED BY COUNCIL:</b>             | August 21, 2018 – Regular Meeting of Council<br>Updated – March 2, 2021 |

**PROCEDURE:**

1. Verify and acknowledge the appropriate fee for service requested by customer – as per 'Schedule A' Fees for Service Listing.
2. Provide customer with requested service and take payment via cash, debit, cheque, or credit card. Receipt can be provided upon request.

**SCHEDULE A – Fees for Service Listing:**

All prices include GST unless otherwise stated.

|                                  |  |
|----------------------------------|--|
| Land-Use Bylaw / ASP             | \$40.00/copy   |
| Photocopying : Black & White     | \$0.30/copy  |
| Color                            | \$0.10/copy for Community Groups   |
| 11 x 17 paper                    | \$0.50/copy  |
| Black & White                    | \$0.25/copy for Community Groups   |
| Color                            | \$0.40/copy  |
| Facsimile Services:              |  |
| Sending                          | \$1.10/page – local call   |
|                                  | \$0.60/page for Community Groups   |
|                                  | \$2.20/page – long distance calls  |
|                                  | \$1.10/page for Community Groups   |
| Receiving                        | \$1.10/page  |
| Scan to email documents          | \$0.50/page  |
| Reprint of Utility / Tax Bill    | \$1.10/page  |
| Penalty on Accounts Receivable   | 1.5% per month (net 30 days)   |
| Tax Certificates                 | \$35/property/per Certificate  |
| Verbal Tax Searches              | \$15   |
| Compliance Certificates          | \$100 Certificate  |
|                                  | \$150 for 'rush' requirements of less than 48 hours  |
| Registration of Tax Notification | \$100/title/occurrence (if property goes for public auction there will be costs for advertising. These costs will be added to the tax roll.) |

|  |   |
|--|---|
| Processing returned EFT / returned Cheques   | \$25/transaction  |
| Replacement Landfill permits   | \$25/replacement  |
| Development Permits  | Residential \$100<br>Commercial \$200<br>Renovation \$ 80<br>Deck/Fence \$ 50<br>Garage \$ 75<br>Basement Development \$ 85<br>Signage – Commercial \$200<br>Signage – Residential \$100<br>Residential/Home based Business \$100 |
| Water during construction  | \$0.10 per square foot of building size (one time charge)   |
| Public Property Damage Deposit<br>(for new Residential, Commercial, Industrial and Institutional)                                    | \$400 (\$350 refundable provided no damage observed upon inspection. Any damage repaired by the town shall be taken from this deposit and any balance is to be refunded. Any charge above \$350 to be added to the tax roll.)     |
| Landscape Deposit<br>(residential, commercial, and industrial)   | 100% of estimated landscaping costs with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer.   |
| <b>Subdivision Fees – GST PAYABLE ON ALL REQUIRED SUBDIVISION FEES</b>   |   |
| <b>Standard Subdivision Fee at Application</b><br>*For up to 3 lots, including any remainder   | \$700.00 + \$200.00 per lot   |
| <b>Subdivision Fee at Application</b><br>*For up to 4 lots or more, including any remainder  | \$700.00 + \$350.00 per lot   |
| <b>Separation of Titles (MGA 652(4))</b>   | \$800.00  |
| <b>Condominium Plan Consent</b>  | \$50.00 per unit  |
| <b>Extension</b>   | \$250.00  |
| <b>Re-circulation</b>  | \$250.00  |
| <b>Fee at Endorsement</b><br>** Endorsement fees are charged at time of endorsement for all subdivisions except Separation of Titles | \$100.00 + (\$150.00 per lot)   |
| <b>Current Land Title</b>  | \$12.00 (per title)   |
| <b>Air Photo</b>   | \$7.00 (per photo)  |
| Intermunicipal Subdivision and Development Appeal Board Members-at-large remuneration  | <ul style="list-style-type: none"> <li>\$200/day for a meeting over 4 hours in duration</li> </ul>  |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• \$100/day for a meeting 4 hours or less in duration</li> </ul>   |
| Intermunicipal Subdivision and Development Appeal | <ul style="list-style-type: none"> <li>• Clerk services – per hour cost to the municipality of the staff member</li> <li>• Photocopies \$0.10 per copy</li> </ul> |
| Subdivision and Development Appeal Fee            | \$300/appeal  |
| Land Use Bylaw (LUB) Amendment                    | \$1000 plus advertising costs   |
| Area Structure Plan (ASP) Amendment               | \$1000 plus advertising costs   |
| Replacement of Accounts Payable Cheque            | Cheque will be replaced upon request minus a \$20 Administration Fee (fee may be waived at discretion of CAO).  |
| Lagoon Disposal (non-contaminated)                | \$35/tonne (Hydrovac trucks average 4.5 tonnes)   |
| Public Works Rates – <b>Equipment</b>             | Charges based on most current edition of the Alberta Road Builders & Heavy Construction Association (ARCHA) rental rate guide.                                    |
| Public Works Rates – <b>Manpower</b> Rate/Hour    | Manpower will be billed at one and one-half (1 ½) times the employees' basic rate plus benefits.  |

## **SAFETY CODES PERMITS FEES**

### **BUILDING PERMIT FEE SCHEDULE**

#### **RESIDENTIAL/DWELLING UNITS/FARM**

|  |                         |
|--|-------------------------|
| New Construction - Building Permit Levy (main level) | \$ 00.50 per sq. ft.    |
| - Upper/Lower Floors                                 | \$ 00.40 per sq. ft.    |
| Additions/renovations/basement development           | \$ 00.25 per sq. ft.    |
|  | \$ 125.00 (minimum fee) |

#### **Accessory Buildings**

|  |   |
|--|---|
| Garages (attached or detached)                               | (under 624 sq. ft.) \$ 125.00           |
| Shops, garages, storage buildings                            | (over 624 sq. ft.) \$ 00.37 per sq. ft. |
| Decks or garden storage sheds                                | \$ 00.37 per sq. ft. (min \$125.00)     |
| Relocation of Home (set-up on basement or foundation)        | \$ 00.37 per sq. ft. (min \$125.00)     |
| Fireplaces (if not included in new construction) (flat rate) | \$125.00                                |
| Demolitions Residential (flat rate)                          | \$125.00                                |
| Geothermal Heating   | \$250.00                                |
| Solar  | \$125.00                                |

#### **COMMERCIAL/INDUSTRIAL/INSTITUTIONAL**

|   |   |
|---|---|
| First \$1,000,000.00 construction value | \$ 6.00 per \$1,000 construction value  |
| Over \$1,000,000.00 construction value  | \$ 6,000.00 + (\$ 5.00 per \$1,000 construction value portions over \$1,000,000.00) |
| (Minimum Fee)                           | \$475.00  |
| Demolitions Commercial (flat rate)      | \$125.00  |
| Sign (Pylon)                            | \$150.00  |

#### **MOBILE AND MODULAR HOME**

|   |                                 |
|---|---------------------------------|
| <b>Modular</b> Home (RTM's, etc)        | \$ 335.00                       |
| Basement Development                    | \$ 0.37 sq. ft. (min. \$150.00) |
| <b>Mobile</b> Homes Set-up              | \$ 200.00                       |
| Basement Development (if on foundation) | \$ 0.37 sq. ft. (min. \$150.00) |

#### **\*Note\***

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

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

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

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

(Effective Date: January 30, 2021)



## GAS PERMIT FEE SCHEDULE

| Residential Installations |            |
|---------------------------|------------|
| Number of Outlets         | Permit Fee |
| 1 – 3                     | \$100.00   |
| 4 – 6                     | \$130.00   |
| 7 – 9                     | \$165.00   |
| 10 – 12                   | \$190.00   |
| 13 – 15                   | \$215.00   |
| 16 – 18                   | \$235.00   |
| 19 – 20                   | \$260.00   |

| Non-Residential Installations                      |            |
|--|------------|
| B.T.U. Input                                       | Permit Fee |
| 10,000 – 30,000                                    | \$90.00    |
| 30,001 – 60,000                                    | \$95.00    |
| 60,001 – 90,000                                    | \$100.00   |
| 90,001 – 120,000                                   | \$105.00   |
| 120,001 – 150,000                                  | \$105.00   |
| 150,001 – 180,000                                  | \$110.00   |
| 180,001 – 210,000                                  | \$115.00   |
| 210,001 – 300,000                                  | \$125.00   |
| 300,001 – 450,000                                  | \$140.00   |
| 450,001 – 600,000                                  | \$155.00   |
| 600,001 – 750,000                                  | \$170.00   |
| 750,001 – 900,000                                  | \$185.00   |
| 900,001 – 2,000,000                                | \$220.00   |
| <i>Over 2,000,000 Add \$ 15.00 per 100,000 BTU</i> |            |

### Propane and Small Installations

Propane Tank Sets (New or Replacements)

\$90.00 Per Appliance

Temporary Propane/Natural Gas Heating (Includes Tank Set)

\$90.00 Per Appliance

Gas/Propane Cylinder Refill Centers

\$285.00 Per Appliance

Replacement Commercial or Industrial Appliances (per unit)

1 - 400,000 BTU Input

\$125.00 per Unit

400,001 - 3,000,000 BTU Input

\$175.00 per Unit

Over 3,000,000 BTU Input

\$325.00 per Unit

### \*Note\*

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

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled. No fee is returned when an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$100.00 surcharge per permit.

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

(Effective Date: January 30, 2021)

### PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

| # of Fixtures | Permit Fee | # of Fixtures                         | Permit Fee |
|---------------|------------|---------------------------------------|------------|
| 1 – 3         | \$95.00    | 22 – 24                               | \$200.00   |
| 4 – 6         | \$110.00   | 25 – 27                               | \$215.00   |
| 7 – 9         | \$125.00   | 28 – 30                               | \$230.00   |
| 10 – 12       | \$140.00   | 31 – 33                               | \$245.00   |
| 13 – 15       | \$155.00   | 34 – 36                               | \$260.00   |
| 16 – 18       | \$170.00   | 37 – 40                               | \$280.00   |
| 19 – 21       | \$185.00   | <i>Add \$3.50 per fixture over 40</i> |            |

### PRIVATE SEWAGE PERMITS

Private Sewage System - \$350.00

Holding Tanks - \$150.00

### PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)

| # of Fixtures | Permit Fee | # of Fixtures                           | Permit Fee |
|---------------|------------|---|------------|
| 1 – 3         | \$95.00    | 52 – 54                                 | \$350.00   |
| 3 – 6         | \$110.00   | 55 – 57                                 | \$365.00   |
| 7 – 9         | \$125.00   | 58 – 60                                 | \$380.00   |
| 10 – 12       | \$140.00   | 61 – 63                                 | \$395.00   |
| 13 – 15       | \$155.00   | 64 – 66                                 | \$410.00   |
| 16 – 18       | \$170.00   | 67 – 69                                 | \$425.00   |
| 19 – 21       | \$185.00   | 70 – 72                                 | \$440.00   |
| 22 – 24       | \$200.00   | 73 – 75                                 | \$455.00   |
| 25 – 27       | \$215.00   | 76 – 78                                 | \$470.00   |
| 28 – 30       | \$230.00   | 79 – 81                                 | \$485.00   |
| 31 – 33       | \$245.00   | 82 – 84                                 | \$500.00   |
| 34 – 36       | \$260.00   | 85 – 87                                 | \$515.00   |
| 37 – 39       | \$275.00   | 88 – 90                                 | \$530.00   |
| 40 – 42       | \$290.00   | 91 – 93                                 | \$545.00   |
| 43 – 45       | \$305.00   | 94 – 96                                 | \$565.00   |
| 46 – 48       | \$320.00   | 97 – 100                                | \$585.00   |
| 49 – 51       | \$335.00   | <i>Add \$3.50 each fixture over 100</i> |            |

#### **\*Note\***

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

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled. No fee is returned when an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$100.00 surcharge per permit.

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

(Effective Date: January 30, 2021)

**ELECTRICAL PERMIT FEE SCHEDULE**  
**(For "Other Than" New Single Family Residential)**

| Installation Cost \$ | Permit Fee | Installation Cost \$                            | Permit Fee |
|----------------------|------------|---|------------|
| Under 2,000          | \$ 95.00   | 39,000.01 – 42,000                              | \$415.00   |
| 2,000.01 – 3,500     | \$110.00   | 42,000.01 – 45,000                              | \$435.00   |
| 3,500.01 – 5,000     | \$130.00   | 45,000.01 – 48,000                              | \$450.00   |
| 5,000.01 – 6,500     | \$145.00   | 48,000.01 – 60,000                              | \$465.00   |
| 6,500.01 – 8,000     | \$160.00   | 60,000.01 – 90,000                              | \$535.00   |
| 8,000.01 – 9,500     | \$175.00   | 90,000.01 – 120,000                             | \$620.00   |
| 9,500.01 – 12,000    | \$190.00   | 120,000.01 – 150,000                            | \$705.00   |
| 12,000.01 – 15,000   | \$205.00   | 150,000.01 – 180,000                            | \$795.00   |
| 15,000.01 – 18,000   | \$220.00   | 180,000.01 – 210,000                            | \$885.00   |
| 18,000.01 – 21,000   | \$275.00   | 210,000.01 – 240,000                            | \$980.00   |
| 21,000.01 – 24,000   | \$305.00   | 240,000.01 – 350,000                            | \$1,215.00 |
| 24,000.01 – 27,000   | \$325.00   | 350,000.01 – 500,000                            | \$1,515.00 |
| 27,000.01 – 30,000   | \$340.00   | 500,000.01 – 650,000                            | \$1,815.00 |
| 30,000.01 – 33,000   | \$350.00   | 650,000.01 – 800,000                            | \$2,135.00 |
| 33,000.01 – 36,000   | \$365.00   | 800,000.01 – 1,000,000                          | \$2,515.00 |
| 36,000.01 – 39,000   | \$380.00   | Add \$80.00 for every \$50,000 over \$1,000,000 |            |
|                      |            |   |            |

**ELECTRICAL PERMIT FEE SCHEDULE**  
**(For "NEW" Single Family Residential)**

| Square Footage  | Permit Fee                                    |
|---|---|
| Up to 1200 square feet  | \$155.00                                      |
| 1201 to 1500 square feet  | \$180.00                                      |
| 1501 to 2000 square feet  | \$205.00                                      |
| 2001 to 2500 square feet  | \$230.00                                      |
| 2501 to 3000 square feet  | \$300.00                                      |
| 3001 square feet and over   | \$330.00                                      |
| Attached Garage   | Include square footage of garage with house   |
| Manufactured, Modular and RTM Connection  | \$115.00                                      |
| Basement development wiring – new home - if done at time of initial construction (otherwise as per above) | Include square footage of basement with house |
| Detached Residential Garage   | \$.20 a sq. ft. (minimum fee \$95.00)         |

**\*Note\***

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

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled. No fee is returned when an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$100.00 surcharge per permit.

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

(Effective Date: January 30, 2021)

**CAPITAL REGION ASSESSMENT SERVICES COMMISSION  
2019 BUDGET - RATE CHANGES FROM 2018  
CRASC MEMBERS**

| FEE   | 2018     | 2019     |
|---|----------|----------|
| ASSESSMENT:   |          |          |
| Core Fee - per parcel (multiply by year-end total parcels)  | \$18.25  | \$19.25  |
| DIP and other Heavy Industrial. CRASC invoices municipality and pays the assessor. CRASC make no profit on the transaction. |          |          |
| Permit Fee RATES - unchanged from 2017 and 2018.  |          |          |
|   |          |          |
| LARBs and CARBs:  |          |          |
| Fixed annual fee per municipality   | \$400.00 | \$400.00 |
| Per Parcel annual fee   | \$0.10   | \$0.15   |
| Hearing Fee - per hearing   | 250.00   | 400.00   |
| Clerk Fee - per hearing   | \$500.00 | \$650.00 |

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

|                        |  |
|------------------------|--|
| <b>Meeting:</b>        | Regular Meeting of Council             |
| <b>Meeting Date:</b>   | April 18 <sup>th</sup> , 2023          |
| <b>Presented by:</b>   | Lila Quinn, Community Services Manager |
| <b>Title:</b>          | <b>Community Space Fees</b>            |
| <b>Agenda Item No.</b> | 7.2                                    |

**BACKGROUND/PROPOSAL**

Administration is bringing forward the Community Space Rental Fees for Council approval.

A Fees and Charges Bylaw may be established later and will incorporate all Town Fees and Charges including the Community Space Rental Fees.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

During the review process it is important to consider the following factors:

1. **Operational and Capital Costs:** Rental fees help to offset operational costs (i.e., custodian charges, maintenance and repairs, utilities, capital upgrades, etc.). These costs may increase from year to year to maintain current service levels. Hence, fees are usually reviewed on an annual basis.
2. **Competitive Rates:** In order to remain competitive with other community space facilities in the region, administration has researched community space rental fees in Sturgeon County and the surrounding area and included this information for comparison while reviewing fees (see enclosure Community Space Rental Rates Comparison).
3. **Regional Agreements:** Note, that due to the Intermunicipal Collaboration Framework agreement with Sturgeon County and the funding received through this agreement, Sturgeon County residents cannot be charged higher, non-resident fees. Therefore, a notation has been added to the Community Space Schedule to establish that non-resident fees apply to non-resident groups from outside of Bon Accord or Sturgeon County.

**Options:**

Administration has provided two options for Council consideration on the enclosed Community Space Rental Fees document:

- Option 1: Adjust fees as shown.
- Option 2: Adjust fees as shown.

***Recommendation:***

The Community Space Fees have not been reviewed for many years.

In comparing to other community space fees across the region, Bon Accord rates are higher than average. Therefore, administration recommends lowering the community space rates.

**STRATEGIC ALIGNMENT*****Value Statement: Stewardship***

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

***Priority Three: Infrastructure***

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

***Funding Strategy:***

- Annual review of fees and charges

**COSTS/SOURCES OF FUNDING**

Annual Operating Budget

**RECOMMENDED ACTION (by originator)****Choose one of the following options:**

1. That Council amend the Community Space Rental Fees as shown in Option #1
2. That Council amend the Community Space Rental Fees as shown in Option #2
3. That Council direct administration to....

## Comparitive Community Space Fees

| CURRENT RATES                        |                                   |                       |                   |                   |                      |                       |                     |                      |                |
|--------------------------------------|-----------------------------------|-----------------------|-------------------|-------------------|----------------------|-----------------------|---------------------|----------------------|----------------|
| Community Meeting Space              | Meeting Room name                 | Meeting Room Capacity | Per Day           | Per Hour          | Weekends & After 6pm | Per Day               | Per Hour            | Weekends & After 6pm | Damage Deposit |
|                                      |                                   |                       | LOCAL             |                   |                      | NOT LOCAL             |                     |                      |                |
| Legal                                | Ice Arena Lobby                   |                       | \$50.00           | na                | na                   | na                    | na                  | na                   | \$100.00       |
| Gibbons                              | Pembina Lounge                    | 35 pp                 | na                | \$25.00           | na                   | \$50.00               | na                  | na                   | \$500.00       |
|                                      | Upper floor room                  | 20-40                 | na                | \$25.00           | na                   | \$50.00               | na                  | na                   | \$500.00       |
|                                      | Curling Club lounge space         | 200 pp                | na                | \$25.00           | na                   | \$50.00               | na                  | na                   | \$500.00       |
| Westlock                             | Upstairs Meeting Room             | 25 pp                 | \$97.25           | \$24.30           | na                   | \$142.65              | \$35.70             | na                   |                |
|                                      | Curling Rink Reception Area       |                       | \$113.55          | \$28.40           | na                   | \$168.05              | \$42.00             | na                   |                |
| Redwater                             | Lobby                             | 60 pp                 | \$71 (non profit) | \$18 (non profit) |                      | \$141 (govt/private ) | \$36 (govt/private) |                      | 50% of rental  |
|                                      | Main Room                         | 100+                  | \$356.00          | na                | \$496.00             | na                    | na                  |                      | 50% of rental  |
| Morinville Leisure Centre            | Meeting Room                      | 25 pp                 | \$96.00           | \$12.00           | na                   | na                    | na                  | na                   | na             |
|                                      | Children's Party Room             | 25 pp                 | \$75.00           | na                | na                   | na                    | na                  | na                   | na             |
| Morinville Community Cultural Centre | Meeting Room                      | 24 pp                 | \$96.00           | \$10.80           | na                   | \$160.00              | \$18.00             | na                   | na             |
| Bruderheim                           | Hometown Heroes Room (arena mezz) | 30 pp                 | \$45.00           | \$10.00           | na                   | \$90.00               | \$20.00             | na                   | na             |
|                                      | Community Hall                    | 100 +                 | \$200.00          | na                | na                   | \$100.00              | na                  | na                   | \$500.00       |
| Bon Accord                           | Town Office Basement              | 45 pp                 | \$225.00          | \$25.00           | \$712.50             | \$270.00              | \$30.00             | \$855.00             | \$250.00       |
|                                      | Arena Mezzanine                   | 120 pp                | \$315.00          | \$35.00           | \$997.50             | \$450.00              | \$50.00             | \$1,425.00           | \$250.00       |
|                                      | Arena Meeting Room                | 25 pp                 | \$225.00          | \$25.00           | \$712.50             | \$270.00              | \$30.00             | \$855.00             | \$250.00       |

### PROPOSED RATES

| PROPOSED RATES       |                      |                       |          |          |                               |           |          |                      |                |
|----------------------|----------------------|-----------------------|----------|----------|-------------------------------|-----------|----------|----------------------|----------------|
|                      | Meeting Room name    | Meeting Room Capacity | Per Day  | Per Hour | Weekends & After 6pm          | Per Day   | Per Hour | Weekends & After 6pm | Damage Deposit |
|                      |                      |                       | LOCAL    |          |                               | NOT LOCAL |          |                      |                |
| Bon Accord Option #1 | Town Office Basement | 45 pp                 | \$125.00 | \$25.00  | \$250 includes Friday evening | \$150.00  | \$30.00  | \$300.00             | \$250.00       |
|                      | Arena Mezzanine      | 120 pp                | \$125.00 | \$25.00  | \$250 includes Friday evening | \$150.00  | \$30.00  | \$300.00             | \$250.00       |
|                      | Arena Meeting Room   | 25 pp                 | \$100.00 | \$20.00  | \$200.00                      | \$125.00  | \$25.00  | \$250.00             | \$250.00       |
| Bon Accord Option #2 | Town Office Basement | 45 pp                 | \$150.00 | \$30.00  | \$300.00                      | \$175.00  | \$35.00  | \$350.00             | \$250.00       |
|                      | Arena Mezzanine      | 120 pp                | \$150.00 | \$30.00  | \$300.00                      | \$175.00  | \$35.00  | \$350.00             | \$250.00       |
|                      | Arena Meeting Room   | 25 pp                 | \$125.00 | \$25.00  | \$250.00                      | \$150.00  | \$30.00  | \$300.00             | \$250.00       |



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

|                        |                                       |
|------------------------|---------------------------------------|
| <b>Meeting:</b>        | Regular Meeting of Council            |
| <b>Meeting Date:</b>   | April 18, 2023                        |
| <b>Presented by:</b>   | Jodi Brown, Town Manager              |
| <b>Title:</b>          | <b>April Council Briefing Meeting</b> |
| <b>Agenda Item No.</b> | 7.3                                   |

**BACKGROUND/PROPOSAL**

Schedule A of the Town of Bon Accord Procedural Bylaw covers procedures relative to the Council Briefing Committee Meetings.

As per Schedule A, these meetings are “Subject to the control of the Council of the Town of Bon Accord, the mandate of the Council Briefing Committee is to provide a forum for the CAO:

- 1.1.1 to brief Councillors on specific topics
- 1.1.2 to provide a context for documents they have or will be receiving
- 1.1.3 to respond to detailed questions of clarification of material presented

Additionally, as per Schedule A of the Procedural Bylaw, meetings of the Council Briefing Committee are public meetings and therefore shall be governed and advertised accordingly (including a public agenda package).

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration would like to provide an information briefing to review the draft Procedural Bylaw. If time allows, other proposed policy documents may be included on the proposed agenda by administration.

Please see below the suggested date and time for the April Council Briefing Meeting:

- April 26, 2023 from 5 – 7 pm

The date and time may be changed to suit schedules as needed.

**STRATEGIC ALIGNMENT**

*Value Statement: Transparency*

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

*Value Statement: Professionalism*

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

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

Choose one of the following options:

1. THAT Council direct administration to proceed with planning and advertising the Council Briefing Meeting on April 26, 2023 from 5 p.m. – 7 p.m.
2. That Council direct administration to...

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

|                        |  |
|------------------------|--|
| <b>Meeting:</b>        | Regular Meeting of Council               |
| <b>Meeting Date:</b>   | April 18 <sup>th</sup> , 2023            |
| <b>Presented by:</b>   | Falon Fayant, Corporate Services Manager |
| <b>Title:</b>          | <b>Special Meeting of Council</b>        |
| <b>Agenda Item No.</b> | 7.4                                      |

**BACKGROUND/PROPOSAL**

At the April 4<sup>th</sup> regular meeting of council, COUNCILLOR MAY MOVED THAT Council direct administration to transfer \$252,946 of 2022 unrestricted operating surplus to the restricted operating reserve AND THAT Council approves the 2022 Audited Financial Statements AND FURTHER THAT Council directs administration to plan a Special Council Meeting to discuss operational needs and capital projects and the possible funding strategies. Resolution #23-151.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Options for a Special Meeting of Council include the following:

- Friday, April 28<sup>th</sup>
- Monday, May 1<sup>st</sup>
  - (Either of these two dates would allow administration to bring forward the 2023 Rates of Taxation bylaw for review or first reading that reflects discussions at the May 2<sup>nd</sup> regular meeting of Council.
- Wednesday, May 3<sup>rd</sup>
- Tuesday, May 9<sup>th</sup>

Council must pass the 2023 Rates of Taxation Bylaw and Combined Notice of Assessments and Taxes must be sent prior to the end of May to maintain the June 30<sup>th</sup> tax deadline. Therefore, administration recommends that the 2023 tax rate bylaw be passed no later than the May 16<sup>th</sup> regular meeting of Council.

## **STRATEGIC ALIGNMENT**

### *Value Statement: Professionalism*

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

### *Value Statement: Transparency*

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

## **COSTS/SOURCES OF FUNDING**

N/A

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

THAT ...Council directs administration to plan and advertise a Special Meeting of Council to discuss operational needs and capital projects and the possible funding strategies for the [insert day\_\_\_\_] of [insert month\_\_\_\_] at [insert time\_\_\_\_].

or

THAT... Council directs administration to...

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

|                        |  |
|------------------------|--|
| <b>Meeting:</b>        | Regular Meeting of Council   |
| <b>Meeting Date:</b>   | April 18, 2023   |
| <b>Presented by:</b>   | Terry Doerkson, Operations Supervisor                                |
| <b>Title:</b>          | <b>Sale of the John Deere 1145 Tractor and Snowblower Attachment</b> |
| <b>Agenda Item No.</b> | 7.5  |

**BACKGROUND/PROPOSAL**

On March 28, 2023, the Town of Bon Accord received the budget approved purchase of a weather cab and a rotary broom attachment for one of the Town's two 2019 Ventrac tractors. The Town also operates a 2011 Kubota F-3680 tractor that has a front-mount snowblower attachment, a rotary broom, and a rear-mount salt/sand spreader. With the addition of these pieces of equipment to our fleet, the 1998 John Deere 1145 tractor is redundant and no longer necessary for day-to-day operations. The only attachment that the Town has for this tractor is a front-mounted snowblower. As the Ventrac with a cab and rotary broom (along with the Kubota and snowblower attachment) can handle the operations needed for snow removal, administration proposes that the Town sell the John Deere 1145 tractor and snowblower attachment.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The John Deere 1145 tractor, in spite of being 25 years old, is still in operating condition. However, it was only utilized once this 2022/23 winter season. It is expected that, due to its age, there potentially could be issues arising that could run up operating costs. The Public Works team feels that putting it up for sale would add much needed room in our equipment shed and allow it to be used by a future buyer, instead of sitting un-used in our yard. The 1145 would be sold "as is" and could be listed on an internet market site, the Town's website, and parked at the Public Works fence with a "For Sale" sign on it. All efforts would be made to obtain the best price reasonable for it.

**STRATEGIC ALIGNMENT**

*Value Statement: Stewardship*

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

## **COSTS/SOURCES OF FUNDING**

No costs associated. Listing would be on a free website.

This estimated value of this equipment is approximately \$3000.00 and would be advertised for sale at this price.

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

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

Resolution Option #1:

THAT Council approve selling the 1998 John Deere 1145 tractor for the best offer received.

Resolution Option #2

THAT Council does not approve the sale of the 1998 John Deere 1145 tractor at this time.

Resolution Option #3:

THAT Council direct administration to ...

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

|                        |                               |
|------------------------|-------------------------------|
| <b>Meeting:</b>        | Regular Meeting of Council    |
| <b>Meeting Date:</b>   | April 18 <sup>th</sup> , 2023 |
| <b>Presented by:</b>   | Jodi Brown, Town Manager      |
| <b>Title:</b>          | <b>2022 Annual Report</b>     |
| <b>Agenda Item No.</b> | 7.6                           |

**BACKGROUND/PROPOSAL**

During the April 04<sup>th</sup>, 2023 Regular Council Meeting:

COUNCILLOR MAY MOVED THAT Council accepts the 2022 Annual Report as amended and directs administration to bring back a clean copy to the next Regular Meeting of Council. ***Carried unanimously Resolution # 23-167***

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The enclosed 2022 Annual Report includes a few minor revisions:

- Addition of the title “2022” on the front cover page
- Addition of the arena and number of community groups to the statistics information
- Addition of the provincial Municipal Sustainability Initiative under provincial and federal grant funding
- Addition of a picture on page 8
- Some minor editing changes as required

**STRATEGIC ALIGNMENT**

*Value Statement: Professionalism*

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

*Value Statement: Transparency*

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

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

**Choose one of the following actions:**

**Resolution Option #1**

THAT ...Council approves the 2022 Annual Report as presented or as amended (list amendments...)

**Resolution Option #2**

THAT... Council directs administration to...





Town of  
**Bon Accord**  
building for tomorrow

# 2022 ANNUAL REPORT

January 1, 2023





## Mayor's Message



Looking back over 2022 brings back many good memories. With the efforts of our amazing staff, input from our residents, and the decisions of your dedicated council, we finished the year with flying colours. So, a huge thank you to all our residents, our local business community, and our municipal partners for making 2022 a huge success.

Council introduced our 2022 – 2026 Strategic Plan with only a few amendments to our 2018 Plan. Our Strategic Plan is built on the following 5 Priorities. 1. Economy, 2. Community, 3. Infrastructure, 4. Identity, 5. Collaboration. Over the past year our efforts have been based on these priorities every step of the way. Throughout the year, staff and council held our Vision Statement, Mission Statement, and our Values in the forefront of our minds.

We are proud to present the 2022 Annual Report to demonstrate the many ways we aimed to bring our Strategic Plan to life by providing quality services to our residents and community.

Respectfully,

Mayor Brian Holden

## Town Manager's Message

It is my privilege and pleasure to be in the role of Town Manager for the Town of Bon Accord and provide the administrative oversight and support that comes with such a position.

Bon Accord has a host of exciting projects and strategies underway that will guide the Town into a more connected, communicative, vibrant, and sustainable community. Council and administration are pleased to share the goals achieved in 2022 and our plans for 2023. With so many opportunities before our community, it is imperative that we continue with our focus on sustainable/responsible growth, and that we support a collaborative and transparent relationship between Council, Administration, and the community. This will ensure we realize our true potential, while preserving what has made the Town great.

I am grateful to work alongside a deeply committed staff that works tirelessly to fulfil the direction of Council and ensures that our corporate priorities are met. Together, with our community, we continue to shape Bon Accord to be a connected, engaged, and innovative Town with a focus on protecting our environment, positioned to provide our residents, businesses, and future generations with a rich quality of life.

The greatest values are realized when we work together as a community. Community leadership and participation is crucial for Bon Accord to successfully build upon its strong foundation. Together, we will ensure that Bon Accord continues to plan for, and meet, the evolving needs of our residents now and into the future.

Thank you for taking the time to review our 2022 Annual Report and to learn more about our community.

Sincerely,

Jodi Brown

# Vision | Mission | Values

## VISION

The Town of Bon Accord promotes a prosperous, residential, and industrial growth community while maintaining a hometown feeling.

## 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.

## 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.

## By the Numbers

Population 1461

(Source: Statistics Canada, 2021)



4 Parks

41 Business Licenses



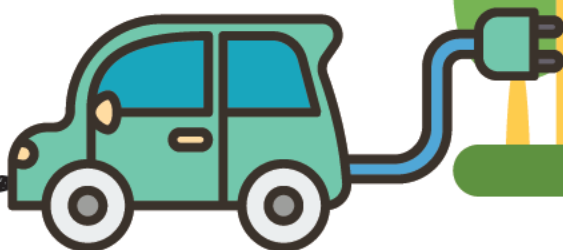
1 Community Garden



2 Schools



7 EV Charging Stations



1 Solar Farm producing  
764.2MWh/year



40 Sheep to "mow" the  
Solar Farm grass



1.5 KM Dark Sky Trail



## By the Numbers

1 Arena

4 Soccer Fields &

4 Ball Diamonds



22 Community Groups



1 Skate Park



2 Churches



409 Pet Licenses



617 Taxable  
Properties



16 Annual Events



9944 Library Books



609 Available  
Cemetery Plots





# Public Engagement

## Council Community Connections

- Wed, March 16, 2022 5:30 – 6:30 p.m. combined with the RCMP Town Hall from 6:30 – 8:30 p.m.
- June 9, 2022 7 – 8 p.m.
- September 15, 2022 6 – 8 p.m.
- December 7, 2022 6 – 8 p.m.

## Meet the Community Night

- September 15, 2022 6 – 8 p.m.
- 16 tables
- 12 public members
- Combined with Council Community Connections

## Public Surveys

- Skateboard Park
  - Opened August 31
  - Closed September 9, 2022
  - 41 responses
  - On a scale of 1–10, 63% of respondents rated the importance of the Skateboard Park as 8 or higher
- International Dark Sky Designation
  - Opened November 12, 2022
  - Closed November 25, 2022
  - 167 responses
  - 77% voted in favour of keeping the International Dark Sky Designation

## Municipal Development Plan (MDP)

### What is an MDP?

- A Municipal Development Plan is a statutory plan which is mandatory for all municipalities to complete and adopt. The MDP addresses future land use, the manner of and the proposed for future development, environmental matters, economic development matters etc. within the municipality. Municipal Planning Services has been contracted to compile and complete our Municipal Development Plan.

### Why did the current MDP need to be revised?

- The current MDP was adopted in 2016 and was amended in 2018 and 2020. It is recommended to update an MDP to keep the document current and up to date with new legislation which has been passed since 2016.

### When did the review begin?

- The first phase of the review of Bon Accord's MDP began in 2022, with a public survey being completed. The second phase is a public engagement session which is mandatory prior to Council giving three (3) readings of the document. Notice of the public engagement will be advertised on our social media platforms and in the local newspaper.

## 2022 Reflection

### Strategic Plan Update

- Following the 2021 Municipal Election, Council reviewed and updated the Town's Strategic Plan (2022 – 2026). The new document was released in June 2022

### Grant Funding Received

- The Town is grateful to the Municipal Climate Change Action Centre for the grant funding to complete the following projects:
  - \$472,500 for the Ice Plant Replacement Project; additionally, the MCCAC reimbursed the Town \$20,000 for the cost of the ice plant engineering study needed to apply for the funding program
  - \$147,000 for the EV Charging Stations Project

### Canada Summer Jobs Program

- \$4000 received toward the cost of hiring two summer parks staff

### New Business Development

- The completion of a 3 bay commercial building in the downtown core resulting in two new business opening in Bon Accord in 2023 (Liquor Store and Montessori Daycare Program)

### Communities in Bloom Participation

- Communities in Bloom Provincial Competition participation; 4 Blooms achieved with special recognition for "Meaningful Floral Display" for the Heritage Rose Garden

### Dark Sky Designation: Community Engagement

- The Town renewed its commitment to the Dark Sky designation in 2022 based on the overwhelming response from the Dark Sky survey results (87% of residents in favor of continuing with the designation)

### Stewardship: Financial and Environmental

- New annual operational and capital budget presentation linking the budget documents to the goals in the Strategic Plan
- Signed Power+ agreement with Alberta Municipalities to achieve additional savings in power starting in 2024
- The Solar farm generated an increase in savings in 2022 of \$47,628 higher than the savings from 2021
- Collection of municipal taxes has remained steady comparative to 2021. Collected 95% of outstanding taxes by the end of December



## 2022 Reflection Continued

### Service Excellence

- The addition of a front desk Administration and Community Services Assistant has resulted in more staff available to provide frontline service as well as enhance community events and programs following the COVID-19 pandemic
- Enhanced communication strategies such as the insert with Combined Tax Assessments and Notices – a helpful infographic for residents on how to read their tax notice
- Strategies to improve staff recruitment and retention, team building initiatives, positive and respectful workplace initiatives and an enhanced health and safety program have supported the Town's commitment to service excellence
- Organizational structure changes to both the Public Works and Economic Development and Planning department have resulted in cost savings that will be reallocated to other needs

### Infrastructure Projects

- Continuation of road rehabilitation projects including the mill and overlay of 46th street
- \$20,000 was invested in needed repairs to sidewalks in the community were completed
- Development of a comprehensive 10 year capital plan and asset management program



## 2023 Year at a Glance

- New Ice Plant to be installed in the fall of 2023 at the arena
- EV Charging Stations Grand Opening April 2023 (Date to be confirmed)
- New Playground Equipment to be purchased for Centennial Park Spring/Summer 2023
- Revitalization of the Dark Sky Designation
- Logo Revitalization and launch (Fall 2023)
- Road Rehabilitation Projects (47 street and 50A Avenue) Spring/Summer 2023
- Economic Development Assessment and Plan
- 4 Council Community Connections, Public Engagement Events (March, June, September, and December)
- Community Life Survey

### Community Events 2023

- Family Day Activities: February 20
- Easter Egg Hunt: April 7
- Volunteer Appreciation: April 19
- Town Wide Clean Up: May 4
- Feed the Families Food Drive: May 11
- Compost Pick Up Day: May 13
- Seniors Week: June 7
- Large Item Pick Up: June 24
- Canada Flag Planning: June 30
- Canada Day Celebrations: July 1
- Music in the Park: July 4– Sept. 05 (Tuesday nights)
- Harvest Days: August 11th – August 13
- Meet the Community Night – September 14
- Halloween Howl: October 31
- Remembrance Day: November 11
- Winter Wonderland: December 2

# 2022-2026 Strategic Plan Updates

## Priority 1: Economy

- 2 new residential homes completed
- New 3 bay commercial building
- 4.59 Acres of Town land advertised for sale for future development
- 41 business licenses issued

## Priority 2: Community

- Increased proactive community monitoring to achieve increased bylaw compliance
- Enhanced communications with bylaw services including quarterly meetings including seasonal priority setting
- Completion of the Annual Dark Sky report to maintain the Dark Sky designation
- Return of the Coffee with a Cop sessions

### Successful Community Events and Programs:

#### Events

Family Day

Easter Egg Hunt & Activities

Volunteer Appreciation Night

Feed the Families Food Drive (1818 lbs of food collected)

Town Wide Clean-Up

Senior's Week Event

Canada Flag Planting

Canada Day Celebrations

Communities in Bloom Judging Day

Music in the Park

Harvest Days

Terry Fox Run

Meet the Community Night

Halloween Howl

Remembrance Day

Winter Wonderland

#### Participants/Volunteers

185

108

50

Residents, Staff and Council

471 students/staff

115

7 volunteers

200 attended

4 volunteers

200 per night (estimated/varied)

32 Floats

4 participants

16 organizations, 12 public

49

120

120

# 2022-2026 Strategic Plan Updates

## Successful Community Events and Programs Continued:

| <b>Programs</b>     | <b>Participants/Volunteers</b>                            |
|---------------------|---|
| Walking Club        | 4 participants  |
| Babysitting Course  | 15 participants   |
| Home Alone          | 17 participants   |
| Tools for Schools   | 4 back packs distributed                                  |
| Summer Programs     | Partnered with the Town of Legal for 4 Youth Travel Trips |
| Compost/Rain Barrel | 75 rain barrels distributed                               |

Thank you to our event sponsors:

- Music in the Park: \$2750 received in support of this event. Thank you to our sponsors: Pembina Pipeline Corporation, Gibbons DQ & Petro Canada, North Parkland Power, McEwen's Fuels & Fertilizer, Bon Accord Pharmacy, and Ace Energy.
- Seniors Week: \$500 from the Bon Accord Ag Society

## **Priority 3: Infrastructure**

- 46 Street mill and overlay project completed
- Residential water service maintenance/repair program continued in Bon Acres and Spruce Meadows
- Sidewalk repair/replacement projects completed in 4 different areas.
- Replaced a water and sewer service with upgraded lines for the new commercial building in town.
- Began working on continuing the formal reclamation of the lagoon and initiated reviewing blower house and aerated cell operations.
- Restructured the Public Works Dept. to achieve efficiencies and allow for a 4th operator.
- Initiated and constructed new culvert infrastructure to help control drainage on the west side of town; initiated new fall maintenance procedures to assist with reducing spring flooding issues in this area.
- Upgraded the Public Works yard security (new gate and more cameras) and changed procedures to deter break-ins.
- Playground inspections/planning of upgrades.
- Equipment maintenance including planning for future equipment upgrades as required.
- A number of openings and closings (both full graves and cremations) at the cemetery.

# 2022–2026 Strategic Plan Updates

## Priority 3: Infrastructure Continued

- Assisted with Town events including Seniors Week, Canada Day, and Harvest Days.
- Initiated review of new snow removal practices and procedures
- Development of a multi-year, multi-phased approach to required upgrades for the arena.

## Priority 4: Identity

- Work began on the revitalization and increased focus of the Dark Sky designation in Bon Accord.
- Environmental stewardship—solar farm
- Initiated environmental activities including the Ice Plant replacement with new, environmentally friendly equipment, application to the Municipal Climate Change Action Centre for the EV Charging Station Program
- The development of the Branded Apparel program helped to promote visibility of Bon Accord by widely distributing branded items through various purchasing and award programs.

## Priority 5: Collaboration

### Residents

- Community Services Advisory Board
- Communities in Bloom Committee Partnerships—Dark Sky Luminosity Readings, Provincial Competition and working together on Town floral displays

### Partnerships with Community Organizations

- Harvest Days Committee (Town and Ag Society Volunteers)
- Community League Concession at the Arena
- Golden Gems: Grant Assistance
- Continued partnerships with local schools through the Joint Use Agreement.
- The Town donated \$2500 to CNN Spurs toward the cost of new score clock in 2022 (installed in 2023)
- The Town donated \$1047.05 to the Communities in Bloom Committee to support their 2022 activities
- The Town donated \$500 to the Bon Accord community Church for their Community Barbeque



# 2022–2026 Strategic Plan Updates

## Priority 5: Collaboration Continued

### Regional Partnerships

- Sturgeon Adult Learning Council member
- Sturgeon Senior Citizens Advisory Board member
- Sturgeon Region Emergency Management Program Partner
- Continued participation in regional collaboration for the Sturgeon Recreation Cost Sharing agreement and other regional initiatives such as the Sturgeon Region Partnership Committee
- Continued participation in the Alberta Capital Region Wastewater Commission, Alberta Capital Region Water Services Commission, CRASC and the Board, Edmonton Salutes, Northern Lights Library Program, and the Roseridge Commission.

### Provincial or Federal

- Partner with the provincial government to offer FCSS programming in Bon Accord; 80/20 partnership for total FCSS program funding of \$53,000.
- The federal government provides annual funding to the Town via the Community Building Fund (formerly Gas Tax fund); In 2022 this funding was used for the road rehabilitation project on 46th Street.
- The provincial government provides annual funding to the Town via the Municipal Sustainability Fund (MSF); In 2022 this funding was used for the road rehabilitation project on 46th Street.

### Advocacy

- Council advocates at the provincial and federal level through meetings and advocacy letters with MLAs and MPs throughout 2022.





Town of  
**Bon Accord**  
building for tomorrow

Administration would like to thank Bon Accord residents, businesses, volunteers. Council and staff for such an incredible year.

Collaboration is a joint effort. As such, we look forward to working together in 2023 to realize Council's strategic goals and continue to showcase Bon Accord as a community of choice to live, work and play!



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

|                        |   |
|------------------------|---|
| <b>Meeting:</b>        | Regular Meeting of Council                                |
| <b>Meeting Date:</b>   | April 18 <sup>th</sup> , 2023                             |
| <b>Presented by:</b>   | Jodi Brown, Town Manager                                  |
| <b>Title:</b>          | <b>Mock Council Meeting Request: Lilian Schick School</b> |
| <b>Agenda Item No.</b> | 7.7   |

**BACKGROUND/PROPOSAL**

Administration received a request from Lilian Schick School to host a mock Council Meeting for students in grades 5 and 6 at the school.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Local government is an important topic in the Alberta curriculum, and this would provide an opportunity for students to meet their local Council members and learn about Council procedures, administrative roles, and the role of Council members in the community.

Prior to or following the mock Council Meeting, there would be an opportunity for Council and administration to speak briefly about their roles and to answer questions from the students.

If Council chooses to proceed with the mock Council Meeting, proposed dates that work for the school is either Tuesday, June 06<sup>th</sup> or Thursday, June 08<sup>th</sup> from 9-11 am. It may be possible to arrange an afternoon time frame if the morning time does not work for Council.

**Other Options:**

With the FCM Conference in late May and other personal commitments that Council members may have during the month of June, and on-going Council meetings during the next two months, it may be more feasible at this time to consider other options to support the school's request for assistance with this curriculum topic. For example, a member of Council and administration may visit the school to speak with students about their roles and local government procedures.

**STRATEGIC ALIGNMENT**

*Value Statement: Service Excellence*

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



*Priority # 2: Connection*

- The residents of Bon Accord live in a safe, connected, and attractive community.
  - Continue to foster strong relationships with non-profit and/or community groups.

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

Choose one of the following options:

**Resolution Option #1**

THAT Council directs administration to plan a mock Council meeting to be held at Lilian Schick School on \_\_\_\_\_ (date) and from \_\_\_\_\_ (time).

**Resolution Option #2**

THAT Council directs administration to...

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

|                        |   |
|------------------------|---|
| <b>Meeting:</b>        | Regular Meeting of Council  |
| <b>Meeting Date:</b>   | April 18, 2023  |
| <b>Presented by:</b>   | Jessica Caines, Legislative Services and Communications Coordinator |
| <b>Title:</b>          | <b>Bylaw 2023-04 – Repeal of Bylaw 67</b>                           |
| <b>Agenda Item No.</b> | 8.1   |

**BACKGROUND/PROPOSAL**

In accordance with the Municipal Government Act (MGA) R.S.A. 1970, c 246, if a village had a population of 500 or more it must have five (5) Council members. Bylaw 67 (attached) was passed in 1974 to increase the required number of Council members for the Village (Town) of Bon Accord from three (3) to five (5).

When the village became a town, the MGA indicated that the municipality must consist of seven (7) Council members unless a different number is provided by bylaw. This is the basis on which the Town introduced Bylaw 2000-05 (attached) in 2000 to provide for five (5) Council members. Bylaw 2000-05 satisfies the current requirements under section 143 of the MGA.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Although both bylaws indicate five (5) Council members, Bylaw 67 pertains to a village and is no longer relevant to the town. Therefore, administration recommends repealing Bylaw 67.

**STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

*Value Statement: Professionalism*

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

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (BY ORIGINATOR)**

Resolution #1:

THAT Bylaw 2023-04 – Repeal of Bylaw 67 be given first reading, as presented.

Resolution #2:

THAT Bylaw 2023-04 – Repeal of Bylaw 67 be given second reading, as presented.

Resolution #3:

THAT Council gives unanimous consent to hear three readings of Bylaw 2023-04 – Repeal of Bylaw 67 in one meeting.

Resolution #4:

THAT Bylaw 2023-04 – Repeal of Bylaw 67 be given third and final reading, as presented.

BY LAW # 67.

A BY LAW OF THE VILLAGE OF BON ACCORD NOW HAVING A POPULATION OF OVER FIVE HUNDRED (500) PERSONS, TO AUTHORIZE A CHANGE IN THE NUMBER ON COUNCIL FROM THREE TO FIVE.

WHEREAS

Under the authority of and subject to the provisions of Section 25 (1) (c) (ii) of the Municipal Government Act, being Chapter 246 R.S.A. 1970, the Council of the Village of Bon Accord enacts as follows:

THAT due to the steady increase of population of the Village of Bon Accord, being 531 (five hundred and eighty one) as of the January 1974 census, and for better management of Village affairs, the Council of the Village of Bon Accord deem it necessary to increase the number on Council to five (5) from the present three (3)

THAT this increase shall apply to the next general election. (October 1974)

THEREFORE

This By Law shall be considered as having force and effect from the date of the final reading.

Read a first time this 15th day of April 1974

Read a second time this 28th day of April 1974

Read a third time and finally passed this 28th day of April, 1974.

W. H. Deedman  
MAYOR

Lean Chull  
SECRETARY TREASURER

SEAL



**TOWN OF BON ACCORD  
BY-LAW #2000-05  
NUMBER OF COUNCILLORS**

---

**A BY-LAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE NUMBER OF COUNCILLORS.**

---

WHEREAS Section 143 (2) of the Municipal Government Act, being Chapter M-26, RSA 1994, provides that Council of the Town shall consist of seven Councillors unless the Council passes a By-law specifying a higher or lower odd number; and,

WHEREAS it is desirable, in the public interest, that the number of Councillors of the Town of Bon Accord be reduced;


NOW, THEREFORE, be it resolved, that the Municipal Council of the Town of Bon Accord duly assembled, enacts as follows:

That the Council of the Town of Bon Accord consist of five Councillors.

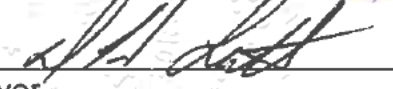
This By-law shall come into effect on the third and final reading thereof and shall take effect at the next general election.

Read a first time this 20 Day of June, 2000.

  
Mayor

  
Chief Administrative Officer

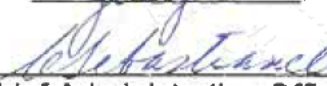
Read this second time this 4 Day of July, 2000.

  
Mayor

  
A/ Chief Administrative Officer

Read a third and final time this 4 Day of July, 2000.

  
Mayor

  
A/ Chief Administrative Officer

**TOWN OF BON ACCORD  
BYLAW 2023-04  
REPEAL OF BYLAW 67**

---

**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO REPEAL BYLAW 67.**

---

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

NOW THEREFORE, the Council of the Town of Bon Accord, in the Province of Alberta, duly assembled, enacts as follows:

1. This bylaw hereby repeals Bylaw 67, being a bylaw of the Village (Town) of Bon Accord, in the Province of Alberta, having a population of over five hundred (500) persons, to authorize a change in the number on Council from three to five.

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

READ A FIRST TIME THIS 4<sup>th</sup> day of April 2023.

READ A SECOND TIME THIS 4<sup>th</sup> day of April 2023.

READ A THIRD TIME THIS 4<sup>th</sup> day of April 2023.

SIGNED AND PASSED THIS 4<sup>th</sup> day of April 2023.

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

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

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

|                        |   |
|------------------------|---|
| <b>Meeting:</b>        | Regular Council Meeting   |
| <b>Meeting Date:</b>   | April 18, 2023  |
| <b>Presented by:</b>   | Jessica Caines, Legislative Services and Communications Coordinator |
| <b>Title:</b>          | <b>Significant Life Events Recognition Policy</b>                   |
| <b>Agenda Item No.</b> | 8.2   |

**BACKGROUND/PROPOSAL**

The Recognition – Condolence, Get Well, or Congratulatory Policy was first implemented in 2001 and was last updated in 2006. It provides for the capacity for Council, employees, and their immediate family members to be recognized for specific life events such as the death of a family member or the birth of a child.

At the March 21, 2023 Regular Council Meeting:

COUNCILLOR MAY MOVED THAT Council postpone the Significant Life Events Recognition Policy and bring back once it has been re-evaluated by administration.  
***Carried resolution 23-129***

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The most frequent use of this policy takes the form of condolences and sending a bouquet of flowers. The current cost allowance for gifts in accordance with this policy is \$30-\$40. Administration is proposing a cost allowance increase relative to the increase in cost of goods and services since 2006.

Please see the following summary of proposed changes:

- Change of policy name to Significant Life Events Recognition Policy to better reflect the policy scope.
- Clarification to whom this policy pertains (i.e.: Scope: “*former and current* Council members or Immediate Family Members of Employees and *current* Council members”).
- Clarification of which events are not covered by this policy, such as anniversaries and birthdays.
- Responsibility provisions.
- Updated cost allowance of \$80, up from \$30-\$40.
- Procedures regarding a donation in lieu of a gift. Discussion at the March 21<sup>st</sup> meeting indicated Council would like to leave the donations in lieu provisions in the policy.

- A section for retirement and end of employment circumstances with a cost allowance for these celebrations.
- Reference to supporting policies such as Employee Long-Term Service Awards and Council Service Awards and how they would be applied relative to the Significant Life Events Recognition Policy.
- Rewording of section II, (2) in specify the donation will be sent on behalf of the town employee or Council member.
- Re-evaluation of the definition of Immediate Family Member. This policy is situational in nature and should be broad enough to encompass a variety of scenarios, but specific enough to avoid grounds for discrimination. Keeping the definition of Immediate Family Member specific to “a spouse, child, parent or guardian” will ensure a level of fairness can be maintained for employees and Council members.

The updated policy provides a more comprehensive guide for staff to follow and expands upon which life events fall within the scope of this policy.

## **STRATEGIC ALIGNMENT**

### *Priority #4: Identity*

- Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

## **COSTS/SOURCES OF FUNDING**

Annual budget.

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

### Resolution Option #1

THAT Council approve the Significant Life Events Recognition Policy as presented.

### Resolution Option #2

THAT Council approve the Significant Life Events Recognition Policy as amended [list amendments].

### Resolution Option #3

THAT Council direct administration to...



## SIGNIFICANT LIFE EVENTS RECOGNITION

**SECTION:** Administration / Council

**DEPARTMENT:** Administration / Public Works / Finance / Recreation and Community Services

**COUNCIL APPROVAL DATE:** December 4, 2001

**LAST REVIEWED BY COUNCIL:** [date]

### POLICY STATEMENT

~~For staff and Council members of the Town of Bon Accord to express sympathies to the family, express quick rehabilitation, or congratulatory expressions for the birth or adoption of a child.~~

~~A gift will be sent when illness in hospital, death in a family (immediate family member) or upon birth or adoption involving an employee or member of council.~~

The Town is committed to recognizing Employees and Council members when Significant Life Events occur with flowers, a gift, or a donation in lieu. This policy is complementary to the Employee Long-Term Service Awards Policy and Council Service Awards Policy.

### PURPOSE

To facilitate the details related to the recognition of Significant Life Events expressing sympathy, quick recovery, or congratulations.

### SCOPE

This policy will be enacted on a case-by-case basis for Town Employees, current and former Council members, and Immediate Family Members of Employees and current Council members as approved by the Town Manager.

Gifts for any other personal events, such as anniversaries and birthdays, are not covered under this policy.

## **DEFINITIONS**

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

“Employee” means a person employed by the Town for wages or salary.

“Immediate Family Member” means, ~~but is not limited to,~~ a spouse, child, ~~grandchild,~~ parent, ~~or guardian. in laws, siblings, and other members of the employee's household,~~ ~~sibling-in-law, grandparent, and grandparent-in-law.~~

“Significant Life Event” includes, but is not limited to, the death of an Immediate Family Member, adoption or birth of a child, hospitalization, illness or recovery, retirement, or marriage.

“Town” means the Town of Bon Accord.

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

## **I. RESPONSIBILITIES**

1. The Town Manager will approve all recognition of Significant Life Events.
2. The Town Manager will advise the appropriate staff member to order or arrange delivery of a gift or payment of a donation.
3. The Town Manager will advise Employees and Council of Significant Life Events which are recognized under this policy.

## **II. SIGNIFICANT LIFE EVENTS (EXCLUDING RETIREMENT AND END OF EMPLOYMENT)**

1. ~~Cost allowance for appropriate basket, bouquet, or~~ The cost allowance for a Significant Life Event gift or donation ~~is not to exceed to range from \$30.00—~~

~~\$40.00-\$80, excluding GST and delivery.~~

2. In lieu of a gift, a monetary donation may be made to the recipient's Town Employee or Council member's charity of choice. Donations must be accompanied by a letter on official Town letterhead which states the donation was made on behalf of the Town Employee or Council member.
3. Employees and Council members should be recognized in a consistent and fair manner.
4. When possible, a gift will be accompanied by a small card or note. The card should be from "Town of Bon Accord Council and Staff".

### **III. RETIREMENT OR END OF EMPLOYMENT**

1. Upon receiving notice that an Employee is retiring or ending their employment with the Town, the Town Manager may arrange for a gift and/or celebration.
2. The cost allowance for a celebration under this section is not to exceed \$275, including gift, food, and refreshments.
3. Celebrations should be relative to the Employee's length of service and are solely at the Town Manager's discretion.
4. Where possible, celebrations for retirement or end of employment for eligible employees under the Employee Long-Term Service Recognition Policy should accompany presentation of an award.
5. At the end of a Council member's term, the Council Service Awards Policy would apply.

### **REFERENCES**

Employee Long-Term Service Recognition Policy

Council Service Awards Policy

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

|                        |  |
|------------------------|--|
| <b>Meeting:</b>        | Regular Meeting of Council                           |
| <b>Meeting Date:</b>   | April 18 <sup>th</sup> , 2023                        |
| <b>Presented by:</b>   | Falon Fayant, Corporate Services Manager             |
| <b>Title:</b>          | <b>Council Remuneration Policy #05-315 Amendment</b> |
| <b>Agenda Item No.</b> | 8.3  |

**BACKGROUND/PROPOSAL**

In an effort to keep policies clear, clarification is required for the Council Remuneration Policy #05-315 regarding per diems.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Currently, the policy references the following regarding per diems:

3. Per diems shall be paid (excluding travel, accommodations, and/or meals) for the following:
  - a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
  - b. Town of Bon Accord Workshops: budget, strategic planning, etc.
  - c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
  - d. Per diem rates are to be as follows:
    - i. \$150.00 for a full day (four hours or more)
    - ii. \$75.00 for a half day

The sentence: "Per diems shall be paid (excluding travel, accommodations, and/or meals)..." requires clarification.

The sentence could currently be read as excluding travel *time* or excluding travel *mileage*, as mileage is paid out on a separate expense claim.

This sentence could be re-worded as follows:

Option 1: 3. Per diems shall be paid excluding travel time (excluding mileage, accommodations, and/or meals) for the following....”

Or

Option 2: 3. Per diems shall be paid including travel time (excluding mileage, accommodations, and/or meals) for the following...”

## **STRATEGIC ALIGNMENT**

*Value Statement: Integrity*

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

*Value Statement: Stewardship*

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

## **COSTS/SOURCES OF FUNDING**

2023 Operating Budget

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

THAT ...Council approves Policy #05-315 updated with Option [insert 1 or 2] wording regarding per diems.

or

THAT... Council directs administration to...

## **TOWN OF BON ACCORD**

*Mayor Report – for period March 14 – April 11, 2023*

|                   |  |
|-------------------|--|
| March 16, 2023    | Attended Waste to Resource meeting in Morinville. This meeting was chaired by Scott McDougall, COO of Sturgeon County. Quite interesting but has a long way to go before coming to fruition.   |
| March 20, 2023    | Attended Elected Officials Education Program course, Regional Partnership and Collaboration. Good course however it was hard to follow. Should have had a higher level of planning.  |
| March 21, 2023    | Chaired Regular Meeting of Council.  |
| March 22, 2023    | Attended Council Briefing Committee Meeting. We covered both the Procedural Bylaw Draft and the Annual Report Draft.   |
| March 24, 2023    | Attended Coffee with a Cop in Chambers. Another great Coffee with a Cop meeting. Sergeant Simms did a good job running the meeting. Lots of good questions as well as great comments from our residents regarding the RCMP Priorities for 2023/24.   |
| March 27, 2023    | Attended Sturgeon Region Partnership meeting. The SRP is in the early stages of re-engagement collaboratively of the county and the five municipalities. Most of the meeting was spent on completing the Terms of Reference.   |
| March 28, 2023    | Attended Go East Conference in Vegreville. Very interesting discussions regarding Tourism and Economic Development. It was nice to have an opportunity to network with folks that we normally don't spend time with. I responded to several questions about our Dark Sky Designation as well as about our Solar Array. |
| March 30-31, 2023 | Attended Alberta Municipalities Spring Leaders Caucus. This is always a great event. A good time for networking and a time to hear from our Provincial Government as well as the opposition.   |

|               |   |
|---------------|---|
| April 1, 2023 | Attended Grand Opening of Minister Dale Nally's Campaign Office in Morinville.  |
| April 3, 2023 | Attended Minister Nally's Open House in Gibbons. I feel that it is important to attend events put on by our MLA. He has done a good job advocating for and lobbying for our town. I have received several emails from the different Ministers that he has approached on our behalf. |
| April 4, 2023 | Chaired Regular Meeting of Council  |
| April 6, 2023 | Attended Mayor's Breakfast in Redwater. This is an annual event hosted by the Mayor of Redwater. It is a good event to attend to both listen to the several speakers as well as support our municipal partners.   |

*Brian Holden*  
Mayor  
Town of Bon Accord

## **TOWN OF BON ACCORD**

### *Deputy Mayor Report – for period March 16 – April 12, 2023*

|                |   |
|----------------|---|
| March 16, 2023 | Attended the Waste to Energy Presentation by Sturgeon County. This is a proposed equal regional partnership between the County and the municipalities of Redwater, Gibbons, Bon Accord, Legal and Alexander First Nation. If we proceed the project would see feed stock, using renewable natural gas, used to produce energy. This concept is being called a circular economy. It would require a minimum of 75,000 tons of feed stock to make economic sense. Ultimately, this is a green initiative and would eliminate, or at least greatly reduce, the amount of garbage which is sent to Roseridge annually.          |
| March 17, 2023 | Attended the Alberta Capital Region Wastewater Workshop Meeting. The agenda was set for our upcoming workshop. Attended the ACRWC meeting. Nominations for a new chair were held. Congratulations to Ken McCay (St. Albert) who was elected Chair, and Harold Pawlechko (Spruce Grove) who was elected Vice Chair. Epcor has added orthophosphate to the drinking water to combat lead from lead pipes. The plant treats this using alum. I have not noticed any change to our drinking water. The ACRWC will be asking the Town to update its business directory for the sampling program. It was last updated March 2019. |
| March 20, 2023 | Attended the EOEP Partnership/Collaboration course. I was disappointed in the course – there was really not a lot of new information.   |
| March 22, 2023 | Attended the Council Briefing Committee meeting.  |
| March 23, 2023 | Attended the Homeland Housing board meeting.  |
| March 24, 2023 | Attended “Coffee with a Cop”. There was some good discussion about future policing priorities and an opportunity to ask questions. It is nice to see some of our residents come out and participate.  |
| March 30 – 31  | Attended the Council Agenda Committee meeting. Attended the Municipal Leaders’ Caucus. Heard from the Premier, Danielle Smith and the Leader of the Opposition, Rachel Notley. I also had a discussion with Laurie Sigurdson, MLA for Riverview. She was the former Minister of Seniors and Housing. She took my comments to Marie Renaud, MLA for St. Albert. Hopefully the elected officials at the provincial level are listening to what the municipalities are saying. Also attended the opening of Bon Accord Liquor. A very nice spacious and bright addition to our business community.                             |
| April 3, 4, 5  | Attended the Alberta Senior and Community Housing Association (ASCHA) convention. There were many pertinent breakout sessions and it was an information filled event.   |
| April 4, 2023  | Attended the Regular Meeting of Council.  |



April 7, 2023

Assisted at the Easter Egg Hunt. I enjoyed seeing all the kids eagerly seeking out their eggs for a nice treat bag. The event was very well organized, and my hat goes off to Mrs. Petherbridge and all the 4H volunteers who had many activities and games set up for the kids. The weather did not cooperate with a strong, cold wind that made managing outdoor activities difficult and deterred some participants from staying to join. As Easter is even earlier next year, hopefully we can work with our community partners to find a suitable, combined indoor/outdoor venue.

April 12, 2023

I will be attending the Chamber of Commerce luncheon with Danielle Smith as the featured speaker. I am hoping there will be an opportunity to ask questions and will go forearmed with mine prepared.

*Lynn Bidney*  
Deputy Mayor  
Town of Bon Accord

## **TOWN OF BON ACCORD**

*Councillor Report – for period March 16- April 12, 2023*

|          |  |
|----------|--|
| March 20 | RMA EOEP Partnership Collaboration Course at Edmonton Convention.                            |
| March 21 | Attended Regular Meeting of Council  |
| March 22 | Council Briefing Committee   |
| March 23 | Attended Victim Services AGM, They are in need of a Treasurer and always seeking volunteers. |
| March 24 | Edmonton Salutes Meeting   |
| March 30 | Alberta Municipalities Spring Leaders Convention   |
| March 31 | Alberta Municipalities Spring Leaders Convention   |
| April 4  | Attended Regular Meeting of Council  |

Note:

Councillor  
Lacey Laing  
Town of Bon Accord

## **TOWN OF BON ACCORD**

### *Councillor Report – March 15 to April 12*

- March 20, 2023      Attended Elected Officials Education Program course, Regional Collaboration and Partnership. It was interesting and informative. If the power point matched the handout booklet it would have been better.
- March 21, 2023      Attended Regular Meeting of Council
- March 22, 2023      Attended Briefing Meeting
- March 24, 2023      Attended Coffee with a Cop. I find it very good for residents to be able to talk to the officers and get advice. Thanks to the officers also for their involvement with the community.
- March 29-30, 2023      Attended Presidents Summit conference This was my first time attending the Presidents' Summit. I found the presentations by the speakers to be well presented and lots of information, including dealing with collaboration amongst shareholders. I would suggest our CAO attend the next Municipal Leaders Caucus conference or at least the Presidents Summit. There was some mention of grants, APC grants, ICP grants which I believe helped pay for a wet land study? There is a conference in Nisku on May 1-3 CPAA which I believe deals with planning. May have to investigate it more.
- March 30-31, 2023      Attended Municipal Leaders Caucus conference.  
This was also very informative. Attended a breakout session with former Mayor Don Iveson, Riord Shaigec and CAO Paul Schulz. Benefits and areas for improvement in the growth Management Board. There was a lot of information to take in. Exceptionally good conference all and all
- March 31, 2023      Grand opening of the new liquor store in support of new businesses
- April 4, 2023      Attended Regular Meeting of Council
- April 6, 2023      Attended Redwater's Mayors Breakfast  
Good place to attend and network with other government officials.
- April 12, 2023      Attended Premier's Lunch.  
Listen to Premier Danielle Smith talk about what she has done for Alberta and what she wants to do to for Alberta. People will have to make up their own mind.

*Timothy J LARSON*  
Councillor  
Town of Bon Accord



**TOWN OF BON ACCORD**  
*Councillor Report – March 15 – April 12, 2023*

|          |   |
|----------|---|
| March 20 | Attended EOEP Training Regional Partnerships and Collaboration. |
| March 21 | Attended Regular Meeting of Council.                            |
| March 22 | Attended Community Service Advisory Board Meeting.              |
| March 22 | Attended Council Briefing Meeting.                              |
| March 30 | Attended Municipal Leaders Caucus Virtually.                    |
| March 31 | Attended Municipal Leaders Caucus Virtually.                    |
| March 31 | Attended Liquor Store Grand Opening.                            |
| April 4  | Attended Regular Meeting of Council.                            |

Note: Any additional information for report

*Name*  
Councillor May  
Town of Bon Accord



## Butterflyway Project

April 6, 2023

Town Council  
Town of Bon Accord  
Bon Accord, Alberta

I recently joined the David Suzuki Foundation's **Butterflyway Project**. The aim of the project is to encourage the planting of native wildflowers that support local bees and butterflies in communities throughout the country. Insects are in decline and every patch of wildflowers, big and small, can help bring them back!

My role as a volunteer Butterflyway Ranger is to reach out to friends, neighbours, local groups and businesses that might be interested in adding native wildflowers to their gardens.

My goal is to establish at least a dozen new pollinator-friendly gardens in our community this year to officially be recognized as a Butterflyway. I am hoping that Town Council might be interested in supporting this project by planting some native wildflowers and grasses, and/or pollinator-friendly plantings, within the planter boxes throughout the town. Initially, I am hoping to create a Butterflyway from the Bon Accord Community Gardens, down 50th Avenue to the Town Office/Library/Fire Hall building, and then continuing around the corner and down Bon Acres Crescent.

I would like to ask Town Council to consider planting some native wildflowers and grasses in the exposed aggregate planters in front of the Community Hall or the half barrel planters under the "Special Events" sign, in some of the exposed aggregate planters on the boulevard by the clocktower, in the exposed aggregate planters and grey planter boxes on the corners of 50th Street and 50th Avenue, and in the exposed aggregate planter in front of the Town Office entrance.



I have been in contact with the Communities in Bloom committee, who I am pleased to say have chosen to support the Butterflyway Project. As you are aware, CiB has designated 2023's Colour of the Year as purple. The possibilities for purple native wildflowers that could be used are: bluebell (also called harebell), delphinium, purple milkvetch, Joe Pye weed, Canada violet, wild bergamot (also known as bee balm), wild lupine, purple coneflower, New England aster, smooth blue aster, giant hyssop, meadow blazing star, fireweed, and Jacob's ladder. Other native wildflowers that could be considered for use, although not purple, would be: asters, black-eyed Susan, blue vervain, boneset, cardinal flower, delphinium, false Solomon's seal, gaillardia (also called blanketflower), cup plant, compass plant, coreopsis, needleleaf sedge, prairie goldenrod, rough fescue, showy aster, common sunflower, wild blue flax, virgin's bower, yellow coneflower, stiff goldenrod and zig zag goldenrod. Some grasses for hot, dry areas could be blue grama grass and poverty oat grass. A substantial list of purple plantings, although not necessarily native wildflowers and grasses, has been suggested by CiB and available on the Town website. I have enclosed a native flower/grasses list from the Edmonton Native Plant Society and I have found that many of the plants listed are available, or soon will be, at Medieval Manor Gardens, located in Stony Plain (who specialize in native plants). I will also be contacting Prairie Gardens to ask what native flowers and grasses they may stock.

I hope that Town Council will consider my request. As well, I would ask that the information about the Butterflyway Project be put into the Town newsletter. You can find more details about the Butterflyway Project, and a map of existing Butterflyways, at [www.davidsuzuki.org/butterflyway](http://www.davidsuzuki.org/butterflyway). If you would like more information, please feel free to contact me.

Sincerely,

*Brenda McBride*

Brenda McBride

17(1)





# CREATE A POLLINATOR PATCH IN FIVE EASY STEPS



## SERVE AN ALL-SEASON BUFFET

Choose a combo of  
flowers that bloom in  
spring, summer and fall



## PLANT NATIVE WILDFLOWERS

Plants and shrubs adapted to  
your climate feed local critters  
and are easier to grow



## KEEP IT NATURAL

Avoid pesticides.  
Mulch less. Mow less.



## BE A GOOD HOST

Find out what plants  
caterpillars eat, like  
nettles, thistles, willows  
and milkweed



## BUNCH PLANTINGS

Create floral bull's eyes — plant  
a few of each species together

MORE TIPS: [DAVIDSUZUKI.ORG](https://www.davidsuzuki.org)





**Best native flowers and grasses for different areas and also for attracting bees and butterflies to your garden.**

**Easy to Grow Flowers** - no stratification needed, just plant in potting soil in a starter pot in spring.

Common Tall Sunflower, *Helianthus nuttallii* - self seeds

Gaillardia, *Gaillardia aristata* - very colourful

Giant Hyssop, *Agastache foeniculum* - self seeds, edible flowers and leaves. Bees love this plant.

Golden-aster, *Heterotheca villosa* - lovely ground cover

Meadow Blazingstar, *Liatris ligulistylis* - ENPS poster child!

Nodding Onion, *Allium cernuum* - leaves are edible

Smooth Fleabane, *Erigeron glabellus*

Wild Blue Flax, *Linum lewisii* - self seeds

Wild Bergamot (Monarda), *Monarda fistulosa* - attracts humming birds, edible flowers.

**Best Flowers for Bees. All native flowers are wonderful for bees, from early spring to late fall.**

**Here are the top picks:**

Giant Hyssop, *Agastache foeniculum* - the number 1 pick for bees. Blooms mid-summer.

Slender Blue Beardtongue, *Penstemon procerus* - blooms early.

All the Violets, *Viola* spp. - bloom early.

Prairie Crocus, *Pulsatilla nuttalliana* (formerly *Anemone patens*) - blooms very early.

Prairie Buttercup, *Ranunculus rhomboideus* - blooms very early.

Gaillardia, *Gaillardia aristata* - blooms mid-summer.

Meadow Blazingstar, *Liatris ligulistylis* - blooms mid-summer.

Heart-leaved Alexanders, *Zizia aptera* - blooms late spring.

Joe Pye weed, *Eutrochium maculatum* - blooms mid-summer.

All the Asters, *Symphyotrichum* spp., *Eurybia* spp. - bloom late summer and fall.

All the Goldenrods, *Solidago* spp. - bloom late summer and fall.

Common Tall Sunflower, *Helianthus nuttallii* - blooms late summer and fall.

**Best nectar flowers for butterflies.**

Meadow Blazingstar, *Liatris ligulistylis* - top pick for butterflies.

Joe Pye weed, *Eutrochium maculatum* - provides a landing pad for butterflies.

Heart-leaved Alexanders, *Zizia aptera* - provides a landing pad for butterflies.

Stiff Goldenrod, *Solidago rigida*

Showy Aster, *Eurybia conspicua* - tall robust plant.

Wild Bergamot (Monarda), *Monarda fistulosa* - attracts hummingbirds too.

**Best food plants for butterfly babies, (caterpillars).**

Early Blue Violet, *Viola adunca* - short small plants.

Canada Violet, *Viola canadensis* - good ground cover, long flowering period.

All the Asters, *Symphyotrichum* spp., *Eurybia* spp.

Most native grasses

Low Milkweed, *Asclepias ovalifolia* - for Monarch butterflies if they should ever visit again!

**Best Flowers and Grasses for Different Areas**

**Flowers and Grasses for Semi-shade: \* Recommended best**

\*Showy Aster, *Eurybia conspicua* - tall robust plant which can spread.

Smooth Fleabane, *Erigeron glabellus*

Low Goldenrod, *Solidago missouriensis* - spreads into a patch.

Flat-topped White Aster, *Doellingeria umbellata* - spreads into a patch.

\*Lindley's Aster, *Symphyotrichum ciliolatum*  
 \*Blue Columbine, *Aquilegia brevistyla*  
 \*Canada Violet, *Viola canadensis* - short ground cover.  
 Joe Pye weed, *Eutrochium maculatum* - large plant with large flowers.  
 Heart-leaved Alexanders, *Zizia aptera*  
 Giant Hyssop, *Agastache foeniculum* - self-seeds.  
 Harebell, *Campanula alaskana* - will grow in full sun too.  
 Purple Pea Vine, *Lathyrus venosus* - needs a trellis or support, but not tall.  
 \*Nodding Onion, *Allium cernuum* - self-seeds.  
 Philadelphia Fleabane, *Erigeron philadelphicus* - self-seeds abundantly.  
 Low Milkweed, *Asclepias ovalifolia* - will grow in full sun too. Spreads into a patch.  
 Siberian Aster, *Eurybia sibirica* - low ground cover.  
 Long-style Sweet Cicely, *Osmorhiza longistylis* - grows in deep shade too. Self-seeds abundantly. Edible leaves.  
 Tall Meadowrue, *Thalictrum dasycarpum* - try this stately plant.  
 \*Purple Oat Grass, *Schizachne purpurascens*  
 Fringed Brome, *Bromus ciliatus*  
 Nodding Brome, *Bromus porteri*  
 Tufted Hair Grass, *Deschampsia cespitosa* - likes a damp spot.

#### **Flowers and Grasses for a hot dry area. \* Recommended best**

Golden Bean (Buffalo Bean), *Thermopsis rhombifolia* - a spreader that pops up all over the place.  
 Prairie Cinquefoil, *Potentilla pensylvanica*  
 \*Wild Blue Flax, *Linum lewisii* - self-seeds abundantly.  
 \*Harebell, *Campanula alaskana* - will grow in semi-shade too.  
 \*Golden-aster, *Heterotheca villosa* - lovely ground cover.  
 Tufted White Prairie Aster, *Symphyotrichum ericoides*  
 \*Blue Grama Grass, *Bouteloua gracilis*  
 Poverty Oat Grass, *Danthonia spicata*

#### **Flowers and Grasses for a damper area or rain garden. \*Recommended.**

\*Purple-stemmed Aster, *Symphyotrichum puniceum*  
 \*Common Tall Sunflower, *Helianthus nuttallii* - self-seeds.  
 \*Three-flowered Avens, *Geum triflorum* - beautiful seed heads.  
 Blue-eyed Grass, *Sisyrinchium montanum* - hard to grow as it often needs 2 seasons to germinate, but worth it.  
 White Camus, *Anticlea elegans* - an attractive plant.  
 \*Wild Bergamot (Monarda), *Monarda fistulosa* - edible flowers.  
 \*Slender Blue Beardtongue, *Penstemon procerus* - self-seeds.  
 \*Tall Meadowrue, *Thalictrum dasycarpum* - tall and stately.  
 \*Heart-leaved Alexanders, *Zizia aptera*  
 \*Lindley's Aster, *Symphyotrichum ciliolatum*  
 \*Tufted Hair Grass, *Deschampsia cespitosa*  
 \*Purple Oat Grass, *Schizachne purpurascens*  
 \*Fowl Manna Grass, *Glyceria striata* - short grass that spreads into a nice patch.

You can check out the different plants here, on the ENPS website. It is an on-going work in progress as we add more plants to the lists.

Botanical name index: <http://edmontonnativeplantgroup.org/botanical-name-index>

Common, or vernacular, name index: <http://edmontonnativeplantgroup.org/index-of-common-names>

March 30, 2023

Town of Bon Accord  
Box 779  
Bon Accord, AB  
TOA 0K0

Dear Mayor Holden and Councillors,

We are in the process of updating the bylaws of the Bon Accord Golden Gems Club and are writing to request approval to name the Town of Bon Accord in dissolution clause.

The proposed wording of the clause is as follows:

In the event of the dissolution or winding-up of the club, all its remaining assets including the building, after payment of liabilities, shall be forwarded to the Town of Bon Accord to be held in trust for a period of one year. If the club has not re-established in that time, the funds will be distributed to one or more recognized local non-profit organizations, charitable organizations in Canada, or municipal government body.

Thank you for your consideration on this matter. You can reply to this request by email to Brenda Gosbjorn at [bgosbjorn@yahoo.com](mailto:bgosbjorn@yahoo.com).

Kindest Regards,



Tom Strawson  
President of the Bon Accord Golden Gems Club