

**Town of Bon Accord  
AGENDA  
Regular Council Meeting  
November 21, 2023 9:00 a.m. in Council Chambers  
Live streamed on Bon Accord YouTube Channel**

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1. Regular Meeting of Council; November 7, 2023 (enclosure)
- 4. DELEGATION**
  - 4.1. 9:10 a.m. Mirek Grzeszczuk – MPE Introduction
  - 4.2. 9:35 a.m. Acting Staff Sergeant Lew Simms – Morinville RCMP – Quarterly Report (enclosure)
- 5. DEPARTMENTS REPORT**
  - 5.1. November 2023 (enclosure)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
  - 7.1. Council Community Connections (enclosure)
  - 7.2. Community Services Fees (enclosure)
  - 7.3. Holiday Closure (enclosure)
  - 7.4. Provincial Consultations on MGA and LAEA (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
  - 8.1. Road Maintenance Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
  - 9.1. Strong Towns Workshop (enclosure)
  - 9.2. 2024 Municipal Law Seminar Options (enclosure)
- 10. COUNCIL REPORTS**
  - 10.1 Mayor Holden (enclosure)
  - 10.2 Deputy Mayor May (enclosure)
  - 10.3 Councillor Bidney (enclosure)
  - 10.4 Councillor Laing (enclosure)
  - 10.5 Councillor Larson (enclosure)
- 11. CORRESPONDENCE**
  - GENERAL**
    - 11.1. Minister Sigurdson – Letter Response (enclosure)
  - REQUIRING ACTION**
    - 11.2. Morinville Lite Up the Nite Parade (enclosure)

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**12. NOTICE OF MOTION**

**12.1.** Branded Apparel (enclosure)

**13. CLOSED SESSION**

**13.1.** Partnership Proposal – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations*

**13.2.** Prairie Gardens Request – *FOIP Act Section 17 Disclosure harmful to personal information, Section 24 Advice from officials and Section 21 Disclosure harmful to intergovernmental relations*

**13.3.** Lot 4A, Block 8, Plan 5261BA Update – *FOIP Act Section 24 Advice from officials and Section 27 Privileged information*

**13.4.** Resident Complaint – *FOIP Act Section 24 Advice from officials*

**14. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
November 7, 2023 6:00 p.m.  
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**COUNCIL**

**PRESENT**

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

**ADMINISTRATION**

Jodi Brown – Town Manager  
Falon Fayant – Corporate Services Manager  
Jenny Larson – Planning and Economic Development Officer  
Terry Doerkson – Infrastructure Manager  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

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

**ADOPTION OF AGENDA**

There were no objections to adding items 7.3 Library Board Appointment Corrections, 9.1 Sturgeon County State of the County Address, adding Section 17 Disclosure harmful to personal privacy to item 12.1, and 12.2 Offer to Purchase – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information to the agenda.

COUNCILLOR LARSON MOVED THAT Council adopt the November 7, 2023 agenda as amended.

**CARRIED UNANIMOUSLY RESOLUTION 23-469**

**PROCLAMATIONS**

*Family Violence Prevention Month*

**ADOPTION OF MINUTES**

***Regular Meeting of Council – October 17, 2023***

DEPUTY MAYOR MAY MOVED THAT Council adopt the minutes of the October 17, 2023 Regular Meeting of Council as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-470**

***Committee of the Whole Meeting – October 25, 2023***

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the October 25, 2023 Committee of the Whole Meeting as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-471**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
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**DELEGATIONS**

***Tam Anderson – Prairie Gardens – Lily Lake Road Speed Limit***

***Brenda Gosbjorn – Library Budget Presentation***

DEPUTY MAYOR MAY MOVED THAT Council accept the delegations as information.

**CARRIED UNANIMOUSLY RESOLUTION 23-472**

**UNFINISHED BUSINESS**

***Economic Development and Planning Fees***

COUNCILLOR LAING MOVED THAT THAT Council directs administration to proceed with a 10% increase to the Economic Development and Planning Fees.

**CARRIED UNANIMOUSLY RESOLUTION 23-473**

***Budget Presentation***

COUNCILLOR LARSON MOVED THAT Council approves the 2024 operating and capital budget with the following amendments: remove the Edmonton Salutes Day Sail, remove the Shredding Event, and remove hotel accommodations for the FCSSAA.

1 Opposed

**CARRIED RESOLUTION 23-474**

Mayor Holden moved to take a short recess.

**CARRIED UNANIMOUSLY RESOLUTION 23-475**

Mayor Holden called the meeting back to order at 8:00 p.m.

**NEW BUSINESS**

***Notice of Motion: “The Last Post” Donation***

COUNCILLOR LAING rescinded her motion.

***Community Services Advisory Board Appointments***

DEPUTY MAYOR MAY MOVED THAT Council appoint Anne Lawrence to the Community Services Advisory Board as a member at large for a two-year term ending November 7, 2025.

**CARRIED UNANIMOUSLY RESOLUTION 23-476**

COUNCILLOR LAING MOVED THAT Council appoint Shannon Loehr to the Community Services Advisory Board as the Seniors’ Representative for a two-year term ending November 7, 2025.

**CARRIED UNANIMOUSLY RESOLUTION 23-477**

***Library Board Appointment Corrections***

**Town of Bon Accord  
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DEPUTY MAYOR MAY MOVED THAT Council appoints the following individuals to the Bon Accord Public Library Board for the specified terms:

- Bonnie Hodge – term expiry date July 5, 2024
- Shannon Loehr – term expiry date August 31, 2026
- Melanie Philbrick – term expiry date May 1, 2026
- Brenda Gosbjorn – term expiry date June 20, 2025
- Annette McManus – term expiry date April 4, 2025
- Carol MacKay – term expiry date February 20, 2026
- Sarah Redden – term expiry date February 20, 2026
- Vicki Foster – term expiry date May 1, 2026
- Tanya May – term expiry date October 31, 2024
- Christina Romaniuk – term expiry date November 6, 2026

**CARRIED UNANIMOUSLY RESOLUTION 23-478**

**WORKSHOPS/MEETINGS/CONFERENCES**

***Sturgeon County State of the County Address***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to register Mayor Holden, Councillor Bidney, and Councillor Larson for the Sturgeon County State of the County Address on November 15, 2023.

**CARRIED UNANIMOUSLY RESOLUTION 23-479**

**CORRESPONDENCE**

***Sturgeon Composite High School Awards Night Invitation***

DEPUTY MAYOR MAY MOVED THAT Council direct administration to register Councillor Larson for the Sturgeon Composite High School Awards Night Invitation.

**CARRIED UNANIMOUSLY RESOLUTION 23-480**

***3rd Canadian Division Holiday Reception***

COUNCILLOR LAING MOVED THAT Council direct administration to register Councillor Laing and a guest for the 3rd Canadian Division Holiday Reception December 7<sup>th</sup> at the Jefferson Amoury.

**CARRIED UNANIMOUSLY RESOLUTION 23-481**

Councillor Bidney moved that the meeting be extended past 9:00 p.m., if needed.

1 Opposed

**DEFEATED RESOLUTION (UNANIMOUS CONSENT REQUIRED) 23-482**

Councillor Bidney moved that the meeting be extended to 9:30 p.m., if needed.

**CARRIED UNANIMOUSLY RESOLUTION 23-483**

**CLOSED SESSION**

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- ***Development Update – FOIP Act – Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information***
- ***Offer to Purchase – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information***

DEPUTY MAYOR MAY MOVED THAT Council enter closed session to discuss Development Update – FOIP Act – Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information and Offer to Purchase – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information at 8:23 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-484**

COUNCILLOR LARSON MOVED THAT Council come out of closed session at 9:11 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 23-485**

***Offer to Purchase – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information***

COUNCILLOR LAING MOVED THAT Council directs administration to accept the offer as discussed and proceed with the next steps.

1 Opposed – Deputy Mayor May requested a recorded vote.

**CARRIED RESOLUTION 23-486**

***Development Update – FOIP Act – Section 17 Disclosure harmful to personal information, Section 24 Advice from officials, and Section 27 Privileged information***

COUNCILLOR LAING MOVED THAT Council accepts the reports as presented and directs administration to proceed as directed.

**CARRIED UNANIMOUSLY RESOLUTION 23-487**

**ADJOURNMENT**

COUNCILLOR LAING MOVED THAT the November 7, 2023 Regular Meeting of Council adjourn at 9:13 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-488**



2023-11-14

A/S/Sgt. Lew Simms

Detachment Commander Morinville RCMP-GRC

Morinville, A

Dear Mayor Holden,

Please find the quarterly Community Policing Report attached that covers the July 1<sup>st</sup> to September 30<sup>th</sup>, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Morinville RCMP.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

A/S/Sgt. Lew Simms

Detachment Commander

Morinville RCMP-GRC



## Morinville Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	1	0	0	N/A	N/A	0.0
Robbery		0	0	1	0	1	N/A	N/A	0.2
Sexual Assaults		7	11	10	9	9	29%	0%	0.2
Other Sexual Offences		5	0	1	0	4	-20%	N/A	-0.2
Assault		49	42	37	46	46	-6%	0%	-0.2
Kidnapping/Hostage/Abduction		2	2	0	2	0	-100%	-100%	-0.4
Extortion		1	0	1	1	1	0%	0%	0.1
Criminal Harassment		15	13	10	13	16	7%	23%	0.2
Uttering Threats		8	19	13	14	19	138%	36%	1.7
<b>TOTAL PERSONS</b>		<b>87</b>	<b>87</b>	<b>74</b>	<b>85</b>	<b>96</b>	<b>10%</b>	<b>13%</b>	<b>1.6</b>
Break & Enter		29	36	42	35	35	21%	0%	1.1
Theft of Motor Vehicle		45	33	44	31	39	-13%	26%	-1.4
Theft Over \$5,000		5	5	10	6	5	0%	-17%	0.1
Theft Under \$5,000		59	61	56	56	55	-7%	-2%	-1.3
Possn Stn Goods		22	48	34	15	34	55%	127%	-0.9
Fraud		17	13	20	18	28	65%	56%	2.7
Arson		2	5	4	4	1	-50%	-75%	-0.3
Mischief - Damage To Property		28	56	63	43	62	121%	44%	5.5
Mischief - Other		44	37	35	29	32	-27%	10%	-3.2
<b>TOTAL PROPERTY</b>		<b>251</b>	<b>294</b>	<b>308</b>	<b>237</b>	<b>291</b>	<b>16%</b>	<b>23%</b>	<b>2.3</b>
Offensive Weapons		2	20	7	4	3	50%	-25%	-1.4
Disturbing the peace		10	13	13	20	29	190%	45%	4.5
Fail to Comply & Breaches		16	19	20	24	20	25%	-17%	1.3
<b>OTHER CRIMINAL CODE</b>		<b>12</b>	<b>10</b>	<b>13</b>	<b>15</b>	<b>15</b>	<b>25%</b>	<b>0%</b>	<b>1.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>40</b>	<b>62</b>	<b>53</b>	<b>63</b>	<b>67</b>	<b>68%</b>	<b>6%</b>	<b>5.5</b>
<b>TOTAL CRIMINAL CODE</b>		<b>378</b>	<b>443</b>	<b>435</b>	<b>385</b>	<b>454</b>	<b>20%</b>	<b>18%</b>	<b>9.4</b>





## Morinville Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

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October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	4	4	2	0	-100%	-100%	-0.6
Drug Enforcement - Trafficking		1	2	2	4	0	-100%	-100%	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>3</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.6</b>
Cannabis Enforcement		1	1	0	0	0	-100%	N/A	-0.3
Federal - General		1	2	2	3	3	200%	0%	0.5
<b>TOTAL FEDERAL</b>		<b>5</b>	<b>9</b>	<b>8</b>	<b>9</b>	<b>3</b>	<b>-40%</b>	<b>-67%</b>	<b>-0.4</b>
Liquor Act		14	11	7	4	5	-64%	25%	-2.5
Cannabis Act		4	5	0	1	2	-50%	100%	-0.8
Mental Health Act		40	44	49	41	36	-10%	-12%	-1.1
Other Provincial Stats		46	79	78	73	62	35%	-15%	2.6
<b>Total Provincial Stats</b>		<b>104</b>	<b>139</b>	<b>134</b>	<b>119</b>	<b>105</b>	<b>1%</b>	<b>-12%</b>	<b>-1.8</b>
Municipal By-laws Traffic		4	0	2	2	1	-75%	-50%	-0.4
Municipal By-laws		26	27	19	11	14	-46%	27%	-4.0
<b>Total Municipal</b>		<b>30</b>	<b>27</b>	<b>21</b>	<b>13</b>	<b>15</b>	<b>-50%</b>	<b>15%</b>	<b>-4.4</b>
Fatals		2	3	4	2	0	-100%	-100%	-0.5
Injury MVC		10	16	22	26	16	60%	-38%	2.2
Property Damage MVC (Reportable)		81	48	78	72	92	14%	28%	4.6
Property Damage MVC (Non Reportable)		17	17	10	12	9	-47%	-25%	-2.1
<b>TOTAL MVC</b>		<b>110</b>	<b>84</b>	<b>114</b>	<b>112</b>	<b>117</b>	<b>6%</b>	<b>4%</b>	<b>4.2</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	9	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>1,065</b>	<b>847</b>	<b>810</b>	<b>612</b>	<b>613</b>	<b>-42%</b>	<b>0%</b>	<b>-113.9</b>
<b>Other Traffic</b>		<b>12</b>	<b>12</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>-75%</b>	<b>-40%</b>	<b>-2.5</b>
<b>Criminal Code Traffic</b>		<b>42</b>	<b>71</b>	<b>39</b>	<b>26</b>	<b>25</b>	<b>-40%</b>	<b>-4%</b>	<b>-7.9</b>
<b>Common Police Activities</b>									
False Alarms		42	42	28	23	32	-24%	39%	-3.9
False/Abandoned 911 Call and 911 Act		34	47	42	1	11	-68%	1000%	-9.2
Suspicious Person/Vehicle/Property		171	138	134	124	127	-26%	2%	-10.2
Persons Reported Missing		17	13	22	25	7	-59%	-72%	-0.8
Search Warrants		1	5	0	0	0	-100%	N/A	-0.7
Spousal Abuse - Survey Code (Reported)		54	70	64	59	69	28%	17%	1.9
Form 10 (MHA) (Reported)		2	3	5	2	2	0%	0%	-0.1



## RCMP Municipal Policing Report

<b>Detachment</b>	Morinville RCMP
<b>Detachment Commander</b>	A/S/Sgt. Lew SIMMS
<b>Quarter</b>	Q2
<b>Date of Report</b>	

### Community Consultations

<b>Date</b>	
<b>Meeting Type</b>	
<b>Topics Discussed</b>	
<b>Notes/Comments</b>	None identified

[Insert Consultation Before this One and Go to it](#)      [Insert Consultation After this One and Go to it](#)



## Community Priorities

<p><b>Priority 1</b></p>	<p>Crime Reduction</p>
<p><b>Current Status &amp; Results</b></p>	<p>Hot spot patrols continue to occur in or around our prone areas of the detachment area. These patrols still lead to suspicious vehicles and persons being queried with arrests/ charges being laid. We are still substantially behind in our progress but we may have been a little high on our estimate with productive patrols and not just drives. Our lock it or lose it program is doing well and members actively participate in it. Our target will be complete by next quarter but that will not stop members from continuing.</p>
<p><b>Priority 2</b></p>	<p>Workplace: Employee Wellness &amp; Respect</p>
<p><b>Current Status &amp; Results</b></p>	<p>We completed our target of our detachment meeting in the first quarter. With that said, we may be holding another one near end of fiscal year, given the change of membership here at Morinville detachment. Regardless of the meeting or not, each watch is continuing to get together outside of work hours and completing a team building event. For most watches during the summer months, they held BBQ's at one of the homes, or went out for a patio drink or two at a restaurant. Some of the guys even get together and play games online with each other. This will continue for the next few quarters and it shows to improve as watches continue to gain morale and friendship.</p>
<p><b>Priority 3</b></p>	<p>Enhance Awareness and Education</p>
<p><b>Current Status &amp; Results</b></p>	<p>In this Quarter Coffee with a Cop occurred in the towns of Legal and Bon Accord. Coffee with a Cop program is going extremely well, in Q2 we completed 2 and we have reached our target goal for the fiscal year. We will continue to engage in these. The town of Morinville has requested this program. Plans are well under way with the first one being set to take place on 2023-11-01.</p>



<b>Priority 4</b>	Enhance Road Safety
<b>Current Status &amp; Results</b>	As per APIS, 109 violation tickets were issued in Morinville. 10 in July, 38 in August and 61 in September. We are down 2 violation tickets from last quarter. To increase road safety and Provincial Statute Offences, Morinville Detachment could look at adding routine check stops during shifts. To be discussed at next meeting.



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	245	170	-31%	768	846	10%
<i>Persons Crime</i>	62	33	-47%	172	217	26%
<i>Property Crime</i>	98	95	-3%	420	359	-15%
<i>Other Criminal Code</i>	85	42	-51%	176	270	53%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	6	3	-50%	30	36	20%
<i>Provincial Code Traffic</i>	177	112	-37%	524	714	36%
<i>Other Traffic</i>	1	0	-100%	2	3	50%
<b>CDSA Offences</b>	2	3	50%	12	14	17%
<b>Other Federal Acts</b>	5	5	0%	16	23	44%
<b>Other Provincial Acts</b>	77	66	-14%	279	265	-5%
<b>Municipal By-Laws</b>	14	5	-64%	53	48	-9%
<b>Motor Vehicle Collisions</b>	31	23	-26%	81	135	67%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest





## Municipal Overview: Human Resources<sup>2</sup>

Staffing Category	Established Positions	Working	Special Leave <sup>3</sup>	Hard Vacancies <sup>4</sup>	Revised Plan at Q2	2023 FTE Utilization Plan
Police Officers	10	9	2	0	9.0	9.0
Detachment Support						

<sup>2</sup> Data extracted on September 30, 2023 and is subject to change.

<sup>3</sup> Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.

<sup>4</sup> Hard vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

Police Officers: Of the 10 established positions, 9 officers are currently working with 2 on special leave (one Parental, one Medical). Of these, one position has been backfilled to ensure coverage. There are no hard vacancies at this time. One position has two officers assigned to it. The annual plan for Morinville is based on nine working officers.



## Municipal Overview: Financial/O&M

As a municipality with a population under 15,000, the community benefits from the pooling of several costs, which are allocated on a per capita basis. Overtime and commissionaire guarding costs are direct costs to the municipality, and are not included as pooled costs.

Municipal Overview	Year to Date Expenditures <sup>5</sup>	Revised Plan at Q2	2023/24 Financial Plan
<b>Divisionally Pooled Costs</b>			
Pay	16,920,877	38,405,000	38,405,000
Equipment	877,897	4,234,584	4,234,584
Training	75,225	700,000	700,000
Unit Operations and Maintenance	1,427,232	3,715,536	3,715,536
Other	14,531	41,200	41,200
Indirect Costs	11,710,901	25,155,844	25,155,844
<b>Total Pooled Costs at 100%</b>	<b>31,230,559</b>	<b>72,659,957</b>	<b>72,659,957</b>
<b>Cost Per Member at 70%</b>	<b>70,669</b>	<b>153,199</b>	<b>153,199</b>
<b>Location Specific Costs</b>			
Extra Duty Pay	42,017	119,000	119,000
Commissionaire (guarding)	6,881	85,000	85,000
Public Service Employee Pay	-	-	-
Accommodation	-	-	-
<b>Total Location Specific Costs at 100%</b>	<b>48,898</b>	<b>204,000</b>	<b>204,000</b>
<b>Total Costs After Final Adjustments (at applicable cost share)</b>	<b>650,449</b>	<b>1,612,788</b>	<b>1,612,788</b>

<sup>5</sup> Includes expenditures up to September 30, 2023.

## Comments

The financial figures as identified above are in alignment with the recent Multi-Year Financial Plan and 2023/24 forecast. They reflect divisionally pooled costs as well as a location-specific costs. Please note, the location-specific forecasts costs listed above may include accommodation-related expenditures as well as other forecasted items; future versions of this report will provide a more detailed breakdown. Changes to Pooled FTE reflect the movement of four municipalities out of the municipalities under 15K pool this fiscal year.

RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

Quarter 2 invoicing for the 2023/24 fiscal year will be distributed no later than November 2nd. As we approach the end of the calendar year, we will continue to work with your Detachment Commander and community to align forecasts with current expenditures and expected costs, to ensure forecasts are as accurate as possible



## Definitions

### Municipal Overview: Human Resources

FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
2023/24 FTE Utilization Plan	This reflects the number of working FTEs planned to be in place for the fiscal year.
Revised Plan at Q2	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

### Municipal Overview: Financial/O&M

Year-To-Date (YTD) Expenditures	YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
Revised Plan at Q2	This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.
2023/24 Financial Plan	This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the 2023/24 fiscal year.
Pay	Includes salary costs and associated allowances for police officers, civilian support, and Public Service Employee Pay, if applicable.
Extra Duty Pay	Includes direct overtime costs for police officers and (if applicable) Public Service Employees.
Operating and Maintenance	Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.
Commissionnaire Guarding	Reflects the costs of guarding prisoners within detachments.
Equipment	Includes expenditures for operational and technology equipment, police vehicles and the associated fit-up of those vehicles.
Other	This includes all remaining expenditures such as administration costs, secret expenditures and air services costs if applicable.
Indirect Costs	This reflects the indirect costs associated to employees, including benefits, Canada Pension Plan and Employment Insurance rates. Also included within indirect costs are the division administration charges associated to core administration costs, special leaves and health services costs.
Cost Per Member	This is a per capita rate determined by pooling applicable costs for municipalities under 15K population in the Province and dividing the total by the divisional total of working FTEs for the same municipalities.
Divisionally Pooled Costs	The majority of costs for Alberta municipalities with a population below 15K are pooled together and are divided over the total FTE utilization of members in the respective police service. This pooled rate assists to minimize drastic financial effects from one year to the next.





## Municipal Overview: Financial/O&M

<p>Accommodation</p>	<p>Municipalities are responsible for providing the building space for policing and for paying 100% of all costs to provide and maintain the space. If the Municipal Policing Service is operating within a Crown-owned (RCMP-owned) building, they are responsible for paying 100% of their share of those costs. Examples include desks, chairs, filing cabinets, and fitness equipment.</p>
<p>Total Pooled Costs</p>	<p>Reflects total costs at 100% of all divisionally pooled costs for Alberta municipalities with a population below 15K, but does not include location-specific costs or any adjustments.</p>
<p>Total Location Specific Costs</p>	<p>Reflects costs that are specific to location and are not included in the average cost per member pooled rate. This may include expenditures relating to accommodation, overtime, PROS, Corps of Commissionaires, PSE support and isolated post allowance.</p>
<p>Total Costs After Final Adjustments</p>	<p>Reflects total costs of all categories of expenditures and any cost adjustments at the contract partner share.</p>

## News | Projects | Events

### News

- Dora L'Heureux of Fortis Alberta presented the Bon Accord Public Library and members of Town Council with a plaque commemorating Fortis' contribution of a \$2,742 Save Energy grant toward our LED lighting retrofit project at the library. Thank you again to Fortis for providing a brighter, safer space at our local library!
- Mayor Brian Holden of Bon Accord received the first poppy on October 27<sup>th</sup>, 2023, from the President of the Gibbons Legion 226, Retired Sergeant Darren Longstaff.
- The Town of Bon Accord recently received the results of the 2023 Communities in Bloom evaluation! We are pleased to share that our score was 78.10% - 4 Blooms. The judge's evaluation results are available on Town website at [www.bonaccord.ca](http://www.bonaccord.ca) (found under local notices).
- The new play equipment was installed in both Centennial and Springbrook Park.

### Projects

- The LED Lighting replacement project for the Town Office is underway.
- The new audio-visual system for Council chambers will start the week of November 22<sup>nd</sup>.
- The ice plant equipment is being installed with start-up scheduled for the end of December.
- The Town is working with Magna Engineering Services to submit a grant application to the Federation of Canadian Municipalities to complete a stormwater management feasibility study. The required documents have been submitted to Magna Engineering for the grant application.
- Repairs and maintenance to improve the condition on 2 sections of the Dark Sky Trail are complete! One project took place near the start of the trail near the condos and one near the ATCO shed.
- An arborist is currently working on trimming and assessment of the large evergreen trees west of 51<sup>st</sup> Avenue from south of Spruce Meadow Lane to north of Bon Acres Crescent. He has identified trees that are diseased (needle blight), hazardous, or at the end of their life. He is removing only those trees and trimming those that remain to hopefully promote their longevity.

### Events

- The posters from the MDP Public Open House that was held on Oct 17, 2023, at the Jewel Box are now available for online viewing. Visit our MDP Revision Project page: <https://bonaccord.ca/p/municipal-development-plan-mdp-by-law-2016-08-revision-project>
- The Halloween Spooktacular event was held on October 28<sup>th</sup>, 2023, with great success! Thank you to everyone who attended! The Town of Bon Accord and Bon Accord Public Library would like to thank the following: Lilian Schick School for the use of their gymnasium, Bon Accord Agricultural Society for their

sponsorship, 4H Sew and Soss for running the concession, Chelsea's Pub and Family Restaurant for their gift card donations and to our hardworking volunteers.

- The Remembrance Day Ceremony was held at Veterans' Memorial Park. Thank you to the many who attended and assisted with this event.

## Programs

- There were 7 registrants for the October 18<sup>th</sup> Adult Art Night Out.
- 12 people attended the Muttart Conservatory adult field trip on October 25<sup>th</sup>, and it went well.
- The Halloween Spooktacular on October 28<sup>th</sup> was well attended. There were approximately 200 people.
- Fall break day camps: November 6<sup>th</sup> there were 12 kids and November 8<sup>th</sup> there were 5 kids.
- 17 kids attended the Home Alone program and 19 attended the Babysitters course.
- Upcoming programs and events include:
  - November 22<sup>nd</sup> – Adult Art Night Out
  - December 4<sup>th</sup> – PD Day, Day Camp
  - December 5<sup>th</sup> – Adult field trip to Greenland Garden Centre
  - December 7<sup>th</sup> – Parents Night Off
  - December 11<sup>th</sup> – Community Craft Night
  - December 13<sup>th</sup> – Adult Art Night Out
  - December 1<sup>st</sup> and 2<sup>nd</sup> – Winter Wonder-Fest

## Key Meetings

- October 19 – Community Services Advisory Board Meeting
- October 20 – Meeting with AE about Asset Retirement Obligations.
- October 23 – CAO Regional Meeting
- November 10 – Leadership Meeting
- November 16 – Go East AGM – Economic Development and Planning Officer

## Conferences and Training

- October 19 – Resilience Builders Info Session – Multiple Administrative Staff
- October 30- Municipal Affairs Administrator's training—Town Manager
- November 1 – Council Workshop – Full Leadership Team
- November 15 – Electronics Meeting Training – Legislative Services and Communications Coordinator

## Department Highlights

### Administration | Town Manager

- During the month of October, the leadership team held several budget meetings to review and finalize the 2024 proposed budget for Council approval.
- Preparation and review of Council workshop materials and presentations for the November 1st event.
- Attendance at bi-weekly progress meetings for the ice plant project.
- Continued work on the partnership proposal for the 54<sup>th</sup> Avenue project.
- Planning for the final all staff meeting of the year on December 06<sup>th</sup>, 2023.
- Leadership meeting held on November 10<sup>th</sup>, 2023.
- Attended training provided by Municipal Affairs on October 30<sup>th</sup> including sessions on budget development, viability, and public library services.
- Prepared reports for Council on the progress of current development projects including the commercial building with the daycare and liquor store. The businesses in this building continue to operate normally while issues including parking and drainage are resolved.
- Review and update the organizational chart and position descriptions.

### Community Services

- We were approved for a subsidy of \$603 for the FCSSAA Annual Conference on November 22-24.
- The homeschooling group started their weekly group meetings at the arena mezzanine on November 14<sup>th</sup>.
- Submitted the Canadian Heritage Grant for the Canada Day Celebrations for 2024. Our application asked for full cost coverage of all expenses except for food and beverage, which the grant does not reimburse.
- Working on the shuttle bus proposal and potentially collaborating with nearby communities.
- Working on library card information for Lilian Schick and BACS students.
- Pickleball had to be cancelled a few times, once because the school was completing maintenance on their gymnasium floor and the other times because of volunteer availability. If there are any pickleball enthusiasts who would like to volunteer, they can contact the office.
- The Community Services Advisory Board approved the information and terms of reference for the Dark Sky Ad Hoc Committee – we will advertise recruiting volunteers for this committee.
- Creating a sponsorship package for events and programs.
- Planning is already underway for 2024 events and programs.

## Corporate Services

- Working on the 3-year operating plans and 10-year capital plans to bring to Council. A draft of the plans will be brought forward at the Committee of the Whole meeting on November 29th.
- Received the asset retirement obligation report from Associated Engineering. This report will allow us to meet the new accounting standard requirements.
- The resident in tax arrears with the risk of having their property up for auction per MGA tax recovery requirements has paid.
- Have been in contact with Jill Yanch from Resilient Rural for further information; their team is currently discussing the process and costs for bringing on additional communities so we will schedule a meeting once this is established.
- We have a Muniware kick-off meeting scheduled for November 27th.
- Completed the hiring of the new Administration and Community Services Assistant and have begun training.

## Planning | Economic Development | Bylaw

- Developed the proposed budget for 2024.
- Participated in budget deliberations.
- Met with Mashup Labs, an organization that helps rural entrepreneurs and small business owners. We are looking at ways to collaborate and offer programming in Bon Accord.
- Participated in the Council Workshop.
- Completed the draft annual Dark Sky Report. This is mandatory to maintain our dark sky designation and must be submitted by January 31, 2024.
- Completed weekly drive through Town for proactive bylaw monitoring. Nothing of significance to report.
- Advised affected businesses of the new Snow and Ice Removal Policy.
- Worked with Dandelion Renewables with respect to the arena charger connectivity.
- Developed a spreadsheet to maintain an on-going record for new development.
- Partnered with Community Futures to host a 'Business Help' session – Nov. 16
- Attended the Go East AGM.
- Attended the monthly Economic Development Mentorship meeting.
- Participated in the Northern and Regional Economic Development (NRED) grant information session.
- Working with Municipal Planning Services on the final steps of the Municipal Development Plan.

- Two complaints received:
  - Parked car with no registration or plate (Bylaw handled)
  - Telus building noise (on-going)
- Attended monthly Administration Safety meeting.

## Operations | Public Works

- Ongoing maintenance and equipment preparations to be ready for the winter road and walkway clearing.
- Repairs were completed on various rooms and doors within the Town office building and the firehall.
- Weekly park checks and L.S. road grading is ongoing.
- Responded to First Call utility locate requests.
- Participated in the bi-weekly update meetings concerning the new ice plant project at the arena.
- Installed the Legion's memorial cross at the cemetery in its permanent location.
- Facilitated the road closure of 50 Street for the Nov 11 Remembrance Day ceremony.
- Completed an opening and closing of a full burial plot at cemetery.
- Cleared two sections of drainage ditches on 48 Ave of landscaping stones to allow the backfill and grass seeding to happen in the spring.
- Repaired Christmas decorations and started hanging around town.
- Participated in the development and deliberation of the 2024 annual budget.
- Worked closely with contractors for the completion of the walking trail repairs and the execution of the large evergreen tree maintenance project.
- Completed the hiring of a new Public Works operator and have started his training.
- Completed our monthly utility inspections.

## 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:** November 21<sup>st</sup>, 2023  
**Reporting Period:** October 17<sup>th</sup>, 2023 – November 21<sup>st</sup>, 2023  
**Submitted by:** Jodi Brown (Town Manager)

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## ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
<p><b>Resilient Rurals</b>            Council accepted the presentation as information and direct administration to bring back an RFD regarding Bon Accord joining Resilient Rurals.</p>	Administration contacted Jill Yanch and was advised that it is not yet possible to join the program. They are still confirming details.
<p><b>Library Cards</b>            Council direct administration to research covering the costs of library cards for Lilian Schick School and possibly Bon Accord Community School, pending any existing agreements.</p>	In-progress
<p><b>Notice of Motion: Branded Apparel Option</b>            Council direct administration to create a Council Branded Apparel Policy.</p>	In progress
<p><b>Notice of Motion: Trail and Sidewalk Repairs</b>            Council direct administration to review the trail and sidewalks in Bon Accord and come up with a 1-5-year capital plan and bring forward information during the upcoming budget deliberations.</p>	In progress
<p><b>Notice of Motion: Bus Service</b>            Council direct administration to research collaborating with local towns to use a shuttle bus to serve youth, adults, seniors and community members.</p>	In- progress
<p><b>54<sup>th</sup> Avenue Project</b>            Council direct administration to proceed with the letter as directed.</p>	November 21 <sup>st</sup> , 2023, RCM

<p><b>Community Survey Results</b> Council accepts this report as information and direct administration to come back with a plan.</p>	<p>In progress  A plan to be brought forward during the 2024 budget deliberations</p>
<p><b>Urban Hens and Beekeeping Survey</b> Resolutions #23-254 and #23-255 Council directs administration to start the process of amending the Land Use Bylaw 2016-03 to allow laying hens in all districts except R3 and Commercial districts and FURTHER that Council directs administration to amend the Animal Control Bylaw 2019-10 and prepare an Urban Beekeeping Program and Laying Hens Program that align with the Town's bylaws.</p>	<p>In progress  The Laying Hen and Urban Beekeeping programs have been developed based on the existing Town bylaws.  These programs will be updated when the Land Use Bylaw and Animal Control Bylaw are amended.</p>

**OTHER PROJECTS:**

- New Fees and Charges Bylaw: Final fee schedule for Public Works, Arena floor (off-season) and Amphitheatre to be finalized at the November 27<sup>th</sup>, 2023 Meeting.
- Policies: Road Maintenance and the Arena Operational Policy
- Continued policy and bylaw review (rescinding or updating old bylaws and policies)
- Road projects research



October 23, 2023

Honourable Devin Dreeshen  
Minister of Transportation and Economic Corridors  
127 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Via email: [transportation.minister@gov.ab.ca](mailto:transportation.minister@gov.ab.ca)

**Re: Engine Retarder Brakes**

Dear Mr. Dreeshen:

As a family-oriented community filled with hardworking residents, retirees and business owners, the peaceful neighborhood we live in is disrupted with ongoing disregard for sleeping children, shift workers, parents, and the elderly with the unnecessary use of engine retarder brakes along adjacent Highway 28.

The Town of Bon Accord is situated along Highway 28 which is a main corridor running from North Edmonton to Cold Lake. The stretch of Highway 28 adjacent to Bon Accord is a 60 km zone, requiring drivers to lower their speed from 100 km with many big trucks using engine retarder brakes to do so. The current highway sign: "Please avoid use of engine retarder brakes" (Government of Alberta, 2006) implies optional compliance. As you are aware, there is no provincial legislation that regulates the use of engine retarder brakes along provincial highways or the resulting noise. Therefore, the RCMP cannot fine drivers for inappropriate use of such brakes. Prohibiting the use of engine retarder brakes via clear, enforceable signage is the first step to halt the unnecessary disruption of our peaceful communities, but this can only be achieved when the provincial legislation supports this messaging.

As such, we are requesting for an update to the provincial legislation to allow for a prohibition of the use of engine retarder brakes. A sign reading "Use of engine retarder brakes is prohibited" sends a strong, enforceable message, allowing our RCMP to enforce the laws accordingly. This, coupled with consistent application of the traffic laws along this stretch of highway will set a precedent for increased adherence and subsequently, a higher quality of life for our residents and neighbors.

We look forward to working together toward a viable solution.

Sincerely,

Mayor Brian Holden  
Town of Bon Accord

Cc: Town of Gibbons  
Town of Redwater  
Town of Legal  
Town of Morinville  
Sturgeon County

Sources: Government of Alberta. (2006). Engine Retarder Brakes Sign  
<https://open.alberta.ca/dataset/93baf87d-18ec-4d31-84e1-ce7bddc27818/resource/274a6b07-060d-4fee-92bb-d512d5b0aada/download/trans-engine-retarder-brakes-sign-2006-12.pdf>



**Year-to-Date Variance Report (Unaudited)**  
 for the year ending December 31, 2023  
 Reporting period: up to November 15, 2023

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,453,989	2,307,017	146,972	208,823	423,871	- 215,048	2,245,166	1,883,146	362,020	16%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,453,989.00</b>	<b>\$ 2,307,017.08</b>	<b>\$ 146,971.92</b>	<b>\$ 208,823.00</b>	<b>\$ 423,871.00</b>	<b>-\$ 215,048.00</b>	<b>\$ 2,245,166</b>	<b>\$ 1,883,146</b>	<b>\$ 362,020</b>	<b>19%</b>
Election	-	-	-	-	1,833	- 1,833	-	(1,833)	1,833	#DIV/0!
Council	-	-	-	95,988	106,392	- 10,404	(95,988)	(106,392)	10,404	-11%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 95,988</b>	<b>\$ 108,225</b>	<b>-\$ 12,237</b>	<b>-\$ 95,988</b>	<b>-\$ 108,225</b>	<b>\$ 12,237</b>	<b>11%</b>
Administration	23,968	4,814	19,154	445,826	516,591	- 70,765	(421,858)	(511,777)	89,919	-21%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 23,968</b>	<b>\$ 4,814</b>	<b>\$ 19,154</b>	<b>\$ 445,826</b>	<b>\$ 516,591</b>	<b>-\$ 70,765</b>	<b>-\$ 421,858</b>	<b>-\$ 511,777</b>	<b>\$ 89,919</b>	<b>18%</b>
Fire Services	10,531	9,661	870	34,920	34,871	49	(24,389)	(25,210)	821	-3%
Emergency Services	-	-	-	1,568	11,243	-9,675	(1,568)	(11,243)	9,675	-617%
Bylaw	53,713	44,967	8,746	43,273	31,692	11,582	10,440	(2,836)	-27%	
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 64,244</b>	<b>\$ 54,628</b>	<b>\$ 9,616</b>	<b>\$ 79,761</b>	<b>\$ 77,806</b>	<b>\$ 1,955</b>	<b>-\$ 15,517</b>	<b>-\$ 23,178</b>	<b>\$ 7,661</b>	<b>33%</b>
Municipal Planning	4,342	7,000	- 2,658	135,402	149,364	- 13,962	(131,060)	(142,364)	11,304	-9%
Economic Development	-	-	-	76,208	96,051	- 19,843	(76,208)	(96,051)	19,843	-26%
<b>TOTAL PLANNING &amp; DEVELOPMEN</b>	<b>\$ 4,342</b>	<b>\$ 7,000</b>	<b>-\$ 2,658</b>	<b>\$ 211,610</b>	<b>\$ 245,415</b>	<b>-\$ 33,805</b>	<b>-\$ 207,268</b>	<b>-\$ 238,415</b>	<b>\$ 31,147</b>	<b>13%</b>
Public Works - Roads	8,800	8,800	-	280,167	372,774	- 92,607	(271,367)	(363,974)	92,607	-34%
Storm Sewer & Drain	35,000	-	35,000	26,655	17,806	8,849	8,345	(17,806)	26,151	313%
Water	460,937	473,003	- 12,065	379,628	482,825	-103,197	81,309	(9,823)	91,132	112%
Sewer	266,325	283,622	- 17,297	218,955	282,509	-63,554	47,370	1,113	46,257	98%
Garbage	77,320	77,294	26	104,875	109,399	-4,524	(27,555)	(32,104)	4,549	-17%
Cemetery	13,550	6,000	7,550	7,715	9,905	-2,190	5,835	(3,905)	9,740	167%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 861,932</b>	<b>\$ 848,718</b>	<b>\$ 13,214</b>	<b>\$ 1,017,995</b>	<b>\$ 1,275,218</b>	<b>-\$ 257,223</b>	<b>-\$ 156,063</b>	<b>-\$ 426,500</b>	<b>\$ 270,437</b>	<b>63%</b>
FCSS	53,132	35,561	17,571	90,557	86,437	4,120	(37,425)	(50,876)	13,451	-36%
<b>TOTAL FCSS</b>	<b>\$ 53,132</b>	<b>\$ 35,561</b>	<b>\$ 17,571</b>	<b>\$ 90,557</b>	<b>\$ 86,437</b>	<b>\$ 4,120</b>	<b>-\$ 37,425</b>	<b>-\$ 50,876</b>	<b>\$ 13,451</b>	<b>26%</b>
Parks	57,263	55,478	1,785	106,573	136,301	- 29,728	(49,310)	(80,823)	31,513	-64%
Arena	145,129	218,178	- 73,049	220,893	365,954	- 145,061	(75,764)	(147,776)	72,012	-95%
Recreation	198,518	177,989	20,529	103,592	115,000	- 11,408	94,926	62,989	31,937	34%
<b>TOTAL REC &amp; COMMUNITY SERVIC</b>	<b>\$ 400,910</b>	<b>\$ 451,645</b>	<b>-\$ 50,735</b>	<b>\$ 431,058</b>	<b>\$ 617,255</b>	<b>-\$ 186,197</b>	<b>-\$ 30,148</b>	<b>-\$ 165,610</b>	<b>\$ 135,462</b>	<b>82%</b>
Library	2,742	-	2,742	61,844	59,073	2,771	(59,102)	(59,073)	(29)	0%
<b>TOTAL LIBRARY</b>	<b>\$ 2,742</b>	<b>\$ -</b>	<b>\$ 2,742</b>	<b>\$ 61,844</b>	<b>\$ 59,073</b>	<b>\$ 2,771</b>	<b>-\$ 59,102</b>	<b>-\$ 59,073</b>	<b>-\$ 29</b>	<b>0%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 1,411,270</b>	<b>\$ 1,402,366</b>	<b>\$ 8,904</b>	<b>\$ 2,434,639</b>	<b>\$ 2,986,021</b>	<b>-\$ 551,382</b>	<b>-\$ 1,023,369</b>	<b>-\$ 1,583,655</b>	<b>\$ 560,286</b>	<b>-55%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 3,865,259</b>	<b>\$ 3,709,383</b>	<b>\$ 155,876</b>	<b>\$ 2,643,462</b>	<b>\$ 3,409,892</b>	<b>-\$ 766,430</b>	<b>\$ 1,221,797</b>	<b>\$ 299,492</b>	<b>\$ 922,305</b>	

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

## Variance Report Notes

Reporting Period: up to November 15, 2023

### Municipal:

To date, 94% of current outstanding taxes have been collected, compared to 93% at this time last year.

Franchise fees are currently under-budget by \$11,332.

### Administration:

Revenue includes the \$14,750 MSI operating grant allocated to Muniware software. This cost has not been recorded yet as the conversion is set to start in November.

Legal fees are over budget by \$5,148.

### Bylaw:

Animal licenses are over budget for the year by \$2,565.

Fines distributions revenues are over budget by \$6,056 for the year.

### Storm:

Storm revenue includes the \$35,000 from MSI Operating grant allocated to the Magna Engineering study; offset by the related expenses.

### Water:

Bulk water sales are currently under budget by \$18,147.

These numbers tend to fluctuate over/under throughout the year.

Water sales are under budget. Budgeted consumption to date was 76,950 m<sup>3</sup> and actual to date is 73,052 m<sup>3</sup>.

Water sales are forecasted to be under budget for the year.

The budgeted cubic meters for institutional were based on incorrect data, which was corrected earlier this year.

Water purchases from the commission are under budget reflected by the usage.

### Sewer:

Sewer sales are under budget, due to the water consumption being lower.

### Municipal Planning and Economic Development

Legal is currently over-budget by \$35,012 due to the on-going development issues, however it should be off-set by surpluses in other department areas.

### FCSS & Recreation

Expenses are over-budget in FCSS, however this is due to some new programs and events being cost-recovery - therefore the revenues are over budget as well to offset.

**Sturgeon County**

Statistics from: 10/1/2023 12:00:00AM to 10/31/2023 11:59:00PM

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**Citation Printout Report by Violation**

Total Citations of (ROR S.44(N) PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE): 2  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 4  
Total Mandatory Appearances: 0

Total Citations of (TSA S.167(1)(A) FAIL TO PROVIDE P.O. W/OPERATORS LIC): 1  
Total Mandatory Appearances: 0

Total Citations of (VEH S.20(2) LIT BRAKE LAMP NOT CLEARLY VISIBLE FROM AT LEAST 250 M): 1  
Total Mandatory Appearances: 0

Total Citations of (VEH S.70 (1 TO 9) ILLEGAL GLAZING / STICKER): 1  
Total Mandatory Appearances: 0

Total Citations of (VEH S.72(3) OPERATE MV W/ NON COMPLAINE WINDSHIELD/ WINDOW G): 1  
Total Mandatory Appearances: 0

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**Grand Total**

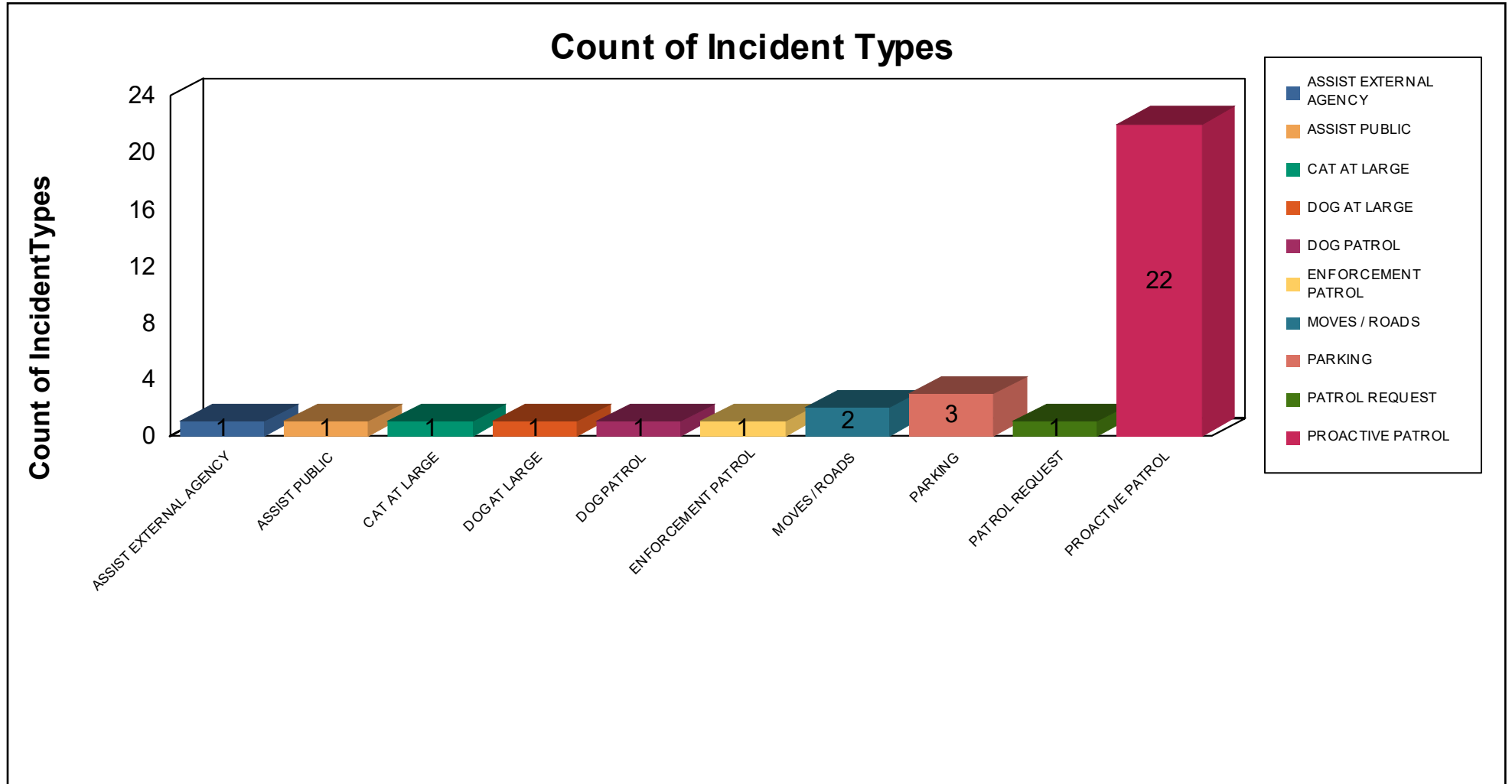
Total Number of Citations Reported: **10**  
Total Fine Amounts Reported: **\$725.00**  
Total Money Collected: **\$0.00**  
Total Money Still Due: **\$725.00**  
Total Mandatory Appearances: **0**

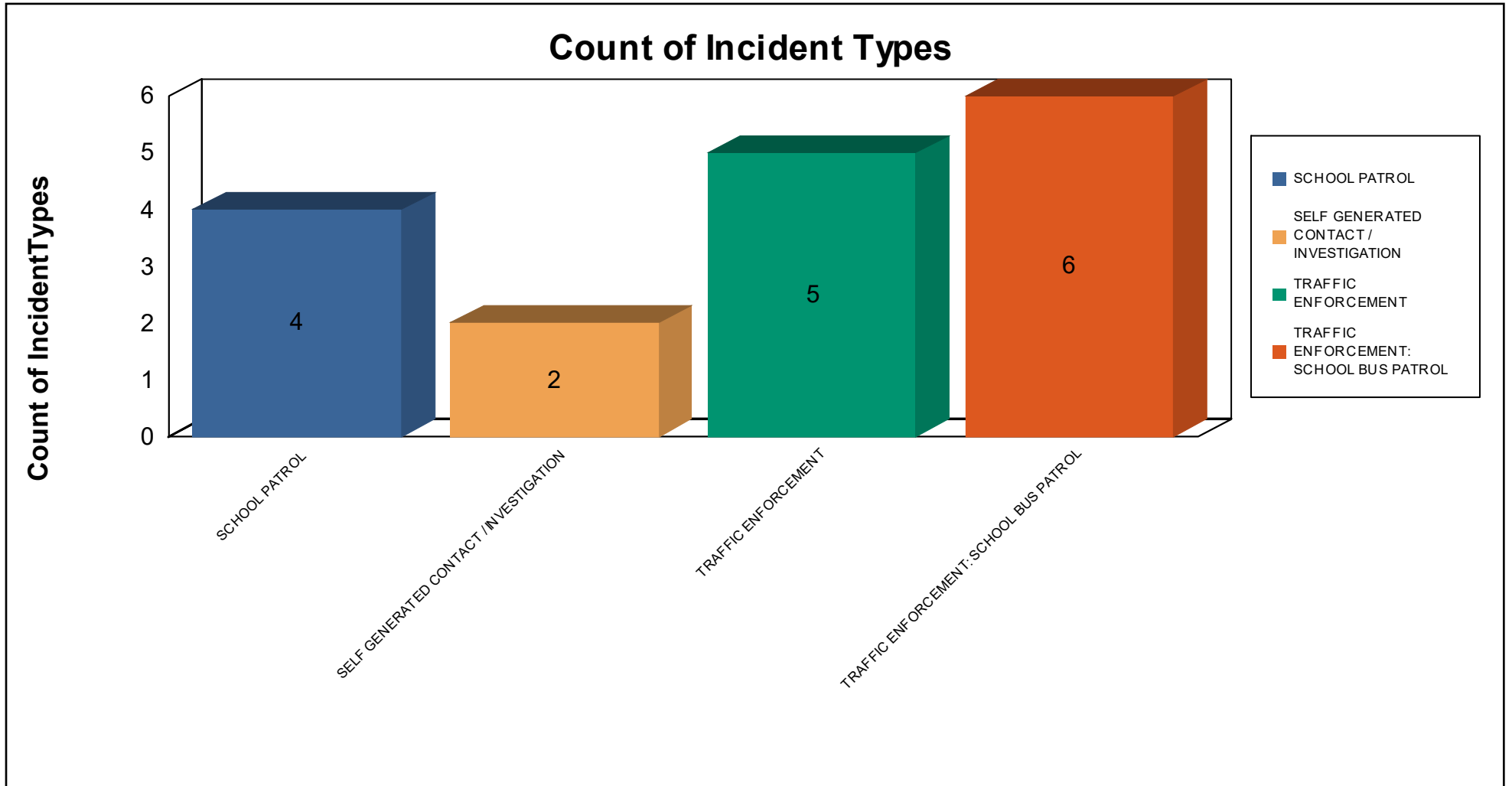
# Sturgeon County

Statistics from Occurred Date: 10/1/2023 12:00:00AM to 10/31/2023 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT







**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 21, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Council Community Connections – December</b>
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

The Public Participation Policy includes the provision for quarterly Council Community Connections events as noted below:

*Council Community Connections Events:*

- 1. The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, “Council Community Connections”.*
- 2. Council Community Connections Events will be held 4 times per calendar year.*
- 3. The Council Community Connections events will be held in person where possible unless extenuating circumstances require the event to be held virtually.*

Historically, these events have been held outdoors in Centennial Park in the summertime (weather permitting) and in Council Chambers during the cooler months.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has brought forward proposed dates for December’s Council Community Connections event for Council’s consideration. The December event would be held in-person unless extenuating circumstances arise.

**Topics**

Council Community Connections offers residents the opportunity to bring forward any topic of their choosing and this informal, open dialogue format has worked well. Council may wish to select a topic for consideration or leave the topic open.

## **Proposed Dates**

The following are presented for Council consideration:

- Thursday, December 7 (from Doodle poll). Time options included:
  - 5:00 – 7:00 p.m.
  - 5:30 – 7:30 p.m.
  - 6:00 – 8:00 p.m.
- Thursday, December 14 in the evening (Coffee with a Cop in afternoon). Time options:
  - 5:00 – 7:00 p.m.
  - 5:30 – 7:30 p.m.
  - 6:00 – 8:00 p.m.
- Location/Time: Council Chambers

Once plans are confirmed by Council, administration will develop and circulate event communications.

## **STRATEGIC ALIGNMENT**

*Value Statement: Transparency*

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

*Value Statement: Collaboration*

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

## **COSTS/SOURCES OF FUNDING**

Annual Budget

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

THAT Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date] from [time].

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 21, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Community Services Fees</b>
<b>Agenda Item No.</b>	7.2

**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 as well as a Facility Rental Policy #20-230 and accompanying procedure listing fees. Administration is working on a Fees and Charges Bylaw to replace the policy. This RFD brings forward the fees for the arena slab and the Centennial Park amphitheatre. Rates from surrounding areas have been provided attached to this RFD.

**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.

ARENA SLAB (APRIL – AUGUST)				
	Current Rate	3% Increase	5% Increase	5% Decrease
Local*	\$100/hr. \$750/day	\$103/hr. \$773/day	\$105/hr. \$788/day	\$95/hr. \$713/day
Non-Profit**	\$100/hr. \$750/day	\$103/hr. \$773/day	\$105/hr. \$788/day	\$95/hr. \$713/day
Non-Local	\$145/hr. \$1,087.50/day	\$149/hr. \$1,120/day	\$152/hr. \$1,142/day	\$138/hr. \$1,033/day
Damage Deposit***	\$250	\$500	\$500	\$500

\*Local includes Bon Accord and the Sturgeon County surrounding area.

\*\*The Donation Request Policy #23-396 allows for non-profit organizations to request town facility in-kind donation of up to 80 hours per calendar year.

\*\*\*Recommend increasing the damage deposit to \$500 as \$250 is minimal and would not cover much in the way of damages.

There is a wide range of prices for arena slab rental in the surrounding area, therefore the rate for a 5% decrease has been shown for consideration purposes.

In the past year, there has been (1) rental of the arena slab for four hours.

CENTENNIAL PARK AMPHITHEATRE (50 <sup>th</sup> Street and 59 <sup>th</sup> Avenue)				
	Current Rate	3% Increase	5% Increase	10% Increase
Local*	\$20/hr. \$180/day \$570/weekend+	\$21/hr. \$185/day \$587/weekend	\$21/hr. \$189/day \$599/weekend	\$22/hr. \$198/day \$627/weekend
Local with Power	\$25/hr. \$225/day \$712.50/weekend	\$26/hr. \$232/day \$734/weekend	\$28/hr. \$248/day \$748/weekend	\$28/hr. \$248/day \$784/weekend
Non-Profit**	\$15/hr. \$135/day \$427.50/weekend	\$15/hr. \$139/day \$440/weekend	\$16/hr. \$142/day \$449/weekend	\$17/hr. \$149/day \$470/weekend
Non-Profit with Power	\$20/hr. \$180/day \$570/weekend	\$21/hr. \$185/day \$587/weekend	\$21/hr. \$189/day \$599/weekend	\$22/hr. \$198/day \$627/weekend
Non-Local	\$25/hr. \$225/day \$712.50/weekend	\$26/hr. \$232/day \$734/weekend	\$28/hr. \$248/day \$748/weekend	\$28/hr. \$248/day \$784/weekend
Non-Local with Power	\$30/hr. \$270/day \$855/weekend	\$31/hr. \$278/day \$881/weekend	\$32/hr. \$284/day \$898/weekend	\$33/hr. \$297/day \$941/weekend
Damage Deposit***	\$250	\$500	\$500	\$500

+ Weekend is considered from Friday at 4pm to Sunday at 6pm.

\*Local includes Bon Accord and the Sturgeon County surrounding area.

\*\*The Donation Request Policy #23-396 allows for non-profit organizations to request town facility in-kind donation of up to 80 hours per calendar year.

\*\*\*Recommend increasing the damage deposit to \$500 as \$250 is minimal and would not cover much in the way of damages.

In the past year, the Town has had no rentals of the amphitheatre.

## STRATEGIC ALIGNMENT

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

## COSTS/SOURCES OF FUNDING

Annual operating budget.

**RECOMMENDED ACTION (by originator)**

**Resolution #1:**

THAT...Council directs administration to [*maintain/increase/decrease*] the current fees for the arena slab...by [*insert percentage if increasing or decreasing*] ...and further to increase the damage deposit to \$500.

**Resolution #2:**

THAT...Council directs administration to [*maintain/increase/decrease*] the current fees for the amphitheatre...by [*insert percentage if increasing or decreasing*] ...and further to increase the damage deposit to \$500.

## Community Space- Arena Slab and Amphitheatre Rental Rates

Community Meeting Space	Space Name	Capacity	Per Day	Per Hour	Weekends	Per Day	Per Hour	Weekends	Damage Deposit
			LOCAL			NOT LOCAL			
Legal	Arena Slab		\$500.00		\$400.00	na	na	na	\$500.00
	Amphitheatre	na	na	na	na	na	na	na	
Gibbons	Arena Slab		\$750.00	\$25.00		\$750.00	\$50.00		
	Amphitheatre	na	na	na	na	na	na	na	na
Westlock	Arena Slab								
	Amphitheatre	na	na	na	na	na	na	na	na
Redwater	Arena Slab		\$226.00	\$57.00		\$470.00	\$114.00		
	Amphitheatre	na	na	na	na	na	na	na	na
Morinville Leisure Centre	Arena Slab		53/hr youth, 72/hr adult						
	Amphitheatre	na	na	na	na	na	na	na	na
Bruderheim	Arena Slab			\$65.00			\$65.00		
	Amphitheatre	na	na	na	na	na	na	na	na
Fort Saskatchewan	Arena Slab SPORTSPLEX		77.75/hr (youth), 111.00/hr (adult)				\$94.50		
	Arena Slab Sherritt Arena		77.75/hr (youth), 111.00/hr (adult)				\$95.50		
	Arena Ice Jubilee Rec Centre		77.75/hr (youth), 111.00/hr (adult)				\$96.50		
	Amphitheatre	250 +	\$440.00	\$55.55	na	\$714.00	\$89.29	na	\$500.00
Borden Park Bandshell	Amphitheatre			\$116.25			\$116.25		
Blackfalds Amphitheatre	Amphitheatre	300	\$168.00	\$21.00	\$336.00	\$201.60	\$25.20	\$403.20	

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 21, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Holiday Closure 2023</b>
<b>Agenda Item No.</b>	7.3

**BACKGROUND/PROPOSAL**

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

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

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

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

Last year in 2022, Council approved the holiday closure between Monday, December 26<sup>th</sup> through to Monday, January 2<sup>nd</sup>, with extra advertising of the on-call information, providing for an additional three days of holiday staff recognition.

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

**Option #1:** Closed Monday, December 25<sup>th</sup> through to Monday, January 1<sup>st</sup>, reopening on Tuesday, January 2<sup>nd</sup>. This option recognizes the statutory holidays per the Employment Policy and an **additional three days of holiday staff recognition**. Additional advertising of the on-call information and closure would be provided.

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

**Option #2:** Closed Monday, December 25<sup>th</sup> through to Thursday, December 28<sup>th</sup>, reopening on Friday, December 29<sup>th</sup>, and closed on Monday, January 1<sup>st</sup>, reopening on Tuesday, January 2<sup>nd</sup>. This option recognizes the statutory holidays per the Employment Policy and an **additional two days of holiday staff recognition**. Additional advertising of the on-call information and closure would be provided.

MON Dec. 25	TUES Dec. 26	WED Dec. 27	THURS Dec. 28	FRI Dec. 29	SAT Dec. 30	SUN Dec. 31	MON Jan. 1
Closed - STAT	Closed-STAT	Closed - FLOATER	Closed - FLOATER	Open-Regular Hours	Closed	Closed	Closed - STAT

**Option #3:** Closed Monday, December 25<sup>th</sup> through to Wednesday, December 27<sup>th</sup>, reopening Thursday, December 28<sup>th</sup>, and closed on Monday, January 1<sup>st</sup>, reopening on Tuesday, January 2<sup>nd</sup>. This option recognizes the statutory holidays per the Employment Policy and an **additional one day of holiday staff recognition**. Additional advertising of the on-call information and closure would be provided.

MON Dec. 25	TUES Dec. 26	WED Dec. 27	THURS Dec. 28	FRI Dec. 29	SAT Dec. 30	SUN Dec. 31	MON Jan. 1
Closed - STAT	Closed-STAT	Closed - FLOATER	Open-Regular Hours	Open-Regular Hours	Closed	Closed	Closed - STAT

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

MON Dec. 25	TUES Dec. 26	WED Dec. 27	THURS Dec. 28	FRI Dec. 29	SAT Dec. 30	SUN Dec. 31	MON Jan. 1
Closed - STAT	Closed-STAT	Open-Regular Hours	Open-Regular Hours	Open-Regular Hours	Closed	Closed	Closed - STAT

Following discussion with staff, Administration is recommending Option 1. Option 1 best balances staff recognition, service levels, and service excellence. The additional staff recognition and holiday goodwill follows historical practices and allows for staff to spend time with family in our family-oriented community without affecting the bottom line of the budget.



Service levels and service excellence are maintained with offering services online and taking into consideration that the office has minimal phone and walk-in traffic during the recommended closure period. Many residents became proficient with online services over the course of the pandemic.

Being an employer of choice and factoring in retention strategies for long-term and therefore experienced employees can equal service excellence. Retention strategies as suggested with Option 1 can minimally affect the budget.

### **STRATEGIC ALIGNMENT**

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

Values Statement of Integrity: A Town of great moral character that promotes consistency, truthfulness, and trust.

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

NA

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

THAT...Council approves [insert Option here] of holiday closure for 2023.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 21, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Provincial Consultations on MGA and LAEA</b>
<b>Agenda Item No.</b>	7.4

**BACKGROUND/PROPOSAL**

The Government of Alberta is gathering input on public surveys until December 6, 2023 on possible changes to the Municipal Government Act (MGA) and Local Authorities Election Act (LAEA).

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Please see attached email from Alberta Municipalities which outlines:

- Potential changes to the LAEA and MGA,
- What Alberta Municipalities is doing, and
- Their “Call to Action” list.

**STRATEGIC ALIGNMENT**

***Priority #5: Collaboration***

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

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

1. THAT Council direct administration to...

**From:** [Jessica Caines](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW: Provincial Consultations on Local Authorities Election Act and MGA – give your input before December 6  
**Date:** November 15, 2023 11:59:37 AM  
**Attachments:** [GOAs MGA Consultation - public survey questions 20231107.docx](#)  
[GOAs LAEA Consultation - public survey questions 20231107.docx](#)  
[GOAs LAEA Consultation - Discussion Guide - Fall 2023.pdf](#)  
[GOAs MGA Consultation - Discussion Guide - Fall 2023.pdf](#)

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**From:** Tyler Gandam <[president@abmunis.ca](mailto:president@abmunis.ca)>  
**Sent:** Wednesday, November 15, 2023 10:31 AM  
**To:** cao <[cao@bonaccord.ca](mailto:cao@bonaccord.ca)>  
**Subject:** Provincial Consultations on Local Authorities Election Act and MGA – give your input before December 6

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

Dear ABmunis Members:

This is a long email, but we encourage you to read to the end so that you are fully informed about the Government of Alberta's current consultations on matters that are particularly important to municipal governments, municipal elected officials, and municipal candidates. Last week, the Government of Alberta launched two online public surveys on:

1. Potential changes to the *Local Authorities Election Act* (LAEA) on topics of:

- Supporting the use of political parties in municipal governments
- Advance voting
- Making voter lists available to candidates
- Rules for postponement of local elections
- Ability to vouch for electors without ID
- Use of special ballots
- Using runoff elections for the position of mayor/reeve

2. Potential changes to the *Municipal Government Act* (MGA):

- Mandating orientation training for councillors
- Expanding the ability for councils to meet in private
- Authority for the Minister to remove a councillor
- Changes to recall legislation
- Rules for councillors to disclose business interests or other personal history
- Rules for councillor disqualification
- Clarify councillor conflicts of interest

What is ABmunis doing?

We already know that our members do not support the introduction of political parties within municipal government and will strongly carry that message forward. That said, many of the consultation questions focus on other matters so our staff have been reaching out to members and municipal administrative associations to better understand technical aspects and potential consequences if any of the proposed changes were made. That has allowed us to develop draft positions that will go to our Board of

Directors for review this week. We will be making a written submission to the Minister of Municipal Affairs before the December 6 deadline, but we also see value for you to get involved.

### Call to Action

We believe it is important that municipal elected officials, municipalities, and Albertans take time to fill out the surveys so that the Government of Alberta has a clear understanding of Albertans' views on these matters. Therefore, we encourage you to:

1. Discuss the consultation questions with your council (see the attachments for background).
2. Complete both surveys by December 6, 2023. Survey links are available at <https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>
3. Consider sending additional written communication to Municipal Affairs through [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).
4. Encourage your residents to complete one or both surveys.

### Attachments

If your council wants to review the consultation questions together, we have provided the background information in two formats depending on if you plan to complete the online survey or write to the Minister.

- LAEA Consultation: Two attachments including the (1) online public survey questions and (2) Municipal Affairs' Discussion Guide for municipal stakeholders.
- MGA Consultation: Two attachments including the (1) online public survey questions and (2) Municipal Affairs' Discussion Guide for municipal stakeholders.

Note that the online public survey questions are more narrowly focused than the discussion guide questions.

As mentioned, we already know that our members and most Albertans do not support the introduction of partisan politics within local governments. This has been confirmed by the [independent public poll conducted by Janet Brown Opinion Research](#) in September 2023 and the [resolution passed by members](#) at our 2023 Convention. While we share that message with provincial leaders, please take the time to share your input before the consultation closes on December 6, 2023.

If you have any questions, please contact our Advocacy team at [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca).

Thank you,

**Tyler Gandam** | President

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E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-  
6644 | [www.abmunis.ca](http://www.abmunis.ca)



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This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

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

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 21, 2023
<b>Presented by:</b>	Terry Doerkson, Infrastructure Manager
<b>Title:</b>	<b>Road Maintenance Policy</b>
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

Council recently approved the Snow and Ice Removal Policy that governs winter road maintenance.

Administration drafted the Road Maintenance Policy to address road maintenance at other times of the year when annual road maintenance programs, other improvements and capital upgrade projects are normally undertaken.

The enclosed draft Road Maintenance Policy was reviewed by Council at the September 21<sup>st</sup>, 2023, Committee of the Whole Meeting.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As noted in the policy statement, the purpose of this policy is to help prioritize the allocation of municipal resources for the inspection, maintenance, and upgrade of municipal roads.

**STRATEGIC ALIGNMENT**

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

**COSTS/SOURCES OF FUNDING**

Annual Operating and Capital Budgets

**RECOMMENDED ACTION (by originator)**

1. THAT Council approves the Road Maintenance Policy as presented and circulated.
2. THAT Council approves the Road Maintenance Policy with the following amendments...
3. THAT Council direct administration to...

## ROAD MAINTENANCE

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**SECTION:** Administration

**DEPARTMENT:** Public Works

**COUNCIL APPROVAL DATE:** [date]

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

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### POLICY STATEMENT

Roads are an essential service that are necessary for travel throughout the community. Town roads have been built at different times for different purposes. Inspecting, maintaining, and upgrading these roads is a significant undertaking, with different service levels attracting different costs. The Town of Bon Accord has adopted the following policy to prioritize the allocation of municipal resources.

### PURPOSE

The purpose of this policy is to identify priorities for the identification, inspection, maintenance, and upgrade of roads in the Town.

This policy is intended to provide guidance to Council, staff, and the community on future decisions to ensure that those decisions consider:

- The minimum acceptable standards for maintenance of the Town's roads.
- The preferred service level for inspection and maintenance of the Town's roads, depending on the factors set out in the policy.
- The available financial resources of the Town and the ability to obtain additional funding such as grants from other levels of government and organizations.
- Reasonable timelines for the different processes involved in the implementation of this policy.
- New technology and advancements in design and construction techniques that improve performance or efficiency of the Town's roads inspection and maintenance or upgrading practices.
- Alternatives to repair and upgrade options.

Accordingly, this policy may be revised from time to time as more information is obtained.

## SCOPE

This policy applies to roads within the Town urban limits that are currently maintained by the Town, not including any roads that are maintained in accordance with agreements with Sturgeon County.

## DEFINITIONS:

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

“Gravel Road Maintenance” means re-gravelling, blading, and/or reshaping of the road.

“Infrastructure Manager” means the person employed by the Town as the Infrastructure Manager or designate.

“Paved Road Maintenance” means crack sealing and micro-surfacing, spray patching, and spot repairs (pothole filling).

“Reconstruction” means a complete reconstruction of the pavement including a new sub-grade asphalt base and a top pavement overlay.

“Rehabilitation” means when the road structure is increased to its original design strength (for example, mill and overlay or full depth reclamation).

“Specialized Road Maintenance” means special road maintenance options such as dust control.

“Town” means the Town of Bon Accord.

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

## RESPONSIBILITIES

1. The Infrastructure Manager will oversee the repair and maintenance of Town roads and development of the operational and capital budgets for road maintenance programs and activities.
2. The Infrastructure Manager will work with the Town’s engineers or other qualified professionals to determine the priority of roads needing Rehabilitation or Reconstruction.
3. The Town Manager will ensure that road projects are incorporated into the Town’s asset management plan and the Town’s annual, 5-year and 10-year capital plans at the direction of Council during the budget process.

## **I. INSPECTION OF ROADS**

1. Subject to further direction from Council and available financial and staff resources, the inspection of the roads, will prioritize inspection for the types of roads based on the following schedules:
  - a) Operators will endeavor to inspect all the roads within Town limits once per 30-day cycle.
  - b) Operators will report or address any potentially unsafe conditions found immediately.
  - c) Operators will report or address all other maintenance issues of a non-emergency nature and the matter will be addressed by follow-up routine maintenance.
  
2. A decision on the scope and type of inspections may consider, among others, the following criteria:
  - a) The availability of-experts or qualified individuals or companies to perform the inspections if engineering or other technical expertise is required to complete the inspection.
  - b) Available financial resources, including additional funding from other levels of government.
  - c) The impact of such investigations on users of the roads.
  - d) Weather or other environmental conditions impacting the accessibility or efficiency of such inspections.
  - e) Other factors that may be relevant to achieving the preferred service level for road maintenance.

## **II. PRIORITIZATION OF ROAD MAINTENANCE:**

1. A prioritization of the Town's roads is required to ensure that the available funding is aligned with the desired service level, and where the available funding is limited to prioritize those roads with the highest volume of traffic, critical road condition improvements needed and providing access to essential services.



2. The priority of road maintenance may be evaluated on any reasonable criteria determined by staff, in accordance with the following:
  - a) Funding allocations (budget)
  - b) Location of the road
  - c) Design of the road
  - d) Efficient delivery of services
  - e) The Town's inventory of roads changes (for example because of development or changes in the Town's boundaries).
  - f) The characteristics/condition of the road or traffic on the road change; for example, an emergency repair is needed.
3. The priority of the roads in the Town's inventory may be adjusted or modified from time to time given the above considerations.

### **III. PREFERRED SERVICE LEVELS FOR ROAD MAINTENANCE AND REPAIR:**

1. Road maintenance can be carried out in various ways to achieve different service levels. This policy is intended to allow the opportunity for these options to be explored and to prioritize the delivery of road maintenance programs that result in the lowest cost to benefit ratio.
2. Generally, the preferred service levels for road maintenance is to facilitate the safe mobility of residents and visitors through infrastructure repair and maintenance.
3. Road maintenance programs are seasonal, typically running from May to October including Paved Road Maintenance, Gravel Road Maintenance, and Specialized Road Maintenance. Refer to the Snow and Ice Removal Policy for winter maintenance.
4. On-going general maintenance activities including clearing of catch basins will take place to ensure proper drainage.
5. Reliable cost estimates may be developed for the various road maintenance options.

6. These cost estimates may inform annual budgeting or trigger a re-evaluation of the service levels.
7. In addition to the direct financial costs of the road inspection and maintenance program, there are socio-economic costs that may be considered, such as the anticipated disruption costs to users of the road and the alignment of projects to maximize the benefit derived from different projects for repairing, maintaining, or upgrading roads.

#### **IV. MINIMUM ACCEPTABLE STANDARDS**

1. The minimum acceptable standard for road maintenance is that roads are reasonably safe for travel to facilitate mobility of residents and visitors to the Town.

#### **V. COMPLAINT AND NOTICE PROCEDURES**

1. The Town will respond to complaints about road maintenance concerns as follows:
  - a). Residents may contact the Town Office to file a complaint regarding road maintenance concerns and/or complete a written complaint form as per the Town's Complaint Policy.
  - b). All complaints will be directed to the Infrastructure Manager for a follow-up response.
2. The Town Manager will review any unresolved complaints.

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 21, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Strong Towns Workshop</b>
<b>Agenda Item No.</b>	9.1

**BACKGROUND/PROPOSAL**

Administration has received an invitation (attached) from Edmonton City Council member, Michael Janz, for Council to attend a Strong Towns workshop at the University of Alberta with two dates and times available – December 13 at 7 p.m. – 10 p.m. or December 14 at 9 a.m. – noon.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Strong Towns is a membership program started by Chuck Marohn. The following excerpt is from the Strong Towns website (<https://www.strongtowns.org/about>):

*Strong Towns supports thousands of people across the United States and Canada who are advocating for a radically new way of thinking about the way we build our world. We do this in six key ways:*

**Media:** *We produce daily articles and podcasts that ask hard questions about how we build today and shine a spotlight on a better way that we must take up tomorrow.*

**Education:** *The Strong Towns Academy offers in-depth courses, as well as short-form workshops, for those who want to take action in their community.*

**Resources:** *The Strong Towns Action Lab houses how-to guides, case studies, and more downloadable resources to help you build a strong town.*

**Events:** *Strong Towns staff give engaging presentations and lead transformative workshops for audiences across the country, and virtually.*

**Neighbourhood Groups:** *Strong Towns advocates and members who live in the same city gather in Local Conversation Groups to discuss how Strong Towns principles can make their places more resilient.*

**Community Action Lab:** *These extended engagements use a multi-pronged approach to mobilize specific communities for change and coach key local leaders through critical action steps.*

## **STRATEGIC ALIGNMENT**

### ***Value Statement: Professionalism***

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

## **COSTS/SOURCES OF FUNDING**

Registration: \$54.58 per person

Mileage: Bon Accord to University of Alberta = 46 km one way

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

1. THAT Council direct administration to register [names of council members] to attend the Strong Towns workshop on [choose preferred date].
2. THAT Council direct administration to...

**From:** [Michael Janz](#)  
**To:** [Robert Summers](#); [Elyse Fortier](#); [Ashley Salvador](#)  
**Subject:** Strong Towns Founder Chuck Marohn is Coming to Edmonton Dec 13/14th  
**Date:** November 3, 2023 12:05:19 PM

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*We welcome sponsors and partners who can help make this even a success. Please reach out to Dr. Summers or Elyse Fortier (above). Please help us promote this opportunity in your newsletter, or through partnership channels:*

**RSVP and purchase tickets via Eventbrite here:**

(Evening) Wednesday Dec 13th, 7:00PM @Metro Cinema:

<https://www.eventbrite.ca/e/building-a-stronger-town-an-evening-with-charles-marohn-tickets-741724727627?aff=oddtcreator>

(Morning) Thursday Dec 14th, 9:00 AM at the Student Union Building, University of Alberta:

<https://www.eventbrite.ca/e/workshop-building-a-stronger-town-with-charles-marohn-tickets-748816820267?aff=oddtcreator>

We're excited to be welcoming Chuck Marohn, the founder of the American-based STRONG TOWNS movement to Edmonton. This event is organized and hosted by the University of Alberta School of Urban and Regional Planning, University of Alberta Sustainability Council, Councillor Ashley Salvador, and Councillor Michael Janz as well as other partners (TBD).

**Strong Towns operates with the mission of replacing America's post-war pattern of development, the Suburban Experiment, with a pattern of development that is financially strong and resilient. We advocate for cities of all sizes to be safe, livable, and inviting. We work to elevate local government to be the highest level of collaboration for people seeking to work together in a place, not merely the lowest level in a hierarchy of governments.**

With a media presence reaching millions of people every year and a membership of nearly 3,000 people from all 50 states and several countries, the Strong Towns movement is reshaping the North American development pattern with a return to bottom-up, incremental growth. Strong Towns accomplishes this work by producing articles, podcasts, online and in-person events, training and more.

**Learn more at: [strongtowns.org](https://strongtowns.org)**

- - - - -



**Michael Janz (He/Him)**  
COUNCILLOR, WARD PAPASTEW  
CITY OF EDMONTON

780-496-8146 OFFICE

2nd Floor, City Hall  
1 Sir Winston Churchill Square  
Edmonton AB T5J 2R7

\***Subscribe** to our **weekly e-news** here: [www.michaeljanz.ca/updates](http://www.michaeljanz.ca/updates) \*

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**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	November 21, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>2024 Municipal Law Seminar Options</b>
<b>Agenda Item No.</b>	9.2

**BACKGROUND/PROPOSAL**

Each year, Brownlee LLP and Reynolds Mirth Richards & Farmer LLP hold Municipal Law seminars. Both seminars will be held in February 2024. Historically, Town Council and administration have attended Brownlee’s Emerging Trends in Municipal Law seminar, however, this year, administration is seeking Council’s preferred seminar.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Please see below for overviews of each seminar.

***Brownlee***

Thurs, February 15, 2024 from 8:30 a.m. – 3:30 p.m.

Location: Edmonton Expo Centre

Topics featured: To be determined

Brownlee is the only of the two law firms that are hosting a virtual session option.

***Reynolds Mirth Richards & Farmer***

February 9, 2024 from 8 a.m. – 4 p.m.

Location: Delta Hotels by Marriott Edmonton South Conference Centre

Topics featured:

- Municipal Liability
- Fortification and Surveillance
- Use and Occupation of Municipal Roads
- Employment & Labour
- Construction
- Acquiring and Accessing Land
- Code of Conduct Bylaws

Both sessions include a Q&A bear pit session where lawyers will answer your questions.

## **STRATEGIC ALIGNMENT**

### ***Value Statement: Professionalism***

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

## **COSTS/SOURCES OF FUNDING**

Registration/subsistence costs are a budgeted item. Please see below registration costs for each seminar.

### ***Brownlee's Emerging Trends in Municipal Law Seminar***

Virtual registration is \$130 + GST

In-person registration is \$190 + GST

### ***Reynolds Mirth Richards & Farmer***

In-person registration is \$187.71 + GST

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

1. THAT Council direct administration to register [names of council members] to attend [choose Brownlee OR Reynolds Mirth Richards & Farmer seminar].
2. THAT Council direct administration to...



**TOWN OF BON ACCORD**

*Mayor Report – for period October 11 – November 14, 2023*

Vacation October 4 through October 16

- October 17, 2023 Chaired Regular Meeting of Council
- October 17, 2023 Attended Municipal Planning Services Open House. We only had a couple of residents attend this event. They each had a personal view of the presentation.
- October 19, 2023 Attended Small Business Mixer. 3 People came to this event. Lots of pertinent conversation including some good ideas for our next Mixer.
- October 20, 2023 Attended meeting with CAO and Tam Anderson of Prairie Gardens
- October 25, 2023 Attended Committee of the Whole Meeting. The budget was the main focus of this meeting.
- October 26, 2023 Chaired Annual Roseridge Finance Committee Meeting.
- October 27, 2023 Participated in First Poppy Ceremony with Gibbons' Mayor Dan Deck and Darren Longstaff, President of Gibbons Legion
- October 28, 2023 Hosted and attended Roseridge Strategic Planning Session.
- November 1, 2023 Attended All Day Council Workshop. Lots of good information.
- November 3, 2023 Attended Bon Accord Community School Remembrance Ceremony. It was great to see the younger children's attentiveness and willingness to participate in the ceremony.
- November 6, 2023 Attended Waste to Resource Meeting hosted by Sturgeon County. This meeting was held downtown Edmonton and only lasted a little over an hour. It was good to network with the other participants before and after the meeting.
- November 7, 2023 Chaired Regular Meeting of Council
- November 9, 2023 Attended Roseridge Organizational Meeting. I was nominated and voted in as Vice Chair.
- November 9, 2023 Attended Roseridge Monthly Meeting
- November 11, 2023 Attended Bon Accord Remembrance Ceremony. Awesome Ceremony this year. I believe there is a need to find a way to accommodate more people as well as improve the accessibility for those who may require assistance. There was also a request to trim back some of the bushes

as there were quite a few people that could not see the entire ceremony as the were stuck behind bushes.

Note:

*Brian Holden*  
Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*October 11 – November 14, 2023*

- October 12      Attended Agenda Review.
- October 12      Attended Sturgeon County Emergency Long Term Service Awards.  
Congratulations to our local fire department awards recipients:

***NFPA 1001 Level 1 Recognition Awards***

Firefighter Hyland Dalman  
Firefighter Tyson Lewis  
Firefighter Payson Saunders

***NFPA 1001 Level 2 Recognition Awards***

Firefighter Kiana Bailey  
Firefighter Russell Beairsto  
Firefighter Jordan Brown  
Firefighter Mark Burke  
Firefighter Kirk Paproski

***5 Year Recipients***

Firefighter Victoria  
Firefighter Herber Vasquez

***10 Year Recipient***

Firefighter Jevin Van Der Leek

- October 16      Attended Library Board Meeting.
- October 17      Attended Regular Meetings of Council.
- October 17      Attended MDP Open House.
- October 19      Attended Community Service Advisory Board.
- October 19      Attended Bon Accord Small Business Mixer.
- October 24      Attended Fortis Save Energy Grant Plaque Presentation.
- October 25      Attended Committee of the Whole Meeting.
- October 26      Attended CRASC (Capital Region Assessment Services  
Commission) meeting.
- November 1      Attended Council Workshop.

November 2            Attended Agenda Review.

November 6            Attended Waste to Resource Initiative Presentation.

November 7            Attended Regular Meetings of Council.

November 9            Attended Sturgeon Victim Services Board Meeting.

November 10           Attended Stronger Together Conference.

November 11           Attended Gibbons Remembrance Day Ceremony.

November 13           Attended Library Board Meeting.

Note: Congratulations to all our fire department award winners once again. Thank you all for your hard work in keeping our community safe.

*Tanya May*  
Deputy Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report – October 12 – November 15, 2023*

- October 12, 2023 Attended the Regional Emergency Services Awards. Congratulations to all who completed their courses and all those who received Service Awards.
- October 17, 2023 Attended the Regular Meeting of Council.  
Attended the Land Use Bylaw open house.
- October 19, 2023 Attended the Business Mixer.
- October 24, 2023 Attended the plaque presentation by Fortis for the lighting upgrade grant for the library. The new lighting is very nice.
- October 25, 2023 Attended the Committee of the Whole meeting.
- October 26, 2023 Attended the Homeland Housing Board meeting.
- October 28, 2023 Assisted with the Halloween event. Attendance was great and everyone seemed to enjoy the free event.
- Nov 1, 2023 Attended the Council Workshop.
- Nov 6, 2023 Attended the Waste to Resource presentation.
- Nov 7, 2023 Attended the Regular Meeting of Council.
- Nov 10, 2023 Attended the Special Meeting of the new “Arrow Utilities”. Rates will be determined by the board in the November commission meeting.
- Nov 11, 2023 Attended the Remembrance Day ceremony.

Notes:

*Lynn Bidney*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councillor Report – for period, October 11- November 7, 2023*

- October 17 Attended Regular Meeting of Council
- October 17 Attended MDP open house at the Jewel Box
- October 19 Attended the Business Mixer in Chambers
- October 24 Attended Library Fortis Grant award
- October 25 Attended Committee of the Whole Meeting
- October 27 Attended Salutes Meeting
- October 28 Attended (not as official council duty) Halloween Event at LS School- this was an excellent event and so proud to see so many town volunteers from the library and 4H attend the event and make it a success.
  
- Nov 1 Attended Council Workshop
- Nov 3 Attended Lilian Schick Remembrance Day ceremony
- Nov 3 Attended Bon Accord Remembrance Day ceremony “as gallery”
- Nov 6 Attended Waste to Resource event at Edmonton Convention Center
- Nov 7 Attended Regular Meeting of Council
- Nov 11 Attended Town of Bon Accord Remembrance Day ceremony, always a great job and well attended.

*Lacey Laing*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report – Oct 12 to Nov 15*

- October 12, 2023 Sturgeon County Emergency Services Long-Term Service Awards Invitation (Thanks to everyone for their service and dedication.)
- October 17, 2023 Attended Regular Meeting of Council.
- October 17, 2023 Attended MDP Open House.
- October 18, 2023 Attended Commission Manager interviews for CRNWSC
- October 25, 2023 Attended Committee of the Whole meeting
- November 1, 2023 Attended Council Workshop. It was a good education session.
- November 3, 2023 Attended Sturgeon Composite High School Remembrance Day Ceremony. It was an honor to attend.
- November 6, 2023 Attended Waste to Resource – Hosted by Sturgeon County.
- November 7, 2023 Attended Regular Meeting of Council.
- November 15, 2023 Attended State of the County with Sturgeon County Mayor Alanna Hnatiw

*Timothy LARSON*  
Councillor  
Town of Bon Accord



ALBERTA  
AGRICULTURE AND IRRIGATION

*Office of the Minister  
MLA, Highwood*

NOV 01 2023

RECEIVED  
NOV 01 2023

His Worship Brian Holden  
Mayor  
Town of Bon Accord  
PO Box 779  
5025 - 50 Avenue  
Bon Accord, Alberta T0A 0K0

Dear Mayor Holden:

Thank you for your July 17, 2023 letter updating me on the exciting developments in Bon Accord and congratulating me on my appointment as Alberta's Minister of Agriculture and Irrigation. I am honoured to continue serving as MLA for Highwood, and to be appointed to Cabinet.

A top priority for our government is the continued success of Alberta's agriculture industry – a key pillar of our province's economy. As my mandate letter outlines, sustaining innovation and growth in the agriculture sector, along with strategic expansion and improvements to our irrigation network, will help ensure Alberta maintains its standing as a global leader in food development and distribution.

I look forward to working with you to advance Alberta's primary economic sectors and support our province's prosperity.

Thank you again for your message of support.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Sigurdson', with a stylized flourish at the end.

Honourable RJ Sigurdson  
Minister, Agriculture and Irrigation



**From:** [Tracy Reaume](#)  
**To:** [Trenna Benesocky](#); [Christine Young](#); [Miranda Dewit](#); [Jessica Caines](#); [Brandon Bacchus](#); [Morinville-St. Albert](#); [Dane.Lloyd.C1@parl.gc.ca](#)  
**Subject:** Lite up the Nite Parade - November 25  
**Date:** November 14, 2023 2:51:57 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Hi ladies and gents, please excuse my tardiness at getting this out, but please consider attending our annual parade next weekend. The Lite Up the Nite Christmas Festival is coming up November 24-26, 2023. The annual parade returns Saturday November 25 at 5:30 p.m. Participation is free, but you must register your float by the **end of the day on Wednesday, November 22, 2023.**

Register today: <https://engagemorinville.ca/lite-up-the-nite-parade-2023>

Thanks for your consideration!

Tracy



**Tracy Reaume**

Executive Assistant  
Office of the Chief Administrative Officer  
Office of Mayor and Council  
T. 780-939-7853 | F. 780-939-5633 | [treaume@morinville.ca](mailto:treaume@morinville.ca)  
[www.morinville.ca](http://www.morinville.ca)





# LITE UP THE NITE PARADE

SATURDAY, NOVEMBER 25  
5:30 p.m.

[morinville.ca/lutn](http://morinville.ca/lutn)



## NOTICE OF MOTION

I Mayor Brian Holden propose a notice of motion regarding the purchase of promotional clothing for sale to our residents. I bring this forward as emergent business so that council may discuss and give sufficient time to add to this year's budget. This would come out of the Economic Development and Planning budget.

This is something that was requested by a resident while attending our Remembrance Day Ceremony. This resident feels that there are many who would be proud to wear the Bon Accord Logo.

Thank You  
Mayor Holden