

**Town of Bon Accord**  
**AGENDA**  
**Council Briefing Meeting**  
**May 29, 2023 5:00 p.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. UNFINISHED BUSINESS**
  - 3.1.** Logo Revitalization (enclosure)
  - 3.2.** Review of Requested Operating and Capital Expenditures (enclosure)
- 4. NEW BUSINESS**
  - 4.1.** Dust Control Procedures (enclosure)
  - 4.2.** Municipal Realities Template (enclosure)
  - 4.3.** Request for Permanent Rental of Town Office Basement (enclosure)
- 5. CLOSED SESSION**
  - 5.1.** Development Updates – FOIP Act 16(1) Disclosure harmful to business interests of a third party, 24(1)(c) Advice from officials, 27(1) Privileged information
  - 5.2.** School Board Request – FOIP Act 16(1) Disclosure harmful to business interests of a third party
  - 5.3.** Resident Complaint – FOIP Act 17(1) Disclosure harmful to personal privacy
- 6. ADJOURNMENT**

**TOWN OF BON ACCORD**  
**COUNCIL BRIEFING REPORT**

<b>Meeting:</b>	Council Briefing Meeting
<b>Meeting Date:</b>	May 29, 2023
<b>Presented by:</b>	Jenny Larson, Economic Development and Planning Officer
<b>Title:</b>	<b>Logo Revitalization</b>
<b>Agenda Item No.</b>	3.1

**BACKGROUND/PROPOSAL**

At the April 4, 2023, Regular Meeting of Council, two (2) quotes were brought forward in closed session for Council's review and decision. Councillor May moved that Council directs administration to bring the logo revitalization plan to the next Council Briefing Meeting for discussion. Carried resolution 23-168

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Benefits:

In the 2022-2026 Strategic Plan, Identity is a main goal. Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

The Strategic Plan goals are as follows:

New Branding strategy

- Develop a revitalized logo that reflects the priority statement.
- Plan for promotion of the refreshed logo.
- Seek out innovative marketing and promotion strategies for development of the brand.

By rebranding the logo, Council will satisfy the Strategic Plan outcome, as well as bring new light to the Bon Accord branding and name. New logos can freshen the identity of the organization and show developers, residents, and visitors that the Town is evolving and adapting to the modern world.

Disadvantages:

Depending on Council's decision on how to revitalize the logo, several items may have to change or be updated. Items to take into consideration that might need to be updated:

- Business cards
- Name Tags
- Entrance Signs

- Flags
- Letterhead
- Branded Clothing
- Town Sign
- Clock Tower
- Website
- Promotional Items

Administration is looking to Council to provide a clearer direction of (if they want to proceed with the logo revitalization) how they envision the revitalization such as:

- Add colour
- Change tag line
- Update font
- Keep the 3 pillars

## **STRATEGIC ALIGNMENT**

*Priority #4: Identity*

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

## **COSTS/SOURCES OF FUNDING**

\$225.00 - \$1750.00

Funds were not budgeted for the 2023 year but can be reallocated from the Economic Development Surplus.

**TOWN OF BON ACCORD  
COUNCIL BRIEFING REPORT**

<b>Meeting:</b>	Council Briefing Meeting
<b>Meeting Date:</b>	May 29 <sup>th</sup> , 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Review of Requested Operating and Capital Expenditures</b>
<b>Agenda Item No.</b>	3.2

**BACKGROUND/PROPOSAL**

Administration presented operational needs and capital projects, and funding strategies for the next five-year fiscal planning term at the May 3<sup>rd</sup> Special Meeting of Council.

At the May 8<sup>th</sup> Special Meeting of Council, Council passed the 2023 Rates of Taxation bylaw, giving an additional \$92,055 of revenue to be allocated.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The attached presentation reviews the list of requested operating and capital expenditures for Council to consider and the funding strategies.

**STRATEGIC ALIGNMENT**

*Priority #3: Infrastructure*

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

*Values Statement: Stewardship*

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

**COSTS/SOURCES OF FUNDING**

The 2023 operating and capital budget.



Town of  
**Bon Accord**  
building for tomorrow

# Operating & Capital Expenditures

A REVIEW



# Agenda

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REVENUE SOURCES

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ACTIONS TO CONSIDER

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# Introduction

Administration has previously reviewed a list of operating and capital expenditures requested for the remainder of the 2023 fiscal year.

At the April 18<sup>th</sup> Regular Meeting of Council, COUNCILLOR LAING MOVED 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 on May 3, 2023, from 5 p.m. – 7 p.m.

Administration presented operational needs and capital projects, and funding strategies for the next five-year fiscal planning term.

This presentation will give a short review of the requested operating and capital expenditures, and the funding available.



# Sources of Revenue

Municipal Taxes

Additional municipal tax levy of **\$92,055**

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Grants -  
Operating

Additional MSI Operating funds **unbudgeted \$59,642**

*\*restricted to eligible expenditures*

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Grants - Capital

CCBF Funds **(Unallocated) \$109,575**

*\*restricted to eligible expenditures*

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Reserves

Balance of \$2,231,619, includes transfer of \$256,946 of surplus from 2022

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# Operating Expenditures

- \$2,500 Desk in chambers and dishwasher upgrades
- \$4,500 Upgraded security system and monitoring \*\*
- \$6,000 Grant Writer
- \$27,000 Zamboni repairs \*\*
- \$9,840 Baseball diamond shale \*\*
- \$1,245 Attachments for Ventrac Cab
- \$1,600 First aid kits for OHS requirements (legislation requirements)
- \$1,000 Council registrations and memberships (ad hoc opportunities throughout the year for networking)
- \$15,000 Asset retirement obligations (legislation requirements)
- \$65,000 Stormwater Engineering Study (Springbrook)\*\*

TOTAL Requested: \$133,685

\*\* Denotes that this expenditure is eligible for the MSI operating grant



# Capital Expenditures

\$15,000 Council Chambers Audio-Visual Equipment

\$2,500 Veterans Park Flag Poles

\$6,000 Cables for EV Chargers \*\*

\$7,500 Public Works Yard Security

\$10,062 Picnic Tables (7) \*\*

\$50,000 Centennial Park Equipment \*\*

\$65,000 Springbrook Park Swing \*\*

\$14,000 Arena Ice Sprayer \*\*

\$51,000 Skateboard Park Centre Set \*\*

\$10,000 Town Office Lights \*\*

TOTAL Requested: \$231,062

*\*\* Denotes that this expenditure is eligible for the CCBF grant*



# Recommended Actions to Consider

The recommended action to consider is as follows:

- Allocated the \$59,642 of MSI Operating Funds to the Storm Water Engineering Study.
- Additional tax levy revenue of \$92,055
  - Allocated \$74,043 of the additional tax levy revenue for the remaining operating expenditures listed.
  - Transfer \$18,012 of the remaining tax levy revenue to capital towards the capital expenditures.
- Utilize CCBF Capital funds of \$109,575 towards Centennial Park and Springbrook Park.
- Transfer \$103,475 from reserves for the remaining capital expenditures.

**End Result:** \$133,685 of Operational Needs met and \$231,062 of important Capital infrastructure replaced to maintain levels of service and meet legislated requirements.



**TOWN OF BON ACCORD  
COUNCIL BRIEFING REPORT**

<b>Meeting:</b>	Council Briefing Meeting
<b>Meeting Date:</b>	May 29, 2023
<b>Presented by:</b>	Jodi Brown (Town Manager)
<b>Title:</b>	<b>Dust Control Procedures</b>
<b>Agenda Item No.</b>	4.1

**BACKGROUND/PROPOSAL**

**Gravel Roads West of Town:**

The Town currently pays on the west side of Town property (newly annexed areas). Sturgeon County maintains those roads as part of an agreement with the Town.

**54<sup>th</sup> Avenue (Lillian Schick Road), Gravel Road:**

The Town currently does not apply dust control to 54<sup>th</sup> Avenue (Lilian Schick Road) and performs maintenance of this road on a weekly basis. If dust control product was applied to this road, grading would quickly break down the dust control product on the road and require continued application through the summer.

**Municipal Policies Regarding Dust Control:**

Municipalities (including Towns) often have policies, resident applications, and fees for application of dust control products.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Given the above the situation, administration is looking for input from Council on establishing a policy and practice regarding dust control on these two gravel roads.

**Considerations:**

The cost of application of dust control on 54<sup>th</sup> Avenue would be high given the number of applications needed. Administration may investigate costs and further information associated with the application of dust control products on 54<sup>th</sup> Avenue. However, in speaking with several other municipal Public Works managers/supervisors have indicated that dust control products do deteriorate with grading.

Any policies and fees that Council approves would apply to all residents. However, residents on 54<sup>th</sup> Avenue are in proximity of each other, and it would be difficult to charge each individual requesting dust control when most likely all would benefit from the application. Further, not all residents many want to pay for dust control in that area.

## **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 environment.

*Value Statement: Service Excellence*

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

## **COSTS/SOURCES OF FUNDING**

Administration is looking into costs of dust control application.

**TOWN OF BON ACCORD  
COUNCIL BRIEFING REPORT**

<b>Meeting:</b>	Council Briefing Meeting
<b>Meeting Date:</b>	May 29, 2023
<b>Presented by:</b>	Jodi Brown (Town Manager)
<b>Title:</b>	<b>Municipal Realities Template</b>
<b>Agenda Item No.</b>	4.2

**BACKGROUND/PROPOSAL**

The Town participates in the Sturgeon Region Partnership (SRP) Committee.

The Mayor and the CAO from each community in the Sturgeon region participate in the SRP Committee Meetings.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

In order to facilitate regional discussions and collaboration, each community partner has been asked to complete the enclosed Municipal Realities template.

The intention of the template is to facilitate collaboration with each of the community partners.

Administration is seeking Council's input on this document for presentation and formal approval at the June 06<sup>th</sup>, Regular Council Meeting.

**STRATEGIC ALIGNMENT**

*Strategic Priority #5: Collaboration*

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

**COSTS/SOURCES OF FUNDING**

Not applicable

# Sturgeon Regional Partnership (SRP)

## Understanding our Municipal Realities

<b>Municipality: Town of Bon Accord</b>
<b>Size (area): 4.02 km<sup>2</sup></b>
<b>Population: 1461 (2021 Census)</b> <b>Describe any growth pressures your municipality is facing:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>Municipal Budgets</b> <ul style="list-style-type: none"><li>• Operating: \$3,939,009</li><li>• Capital: \$1,565,308</li></ul>
<b>Assessment</b> <ul style="list-style-type: none"><li>• Residential: \$147,303,860</li><li>• Non-residential: \$7,406,620</li></ul>
<b>Available borrowing capacity: \$3,150,741</b>
<b>What are the three largest contributors to your municipality's assessment?</b> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>
<b>List three of your municipality's current challenges/investment needs</b> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>
<b>What are the three biggest risks for your municipality?</b> <ol style="list-style-type: none"><li>1.</li><li>2.</li></ol>
<b>What are your municipality's three most significant or untapped opportunities?</b> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>

**What are your municipality's declared strategic priorities?**

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

**Community:** The residents of Bon Accord live in a safe, connected, and attractive community.

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

**Identity:** Bon Accord has a strong, positive identity as an environmentally progressive, family orientated, welcoming community.

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

**What are your top three priorities for the Sub-region?**

- 1.
- 2.
- 3.

**What are three things you would like other municipalities to understand about your municipality?**

- 1.
- 2.
- 3.

**Additional information:**

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**TOWN OF BON ACCORD  
COUNCIL BRIEFING REPORT**

<b>Meeting:</b>	Council Briefing Meeting
<b>Meeting Date:</b>	May 29, 2023
<b>Presented by:</b>	Jodi Brown (Town Manager)
<b>Title:</b>	<b>Request for Permanent Rental of Town Office Basement</b>
<b>Agenda Item No.</b>	4.3

**BACKGROUND/PROPOSAL**

The Bon Accord Montessori Child Development Centre owner has requested the rental of the Town office basement to deliver an Out-of-School Care Program.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Several non-profit groups currently utilize this space for free, community programming.

The owner of the Child Development Centre has confirmed that these groups would still be granted access to the space for their regular programming.

The Out-of-School Care Program run by Bon Accord Community School will be closing in the fall, hence there is a need for this type of program in Bon Accord.

Council permission to rent the space for this purpose on a permanent (on-going) basis would be required. Secondly, approval of a development permit would also be required. Administration has reviewed the requirements for a development permit with Municipal Planning Services. There would not be any concerns with approval.

If Council wishes to accommodate this request, administration will begin working on negotiating a rental agreement with Council's final approval.

**STRATEGIC ALIGNMENT**

*Value Statement: Collaboration*

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

**COSTS/SOURCES OF FUNDING**

Rental fee to be negotiated.