

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**December 5, 2023, 6:00 p.m. in Council Chambers**  
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
- 4. ADOPTION OF MINUTES**
  - 4.1. Regular Meeting of Council; November 21, 2023 (enclosure)
  - 4.2. Committee of the Whole Meeting; November 29, 2023 (enclosure)
- 5. DELEGATION**
- 6. UNFINISHED BUSINESS**
  - 6.1. Draft Municipal Development Plan – Public Input Report (enclosure)
  - 6.2. Resilient Rurals (enclosure)
- 7. NEW BUSINESS**
  - 7.1. Financial Plans Review (enclosure)
  - 7.2. 2024 Operating Budget – Sewer Rates (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
  - 8.1. Fees and Charges Bylaw 2023-06 – First Reading (enclosure)
  - 8.2. Cyber Security Incident Response and Disaster Recovery Plan Policy (enclosure)
  - 8.3. Municipal Development Plan Bylaw 2023-10 – First Reading (enclosure)
  - 8.4. Branded Apparel Policy Amendments (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. CORRESPONDENCE**

**GENERAL**

  - 10.1. Alberta Police Funding Model (enclosure)
- 11. NOTICE OF MOTION**
- 12. CLOSED SESSION**
  - 12.1. 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*
  - 12.2. Lot 4A, Block 8, Plan 5261BA – *FOIP Act Section 27 Privileged information*
- 13. ADJOURNMENT**

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

**COUNCIL  
PRESENT**

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

**ADMINISTRATION**

Jodi Brown – Town Manager  
Falon Fayant – Corporate Services Manager  
Jenny Larson – Economic Development and Planning 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 9:00 a.m.

**ADOPTION OF AGENDA**

COUNCILLOR LARSON MOVED THAT Council adopt the November 21, 2023 agenda as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-489**

**ADOPTION OF MINUTES**

***Regular Meeting of Council; November 7, 2023***

DEPUTY MAYOR MAY MOVED THAT Council approve the November 7, 2023 Regular Meeting of Council minutes, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-490**

**DELEGATION**

***Mirek Grzeszczuk – MPE Introduction***

COUNCILLOR LARSON MOVED THAT Council accept the presentation as information.

**CARRIED UNANIMOUSLY RESOLUTION 23-491**

***Acting Staff Sergeant Lew Simms – Morinville RCMP – Quarterly Report***

COUNCILLOR LARSON MOVED THAT Council accept the report as information.

**CARRIED UNANIMOUSLY RESOLUTION 23-492**

**DEPARTMENTS REPORT**

DEPUTY MAYOR MAY MOVED THAT Council accept the departments report as information.

**CARRIED UNANIMOUSLY RESOLUTION 23-493**

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

**NEW BUSINESS**

***Council Community Connections***

COUNCILLOR BIDNEY MOVED THAT Council directs administration to postpone the Council Community Connections in December 2023 to January 2024.

**CARRIED UNANIMOUSLY RESOLUTION 23-494**

***Community Services Fees***

DEPUTY MAYOR MAY MOVED THAT Council directs administration to maintain the current fees for the arena slab, increase the damage deposit to \$500, and come back to Council with an added birthday party rate.

**CARRIED UNANIMOUSLY RESOLUTION 23-495**

DEPUTY MAYOR MAY MOVED THAT Council directs administration to maintain the current fees for the amphitheatre and further to increase the damage deposit to \$500.

**CARRIED UNANIMOUSLY RESOLUTION 23-496**

***Holiday Closure***

COUNCILLOR LARSON MOVED THAT Council approves Option 1 of holiday closure for 2023.

**CARRIED UNANIMOUSLY RESOLUTION 23-497**

Mayor Holden called for a short recess at 10:50 a.m.

Mayor Holden called the meeting back to order at 11:00 a.m.

***Provincial Consultations on MGA and LAEA***

DEPUTY MAYOR MAY MOVED THAT Council direct administration to share with the community the survey links on the MGA and LAEA.

**CARRIED UNANIMOUSLY RESOLUTION 23-498**

**BYLAWS/POLICIES/AGREEMENTS**

***Road Maintenance Policy***

COUNCILLOR LARSON MOVED THAT Council approves the Road Maintenance Policy as presented and circulated.

**CARRIED UNANIMOUSLY RESOLUTION 23-499**

**WORKSHOPS/MEETINGS/CONFERENCES**

***Strong Towns Workshop***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to decline registering participants in the Strong Towns Workshop.

**CARRIED UNANIMOUSLY RESOLUTION 23-500**

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

***2024 Municipal Law Seminar Options***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to register Mayor Holden, Councillor Bidney and Councillor Larson for the Reynolds Mirth Richards & Farmer LLP seminar on February 9, Deputy Mayor May for the Brownlee LLP in-person seminar on February 15, and Councillor Laing for the Brownlee LLP virtual seminar on February 15.

**CARRIED UNANIMOUSLY RESOLUTION 23-501**

**COUNCIL REPORTS**

COUNCILLOR BIDNEY MOVED THAT Council accept the Council reports as information.

**CARRIED UNANIMOUSLY RESOLUTION 23-502**

DEPUTY MAYOR MAY MOVED THAT the meeting extend beyond 12 p.m., if necessary.

**CARRIED UNANIMOUSLY RESOLUTION 23-503**

**CORRESPONDENCE**

***Minister Sigurdson – Letter Response***

COUNCILLOR LARSON MOVED THAT Council accept the correspondence as information.

**CARRIED UNANIMOUSLY RESOLUTION 23-504**

***Morinville Lite Up the Nite Parade***

COUNCILLOR BIDNEY MOVED THAT Council direct administration respectfully decline attendance at the Lite Up the Night parade.

**CARRIED UNANIMOUSLY RESOLUTION 23-505**

**NOTICE OF MOTION**

***Branded Apparel – Mayor Holden***

COUNCILLOR LARSON MOVED THAT Council waive the waiting period for this notice of motion and discuss the Notice of Motion: Branded Apparel as emergent business.

**CARRIED UNANIMOUSLY RESOLUTION 23-506**

COUNCILLOR BIDNEY MOVED THAT Council postpone discussion on Branded Apparel to the 2025 budget deliberations.

**CARRIED UNANIMOUSLY RESOLUTION 23-507**

**CLOSED SESSION**

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



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

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

Councillor Larson recused himself from item 13.2 Prairie Gardens Request due to pecuniary interest.

DEPUTY MAYOR MAY MOVED THAT Council enter closed session to discuss Partnership Proposal – FOIP Act Section 21 Disclosure harmful to intergovernmental relations; 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; Lot 4A, Block 8, Plan 5261BA Update – FOIP Act Section 24 Advice from officials and Section 27 Privileged information; and Resident Complaint – FOIP Act Section 24 Advice from officials at 11:42 a.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-508**

Councillor Larson left the meeting at 12:01 p.m.  
Councillor Larson returned to the meeting at 12:16 p.m.

COUNCILLOR LARSON MOVED THAT Council come out of closed session at 12:34 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 23-509**

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

COUNCILLOR BIDNEY MOVED THAT Council directs administration to set up a meeting with School Board Trustee, Cindy Briggs, and the School Board Superintendent of Sturgeon County School Division.

**CARRIED UNANIMOUSLY RESOLUTION 23-510**

Councillor Larson left the meeting at 12:36 p.m. due to pecuniary interest.

***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***

DEPUTY MAYOR MAY MOVED THAT Council directs administration to proceed as directed.

**CARRIED UNANIMOUSLY RESOLUTION 23-511**

Councillor Larson returned to the meeting at 12:36 p.m.

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

**Town of Bon Accord  
Regular Meeting of Council Minutes  
November 21, 2023 9:00 a.m.  
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COUNCILLOR LAING MOVED THAT Council accept the update as information.  
**CARRIED UNANIMOUSLY RESOLUTION 23-512**

**ADJOURNMENT**

DEPUTY MAYOR MAY MOVED THAT the November 21, 2023 Regular Meeting of Council adjourn at 12:37 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-513**

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Mayor Brian Holden

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Jodi Brown, CAO

**Town of Bon Accord  
Committee of the Whole Meeting Minutes  
November 29, 2023 5:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

Mayor Brian Holden  
Councillor Lynn Bidney  
Councillor Lacey Laing  
Councillor Timothy J. Larson – Chair

**REGRETS**

Deputy Mayor Tanya May

**ADMINISTRATION**

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

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Councillor Larson called the meeting to order at 5:00 p.m.

**ADOPTION OF AGENDA**

There were no objections to adding item 4.2 Budget – Sewer Rates to the agenda.

COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda for November 29, 2023, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 23-514**

**NEW BUSINESS**

***Financial Plans Review***

The presentation was reviewed and discussed.

***Budget – Sewer Rates***

The presentation was reviewed and discussed.

***Fees and Charges Bylaw***

The presentation was reviewed and discussed.

***Cyber Security Incident Response & Disaster Recovery Plan Policy***

The presentation was reviewed and discussed.

**ADJOURNMENT**

COUNCILLOR LAING MOVED THAT the November 29, 2023 Committee of the Whole Meeting adjourn at 6:36 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-515**

**Town of Bon Accord  
Committee of the Whole Meeting Minutes  
November 29, 2023 5:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

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Mayor Brian Holden

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Jodi Brown, CAO

DRAFT

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 5, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Municipal Development Plan Public Input Report</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

The Town of Bon Accord has contracted Municipal Planning Services to provide expertise in municipal planning and development.

Brad Macdonald is a planner with MPS and has been involved with drafting the Town's proposed new Municipal Development Plan.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Mr. Macdonald prepared the enclosed report summarizing the public input received during the process of developing the proposed Municipal Development Plan and will present the report to Council.

**STRATEGIC ALIGNMENT**

The Municipal Development Plan is a statutory document that encompasses all aspects of the Town's Strategic Plan.

**COSTS/SOURCES OF FUNDING**

Annual budget

**RECOMMENDED ACTION (by originator):**

THAT ... Council accepts this report as information.

# What We Heard Report

Town of Bon Accord Municipal Development Plan  
Report to Council – 27 November 2023

## OCTOBER 2023 OPEN HOUSE

On October 17, 2023, the Town of Bon Accord and Municipal Planning Services (MPS) held an in-person public open house for the draft Town of Bon Accord Municipal Development Plan. Advertising and notification for the open house was undertaken by Town Administration.

The open house was held from 6:00 PM to 8:30 PM at the Jewel Box. Attendees were provided with posters that explained the purpose of the MDP, the project's process, and highlighted significant content from the draft MDP.

In addition to Town Administration, Council, and MPS staff, the open house was attended by two Town residents.

MPS provided Town residents and community members with a deadline of three weeks following the open house to provide additional comments/questions regarding the draft MDP. To date, only one comment/question was received by Town Administration.

The following is a summary of feedback provided by community members, as well as MPS' response/recommendation for the draft MDP.

COMMUNITY RESPONSE	FORMAT PROVIDED	MPS RESPONSE/RECOMMENDATION
The Town of Bon Accord has need for an off-leash dog park. Residents in need of these facilities go to Fort Saskatchewan and do their grocery/other shopping while there.	At the open house	Policy 5.2.2 in the draft MDP states "The Town shall develop a system of parks which provides a variety of spaces and functions to meet the needs of a varied and dynamic user group."  This policy would support the future development of an off-leash park in the Town.
MAP 3: Environmental & Local Features identifies a 'Potential Landfill' immediately northeast of Lilian Schick School. Wondering why a landfill would be located on this site.	Phone conversation with Town Administration after the open house	The 'Potential Landfill' identified on this map is a 'former unregulated dump site.' The existence of this dump site was discovered during a previous attempt to develop the surrounding area in approximately 2005.  The site is disclosed on the map as future development in this area may be affected by provincially regulated setbacks.  <b>MPS recommends</b> that this site's label on Map 3 be changed to read 'Former Unregulated Landfill Site' so as not to give the impression that it is a planned future landfill site.

## AGENCY/SERVICE PROVIDER REFERRALS

On November 8, 2023, MPS circulated a copy of the draft MDP to referral agencies/local service providers for their feedback. A list of the referral agencies contacted (and their responses) is included below.

REFERRAL AGENCY	AGENCY RESPONSE AND MPS RECOMMENDATION
Alberta Culture and the Status of Women	No Response
Alberta Energy Regulator (AER)	No Response
Alberta Environment	Any impacts to Public Lands and Crown claimable waterbodies may require approval under the Public lands Act or its Regulations.

	MPS does not recommend any changes to the MDP.
Alberta Health	No Response
Alberta Transportation and Economic Corridors	No Response
Apex Utilities	No Response
Canada Post	No Response
Fortis Alberta	No Response
Greater St. Albert Catholic Schools	No Response
North Parkland REA	No Response
Sturgeon School Division	<p>Requested clarification regarding 'Potential Landfill Site' on Map 3: Environmental &amp; Local Features. MPS called the School Division and clarified the status of the former unregulated dump site in this location and noted that MPS would be recommending changing this label on the map to avoid future confusion.</p> <p>Requested that the MDP identify the 'Joint Use and Planning Agreements' between the School Division and the Town in the MDP.</p> <p>MPS recommends that Policy 6.1.5 in the draft MDP be revised to read "The Town shall cooperate with <del>the local</del> school authorities in the use of joint use <b>and planning</b> agreements to provide facilities for recreation and educational programs in the community."</p>
Telus Communications	No Concerns
Town of Gibbons	No Response

## MPS RECOMMENDED CHANGES

The following is a summary of recommended changes to the MDP for Council's consideration prior to first reading:

1. That the 'Potential Landfill Site' label on Map 3 be revised to read 'Former Unregulated Landfill Site.'
2. That Policy 6.1.5 be revised to read "The Town shall cooperate with ~~the local~~ school authorities in the use of joint use **and planning** agreements to provide facilities for recreation and educational programs in the community."



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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 5, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Resilient Rurals</b>
<b>Agenda Item No.</b>	6.2

**BACKGROUND/PROPOSAL**

At the October 17<sup>th</sup> regular meeting of council, Councillor Laing moved that Council accept the presentation [from Jill Yanch of Resilient Rurals] as information and direct administration to bring back an RFD regarding Bon Accord joining Resilient Rurals. Resolution #23-438.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

On November 28<sup>th</sup> administration attended an event hosted by Resilient Rurals in order to get an idea of what the organization is all about and to discuss with them the logistics of joining.

The event was called “Cultivating Food Sovereignty” and brought together leaders from many different organizations in the surrounding area and included indigenous viewpoints. Food sovereignty is having control over the source of your food. The presentations throughout the day were informative and promoted healthy and independent lifestyles in the community with a focus on supporting local area producers, engaging volunteers, and connecting with others.

Resilient Rurals is reviewing their structure and researching alternative operation models as they move into the future. Because of this, they do not yet have any plans for formally bringing in new communities to the partnership.

As we generated many great ideas and made new connections from the November 28<sup>th</sup> event, administration recommends that we continue to participate informally with Resilient Rurals and their initiatives.

**STRATEGIC ALIGNMENT**

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

**COSTS/SOURCES OF FUNDING**

Operating budget

**RECOMMENDED ACTION (by originator):**

THAT ... Council accepts this RFD as information and directs administration to continue to connect informally with Resilient Rurals.

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 5, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Financial Plans Review</b>
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

Following the approval of the 2024 operating and capital budget, administration has prepared for Council review the 3-year operating plan, and the 5-year and 10-year capital plans.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Council reviewed the attached presentation for the 3-year operating plan and the 5-year and 10-year capital plan at the Committee of the Whole meeting on November 29<sup>th</sup>.

Updates to the financial plan from the Committee of the Whole meeting include consideration for 54<sup>th</sup> Avenue in the 5-year capital plan. The financial strategy for 2029 has been updated on page 50 of the presentation.

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

The plans are not required to balance, however for the purposes of illustrating the affect of projected revenues and expenditures, administration has balanced the plans.

As well, projected possible strategies have been developed for the 5-year capital plan.

**STRATEGIC ALIGNMENT**

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

**COSTS/SOURCES OF FUNDING**

**RECOMMENDED ACTION (by originator):**

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



# 2025-2027 DRAFT Operating Plan & 2025-2035 DRAFT Capital Plan

PRESENTED: NOVEMBER 29, 2023, COMMITTEE OF THE WHOLE

## VISION, MISSION, VALUES

### VISION

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

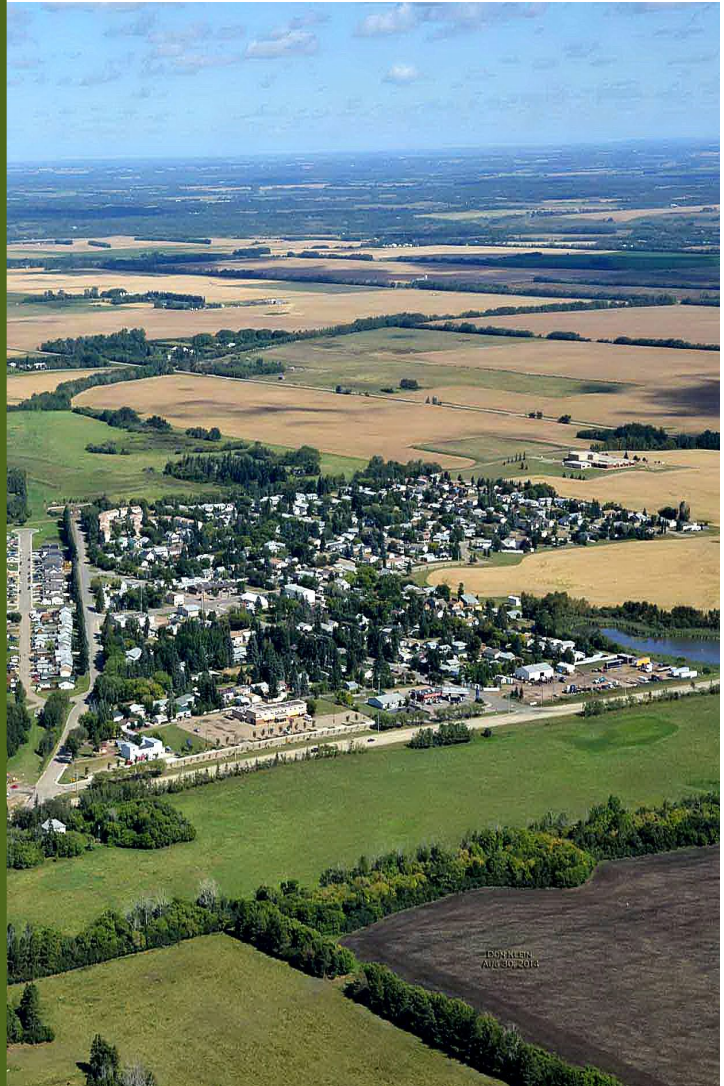
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### TOWN OF BON ACCORD

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### MISSION

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





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## Long-Term Strategies

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**Tax Planning Strategies** – Small, manageable increases per year to cover both increasing operational costs and capital infrastructure requirements. This strategy keeps taxes reasonable over the course of a few years and avoids a sudden high increase because of infrastructure failures and maintenance demands.

**Grants** – Provincial and Federal grants and explore other grant opportunities.

**Naming Rights & Sponsorships** – Suitable for municipal recreation buildings and parks, events, etc.

**Debenture** – The cost of expensive infrastructure capital projects can be broken out over the term of borrowing + the costs of interest.

**Reserves** – Reserves can be used to cover the costs of infrastructure repair and replacement, with plans to replenish through tax planning strategy.



**2025-2027  
DRAFT  
Operating Plan  
& 2025-2035  
Capital Plan**

November 29, 2023

Committee of the Whole

**STRATEGIC  
PLAN**

***Connection:***

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



# Planning Challenges & Drivers

- It is difficult to determine what assessments will look like on a yearly basis; assessments impact the municipal tax levy.
- Inflation impacts the costs of providing services.
- Aging infrastructure and increased maintenance costs.
- Reductions in provincial grant funding – provincial grant funding has decreased by 70% since 2017.
- Limited sources of revenue – the Town’s revenue sources are limited to taxes, user fees, franchise fees, grants, and donations.
- Grants and donations are competitive, and many have certain eligibility requirements and/or matching fund requirements.
- Balancing act between costs and revenue to maintain service levels and replace and repair aging infrastructure.
- Economic development strategies to grow the town.



## 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

November 29, 2023

Committee of the Whole

### STRATEGIC PLAN

#### *Connection:*

Values Statement of  
TRANSPARENCY: Open  
and accountable to  
our residents and  
encourage open  
communication.



# Planning Assumptions

#### GRANTS:

- Assume that funding levels will remain consistent, even though MSI is transitioning to LGFF, and the framework and funding levels have not been announced.
  - Assume that the operating grant level will remain consistent.

#### UTILITIES:

- Continuing with the full-cost recovery of utilities – this is the best practice.
- The capital rate rider continues to increase until 2027 to replenish reserves.

#### EXPENSES:

- Assume that the rate of inflation will continue to increase by at least 3%. Not all expense areas are affected.

#### INFRASTRUCTURE:

- Continuing to work on our asset management plan to improve and replace aging infrastructure through our funding strategies.

## 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

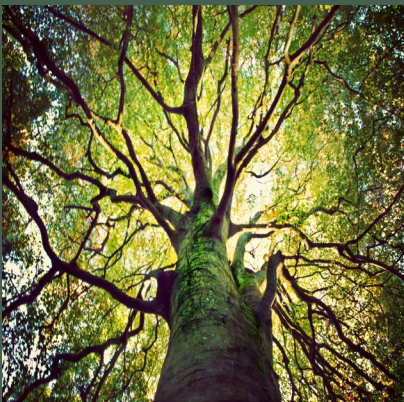
November 29, 2023

Committee of the  
Whole

## STRATEGIC PLAN

### *Connection:*

Values Statement of  
TRANSPARENCY:  
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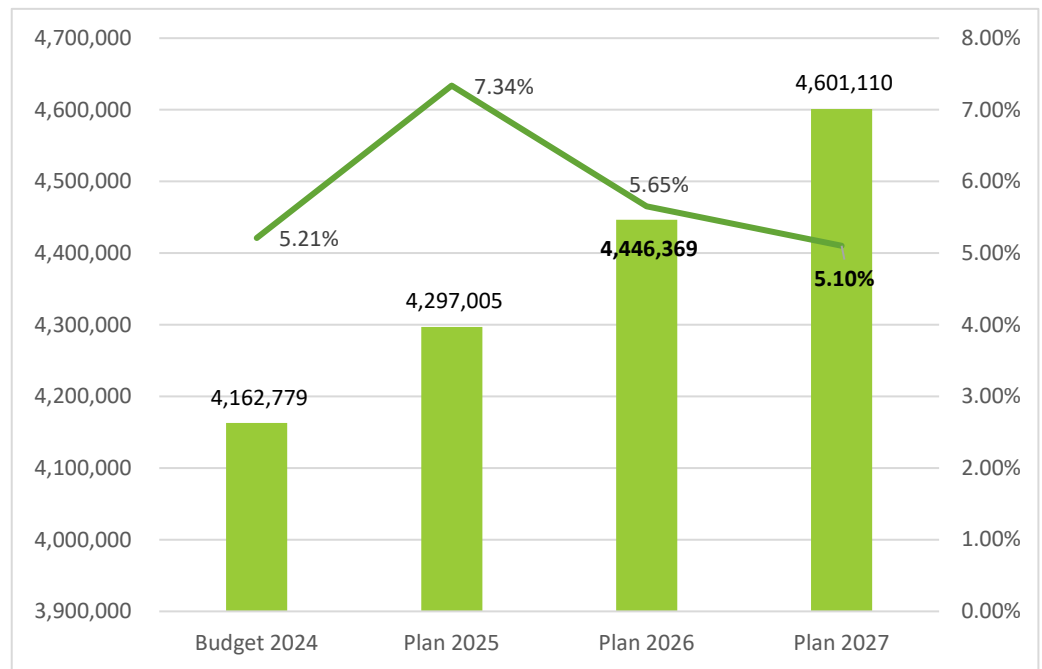


# PLAN SUMMARY

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

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

### TOTAL Operating Revenues and Expenses



The percentage value in the graph above demonstrates the increase from the previous year of municipal tax levy revenue required to balance the plan for the current year. This does not necessarily mean this is the percentage increase to the tax rate because tax rates are affected by assessment.

## 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

November 29, 2023

Committee of the Whole

### STRATEGIC PLAN

#### **Connection:**

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



# Council

## Council - Overview



Council plans include the following:

- ↗ Council fees with a 2.5% yearly increase and per diems.
  - ↗ EOEP training courses.
  - ↗ Mileage and registration for meetings, conferences, parades, and other networking opportunities.
  - ↗ Council workshop.
  - ↗ Cell phone and cell phone allowances.
  - ↗ Insurance.
  - ↗ IT managed services.
  - ↗ Parade candy and council supplies for Community Connections, Coffee with a Cop, etc.
- ✓ Increases over the planned years are due to inflation increases.



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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
<b>Total Revenue</b>	-	-	-	-
<b>Expenses:</b>				
COUNCIL - FEES & PER DIEMS	82,552	84,092	85,670	87,288
COUNCIL - TRAINING & OTHER	12,420	12,763	13,115	13,479
STAFFING COSTS - TRAINING & OTHER	6,875	6,875	6,875	6,875
CONTRACTED SERVICES & RENTALS	4,562	4,562	4,562	4,562
GOODS & SUPPLIES	3,100	3,100	3,100	3,100
INSURANCE	2,296	2,365	2,436	2,509
MEMBERSHIP & REGISTRATION	14,400	14,832	15,277	15,735
<b>Total Expenses</b>	<b>128,224</b>	<b>130,608</b>	<b>133,055</b>	<b>135,568</b>
<b>Balance</b>	<b>- 128,224</b>	<b>- 130,608</b>	<b>- 133,055</b>	<b>- 135,568</b>
	0.00	0.00	0.00	0.00



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

	<b>FINAL</b>			
	<b>Budget</b>	<b>Plan</b>	<b>Plan</b>	<b>Plan</b>
	<b>Operating</b>	<b>Operating</b>	<b>Operating</b>	<b>Operating</b>
	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Revenue:</b>				
<b>Total Revenue</b>	-	-	-	-
<b>Expenses:</b>				
CONTRACTED SERVICES & RENTALS	500	500	500	500
GOODS & SUPPLIES	1,500	1,500	1,500	1,500
MEMBERSHIP & REGISTRATION	-	-	-	-
PROFESSIONAL FEES	-	-	-	-
<b>Total Expenses</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Balance</b>	- <b>2,000</b>	- <b>2,000</b>	- <b>2,000</b>	- <b>2,000</b>
	0.00	0.00	0.00	0.00



**2025-2027  
DRAFT  
Operating Plan  
& 2025-2035  
Capital Plan**

November 29, 2023

Committee of the Whole

**STRATEGIC  
PLAN**

***Connection:***

Values Statement of STEWARDSHIP:  
Administration and Council embody the responsible planning and management of our resources.



# Administration

## Administration - Overview



Administration plans include the following:

- ↗ Revenue which includes fees for tax certificates, landfill permits, NSF fees, EV charging revenue, and basement rental.
  - ↗ Staff training and conference networking opportunities.
  - ↗ Postage and copies, office equipment leases, and office supplies.
  - ↗ Utilities – cell phones, office phones and internet, power, and gas.
  - ↗ Audit services.
  - ↗ Assessment services.
  - ↗ EV charging station maintenance fees.
  - ↗ Cleaning services.
  - ↗ Software annual licensing.
  - ↗ Building maintenance.
- ✓ Increases over the planned years are due to inflation increases.



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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	18,015	18,015	18,015	18,015
GRANTS	-	-	-	-
<b>Total Revenue</b>	<b>18,015</b>	<b>18,015</b>	<b>18,015</b>	<b>18,015</b>

<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	385,405	404,675	424,909	446,154
STAFFING COSTS - TRAINING & OTHER	16,104	16,104	16,587	17,084
CONTRACTED SERVICES & RENTALS	84,893	87,301	89,815	92,404
GOODS & SUPPLIES	13,220	13,220	13,220	13,220
INSURANCE	20,424	21,036	21,668	22,318
MEMBERSHIP & REGISTRATION	7,625	7,854	8,089	8,332
OTHER - FINANCE CHARGES	3,180	3,180	3,180	3,180
POSTAGE & COPIES	2,800	2,884	2,971	3,060
PROFESSIONAL FEES	38,776	39,776	40,776	42,076
REPAIRS & MAINTENANCE	13,500	5,000	5,000	5,000
UTILITIES	7,634	7,765	7,900	8,039
DEBENTURES	6,295	6,295	6,295	6,295
AMORTIZATION	30,000	30,000	30,000	30,000
TRANSFER TO RESERVES	24,400	24,400	24,400	24,400
<b>Total Expenses</b>	<b>654,255</b>	<b>669,490</b>	<b>694,809</b>	<b>721,562</b>

<b>Balance</b>	<b>- 636,240</b>	<b>- 651,475</b>	<b>- 676,794</b>	<b>- 703,547</b>
	0.00	0.00	0.00	0.00



**2025-2027  
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Operating Plan  
& 2025-2035  
Capital Plan**

November 29, 2023

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**STRATEGIC  
PLAN**

**Connection:**

Priority #2

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



# Fire

## Fire – Overview



Fire plans include the following:

- ↗ Revenue for the rental of the fire hall to Sturgeon County fire department per the agreement. The agreement states a 2% increase of CPI, whichever is greater. The plans assume a 3% increase.
- ↗ The fees for fire services per the agreement, increasing by 2% annually or CPI, which is greater. The plans assume a 3% increase.
- ↗ The fire services agreement ends in 2026.
- ↗ Other expenses include building maintenance, telephone and internet services, and power and gas allocations.
- ↗ Parkland County dispatch fees.
- ↗ Transfer to fire reserves.
- ✓ Increases over the planned years are due to the fire services agreement increases.



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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	10,149	10,454	10,767	11,091
<b>Total Revenue</b>	<b>10,149</b>	<b>10,454</b>	<b>10,767</b>	<b>11,091</b>
<b>Expenses:</b>				
CONTRACTED SERVICES & RENTALS	34,056	35,077	36,130	37,214
REPAIRS & MAINTENANCE	2,000	2,000	2,000	2,000
UTILITIES	1,761	1,761	1,761	1,761
TRANSFER TO RESERVES	10,000	10,000	10,000	10,000
<b>Total Expenses</b>	<b>47,817</b>	<b>48,838</b>	<b>49,891</b>	<b>50,975</b>
<b>Balance</b>	<b>- 37,667</b>	<b>- 38,385</b>	<b>- 39,123</b>	<b>- 39,884</b>
	0.00	0.00	0.00	0.00

- ↗ Membership in the regional partnership.
- ↗ Mileage and subsistence allowance for emergency management related training.
- ↗ Safety supplies – OH&S and first aid related supplies.
- ↗ Removal of the expense of the safety consultant – plan to achieve our safety initiatives in 2024.
- ✓ Increases over the planned years are due to inflation increases.



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

	<b>FINAL</b>			
	<b>Budget Operating 2024</b>	<b>Plan Operating 2025</b>	<b>Plan Operating 2026</b>	<b>Plan Operating 2027</b>
<b>Revenue:</b>				
<b>Total Revenue</b>	-	-	-	-

<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	10,408	10,929	11,475	12,049
STAFFING COSTS - TRAINING & OTHER	250	250	250	250
GOODS & SUPPLIES	1,000	1,030	1,061	1,093
MEMBERSHIP & REGISTRATION	5,919	6,097	6,280	6,468
PROFESSIONAL FEES	6,300			
<b>Total Expenses</b>	<b>23,878</b>	<b>18,306</b>	<b>19,066</b>	<b>19,860</b>

<b>Balance</b>	-	-	-	-
	23,878	18,306	19,066	19,860
	0.00	0.00	0.00	0.00

**2025-2027  
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Operating Plan  
& 2025-2035  
Capital Plan**

November 29, 2023

Committee of the Whole

**STRATEGIC  
PLAN**

**Connection:**

Priority #2

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



# Bylaw Services

## Bylaw Services - Overview



Bylaw services plans include the following:

- ↗ Revenue includes pet licenses, fines distributions from the province, and a portion of provincial grant funding (currently MSI operating grant).
- ↗ RCMP police funding – rates past 2024 have not yet been released, therefore the plans assume inflationary increases of 3%. The actual costs may be higher.
- ↗ Bylaw services agreement which increases at a rate of 2% or CPI, whichever is greater. The plans assume an increase of 3%.
- ↗ Pet tag supplies.
- ↗ Legal fees related to bylaw matters.
- ✓ Increases over the planned years are due to inflation increases.



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

	<b>FINAL</b>			
	<b>Budget</b>	<b>Plan</b>	<b>Plan</b>	<b>Plan</b>
	<b>Operating 2024</b>	<b>Operating 2025</b>	<b>Operating 2026</b>	<b>Operating 2027</b>
<b>Revenue:</b>				
USER FEES	3,050	3,050	3,050	3,050
GRANTS	42,042	42,042	42,042	42,042
<b>Total Revenue</b>	<b>45,092</b>	<b>45,092</b>	<b>45,092</b>	<b>45,092</b>
<b>Expenses:</b>				
CONTRACTED SERVICES & RENTALS	132,012	135,973	140,052	144,253
GOODS & SUPPLIES	160	165	170	175
PROFESSIONAL FEES	10,000	10,000	10,000	10,000
<b>Total Expenses</b>	<b>142,172</b>	<b>146,137</b>	<b>150,222</b>	<b>154,428</b>
<b>Balance</b>	<b>- 97,080</b>	<b>- 101,045</b>	<b>- 105,130</b>	<b>- 109,336</b>
	0.00	0.00	0.00	0.00



**2025-2027  
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Operating Plan  
& 2025-2035  
Capital Plan**

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Committee of the Whole

**STRATEGIC  
PLAN**

***Connection:***

Values Statement of  
STEWARDSHIP:  
Administration and  
Council embody the  
responsible planning and  
management of our  
resources.



# Storm

## Storm - Overview



Storm plans include the following:

- ↗ Supplies for storm culverts and maintenance.
- ↗ Transfers for reserves for storm management.
- ↗ Wages and contributions.
- ✓ Increases over the planned years are due to increase projected in wages and salaries and the increase in the utility capital rider for transfer to reserves.





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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
<b>Total Revenue</b>	-	-	-	-

<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	20,566	21,594	22,674	23,807
FUEL	-	-	-	-
GOODS & SUPPLIES	1,000	1,000	1,000	1,000
AMORTIZATION	10,000	10,000	10,000	10,000
TRANSFER TO RESERVES	20,283	23,877	27,471	31,065
<b>Total Expenses</b>	<b>51,849</b>	<b>56,471</b>	<b>61,145</b>	<b>65,872</b>

<b>Balance</b>	- 51,849	- 56,471	- 61,145	- 65,872
	0.00	0.00	0.00	0.00

# 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

November 29, 2023

Committee of the Whole

## STRATEGIC PLAN

### Connection:

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



# Roads

## Roads - Overview



Roads plans include the following:

- Revenue which includes a portion of provincial grant funding (currently MSI operating).
  - GIS system allocation.
  - Utilities – power, gas, telephone.
  - Allocation for office equipment leases.
  - Dust control and road sweeping.
  - Asphalt patching.
  - Line and curb painting rotate each year.
  - Spray patching, crack seal, and gravel.
  - Equipment and vehicle repairs and maintenance, snow blades.
  - Sand and salt.
  - Safety PPE.
  - Transfers to reserves.
- ✓ Increases over the planned years are due to inflation increases.



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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	-	-	-	-
GRANTS	8,800	8,800	8,800	8,800
<b>Total Revenue</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	162,055	170,158	178,666	187,599
STAFFING COSTS - TRAINING & OTHER	1,700	1,700	1,700	1,700
CONTRACTED SERVICES & RENTALS	78,950	79,750	80,750	81,950
FUEL	28,550	33,051	33,186	33,325
GOODS & SUPPLIES	39,965	39,965	39,965	39,965
INSURANCE	13,709	14,121	14,544	14,981
POSTAGE & COPIES	700	700	700	700
REPAIRS & MAINTENANCE	14,500	14,935	15,383	15,845
UTILITIES	58,897	54,527	54,527	54,527
DEBENTURES	18,886	18,886	18,886	18,886
AMORTIZATION	190,000	190,000	190,000	190,000
TRANSFER TO CAPITAL	-	-	-	-
TRANSFER TO RESERVES	25,000	25,000	25,000	25,000
<b>Total Expenses</b>	<b>632,912</b>	<b>642,792</b>	<b>653,307</b>	<b>664,477</b>
<b>Balance</b>	<b>- 624,112</b>	<b>- 633,992</b>	<b>- 644,507</b>	<b>- 655,677</b>
	0.00	0.00	0.00	0.00

# 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

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Committee of the Whole

## STRATEGIC PLAN

### Connection:

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



# Water

## Water - Overview



Water plans include the following:

- Revenue which includes inflationary increases from the cost recovery of projected increases from Capital Region Northeast Water Services Commission and bulk water sales, as well a portion of the provincial grant funding (currently MSI operating).
  - Training courses and CEU training for water and wastewater operator certification.
  - Utilities – telephone, power, gas.
  - Flowpoint service charges for bulk water sales transactions.
  - Munisight GIS allocation.
  - Office equipment allocations.
  - Parts for repairs and maintenance.
  - Water meters and mxu's.
  - Water purchases.
  - Reservoir debenture payments.
  - Transfers to reserves (increases due to capital rate rider).
- ✓ Increases over the planned years are due to inflation increases.



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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	535,307	542,122	555,823	569,524
GRANTS	8,800	8,800	8,800	8,800
<b>Total Revenue</b>	<b>544,107</b>	<b>550,922</b>	<b>564,623</b>	<b>578,324</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	135,163	141,921	149,018	156,468
STAFFING COSTS - TRAINING & OTHER	2,100	2,600	2,615	2,630
CONTRACTED SERVICES & RENTALS	56,020	56,520	57,020	57,520
FUEL	-	-	-	-
GOODS & SUPPLIES	21,328	21,668	22,018	22,378
INSURANCE	7,398	7,619	7,848	8,083
MEMBERSHIP & REGISTRATION	477	477	491	506
OTHER - UTILITY SUPPLY PURCHASES	214,500	226,072	238,022	249,973
POSTAGE & COPIES	700	700	700	700
UTILITIES	- 9,307	- 9,188	- 9,002	- 8,810
BAD DEBTS	1,000	1,000	1,000	1,000
DEBENTURES	106,392	106,392	106,392	106,392
AMORTIZATION	120,000	120,000	120,000	120,000
TRANSFER TO RESERVES	34,544	38,138	41,732	45,326
<b>Total Expenses</b>	<b>690,315</b>	<b>713,920</b>	<b>737,854</b>	<b>762,168</b>
<b>Balance</b>	<b>- 146,208</b>	<b>- 162,998</b>	<b>- 173,231</b>	<b>- 183,844</b>
	0.00	0.00	0.00	0.00

# 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

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Committee of the Whole

## STRATEGIC PLAN

### *Connection:*

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



# Sewer

## Sewer - Overview



Sewer plans include the following:

- ↗ Revenue which includes cost recovery from Arrow Utilities.
- ↗ Operator training and CEUs for water and wastewater certification.
- ↗ Utilities – telephone, power, gas.
- ↗ Munisight GIS allocation.
- ↗ Main and service line inspection and repair.
- ↗ Camera lines and re-line.
- ↗ Wet well cleaning (yearly)
- ↗ Lift station inspection (every two years).
- ↗ Lagoon groundwater monitoring.
- ↗ Supplies for repair and maintenance, gas monitors and calibration.
- ↗ Office equipment allocation.
- ↗ Transfers to reserves (increases due to capital rate rider).
- ✓ Increases over the planned years are due to inflation increases.





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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	341,686	353,469	364,643	383,470
<b>Total Revenue</b>	<b>341,686</b>	<b>353,469</b>	<b>364,643</b>	<b>383,470</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	105,579	110,858	116,401	122,221
STAFFING COSTS - TRAINING & OTHER	2,100	2,600	2,600	2,600
CONTRACTED SERVICES & RENTALS	64,420	64,920	65,420	65,920
FUEL	-	-	-	-
GOODS & SUPPLIES	6,828	6,958	7,092	7,229
INSURANCE	2,530	2,606	2,684	2,765
MEMBERSHIP & REGISTRATION	-	-	-	-
OTHER - UTILITY SUPPLY PURCHASES	162,000	180,623	189,981	199,340
POSTAGE & COPIES	700	700	700	700
UTILITIES	4,349	4,466	4,587	4,711
DEBENTURES	18,886	18,886	18,886	18,886
AMORTIZATION	82,000	82,000	82,000	82,000
TRANSFER TO RESERVES	25,283	28,877	32,471	36,065
<b>Total Expenses</b>	<b>474,675</b>	<b>503,494</b>	<b>522,821</b>	<b>542,437</b>
<b>Balance</b>	<b>- 132,989</b>	<b>- 150,025</b>	<b>- 158,178</b>	<b>- 158,967</b>
	0.00	0.00	0.00	0.00

**2025-2027  
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Operating Plan  
& 2025-2035  
Capital Plan**

November 29, 2023

Committee of the Whole

**STRATEGIC  
PLAN**

***Connection:***

Values Statement of STEWARDSHIP: Administration and Council embody the responsible planning and management of our resources.



# Garbage

## Garbage - Overview



Garbage plans include the following:

- ↗ Revenue which includes cost recovery for garbage collection.
- ↗ Office equipment lease allocation.
- ↗ Contract charges for waste collection.
- ↗ Landfill charges.

✓ Increases over the planned years are due to the contract increases, which are 2%, as well as increases in wages and contributions and inflationary increases for landfill charges.





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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	100,693	102,341	104,022	104,467
<b>Total Revenue</b>	<b>100,693</b>	<b>102,341</b>	<b>104,022</b>	<b>104,467</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	25,471	26,745	28,082	29,486
CONTRACTED SERVICES & RENTALS	406	406	406	406
GOODS & SUPPLIES	178	178	178	178
OTHER - UTILITY SUPPLY PURCHASES	108,915	110,755	112,632	114,884
POSTAGE & COPIES	700	700	700	700
UTILITIES	101	101	101	101
<b>Total Expenses</b>	<b>135,771</b>	<b>138,885</b>	<b>142,099</b>	<b>145,756</b>
<b>Balance</b>	<b>- 35,078</b>	<b>- 36,544</b>	<b>- 38,077</b>	<b>- 41,289</b>
	0.00	0.00	0.00	0.00

**2025-2027  
DRAFT  
Operating Plan  
& 2025-2035  
Capital Plan**

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Committee of the Whole

**STRATEGIC  
PLAN**

***Connection:***

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



# Cemetery

## Cemetery - Overview



Cemetery plans include the following:

- ↗ Revenue which includes plot sales and open and close sales.
- ↗ Western Canada Cemetery Association membership.
- ↗ Maintenance and repairs.
- ↗ Parts and supplies.
  
- ✓ Increases over the planned years are due to inflation increases for both revenue and expenses.



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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	8,000	8,320	8,653	9,000
<b>Total Revenue</b>	<b>8,000</b>	<b>8,320</b>	<b>8,653</b>	<b>9,000</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	10,794	11,226	11,675	12,142
CONTRACTED SERVICES & RENTALS	4,071	4,071	4,071	4,071
GOODS & SUPPLIES	1,000	1,000	1,000	1,000
REPAIRS & MAINTENANCE	-	-	-	-
AMORTIZATION	250	250	250	250
<b>Total Expenses</b>	<b>16,115</b>	<b>16,547</b>	<b>16,996</b>	<b>17,463</b>
<b>Balance</b>	<b>- 8,115</b>	<b>- 8,227</b>	<b>- 8,343</b>	<b>- 8,463</b>
	0.00	0.00	0.00	0.00

# 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

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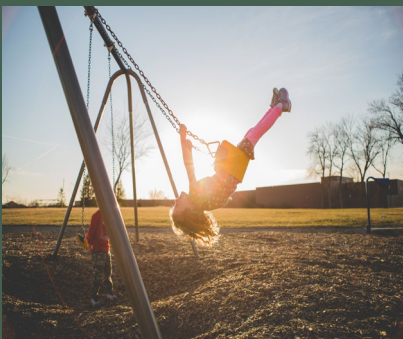
Committee of the Whole

## STRATEGIC PLAN

### *Connection:*

Priority #2

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



# Parks

## Parks - Overview



Parks plans include the following:

- Revenue which includes the Sturgeon Recreation Grant funding, which increases by 2% or CPI, whichever is greater. The plans assume 3%.
  - Training and conferences.
  - Office equipment lease allocation.
  - Portable toilet rentals.
  - Fuel.
  - Parts and supplies for parks maintenance.
  - Reserve for Veterans Park.
- ✓ Increases over the planned years are due to inflation increases.





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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	950	950	950	950
DONATIONS	-	-	-	-
TRANSFER FROM RESERVES	-	-	-	-
GRANTS	57,358	59,034	60,760	62,537
<b>Total Revenue</b>	<b>58,308</b>	<b>59,984</b>	<b>61,710</b>	<b>63,487</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	113,597	118,141	122,867	127,781
STAFFING COSTS - TRAINING & OTHER	1,368	1,394	1,420	1,448
CONTRACTED SERVICES & RENTALS	33,452	34,306	35,185	36,090
FUEL	3,500	3,605	3,713	3,825
GOODS & SUPPLIES	12,550	12,927	13,314	13,714
MEMBERSHIP & REGISTRATION	975	1,004	1,034	1,065
UTILITIES	160	-	-	-
DEBENTURES	5,780	5,780	5,780	5,780
<b>Total Expenses</b>	<b>171,382</b>	<b>179,156</b>	<b>185,314</b>	<b>191,703</b>
<b>Balance</b>	<b>- 113,074</b>	<b>- 119,172</b>	<b>- 123,604</b>	<b>- 128,216</b>
	0.00	0.00	0.00	

# 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

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Committee of the Whole

## STRATEGIC PLAN

### *Connection:*

Values Statement of STEWARDSHIP:  
Administration and Council embody the responsible planning and management of our resources.



# Arena

## Arena - Overview



Arena plans include the following:

- Revenue which includes ice rentals and a portion of the Sturgeon Recreation Grant, which increases by 2% or CPI, whichever is greater. The plans assume 3%.
  - Utilities – telephone, power, gas.
  - Start-up costs and annual maintenance fees.
  - Lift inspection and permit.
  - Zamboni parts and maintenance.
  - Office equipment lease allocations and office supplies.
- ✓ Increases over the planned years are due to inflation increases.





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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	160,000	160,000	160,000	160,000
TRANSFER FROM RESERVES	-	-	-	-
GRANTS	88,716	91,377	94,118	96,942
<b>Total Revenue</b>	<b>248,716</b>	<b>251,377</b>	<b>254,118</b>	<b>256,942</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	164,261	170,832	177,665	184,772
STAFFING COSTS - TRAINING & OTHER	2,664	2,743	2,826	2,910
CONTRACTED SERVICES & RENTALS	58,299	60,048	61,849	63,705
GOODS & SUPPLIES	5,500	5,665	5,835	6,010
INSURANCE	14,424	14,857	15,303	15,762
MEMBERSHIP & REGISTRATION	1,044	1,075	1,107	1,140
REPAIRS & MAINTENANCE	1,500	1,545	1,591	1,639
UTILITIES	28,688	29,001	29,323	29,655
DEBENTURES	57,938	57,938	57,938	57,938
TRANSFER TO CAPITAL	7,151	7,366	7,586	7,814
<b>Total Expenses</b>	<b>341,469</b>	<b>351,070</b>	<b>361,024</b>	<b>371,345</b>
<b>Balance</b>	<b>- 92,753</b>	<b>- 99,693</b>	<b>- 106,906</b>	<b>- 114,404</b>
	0.00	0.00	0.00	0.00

**2025-2027  
DRAFT  
Operating Plan  
& 2025-2035  
Capital Plan**

November 29, 2023

Committee of the Whole

**STRATEGIC  
PLAN**

***Connection:***

Values Statement of  
STEWARDSHIP:  
Administration and  
Council embody the  
responsible planning  
and management of  
our resources.



# Economic Development

## Economic Development - Overview



Economic development plans include the following:

- Trade advertising opportunity with Mix 107.9.
- Staff training and conferences.
- Advertising opportunities.
- Economic development strategies.
- Munisight Townfolio.
- Utilities – power and gas allocations.

✓ Increases over the planned years are due to inflation increases.



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

	<b>FINAL</b>			
	<b>Budget</b>	<b>Plan</b>	<b>Plan</b>	<b>Plan</b>
	<b>Operating 2024</b>	<b>Operating 2025</b>	<b>Operating 2026</b>	<b>Operating 2027</b>
<b>Revenue:</b>				
USER FEES	5,850	5,850	5,850	5,850
<b>Total Revenue</b>	<b>5,850</b>	<b>5,850</b>	<b>5,850</b>	<b>5,850</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	52,942	55,589	58,368	61,287
STAFFING COSTS - TRAINING & OTHER	2,530	2,606	2,684	2,765
CONTRACTED SERVICES & RENTALS	28,235	29,075	29,940	30,831
GOODS & SUPPLIES	1,307	746	769	792
MEMBERSHIP & REGISTRATION	2,310	2,379	2,451	2,524
POSTAGE & COPIES	100	100	100	100
PROFESSIONAL FEES	13,880	16,880	19,880	22,880
UTILITIES	4,837	4,954	5,074	5,197
<b>Total Expenses</b>	<b>106,141</b>	<b>112,329</b>	<b>119,266</b>	<b>126,376</b>
<b>Balance</b>	<b>- 100,291</b>	<b>- 106,479</b>	<b>- 113,416</b>	<b>- 120,526</b>
	0.00	0.00	0.00	0.00

# 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

November 29, 2023

Committee of the Whole

## STRATEGIC PLAN

### *Connection:*

Values Statement of STEWARDSHIP:  
Administration and Council embody the responsible planning and management of our resources.



# Planning

## Planning - Overview



Planning department plans include the following:

- ↗ Revenue which includes compliance certificates, business licenses, and development permits.
- ↗ Staff training and conferences
- ↗ Postage and copies, office equipment leases, and office supplies.
- ↗ Municipal Planning Services
- ↗ Utilities – telephone, power, gas.
- ↗ Website.
- ↗ Capital Region Assessment Services – permits.

✓ Increases over the planned years are due to inflation increases.



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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	7,000	7,000	7,000	7,000
<b>Total Revenue</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	52,942	55,589	58,368	61,287
STAFFING COSTS - TRAINING & OTHER	4,655	4,795	4,938	5,087
CONTRACTED SERVICES & RENTALS	27,823	29,099	30,398	31,710
GOODS & SUPPLIES	1,378	819	844	869
MEMBERSHIP & REGISTRATION	1,980	2,039	2,101	2,164
PROFESSIONAL FEES	35,000	36,050	37,132	38,245
UTILITIES	682	682	682	682
DEBENTURES	12,590	12,590	12,590	12,590
<b>Total Expenses</b>	<b>137,050</b>	<b>141,664</b>	<b>147,053</b>	<b>152,634</b>
<b>Balance</b>	<b>- 130,050</b>	<b>- 134,664</b>	<b>- 140,053</b>	<b>- 145,634</b>
	0.00	0.00	0.00	0.00



# 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

November 29, 2023

Committee of the Whole

## STRATEGIC PLAN

### *Connection:*

Values Statement of  
SERVICE EXCELLENCE:  
Administration and  
Council embody the  
responsible planning  
and management of  
our resources.



# FCSS

## FCSS - Overview



FCSS plans include the following:

- ↗ Revenue including program fees, FCSS grant, Canada Summer Jobs grant, and sponsorship goals.
- ↗ Staff training and conferences.
- ↗ Postage and copies, office equipment leases and office supplies.
- ↗ Utilities allocation – cell phones, office phones, power, and gas.
- ↗ Program advertising.
- ↗ Continued commitment to programming for youth, adults, and seniors.
- ✓ Increases over the planned years are due to inflation increases.





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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	14,150	14,150	14,150	14,150
GRANTS	47,393	47,393	47,393	47,393
<b>Total Revenue</b>	<b>61,543</b>	<b>61,543</b>	<b>61,543</b>	<b>61,543</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	80,896	84,941	89,188	93,647
STAFFING COSTS - TRAINING & OTHER	6,566	6,566	6,763	6,966
CONTRACTED SERVICES & RENTALS	10,084	10,084	10,357	10,638
GOODS & SUPPLIES	35,913	33,500	34,015	34,530
INSURANCE	300	300	309	318
MEMBERSHIP & REGISTRATION	2,262	2,262	2,330	2,400
OTHER - LIBRARY GRANT & OTHER COMMUNITY GR	2,900	2,900	2,987	3,077
POSTAGE & COPIES	350	350	350	350
UTILITIES	1,869	1,869	1,925	1,983
<b>Total Expenses</b>	<b>141,140</b>	<b>142,772</b>	<b>148,224</b>	<b>153,909</b>
<b>Balance</b>	<b>- 79,598</b>	<b>- 81,229</b>	<b>- 86,681</b>	<b>- 92,366</b>
	0.00	0.00	0.00	0.00

**2025-2027  
DRAFT  
Operating Plan  
& 2025-2035  
Capital Plan**

November 29, 2023

Committee of the Whole

**STRATEGIC  
PLAN**

***Connection:***

Values Statement of STEWARDSHIP:  
Administration and Council embody the responsible planning and management of our resources.



# Recreation

## Recreation - Overview



Recreation plans include the following:

- ↗ Revenue from adult programming, Music in the Park sponsorships, and a portion of the Sturgeon Recreation Grant fund.
- ↗ Staff training and conferences.
- ↗ Postage and copies, office equipment lease allocations, and office supplies.
- ↗ Utilities – cell phones, office phone allocation, power, gas.
- ↗ Communities in Bloom expenses.
- ↗ Music in the Park.
- ↗ A commitment to continuing town events including Canada Day, adult programming, and the Dark Sky programming.
- ↗ Flowers and flag replacement.
- ✓ Increases over the planned years are due to inflation increases.



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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
USER FEES	3,700	3,700	3,700	3,700
DONATIONS	3,000	3,000	3,000	3,000
GRANTS	184,003	189,523	195,208	201,065
<b>Total Revenue</b>	<b>190,703</b>	<b>196,223</b>	<b>201,908</b>	<b>207,765</b>
<b>Expenses:</b>				
STAFFING - WAGES & CONTRIBUTIONS	60,191	63,201	66,361	69,679
STAFFING COSTS - TRAINING & OTHER	5,631	5,631	5,800	5,974
CONTRACTED SERVICES & RENTALS	37,188	38,025	39,143	40,294
GOODS & SUPPLIES	17,910	16,947	17,456	17,979
INSURANCE	175	180	186	191
MEMBERSHIP & REGISTRATION	2,235	2,302	2,371	2,442
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRAN	8,978	8,978	9,247	9,525
POSTAGE & COPIES	350	350	350	350
UTILITIES	247	230	237	244
TRANSFER TO RESERVES	100,000	100,000	100,000	100,000
<b>Total Expenses</b>	<b>232,905</b>	<b>235,844</b>	<b>241,150</b>	<b>246,678</b>
<b>Balance</b>	<b>- 42,203</b>	<b>- 39,622</b>	<b>- 39,242</b>	<b>- 38,914</b>
	0.00	0.00	0.00	0.00

# 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

November 29, 2023

Committee of the Whole

## STRATEGIC PLAN

### *Connection:*

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



# Library

## Library - Overview



Library plans include the following:

- ↗ Northern Lights Library system per capita fees.
- ↗ Town grant to the library.
- ↗ Building maintenance and insurance.
- ↗ Utilities allocation – power and gas.

✓ Increases over the planned years are due to inflation increases.



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

	FINAL			
	Budget	Plan	Plan	Plan
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
<b>Total Revenue</b>	-	-	-	-
<b>Expenses:</b>				
CONTRACTED SERVICES & RENTALS	1,000	1,030	1,061	1,093
INSURANCE	1,355	1,396	1,438	1,481
MEMBERSHIP & REGISTRATION	11,308	11,647	11,996	12,356
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRAN	44,520	45,856	47,231	48,648
UTILITIES	1,006	1,061	1,117	1,176
<b>Total Expenses</b>	<b>59,189</b>	<b>60,989</b>	<b>62,843</b>	<b>64,753</b>
<b>Balance</b>	- 59,189	- 60,989	- 62,843	- 64,753
	0.00	0.00	0.00	0.00

**2025-2027  
DRAFT  
Operating Plan  
& 2025-2035  
Capital Plan**

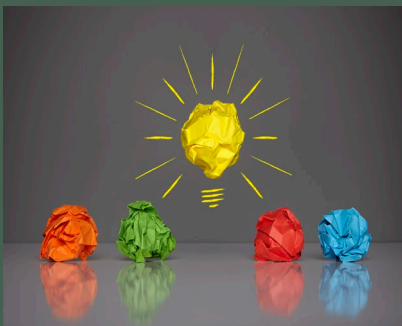
November 29, 2023

Committee of the Whole

**STRATEGIC  
PLAN**

***Connection:***

Values Statement of  
STEWARDSHIP:  
Administration and  
Council embody the  
responsible planning  
and management of  
our resources.



# Taxation

## Taxation - Overview



The taxation plans include the following:

- Municipal tax revenue.
- Penalty revenue.
- Franchise fee revenue.
- Investment and bank interest revenue.
- Alberta School Requisition.
- Homeland Housing Requisition.

✓ Increases in the taxation planning reflect inflationary increases in the requisitions and the projected municipal tax revenue increases required to balance the plans.

✓ The plans do not need to balance, however for the purposes of planning strategies and to outline the entire picture of each year the plans have been balanced just as the budget requires balancing.





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

	FINAL			
	BUDGET	PLAN	PLAN	PLAN
	Operating 2024	Operating 2025	Operating 2026	Operating 2027
<b>Revenue:</b>				
TAXATION (INCLUDING REQUISITIONS)	2,159,488	2,303,986	2,420,995	2,531,635
FRANCHISE FEES	233,630	233,630	233,630	233,630
INVESTMENTS	121,000	80,000	75,000	75,000
GRANTS	-	-	-	-
<b>Total Revenue</b>	<b>2,514,118</b>	<b>2,617,616</b>	<b>2,729,625</b>	<b>2,840,265</b>
<b>Expenses:</b>				
TAXATION REQUISITIONS	405,770	417,943	430,481	443,395
OTHER - FINANCE CHARGES/DEBENTURES	-	-	-	-
<b>Total Expenses</b>	<b>405,770</b>	<b>417,943</b>	<b>430,481</b>	<b>443,395</b>
<b>Balance</b>	<b>2,108,348</b>	<b>2,199,673</b>	<b>2,299,144</b>	<b>2,396,870</b>
	0.00	0.00	0.00	0.00

**2025-2027  
DRAFT  
Operating Plan  
& 2025-2035  
Capital Plan**

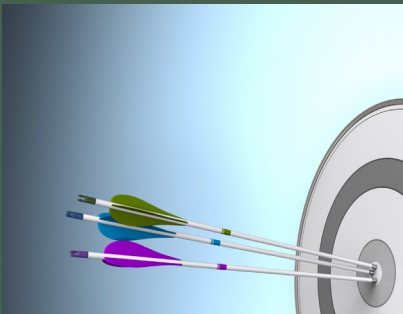
November 29, 2023

Committee of the Whole

**STRATEGIC  
PLAN**

***Connection:***

Values Statement of STEWARDSHIP: Administration and Council embody the responsible planning and management of our resources.



# Capital – Key Points



The 5-year and 10-year capital plan does not yet include any valuations for the following:

- Storm water drainage – Springbrook
- Wetlands storm water management
- Major sewer main line repairs
- Major water line repairs
- Collaboration or partnership funds for LS Road
- Roseglen Park
- Trail repairs or reconstruction
- Christmas tree upgrades
- Skateboard park

As our infrastructure is aging, it is important to keep the major underground projects such as sewer and water lines in mind when planning. There may be grants available for these projects.

Other projects such as parks, trails, and the Christmas tree would be great candidates for sponsorship or donations.

# 2025-2027 DRAFT Operating Plan & 2025-2035 Capital Plan

November 29, 2023

Committee of the Whole

## STRATEGIC PLAN

### *Connection:*

Values Statement of STEWARDSHIP:  
Administration and Council embody the responsible planning and management of our resources.



# Capital

## Capital - Overview



Funding Strategies for the next five-years could include:

### 2025

Projects:

- ✓ Fire hydrant replacement; \$25,000
- ✓ 49 Street; \$404,400
- ✓ Sidewalk replacement program; \$20,000
- ✓ Arena Floor Scrubber; \$6,000
- ✓ Arena Project, Phase III \$1,347,000

TOTAL: \$1,796,400

Funding Strategies:

- ✓ 49<sup>th</sup> Street  
\$182,309 LGFF  
\$95,718 CCBF  
\$126,373 Reserves

- ✓ Sidewalk replacement program  
\$20,000 Reserves

- ✓ Fire hydrant  
\$25,000 Reserves

- ✓ Arena Floor Scrubber \$6,000 – donation, grant, or tax funds
- ✓ Arena Phase III – donation or sponsorships; Sturgeon Rec Funding use.

2026

## Projects:

- ✓ Water pump rebuild program; \$7,500
- ✓ Fire hydrant replacement; \$25,000
- ✓ 50<sup>th</sup> Avenue complete reconstruction; \$1,000,000
- ✓ Sidewalk replacement program; \$20,000
- ✓ Arena Phase IV; \$283,000

TOTAL: \$1,335,500

## Funding Strategies:

- ✓ Water pump program

\$7,500 reserves

- ✓ Fire hydrant replacement

\$25,000 reserves

- ✓ 50<sup>th</sup> Avenue

\$182,309 LGFF

\$95,718 CCBF

\$721,973 reserves

- ✓ Sidewalk replacement program

\$20,000 reserves

- ✓ Arena Phase IV

Donations, sponsorship, grants, Sturgeon Recreation grant

2027

## Projects:

- ✓ Ramvac 3600 CM Trailer Mount; \$7,000
  - ✓ Craftco Magnum Injector Patcher; \$5,000
  - ✓ Indoor Station Compressor; \$20,000
  - ✓ Sewer line repairs; \$30,000
  - ✓ Sidewalk replacement program; \$20,000
- TOTAL: \$82,000

## Funding Strategies:

- ✓ Ramvac 3600 CM Trailer Mount  
\$7,000 reserves (not eligible for CCBF or LGFF)

- ✓ Craftco Magnum Injector Patcher  
\$5,000 reserves (not eligible for CCBF or LGFF)

- ✓ Indoor station compressor  
\$20,000 LGFF

- ✓ Sewer line repairs  
\$30,000 LGFF

- ✓ Sidewalk replacement program  
\$20,000 LGFF

\$95,718 CCBF carried forward.

\$112,309 LGFF carried forward.

2028

## Projects:

- ✓ Bobcat; \$70,000
  - ✓ Sewer line repairs; \$30,000
  - ✓ Water pump rebuild program; \$7,500
  - ✓ Sidewalk replacement program; \$20,000
- TOTAL: \$127,500

## Funding Strategies:

- ✓ Bobcat  
\$70,000 LGFF
- ✓ Sewer line repairs  
\$30,000 CCBF
- ✓ Water pump  
\$7,500 CCBF
- ✓ Sidewalk replacement program  
\$20,000 LGFF

\$153,939 CCBF carried forward.  
\$206,618 LGFF carried forward.



2029

## Projects:

- ✓ Sewer line repairs; \$30,000
  - ✓ Sidewalk replacement program; \$20,000
  - ✓ 54<sup>th</sup> Avenue (LS Road); \$2,000,000 *estimated preliminary cost*
- TOTAL: \$2,050,000

## Funding Strategies:

- ✓ Sewer line repairs  
\$30,000 CCBF
- ✓ Sidewalk replacement program  
\$20,000 CCBF
- ✓ 54<sup>th</sup> Avenue (LS Road)  
\$199,657 CCBF  
\$388,927 LGFF  
\$1,411,416 partnership or grant funding

Funding Strategy Assumptions

The following key points have been assumed when considering possible funding strategies:

- The values of CCBF and LGFF (previously MSI) will remain consistent over the five-year planning period.
- The framework of LGFF will be similar to MSI and will also allow for carry-forward.

Despite the use of reserves within the funding strategies, because there is also a plan to replenish reserves, reserve balances remain stable and build back up over the 5-year period. Current reserve balance total is \$2,231,619.

2025 Reserve Total at year end: \$2,244,755  
 2026 Reserve Total at year end: \$1,633,376  
 2027 Reserve Total at year end: \$1,795,232  
 2028 Reserve Total at year end: \$1,969,088  
 2029 Reserve Total at year end: \$2,142,944







Medium Priority:	248,000												
Lighting	20,000				20,000								
Wiring - new ice plant	20,000				20,000								
Emergency Lights	8,000				8,000								
Wiring for mechanical equipment	65,000				65,000								
CCTV System	65,000				65,000								
Security Intrusion System	35,000				35,000								
Arena Exhaust Fans and Louvre Actuators	12,000				12,000								
Exhaust Fans - Main Locker Rooms/Washroom	5,000				5,000								
Roof Access Hatch - light guage steel frame	8,000				8,000								
Millwork - Concession Area	10,000				10,000								
Low Priority:	35,000												
Plumbing Fixtures - Mezzannine	25,000				25,000								
Corrugated Metal Sheating - Building	10,000				10,000								
TOTALS	\$ 3,850,208	\$ 1,317,466	\$ 1,182,000	\$ 1,347,000	\$ 283,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL per year		\$ 1,663,466	\$ 1,760,451	\$ 1,796,400	\$ 1,335,500	\$ 82,000	\$ 127,500	\$ 2,050,000	\$ 27,500	\$ 20,000	\$ 27,500	\$ 1,020,000	\$ 20,000

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 5, 2023
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>2024 Operating Budget – Sewer Rates</b>
<b>Agenda Item No.</b>	7.2

**BACKGROUND/PROPOSAL**

At the November 7<sup>th</sup> regular meeting of Council, Council approved the 2024 operating and capital budget. Within that budget, the sewer department had a rate of wastewater disposal from Arrow Utilities projected at \$1.73/m<sup>3</sup>.

However, Arrow Utilities has increased their wastewater rate to \$1.85/m<sup>3</sup>. This will impact the 2024 operating budget, increasing the cost of providing wastewater services. The 2023 rate is \$1.50/m<sup>3</sup>.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

It is the best practice and financially prudent to provide utility services on a cost recovery basis. Therefore, the increase of \$0.35 from Arrow Utilities should be added to the sewer rate on the monthly utility bills for 2024.

This would increase the sewer rate from \$3.03/m<sup>3</sup> to \$3.38/m<sup>3</sup> for residential and from \$2.98/m<sup>3</sup> to \$3.33/m<sup>3</sup> for commercial and institutional.

The impact of this additional charge to the average ratepayer can be seen in the “*Utility Bill Comparison for 2024 Budget*” attachment.

Past budgets have followed a cost recovery process, increasing the utility rates by the rate increase from the provider for that year. Cost recovery is a best practice to follow for utilities as they are user based and users will impact the amount of the service. Consumers should pay for the full cost of the services they consume. Full cost recovery supports local infrastructure and helps to ensure that the services are sustainable.

The impact to the overall 2024 budget would be a budget increase of 5.31% versus the previously budgeted 5.21%. The overall budget would be \$4,173,915 versus the previous budget of \$4,162,779 approved at the November 7<sup>th</sup>, 2023, meeting.



The *projected* municipal tax levy would be as follows:

CLASS	DESCRIPTION	2023 Tax RATE	2024 Projected Tax RATE	% Increase
Class 1	Residential	0.01054493	0.010819098	2.60%
Class 2	Non-Residential	0.01942108	0.019421080	0.00%
Class 2-Vac	Non-Residential Vacant	0.01942108	0.019926028	2.60%
Class 3	Farmland	0.05078854	0.052109042	2.60%
Class 4	Machinery & Equipment	0.01946484	0.019970926	2.60%

**\*\*Based on 2023 assessment values.**

The previous *projected* municipal tax levy from the approved November 7<sup>th</sup>, 2023, budget was:

CLASS	DESCRIPTION	2023 Tax RATE	2024 Projected Tax RATE	% Increase
Class 1	Residential	0.01054493	0.010803281	2.45%
Class 2	Non-Residential	0.01942108	0.019421080	0.00%
Class 2-Vac	Non-Residential Vacant	0.01942108	0.019896896	2.45%
Class 3	Farmland	0.05078854	0.052032859	2.45%
Class 4	Machinery & Equipment	0.01946484	0.019941729	2.45%

**\*\*Based on 2023 assessment values.**

The above projected municipal tax levy rates are based on current assessment values and would be impacted by an increase or decrease in 2024. These municipal tax levy rates are only projection at this time, as tax rates are approved through bylaw by Council in the spring.

Should Council choose not to continue with a cost recovery process, there would be an additional \$11,136 of expenditures. Either the revenue from taxes collected would need to be increased to subsidize this cost or other budget expenditures would need to be cut.

As the leadership team has reviewed the 2024 operating budget to ensure that it is fiscally responsible and maintaining service levels as well as responding to necessary operating and capital expenditures, the list of recommended optional cuts is limited. The risk of cutting expenditures is that the funds to operate and maintain services will not be available when needed.

## **STRATEGIC ALIGNMENT**

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

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

## **COSTS/SOURCES OF FUNDING**

2024 operating budget.

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

THAT...Council approves the amendment to the 2024 operating budget to include the updated sewer rates at cost recovery.



Town of  
**Bon Accord**  
building for tomorrow

Utility Bill Comparison for 2024 Budget

<b>RESIDENTIAL</b>	<b>2024</b>	<b>2023</b>	<b><i>Difference</i></b>
Monthly Consumption (based on 12m <sup>3</sup> /month)			
- Water (No Increase \$3.30/m3)	\$ 39.60	\$ 39.60	\$ -
- Sewage (Increase from \$3.03 to \$3.38/m3)	\$ 40.56	\$ 36.36	\$ 4.20
Water Service Charge & Capital Rider	\$ 12.00	\$ 11.50	\$ 0.50
Sewer Service Charge & Capital Rider	\$ 12.50	\$ 12.00	\$ 0.50
Garbage	\$ 16.15	\$ 13.49	\$ 2.66
Per Month	<b>\$ 120.81</b>	<b>\$ 112.95</b>	<b>\$ 7.86</b>
Per Year	<b>\$ 1,449.72</b>	<b>\$ 1,355.40</b>	<b>\$ 94.32</b>

<b>COMMERCIAL</b>	<b>2024</b>	<b>2023</b>	<b><i>Difference</i></b>
Monthly Consumption (based on 35m <sup>3</sup> /month)			
- Water (No Increase \$3.25/m3)	\$ 113.75	\$ 113.75	\$ -
- Sewage (Increase from \$2.98 to \$3.33/m3)	\$ 116.55	\$ 104.30	\$ 12.25
Water Service Charge & Capital Rider	\$ 17.00	\$ 16.50	\$ 0.50
Sewer Service Charge & Capital Rider	\$ 17.50	\$ 17.00	\$ 0.50
Per Month	<b>\$ 264.80</b>	<b>\$ 251.55</b>	<b>\$ 13.25</b>
Per Year	<b>\$ 3,177.60</b>	<b>\$ 3,018.60</b>	<b>\$ 159.00</b>

<b>INSTITUTIONAL</b>	<b>2024</b>	<b>2023</b>	<b><i>Difference</i></b>
Monthly Consumption (based on 75m <sup>3</sup> /month)			
- Water (No Increase \$3.25/m3)	\$ 243.75	\$ 243.75	\$ -
- Sewage (Increase from \$2.98 to \$3.33/m3)	\$ 249.75	\$ 223.50	\$ 26.25
Water Service Charge & Capital Rider	\$ 22.00	\$ 21.50	\$ 0.50
Sewer Service Charge & Capital Rider	\$ 22.50	\$ 22.00	\$ 0.50
Per Month	<b>\$ 538.00</b>	<b>\$ 510.75</b>	<b>\$ 27.25</b>
Per Year	<b>\$ 6,456.00</b>	<b>\$ 6,129.00</b>	<b>\$ 327.00</b>

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

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	December 5, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Fees and Charges Bylaw</b>
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

Administration has been working on a Fees and Charges Bylaw to replace policy #15-121, Fees for Service Delivery Policy and the corresponding procedure which was passed in 2018.

The following are the resolutions leading up to the Fees and Charges Bylaw presented today.

**Landscape Deposit Fee**

March 2, 2021, RMC

*Councillor Holden moved that Council approves the landscape deposit fee for residential, commercial, and industrial development at 100% of estimated landscaping costs, with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer, with fees stated to be in the “Fees for Service delivery procedure”. **Carried resolution 21-065***

**Ball and Soccer Field Rental Rates**

February 7, 2023, RMC

*COUNCILLOR LARSON MOVED THAT Council maintain the baseball diamond and soccer field rental rates at the 2022 rates for 2023. **Carried resolution 23-047***

**Arena Ice Rental Fees (2023 - 2024 Season)**

March 21 2023, RMC

*COUNCILLOR LARSON MOVED THAT Council hold the ice rental fees for the arena at the current rates for the 2023 – 2024 season. **Carried resolution 23-126***

**Corporate Services Fees**

April 18, 2023, RMC

*COUNCILLOR MAY MOVED THAT Council approves the Corporate Services Fees as presented for inclusion into a forthcoming Fees and Charges Bylaw. **Carried resolution 23-176***

### **Community Space Fees**

April 18, 2023, RMC

*COUNCILLOR MAY MOVED THAT Council amend the Community Space Rental Fees as show in Option #1 and direct administration to bring forward a new policy for non-profits/children's functions or programming, waiving the funding required. **Carried resolution 23-177***

### **Economic Development and Planning Fees**

November 7, 2023, RMC

*Council directs administration to proceed with a 10% increase to the Economic Development and Planning Fees. **Carried resolution 23-473***

### **Community Services Fees**

November 21, 2023, RMC

*DEPUTY MAYOR MAY MOVED THAT Council directs administration to maintain the current fees for the arena slab, increase the damage deposit to \$500, and come back to Council with an added birthday party rate. **Carried resolution 23-495***

*DEPUTY MAYOR MAY MOVED THAT Council directs administration to maintain the current fees for the amphitheatre and further to increase the damage deposit to \$500. **Carried resolution 23-496***

## **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

At the November 29, 2023 Committee of the Whole meeting, administration presented the following additional fees in the draft Fees and Charges Bylaw (attached) for Council's review:

- Fee for Public Works labour
- Fees from the Community Event Sign Policy
- Fees from the Commercial Electronic Sign Procedure
- Addition of arena slab birthday rental fee at \$57
- A damage deposit of \$500 added to **all** facility rentals in addition to the amphitheatre and arena slab as passed via resolutions 23-495 and 23-496, noted in the above background
- Addition of a note regarding rental of public spaces for facility rentals like the amphitheatre and sportsgrounds.

The penalties for late business license renewals have been removed from the new bylaw. Historically, these penalties have not been enforced and may prove to be a deterrent to business licencing in the town.

Since the Committee of the Whole presentation, the following changes to the Fees and Charges Bylaw were made:

- Clarification that the cost for Arena Slab birthday parties is \$57/hr
- Under Taxation: Addition of "Inspection of Tax Roll" for \$35

## **STRATEGIC ALIGNMENT**

### ***Value Statement: Stewardship***

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

## **COSTS/SOURCES OF FUNDING**

Annual operating budget.

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

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

THAT Council give first reading to 2023-06 Fees and Charges Bylaw as presented.

OR

THAT Council give first reading to 2023-06 Fees and Charges Bylaw as amended.



**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH RATES, FEES, AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY.**

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WHEREAS the Municipal Government Act, RSA 2000, c. M-26, as amended from time to time, authorizes Bon Accord Town Council to establish and adopt bylaws for municipal purposes respecting services provided by or on behalf of a municipality and the establishment of fees for license permits and approvals.

AND WHEREAS, the Safety Codes Act, R.S.A. 2000, Chapter S-1, as amended or repealed and replaced from time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the Safety Codes Act;

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, the Council of the Town of Bon Accord, duly assembled, enacts as follows:

**1. TITLE**

1.1. This Bylaw may be referred to as the "Fees and Charges Bylaw" of the Town of Bon Accord.

**2. DEFINITIONS**

2.1. The following terms shall have the following meanings in this Bylaw:

- a. "Bylaw" means this Fees and Charges Bylaw established by the municipality.
- b. "Council" means the municipal Council for the Town of Bon Accord.
- c. "Town" mean the municipal corporation of the Town of Bon Accord.

**3. APPLICATIONS**

3.1. The fees and charges shall be as detailed in the following Schedules, which are attached to and form part of this Bylaw:

- a. Schedule "A" Administration
- b. Schedule "B" Taxation & Assessment
- c. Schedule "C" Public Works
- d. Schedule "D" Planning & Development
- e. Schedule "E" Commercial Electronic Sign
- f. Schedule "F" Community Event Sign
- g. Schedule "G" Safety Codes Permits
- h. Schedule "H" Facility Rentals

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

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- 3.2. In the event of a conflict between a Fee set out in this Bylaw and the amount of a fee, rate or charge in an applicable bylaw, the Fee set out in this Bylaw prevails.
- 3.3. Despite Section 3.2, in the event a fee, rate or charge referenced in another Municipal bylaw has not been included in this Bylaw, the Municipality may continue to levy a fee, rate or charge that is prescribed in that bylaw.
- 3.4. In the event that the Government of Alberta establishes a fee, rate or charge for a matter otherwise governed by this Bylaw, the provincial fee, rate or charge shall prevail.
- 3.5. Safety Code Permit fees shall be prescribed by the Inspections Group Service Agreement.
- 3.6. Method of payment for fees, rates, and charges are at the discretion of the Town.

**4. SUBDIVISION AND DEVELOPMENT APPEAL BOARD REMUNERATION**

- 4.1. Members-at-large remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with this bylaw.
- 4.2. Any travel to and from the hearing for members-at-large will be compensated in accordance with Town mileage rates at the time of the hearing.
- 4.3. Council remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with the Council Remuneration Policy.

**5. SEVERABILITY**

- 5.1. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

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

READ A FIRST TIME THIS 5<sup>th</sup> day of December 2023.

READ A SECOND TIME THIS \_\_\_ day of \_\_\_\_\_ 2023.

READ A THIRD TIME THIS \_\_\_ day of \_\_\_\_\_ 2023.

SIGNED AND PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

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

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

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**Schedule “A”: Administration**

All prices include GST unless otherwise stated.

PHOTOCOPYING	
<p>The Town of Bon Accord will provide free use of photocopying facilities to Bon Accord non-profit organizations up to a maximum of 500 black and white and/or color copies annually (per calendar year). A record will be kept, and the organization representative will initial to confirm receipt of these copies.</p> <p>Free use will also be provided for mandated FCSS courses and training programs as approved by the Corporate Services Manager or designate. An ongoing record will be kept so the related costs can be charged back to the department at year end.</p> <p>Charges for photocopying services for the general public and for non-profit organizations that exceed their annual limit will be as follows:</p>	
Black & white (non-profit) – Letter or Legal	\$0.10/page
Black & white (general public) – Letter or Legal	\$0.30/page
Colour (non-profit) – Letter or Legal	\$0.25/page
Colour (general public) – Letter or Legal	\$0.50/page
FAXING	
<p>Faxing services will be free for mandated FCSS courses and training programs as approved by the Corporate Services Manager or designate. A record will be kept of the number of faxes so that the FCSS department can be charged back at year end.</p>	
Local Fax (non-profit)	\$0.60/page
Local Fax (general public)	\$1.00/page
Long Distance Fax (non-profit)	\$1.10/page
Long Distance Fax (general public)	\$2.00/page
Receiving a Fax	\$1.00/page
SCANNING	
Scan to email	\$0.50/page
LAMINATING	
Letter or smaller	\$2.00/page
Legal	\$2.50/page
DOCUMENT COPY FEES	
Land Use Bylaw	\$40.00/copy
Municipal Development Plan	\$50.00/copy
Area Structure Plan	\$40.00/copy
Master Servicing Plan	\$250.00/copy
Note: All the above documents are available free of charge on our website	
MISCELLANEOUS	
Penalty on Accounts Receivable	2% per month (net 30 days)
Landfill Permit Replacement	\$25 each
Processing returned EFT/Returned Cheques	\$25.00/transaction (GST exempt)

**TOWN OF BON ACCORD**  
**BYLAW 2023-06**  
**FEES AND CHARGES BYLAW**

**Schedule "B" Taxation & Assessment**

GST to be added on all items unless otherwise stated.

TAXATION	
Tax Certificate	\$35.00/property/certificate (GST exempt)
Verbal Tax Search	\$15.00/property (GST exempt)
Inspection of the Tax Roll	\$35
TAX RECOVERY NOTIFICATION	
Registration of Tax Notification	\$100/title/occurrence*
Public Auction	\$50.00 (GST exempt) + advertising costs**
*All costs for tax recovery notifications will be automatically applied to the tax roll. **Advertising costs are subject to GST.	
ASSESSMENT INFORMATION	
Assessment Complaint Fee	\$100.00/per property

**Schedule "C" Public Works**

GST to be added on all items.

PUBLIC WORKS RATES	
Public Works labour charge	\$65.00 if required during regular business hours \$100.00 if required outside of regular business hours  Per hour plus any additional costs that may be incurred in attending to non-emergent issues

**Schedule "D" Planning and Development**

Costs are GST exempt. Third party costs such as engineering or legal incurred by the Town will be passed on. No review processes or considerations will commence until all applicable fees are paid in full.

RESIDENTIAL DEVELOPMENT	
Single Family	\$110.00
Multi Family	\$150.00 plus \$50.00 per unit
Laying Hens and Urban Beekeeping	\$35.00
ACCESSORY DEVELOPMENT	
Deck/Fence	\$55.00
Garage	\$82.50
Basement Development	\$93.50
Discretionary Uses	\$150.00 plus regular permit fees
Signage	\$110.00
Residential/Home Based Business	\$150.00
Demolition	\$150.00
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (less than 48 hours)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
COMMERCIAL DEVELOPMENT	
Permitted Use	\$220.00
Discretionary Use	\$200.00 plus regular permit fees

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

Accessory Development/Buildings	\$100.00
Temporary Development/Structure	\$100.00
Demolition	\$150.00
Not for Profit and School Development Permit	50% off regular development permit fee
Signage	\$200.00 (includes 3 signs) plus \$50 for additional
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (less than 48 hours)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
<b>OTHER FEES</b>	
Water during construction	\$0.11 per square foot of building size (one time charge)
Public Property Damage Deposit (New Residential, Commercial, Industrial, and Institutional)	\$440.00 (\$350 refundable provided no damage observed upon inspection. Any damage repaired by the town shall be taken from this deposit and any balance is to be refunded. Any charge above \$350 to be added to the tax roll.)
Landscape Deposit (Residential, Commercial, and Industrial)	100% of estimated landscaping costs with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer.
Land Use Bylaw (LUB) Amendment	\$1100.00 plus advertising costs
Area Structure Plan (ASP) Amendment	\$1100.00 plus advertising costs
Electric Vehicle Level 3 Charger Fee	\$0.45/kWh
<b>SUBDIVISION AND DEVELOPMENT APPEAL FEES</b>	
Subdivision and Development Appeal Fee	\$330.00/appeal
	Clerk services – per hour cost to the municipality of the staff member
Intermunicipal Subdivision and Development Appeal Board Member-at-Large Remuneration	\$220.00/day for a meeting over 4 hours in duration \$110.00/day for a meeting 4 hours or less in duration

GST to be added on the following items.

<b>SUBDIVISION FEES</b>	
Subdivision	\$750.00 + 350.00 per lot (Lot Fee) + \$200 per lot (Endorsement Fee)
Recirculation	\$250.00
Extension	\$350.00
Title Search	\$15.00
<b>BUSINESS LICENSE FEES</b>	
Storefront	\$50.00
Home Occupation	\$35.00
Non-Resident Business	\$150.00
Non-Resident Contractor	\$300.00
Resident Contractor	\$150.00

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

Hawker & Peddlers	\$75.00/week \$50.00/day
Student	\$0.00 with 1 free revision per year, each revision thereafter \$5.00.
*The fee payable for a business license issued after the 30 <sup>th</sup> day of September in any year shall be one-half of the fee listed above.	

**Schedule “E” Commercial Electronic Sign**

GST to be added on all items. These fees are in accordance with the Town’s Business License Bylaw.

COMMERCIAL ELECTRONIC SIGN FEES	
Bon Accord business license holder (local or non-local)	Free 2 weeks per month per year
Local business with valid Bon Accord business license	\$50 per week
Non-local business with valid Bon Accord business license	\$75 per week
Changes to text or graphics after annual renewal or new license issued (local or non-local)	\$50 per change

**Schedule "F" Community Event Sign**

GST to be added on all items. These fees are in accordance with the Town’s Community Event Sign Policy.

COMMUNITY SIGN RENTAL FEES	
Personal messages (birthdays, anniversaries, etc.)	\$10 per week
Local* non-profits	Free
Non-local non-profits	\$10 per week
Local business	\$10 per week
Non-local** business	\$20 per week

\* Bon Accord and surrounding Sturgeon County

\*\* Outside Bon Accord and surrounding Sturgeon County



**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

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**Schedule "G" Safety Codes Permits**

GST to be added on all items.



**TOWN OF BON ACCORD**

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**BUILDING PERMIT FEE SCHEDULE**

**RESIDENTIAL/DWELLING UNITS/FARM**

New Construction - Building Permit Levy (main level)	\$ 00.52 per sq. ft.
- Upper/Lower Floors	\$ 00.42 per sq. ft.
Additions/renovations/basement development	\$ 00.26 per sq. ft.
	\$ 131.25 (minimum fee)
<b>Accessory Buildings</b>	
Garages (attached or detached)	(under 624 sq. ft.) \$ 131.25
Shops, garages, storage buildings	(over 624 sq. ft.) \$ 00.39 per sq. ft.
Decks or garden storage sheds	\$ 00.39 per sq. ft. (min \$131.25)
Relocation of Home (set-up on basement or foundation)	\$ 00.39 per sq. ft. (min \$131.25)
Fireplaces (if not included in new construction) (flat rate)	\$131.25
Demolitions Residential (flat rate)	\$131.25
Geothermal Heating	\$262.50
Solar	\$131.25

**COMMERCIAL/INDUSTRIAL/INSTITUTIONAL**

First \$1,000,000.00 construction value	\$ 6.30 per \$1,000 construction value
Over \$1,000,000.00 construction value	\$ 6,300.00 + (\$ 5.25 per \$1,000 construction value portions over \$1,000,000.00)
(Minimum Fee)	\$498.75
Demolitions Commercial (flat rate)	\$131.25
Sign (Pylon)	\$157.50

**MOBILE AND MODULAR HOME**

<b>Modular</b> Home (RTM's, etc)	\$351.75
Basement Development	\$ 0.39 sq. ft. (min. \$157.50)
<b>Mobile</b> Homes Set-up	\$ 210.00
Basement Development (if on foundation)	\$ 0.39 sq. ft. (min. \$157.50)

**\*Note\***

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

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

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

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

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

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

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**GAS PERMIT FEE SCHEDULE**

Residential Installations	
Number of Outlets	Permit Fee
1 – 3	\$105.00
4 – 6	\$136.50
7 – 9	\$173.25
10 – 12	\$199.50
13 – 15	\$225.75
16 – 18	\$246.75
19 – 20	\$273.00

Non-Residential Installations	
B.T.U. Input	Permit Fee
10,000 – 30,000	\$94.50
30,001 – 60,000	\$99.75
60,001 – 90,000	\$105.00
90,001 – 120,000	\$110.25
120,001 – 150,000	\$110.25
150,001 – 180,000	\$115.50
180,001 – 210,000	\$120.75
210,001 – 300,000	\$131.25
300,001 – 450,000	\$147.00
450,001 – 600,000	\$162.75
600,001 – 750,000	\$178.50
750,001 – 900,000	\$194.25
900,001 – 2,000,000	\$231.00
Over 2,000,000 Add \$ 15.75 per 100,000 BTU	

**Propane and Small Installations**

Propane Tank Sets (New or Replacements)

Temporary Propane/Natural Gas Heating (Includes Tank Set)

Gas/Propane Cylinder Refill Centers

**Replacement Commercial or Industrial Appliances (per unit)**

1 - 400,000 BTU Input

400,001 - 3,000,000 BTU Input

Over 3,000,000 BTU Input

\$94.50 Per Appliance

\$94.50 Per Appliance

\$299.25 Per Appliance

\$131.25 per Unit

\$183.75 per Unit

\$341.25 per Unit

**\*Note\***

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

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

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

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

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

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

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**PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 – 3	\$99.75	22 – 24	\$210.00
4 – 6	\$115.50	25 – 27	\$225.75
7 – 9	\$131.25	28 – 30	\$241.50
10 – 12	\$147.00	31 – 33	\$257.25
13 – 15	\$162.75	34 – 36	\$273.00
16 – 18	\$178.50	37 – 40	\$294.00
19 – 21	\$194.25	<i>Add \$3.67 per fixture over 40</i>	

**PRIVATE SEWAGE PERMITS**

Private Sewage System - \$350.00  
Holding Tanks - \$150.00

**PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 - 3	\$99.75	52 – 54	\$367.50
3 – 6	\$115.50	55 – 57	\$383.25
7 – 9	\$131.25	58 – 60	\$399.00
10 – 12	\$147.00	61 – 63	\$414.75
13 – 15	\$162.75	64 – 66	\$430.50
16 – 18	\$178.50	67 – 69	\$446.25
19 – 21	\$194.25	70 – 72	\$462.00
22 – 24	\$210.00	73 – 75	\$477.75
25 – 27	\$225.75	76 – 78	\$493.50
28 – 30	\$241.50	79 – 81	\$509.25
31 – 33	\$257.25	82 – 84	\$525.00
34 – 36	\$273.00	85 – 87	\$540.75
37 – 39	\$288.75	88 – 90	\$556.50
40 – 42	\$304.50	91 – 93	\$572.25
43 – 45	\$320.25	94 – 96	\$588.00
46 – 48	\$336.00	97 – 100	\$603.75
49 – 51	\$351.75	<i>Add \$3.67 each fixture over 100</i>	

**\*Note\***

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

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

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

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

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

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**



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**ELECTRICAL PERMIT FEE SCHEDULE**

**(For "Other Than" New Single Family Residential)**

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 2,000	\$99.75	39,000.01 – 42,000	\$435.75
2,000.01 – 3,500	\$115.50	42,000.01 – 45,000	\$456.75
3,500.01 – 5,000	\$136.50	45,000.01 – 48,000	\$472.50
5,000.01 – 6,500	\$152.25	48,000.01 – 60,000	\$488.25
6,500.01 – 8,000	\$168.00	60,000.01 – 90,000	\$561.75
8,000.01 – 9,500	\$183.75	90,000.01 – 120,000	\$651.00
9,500.01 – 12,000	\$199.50	120,000.01 – 150,000	\$740.25
12,000.01 – 15,000	\$215.25	150,000.01 – 180,000	\$834.75
15,000.01 – 18,000	\$231.00	180,000.01 – 210,000	\$929.25
18,000.01 – 21,000	\$288.75	210,000.01 – 240,000	\$1,029.00
21,000.01 – 24,000	\$320.25	240,000.01 – 350,000	\$1,275.75
24,000.01 – 27,000	\$341.25	350,000.01 – 500,000	\$1,590.75
27,000.01 – 30,000	\$357.00	500,000.01 – 650,000	\$1,905.75
30,000.01 – 33,000	\$367.50	650,000.01 – 800,000	\$2,241.75
33,000.01 – 36,000	\$383.25	800,000.01 – 1,000,000	\$2,640.75
36,000.01 – 39,000	\$399.00	Add \$84.00 for every \$50,000 over \$1,000,000	

**ELECTRICAL PERMIT FEE SCHEDULE**

**(For "NEW" Single Family Residential)**

Square Footage	Permit Fee
Up to 1200 square feet	\$162.75
1201 to 1500 square feet	\$189.00
1501 to 2000 square feet	\$215.25
2001 to 2500 square feet	\$241.50
2501 to 3000 square feet	\$315.00
3001 square feet and over	\$346.50
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Connection	\$120.75
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Detached Residential Garage	\$ .21 a sq. ft. (minimum fee \$99.75)

**\*Note\***

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

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

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

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

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

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

**Schedule “H” Facility Rentals**

GST to be added on all items. A damage deposit of \$500 is required at the time of booking for **each** rental. “Local” refers to a resident of either Bon Accord or Sturgeon County. Weekend is considered from Friday at 4pm to Sunday at 6pm. Facility rentals must be accompanied by a contract, adequate insurance, and compliance with all Facility Rentals Procedures. Please be advised public spaces will remain open to the public during rentals (I.e.: amphitheatre, arena and sportsgrounds).

	<b>TOWN OFFICE BASEMENT</b>		<b>ARENA MEZZANINE</b>		<b>ARENA MEETING ROOM</b>	
Room Capacity	45 pp		120 pp		25 pp	
	Local	Non-Local	Local	Non-Local	Local	Non-Local
Per Day	\$125	\$150	\$125	\$150	\$100	\$125
Per Hour	\$25	\$30	\$25	\$30	\$20	\$25
Weekends & After 4pm	\$250 includes Friday evening	\$300	\$250 includes Friday evening	\$300	\$200	\$250

<b>CENTENNIAL PARK AMPHITHEATRE (50<sup>th</sup> Street and 59<sup>th</sup> Avenue)</b>	
Local*	\$20/hr. \$180/day \$570/weekend+
Local with Power	\$25/hr. \$225/day \$712.50/weekend
Non-Profit**	\$15/hr. \$135/day \$427.50/weekend
Non-Profit with Power	\$20/hr. \$180/day \$570/weekend
Non-Local	\$25/hr. \$225/day \$712.50/weekend
Non-Local with Power	\$30/hr. \$270/day \$855/weekend

<b>BALL DIAMONDS</b>	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per game	\$125 per game
\$175 per tournament	\$100 per tournament

<b>SOCCER FIELDS</b>	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per game	\$125 per game
\$175 per tournament/game	\$100 per tournament/game

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

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<b>ARENA ICE RENTAL FEES</b>	
	Per Hour
Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$135
Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$195
Adult	\$215
Birthday Parties/Non-Profit	\$135
Tournament – Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$110
Tournament – Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$130
Tournament – Adult	\$135

<b>ARENA SLAB RENTAL FEES (APRIL – AUGUST)</b>	
Local*	\$100/hr. \$750/day
Non-Profit**	\$100/hr. \$750/day
Non-Local	\$145/hr. \$1,087.50/day
Birthday Parties	\$57/hour

\* Bon Accord and surrounding Sturgeon County

\*\* Outside Bon Accord and surrounding Sturgeon County

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

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	December 5, 2023
<b>Presented by:</b>	Jessica Caines, Legislative Services and Communications Coordinator
<b>Title:</b>	<b>Cyber Security Incident Response and Disaster Recovery Plan Policy</b>
<b>Agenda Item No.</b>	8.2

**BACKGROUND/PROPOSAL**

As part of recommendations from the Town's IT company, Trinus provided samples of a Cyber Security Incident Response Policy, a Disaster Recovery Plan Policy and a Business Impact Analysis. These three documents were used as the basis for the attached Cyber Security Incident Response and Disaster Recovery Plan Policy.

The attached policy was presented to Council at the November 29, 2023 Committee of the Whole Meeting.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The attached policy is for all employees and Council members who are classified as "End Users" – essentially anyone who uses Town devices or has access to Town systems. The policy outlines:

- Responsibilities of employees, Council, the Senior Leadership Team (SLT) and the Third Party Support Provider (Trinus)
- The principles by which a Cyber Security Incident will be handled
- Training standards
- Plans and procedures for the
  - Disaster Recovery Plan (DRP)
  - End User Procedure
  - Incident Manager/IT Procedure
- All related forms:
  - **End User Notes** – used immediately following the discovery of an incident to outline what occurred in a consistent manner to assist the Incident Manager and IT understand the scope of the incident and focus their investigation.



- **Incident Assessment** – used immediately following the discovery of an incident to assess severity of the incident.
- **Cyber Security Incident Plan** – used to contain impact and reach of an incident.
- **Cyber Security Incident Report** – used after the incident has ended to assess cause, outcomes, next steps, and recommendations for future incidents.

Also referenced in the policy is the **Business Impact Analysis (BIA) Procedure**. This internal procedure is used in conjunction with the Disaster Response Plan (DRP) to help the Town recover in the event of a Cyber Security Incident.

## **STRATEGIC ALIGNMENT**

### **Value Statement: Professionalism**

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

### **Value Statement: Stewardship**

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

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

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

## **COSTS/SOURCES OF FUNDING**

Annual Operating Budget for in house training/practice. Trinus has confirmed that, under the Town's current agreement, there would be no additional cost from Trinus in the event of a Cyber Security Incident.

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

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

THAT Council approve the Cyber Security Incident Response and Disaster Recovery Plan Policy as presented.

OR

THAT Council approve the Cyber Security Incident Response and Disaster Recovery Plan Policy as amended.

**CYBER SECURITY INCIDENT RESPONSE & DISASTER RECOVERY PLAN (DRP)**

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**SECTION:** Administration/Council

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

**COUNCIL APPROVAL DATE:** [date]

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

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**INTRODUCTION**

Cyber security is the responsibility of all Town of Bon Accord Council members and Employees regardless of position or title. This policy outlines the responsibility and steps required to report a Cyber Security Incident and limit its potential to denigrate the data integrity, network operability, and reputation of the Town.

**PURPOSE**

The policy will be used as a guideline to handle Cyber Security Incidents and outline the Disaster Recovery Plan (DRP), ensuring the Town's business processes are maintained, repaired, and/or restored in a timely manner.

**SCOPE**

The policy governs all End Users, including Town Employees, Council members, as well as all IT assets or network devices owned by the Town.

**DEFINITIONS**

"BIA" means Business Impact Analysis.

"Council" means the elected officials of the Town of Bon Accord.

"Disaster Recovery Plan (DRP)" means a plan to recover from a specific type of IT disruption or incident. Includes step by step recovery process specific to the applicable network and incident scenario.

“Cyber Security Incident” mean the occurrence or development of an unwanted or unexpected situation which indicates:

- A possible or actual release of information to unauthorized or inappropriate parties,
- A possible or actual breach of Security Controls, and
- A failure of Security Controls which has a significant probability of compromising business operations.

“Employee” means any individual employed by the Town of Bon Accord, including volunteers and third parties.

“End User” means any individual who uses Town hardware, software, or any other technology used to maintain Town operations.

“Security Controls” means safeguards or measures to avoid, detect, counteract, or minimize security risks to physical property, information, computer systems, or other assets.

“Town” means the Town of Bon Accord.

## **I. KEY ROLES AND RESPONSIBILITIES**

1. **Employees and Council:** All Town Employees and Council members are required to be aware of and take annual training for potential Cyber Security Incidents, and to follow the procedures outlined below if they are suspicious that an incident has taken place.
2. **Senior Leadership Team (SLT):** The Town Manager or designate is responsible for prioritization of actions based on advice from the Incident Manager, as well as public communication, Employee coordination, breach disclosure, and ensuring

that training records are maintained.

3. **Incident Manager:** The Legislative Services and Communications Coordinator is responsible for investigating, reporting on, and leading/coordinating the overall response to the incident.
4. **Third Party Support Provider:** Trinus Technologies Inc. has been designated as the Town's managed services provider. As such, they may work with the Incident Manager to investigate and resolve the incident.

## **II. GUIDING PRINCIPLES**

When managing a Cyber Security Incident, it is crucial to balance the incident from three (3) perspectives, all of which may have different priorities and preferred courses of action.

1. **Forensic Trail:** For compliance and root cause correction it is important to maintain as much raw forensic data pertaining to the nature of the Cyber Security Incident as possible. This includes but is not limited to devices logs and backups of breached configurations.
2. **Mitigation of Threat/Risk:** Understanding and closing the vector of attack and during a Cyber Security Incident is required to ensure that restored services are not compromised in the future. The timing of this mitigation is critical to ensure the least amount of damage or lost data in the event of a breach.
3. **Restoration of Services:** When faced with a disruptive Cyber Security Incident it is likely that the main focus will be on restoring impacted services. Service disruptions will likely result in lost revenue to the Town, however, services should not be restored until the threat has been mitigated enough to ensure that restored services cannot be reinfected.

### **III. ANNUAL TRAINING STANDARDS**

1. Training and practice exercises are mandatory for all Town Employees and Council members.
2. The SLT should implement a practice test of each plan (Schedules "A", "B" and "C") on an annual basis. During practice, issues that cause the plan to fail can be discovered and corrected.
3. Following the annual practice, plans should be reviewed and updated to assess whether:
  - a. The processes/steps are still valid,
  - b. Key positions and role delegations are still appropriately assigned, and
  - c. Further training is required.

**SCHEDULE “A”****DISASTER RECOVERY PLAN (DRP)**

1. A Cyber Security Incident may be identified by one (1) of three (3) potential sources:
  - a. Disruption to access reported by an End User,
  - b. Discovered initially by the Incident Manager, or
  - c. Observed by the Third Party Support Provider via a monitoring tool or agent.
2. Once a Cyber Security Incident is discovered, the Incident Manager will perform the following actions to correct or mitigate the disaster. *Note that in some cases the Incident Manager may delegate some or all of these steps and responsibilities to the Third Party Support Provider.*
3. Major incidents should be classified into one (1) of two (2) types:
  - a. Disruption of Infrastructure or
  - b. Loss of Location.

**3.1. DISRUPTION OF INFRASTRUCTURE**

In the case where system backups are present, only minimal effort (1 hour or less) should be made to restore the network or infrastructure in its current state.

When fast repair of infrastructure is not possible the Third Party Support Provider will immediately restore the most recent required backup to the best available infrastructure and then verify functionality.

- a. In the case of damaged or faulty hardware, some infrastructure may require replacement with new, spare, or temporary equipment to fulfill a

recovery.

- b. Note that running on contingent, spare, or temporary equipment may result in below average performance for all End Users until the original services can be restored.

### 3.2. **LOSS OF LOCATION**

In the event of a loss of location incident (fire, flood, etc.), the Incident Manager will immediately assess the accessibility of BIA-listed resources, as some of them may be cloud based. All services that are not cloud based must be restored in order according to the **BIA Procedure**.

- a. Where possible services should be restored using off-site or cloud backups. Local hardware (such as servers) may not be available so an extended period of cloud hosting may be required for these services until new equipment can be purchased and set up.
- b. A loss of location may also mean that Employees are not able to work out of that location, nor will they have access to the regular workstation or workspace. Employees may be encouraged to work from an Emergency Command Centre (ECC) or from home using temporary laptops or computers.



**SCHEDULE “B”****END USER PROCEDURE**

Identifying compromised systems and quickly resolving or restoring functionality is essential to maintain Town business operations. Cyber Security Incidents such as ransomware can propagate rapidly through a network, so acting quickly can help limit the number of affected devices, thus reducing damage and recovery time.

1. A Cyber Security Incident can be stressful, and it is essential to proceed calmly and methodically to ensure that the situation does not escalate.
2. If you suspect that a device has been compromised by a malicious actor or infected with malware (including ransomware), immediately disconnect the device from both wired and wireless network connections while keeping the power on. Once disconnected, take a photo or video of any suspicious activity on the device while making detailed notes about the suspicious behavior (**End User Notes**), including
  - a. When it started,
  - b. How it started, and
  - c. What you were doing on the device when it started.

Share this information with the Incident Manager as soon as possible once the device has been removed from the network.

3. Do not turn off the device unless you must, as this can damage forensic evidence.
4. In the case of ransomware, typically, a message will appear on the screen of the device demanding payment to unencrypt the data on the computer. Be sure to capture a photo of this message to share with the Incident Manager.

5. Promptly communicate to the Incident Manager with a preliminary scope about what is happening, do not try to resolve the situation yourself.
6. Remove all storage devices such as USB drives, external hard drives or memory cards and immediately label these devices “suspect”. These devices should be given to the Incident Manager at the earliest possible convenience.
7. Stop using the device for all work. If you are working on time sensitive tasks, inform the Incident Manager and ask to be given a temporary device. Note that in the event of a large-scale Cyber Security Incident, replacement devices may not be available, and your work (as well as the work of others) may be impacted for a significant amount of time.

**SCHEDULE “C”****INCIDENT MANAGER/IT PROCEDURE**

The Incident Manager will first assess the situation to determine the nature, breadth, and severity of the incident. If required, the Incident Manager may pass some or all responsibility for the incident management process to the designated Third Party Support Provider. If the severity of the incident is unclear, assume the worst-case scenario until additional information can be gathered. This process will be done quickly to ensure that time sensitive action can be taken as required.

1. Relevant information to complete the **Incident Assessment** includes but is not limited to:
  - a. Affected locations,
  - b. Employees,
  - c. Devices,
  - d. Network shares,
  - e. Start time of the incident,
  - f. Demands and intent of the malicious actor, and
  - g. The likely attack vector so that a plan may be created to close any open vulnerabilities.
2. The Incident Manager will create a **Cyber Security Incident Plan** to contain the impact and reach of the incident, such as disconnecting devices that are suspected to be compromised or disconnecting critical devices such as application or backup servers. Where applicable, the Incident Manager will reference previous Cyber Security Incident Plans that may provide guidance on appropriate containment steps for specific types of Cyber Security Incidents.
3. Depending on the severity of the incident, the Incident Manager may determine that engaging third parties such as law enforcement or a cyber security specialist

firm is required. This involvement will be discussed with the SLT prior to engagement.

4. The Incident Manager will engage with the appropriate Employees (including the SLT) and third parties to enact the containment plan as quickly as possible. During this process, effort will be made to isolate devices from the rest of the network and from the internet without deleting evidence of the incident that may be used during a root cause analysis. All containment steps will be carefully documented for future reporting purposes.
5. Severe incidents may require immediate drastic measures such as completely disconnecting all servers from the primary network, completely disabling the Wi-Fi network or completely disconnecting the Town's network from the internet.
6. If the root cause of the incident is clear at this time and is still vulnerable, prompt effort will be made to address this vulnerability as quickly as possible before network functionality is restored.
7. With the incident contained and the active threat to the network mitigated, the Incident Manager will work with the SLT to restore all lost network functionality. Functionality will be restored based on importance to the organization as outlined in the **BIA Procedure**, with high priority items being restored first. This plan will include the restoration of services without the use of any compromised devices. All remediation steps will be carefully documented for future reporting purposes.
8. Restoration of services may involve the use of server or workstation backups to recover the network. In this scenario backups of identified infected machines will be restored in an isolated environment so that they can be confirmed to be clean before they are connected to the production network. If a restoration of backups would destroy the now isolated compromised environment, reasonable efforts will be made to create an isolated backup copy of the compromised environment

before restoration. This backup will be used to determine the root cause of the incident during the reporting phase. If a complete backup is not possible, a backup of relevant system logs may be sufficient.

9. Once network functionality is restored, the Incident Manager will focus on analyzing the incident and determining the root cause. During this phase the Incident Manager will create a **Cyber Security Incident Report** that outlines
  - a. the timeline of events,
  - b. nature of the incident,
  - c. the containment/remediation steps taken,
  - d. the likelihood of externally compromised data, and
  - e. the lessons learned and recommendations for future improvement.
10. The Incident Manager will determine if the incident has resulted in a breach of sensitive or personal data. If a breach of this data may have occurred, the Incident Manager will contact the Alberta Office of the Information and Privacy Commissioner to report the breach. If personal information was compromised, the Incident Manager will work with the SLT to craft and deliver breach notifications to the impacted parties.
11. Examples of scenarios that require reporting include but are not limited to:
  - a. Loss or theft of unencrypted devices containing personal information or remote network access,
  - b. Malicious remote access with a user account that has access to personal data,
  - c. Suspected exfiltration of personal data via a malicious actor or software, and
  - d. Accidental disclosure of personal information (misaddressed email etc.).

12. Once the full analysis of the incident has been completed, any lessons learned or

points for future improvement may be considered in the Town's future budget for planning and implementation.

DRAFT

**END USER NOTES****(Completed by the End User)**

Be sure to follow the End User Procedure as noted in the above policy. It is the End User's responsibility to share the following information with the Incident Manager as soon as possible once the device has been removed from the network.

Briefly describe the incident:

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Date and time you first noticed the incident occurring:

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How did the incident begin? (Upon startup, something was clicked or opened, etc.)

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What were you doing on the device when the activity began?

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Was there an external storage device (USB, hard drive) plugged into the device when the incident occurred? \_\_\_\_\_

If yes, remove the external storage device immediately label as "suspect". Additionally, please provide the following:

Time and date when the storage device was plugged in:

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When and where the device was obtained:

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**INCIDENT ASSESSMENT****(Completed by the Incident Manager)**

Be sure to follow the Incident Manager/IT Procedure as noted in the above policy. It is the Incident Manager's responsibility to first assess the situation to determine the nature, breadth, and severity of the incident as outlined below. This information may be passed to the designated Third Party Support Provider.

Affected location(s):

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Employees involved:

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Devices affected:

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Network(s) affected:

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Start date and time of incident:

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Demands and intent of malicious actor:

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What is the area of vulnerability/likely attack vector?

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**CYBER SECURITY INCIDENT PLAN**  
**(Completed by the Incident Manager)**

Be sure to follow the Incident Manager/IT Procedure as noted in the above policy. It is the Incident Manager's responsibility to create a plan to contain the impact and reach of the incident. Previously used Cyber Security Incident plans may be used for guidance on appropriate steps for specific types of Cyber Security Incidents.

Recommended actions to mitigate further risk (i.e.: disconnecting compromised devices or backup servers from the network, etc.)

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What areas of Town business will be affected by these recommended actions?

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Recommended timeline to reinstitute resources or processes in accordance with the Business Impact Analysis (BIA) Procedure:

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Does the severity of this incident require engagement of third parties (i.e.: law enforcement, cyber security specialist firm, etc.)?

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**CYBER SECURITY INCIDENT REPORT****(Completed by the Incident Manager)**

Once network functionality is restored, the Incident Manager will focus on analyzing the incident and determining the root cause. Examples of scenarios that require reporting include but are not limited to:

- Loss or theft of unencrypted devices containing personal information or remote network access,
- Malicious remote access with a user account that has access to personal data,
- Suspected exfiltration of personal data via a malicious actor or software, and
- Accidental disclosure of personal information (i.e.: misaddressed email etc.).

Outline the timeline of events for the incident:

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Describe the nature of the incident (i.e.: malware, ransomware, password leak, etc.):

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What steps were taken for containment/remediation?

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Is it likely that this incident has compromised externally stored data? Why or why not?

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What is thought to be the root cause of the incident?

Was sensitive or personal data compromised during the incident?

If yes, has the SLT been advised? What next steps will be taken to deliver breach notifications to affected parties?

If yes, was the OIPC contacted? Why or why not?

Lessons learned/recommendations for future improvement. List any costs for recommendations for consideration in upcoming annual budget deliberations, pending SLT approval:

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 5, 2023
<b>Presented by:</b>	Jenny Larson – Officer, Economic Development & Planning
<b>Title:</b>	<b>Municipal Development Plan Bylaw 2023-10 – First Reading</b>
<b>Agenda Item No.</b>	8.3

**BACKGROUND/PROPOSAL**

The Municipal Development Plan (MDP) is a statutory plan that provides long term strategic planning for future development of lands within the Town. The MDP is a ‘living’ document.

Municipal Planning Services (MPS) was engaged by the Town to assist with the development and adaptation of the 2016-08 (amendments 2018-10 & 2020-11) MDP document.

Jane Dauphinee from MPS, presented the draft MDP at the May 16, 2023, Regular Meeting of Council.

Resolution: Councillor Laing moved that Council accepts the Draft Municipal Development Plan as information and that Council direct administration to make revisions as directed by Council and further that administration plan and advertise a public open house and release the revised draft one week before the open house.

Carried Resolution #23-242.

A Public Open House was held on October 17<sup>th</sup>, 2023, with Council, MPS, Town administration and 2 members of the public in attendance.

Following the Public Open House event, MPS conducted agency information engagement and invited public feedback regarding the draft MDP for a three-week period. MPS submitted a report to Council (December 05<sup>th</sup>, 2023) summarizing the feedback received.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Every Council of a municipality must by **bylaw** adopt a municipal development plan as per section 632(1) of the MGA. The Municipal Development Plan Bylaw requires 3 readings, and a public hearing must be held prior to 2<sup>nd</sup> and 3<sup>rd</sup> reading of the bylaw. Following first reading of the proposed MDP Bylaw, the Town must advertise the proposed bylaw and public hearing date for two consecutive weeks.

As per Section 184 of the Municipal Government Act: When a public hearing on a proposed bylaw or resolution is held, a councillor:

(a) **must** abstain from voting on the bylaw or resolution if the councillor was absent from all of the public hearing, and

(b) **may** abstain from voting on the bylaw or resolution if the councillor was only absent from a part of the public hearing.

### **1<sup>st</sup> Reading of the new Municipal Development Plan Bylaw**

The proposed new Municipal Development Plan Bylaw for the Town is enclosed to allow Council to proceed with first reading of the bylaw. The Municipal Development Plan is Schedule A of the proposed new MDP Bylaw.

#### **Public Hearing Date:**

Council must set by resolution the required public hearing date for the proposed new Municipal Development Plan Bylaw.

As per section 24.1 of the Procedural Bylaw, “Unless otherwise set by Resolution of Council, public hearings shall be held on the same day and time as the Regular Council Meetings, and the Regular Council Meeting will follow immediately thereafter.”

Administration has confirmed that Municipal Planning Services staff are available to attend the January 16<sup>th</sup>, 2024, Regular Council Meeting.

Therefore, administration recommends that Council set the public hearing date for the proposed new Municipal Development Plan Bylaw as January 16<sup>th</sup>, 2024, at 6:00 pm with the Regular Council Meeting to follow the public hearing. This will allow ample time for administration to meet the requirements for public notification (advertising) as established in the Municipal Government Act prior to January 16<sup>th</sup>, 2024.

### **2<sup>nd</sup> and 3<sup>rd</sup> Reading of the new proposed Municipal Development Plan Bylaw:**

Following the public hearing Council may proceed with 2<sup>nd</sup> and 3<sup>rd</sup> reading of the proposed new Municipal Development Plan at the January 16<sup>th</sup>, 2024, Regular Council meeting or may postpone second and third reading to a later date for further consideration of any public input received during the public hearing.

## **STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)**

### ***Priority # 1: Economy***

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

### ***Priority # 2: Community***

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

***Priority # 3: Infrastructure***

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

***Priority #4: Identity***

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

**COSTS/SOURCES OF FUNDING**

Annual budget

**RECOMMENDED ACTION (by originator)**

**Both of the following:**

**Resolution #1:**

THAT Council gives the Municipal Development Plan Bylaw 2023-10 1<sup>st</sup> reading as presented [or amended].

**Resolution #2:**

THAT Council sets the Public Hearing date for the proposed Municipal Development Plan Bylaw 2023-10 as January 16<sup>th</sup>, 2024, at 6 p.m.



**TOWN OF BON ACCORD**  
**BYLAW 2023-10**  
**MUNICIPAL DEVELOPMENT PLAN**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL DEVELOPMENT PLAN.**

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WHEREAS the Municipal Government Act, RSA 2000, c. M-26, as amended from time to time, authorizes municipalities to establish, by bylaw, a Municipal Development Plan.

WHEREAS the Town of Bon Accord wishes to amend its Municipal Development Plan as it affects certain lands.

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

1. This Bylaw may be referred to as the Town of Bon Accord "Municipal Development Plan Bylaw".
2. Schedule "A" attached hereto is hereby adopted as part of this Bylaw.
3. Bylaw 2016-08, and any amendments thereto, are hereby repealed.
4. This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 5<sup>th</sup> day of December 2023.

READ A SECOND TIME THIS \_\_\_\_ day of \_\_\_\_ 2024.

READ A THIRD TIME THIS \_\_\_\_ day of \_\_\_\_ 2024.

SIGNED AND PASSED THIS \_\_\_\_ day of \_\_\_\_, 2023.

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

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

# Dark Skies and Bright Futures

Our Municipal Development Plan



Town of  
**Bon Accord**  
building for tomorrow



## Acknowledgement

The Town of Bon Accord acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.



## Executive Summary

The Town of Bon Accord is a growing community deeply rooted in the local rural landscape, with strong ties to neighbouring communities in the region.

Bon Accord embraces new opportunities and ideas, including being Canada's first International Dark Sky Community, developing electronic vehicle charging infrastructure, and undertaking the construction of a municipal solar farm to support a clean energy future.

Through the MDP, the Town has established a Plan to support community resiliency through business development and retention, supporting services for families, and identifying and budgeting for infrastructure expansion and replacement.

Bon Accord is an inclusive community with a range of housing options to support young families, a growing regional labour force, and long-time Town residents. As the community grows and the population becomes more diverse, the Town will continue to support inclusive community programming and environmental best practices.

The Municipal Development Plan's (MDP) vision is supported by goals, objectives and policies that will guide future land use and community development Investments.

The MDP is a 'living' document; as regional and local development trends evolve, and as community priorities change, the MDP will be revised to ensure it continues to reflect the community's vision for the future.



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## 1. Our History and Culture

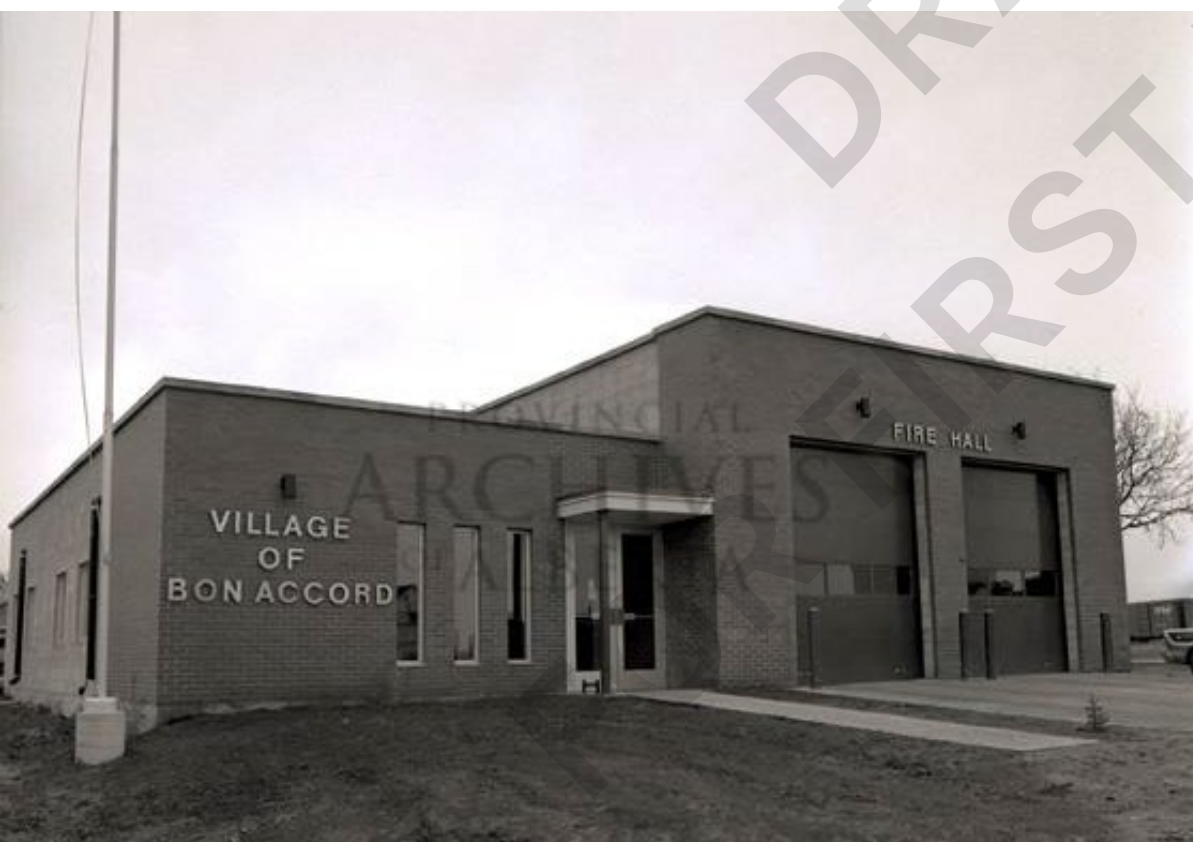
Bon Accord is rooted in agriculture with a rich history beginning in the late 1800s. Early development in Bon Accord was led by Scottish immigrants who came to settle and work the land. A meeting of locals resulted in the name 'Bon Accord,' chosen due to settlers' familial connections to Aberdeen, Scotland. 'Bon Accord,' meaning "Good Agreement" is the motto of Aberdeen.

During the 20th century, Bon Accord steadily grew as a thriving agricultural community. The development of the railway provided local settlers with a means of selling their products and connecting to communities throughout the region. This steady growth culminated in the creation of the Village of Bon Accord in 1964, which grew to become the Town of Bon Accord in 1979.

The Town has evolved and diversified from its rural beginnings, but its agricultural roots remain distinctly evident in the surrounding landscape, visible heritage, and character of its residents.

In 2015, the Town received an International Dark Sky Community designation from the International Dark Sky Society. Bon Accord is the first Canadian community and the 11th in the world to secure the designation. This designation is bestowed upon communities that have shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of a quality outdoor lighting ordinance, dark sky education and citizen support of dark skies.





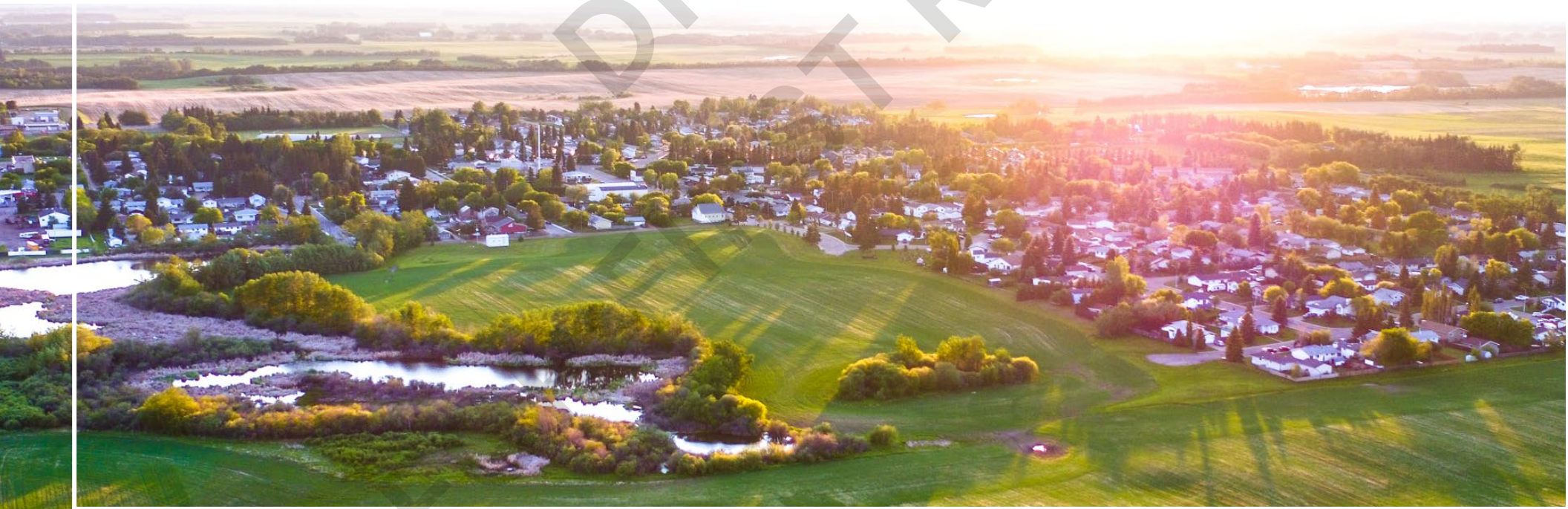


## 2. Our Community

Bon Accord is a family-orientated community. The Town is home to many young families with a higher number of children per household than the provincial average. Policies within the MDP encourage residential developments, businesses, parks, recreation facilities, and services that support the current community and future demographics.

The percentages of the Town's population that identify as female and male residents are equal. Many small communities in Alberta experience a shift in the balance toward a male or female-centric population primarily due to out-of-town employment opportunities.

From 2006 to 2021, the Town's population has remained consistent, with minor increases and decreases reported each federal census period.

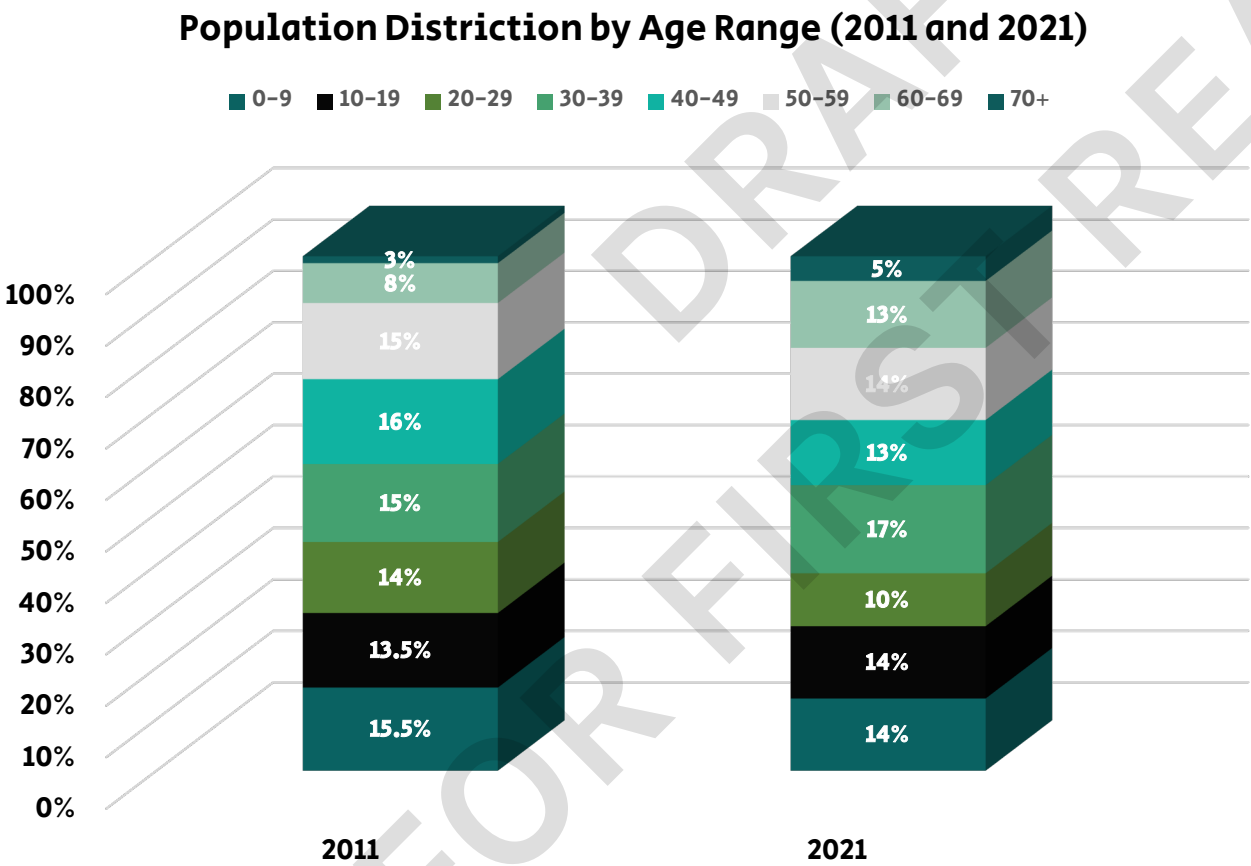




# 2.1 Population

Approximately 28% of the Town’s population is within the younger cohorts (0-19 age range); however, Bon Accord appears to be experiencing a demographic shift resulting in a higher number of community members in the older age ranges (60+). This may reflect the provincial trend of the aging baby boomer population. The 0-9 and 20-29 age ranges declined as a percentage of the Town’s population from 2011 to 2021. The age 60+ population had a significant population change, increasing by approximately 105 persons from 2011 to 2021.

Policies within the MDP encourage future development patterns that support the needs of residents now, and for generations to come. Ensuring healthy neighbourhood design features which support aging-in-place, multi-modal transportation options, and proximity of local services are also an important focus of this MDP.



**1,461**  
People

**-4.4%**  
Population Change  
2016 to 2021

**+2.0%**  
Planned Long-Term  
Population Growth

**37**  
Average Age

**7.3/ha**  
Population Density  
Developed Areas

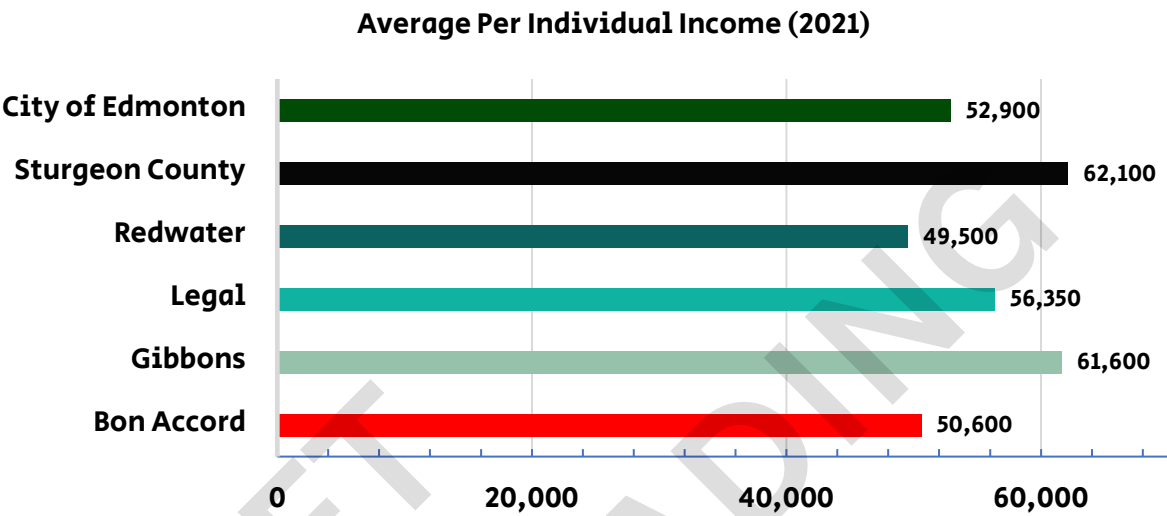
**86%**  
Single Detached  
Housing

**28%**  
Youth Population  
(19 and Younger)

## 2.2 Income

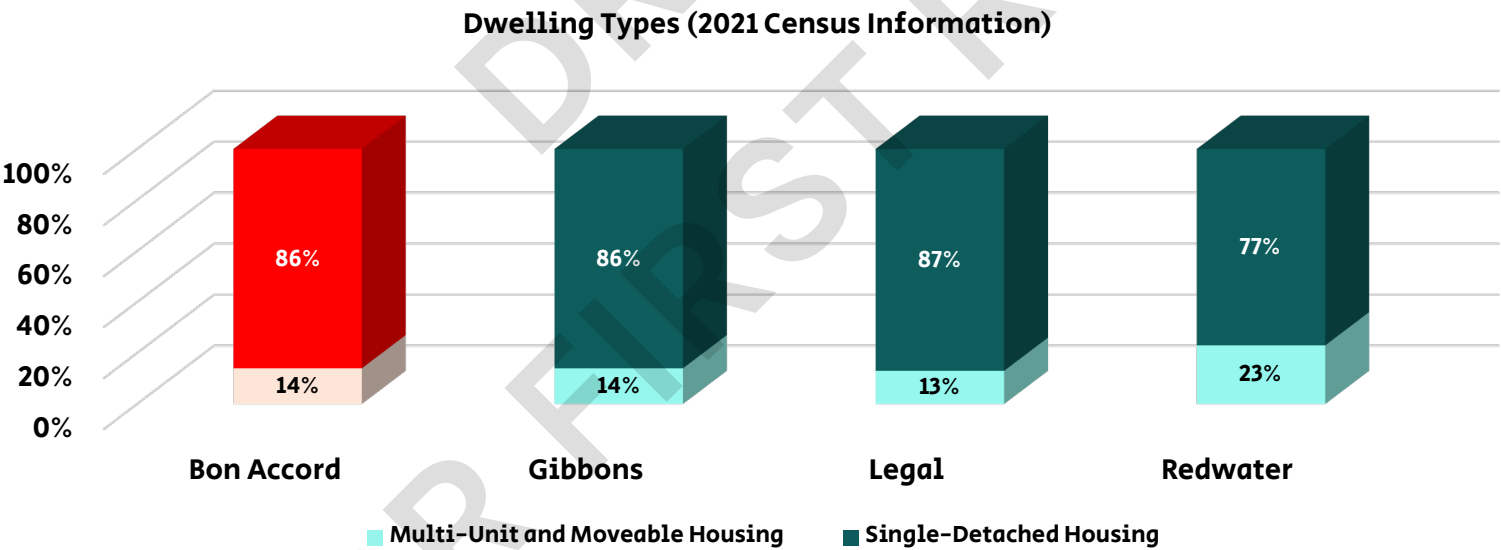
The average income of Bon Accord’s residents is slightly lower than the average income of residents in surrounding municipalities. In 2021, the average per-individual income for residents of Bon Accord was consistent with equivalent statistics in the Town of Redwater and the City of Edmonton.

Notably, Sturgeon County and the Town of Gibbons’ average per-individual incomes are higher than all other municipalities used in this comparison.



## 2.3 Housing

Similar to the other Towns in the Sturgeon Region, the predominant dwelling type in Bon Accord is single-detached. From 2001 to 2021, the percentage of the Town’s total housing stock that are single-detached dwellings remained consistent (86%).







## 3. How the MDP Works

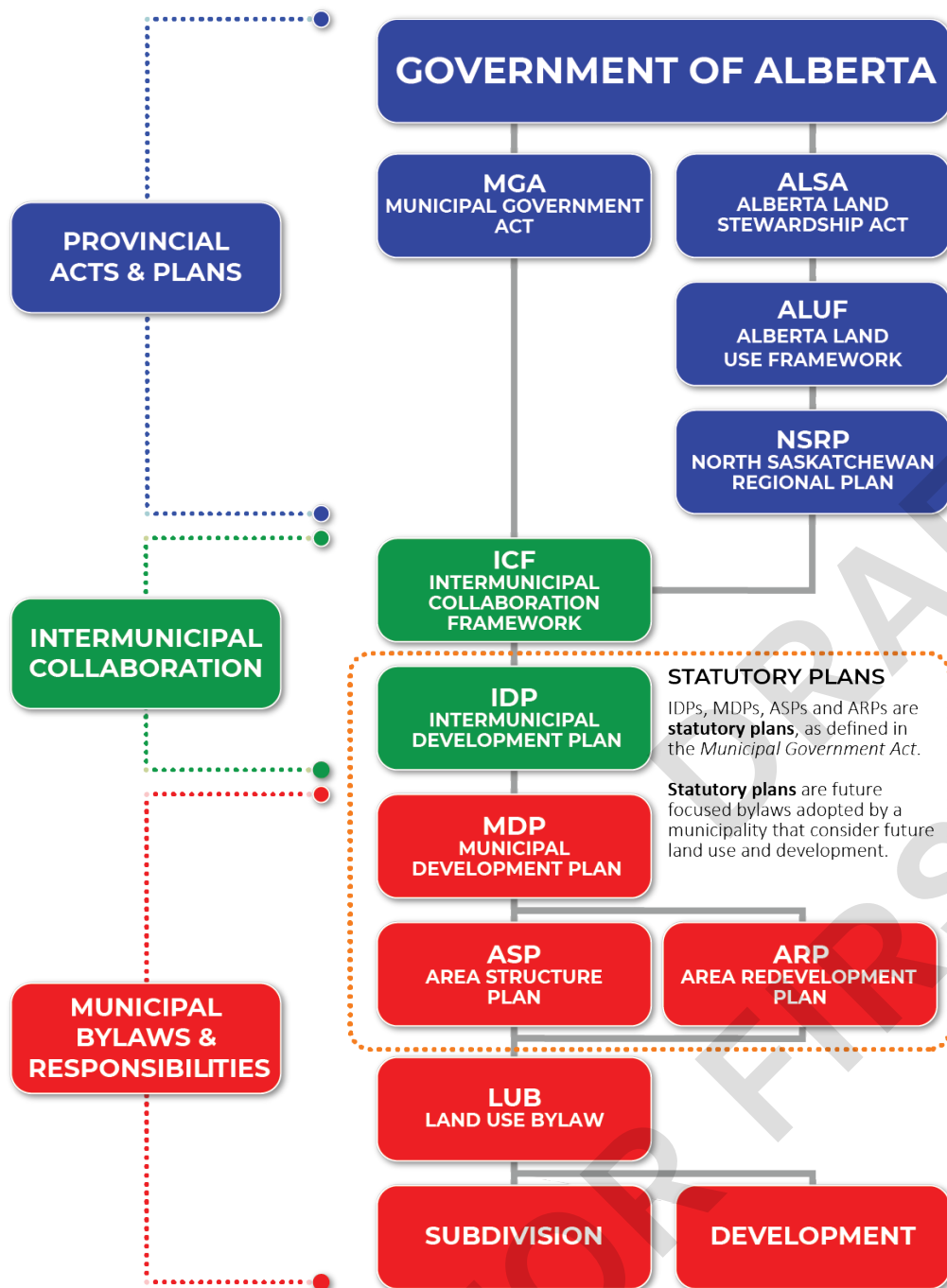
The Municipal Development Plan (MDP) is the Town's plan for future land use and development. It establishes a clear, obtainable vision for how the Town will grow and develop over the next 25 years. The MDP will guide Council decisions on key land management issues including future residential and commercial growth, conservation of the natural environment, and investment in infrastructure and community services.

### 3.1 Legislative Requirements

The Government of Alberta has a variety of planning documents and legislation that provide direction and requirements to municipalities regarding land use planning. Alberta's *Municipal Government Act (MGA)* is the provincial legislation that sets out the roles and responsibilities of municipalities and elected officials. The *MGA* includes a legislative requirement for all municipalities, including the Town, to adopt a Municipal Development Plan to guide long-range planning and land use. The *MGA* also identifies the required and optional policy areas within a Municipal Development Plan. The Municipal Development Plan may be amended through a process defined in the *MGA*.

The *Land Stewardship Act* includes policy direction that requires municipalities to align their MDP with the policy direction contained in regional plans. The Town of Bon Accord falls within the North Saskatchewan Regional Plan area. This regional plan is currently being prepared by the Province of Alberta.

In preparing this MDP, applicable provincial legislation and regulations were reviewed with care to ensure that the MDP is consistent with current provincial requirements.



## 3.2 Planning Hierarchy

The Town of Bon Accord has adopted an Intermunicipal Development Plan (IDP) with Sturgeon County. An IDP is a high-level statutory plan jointly developed by two or more neighbouring municipalities. IDPs ensure that land use decisions within the IDP area are thoughtfully considered through a cooperative planning approach that supports the long-term interests of both municipalities. The policies and land use concepts of the MDP were reviewed to ensure consistency with the IDP.

The policies within the MDP will be implemented by Town Council, Administration, residents, and development proponents through the preparation of Area Structure Plans, the interpretation of the Town's Land Use Bylaw, and both subdivision and development applications.

As provided for in the *Municipal Government Act*, this Municipal Development Plan shall be regularly reviewed and updated to ensure consistency with provincial requirements, Intermunicipal Development Plans, Intermunicipal Collaboration Frameworks, and community values. As the MDP is updated in the future, the Town shall have regard for impacts on the Town's approved Area Structure Plans and Land Use Bylaw.

The chart to the left illustrates the hierarchy of Provincial Acts, Plans, and Frameworks that primarily affect planning and development activities in the Town of Bon Accord. The chart also explains how the Town of Bon Accord MDP fits within the hierarchy, and how the MDP administers other planning and development decision-making processes, such as Area Structure Plans, the Town of Bon Accord Land Use Bylaw, and site-specific subdivision and development applications.



## 4. Planning Principles

The Bon Accord Municipal Development Plan is guided by the following five principles:

Land uses and development activities support employment opportunities and regional economic growth.

Smart growth principles shall be applied to maintain the integrity of the land base and to promote sustainable development such that the needs of the present generation are met without compromising the Town's small-town character or the ability of future generations to meet their own needs.

Growth is managed and directed in a compatible, transparent, equitable manner that recognizes the diverse needs and aspirations of Town residents.

Land use patterns make efficient use of land, infrastructure, public services, and public facilities, and contribute to the development of healthy, safe, and viable neighbourhoods by encouraging integrated land use types and a wide range of economic opportunities.

Planning is proactive, comprehensive, and carried out in an open, consistent, and equitable manner.

### Vision:

The Town of Bon Accord is a prosperous, residential, and industrial community with vibrant spaces for recreation, celebration, and maintaining a hometown feeling.



## 4.1 Smart Growth Themes

To facilitate sound planning and development within the Town, the MDP is structured around principles of Smart Growth that have been modified to apply more specifically to a small urban setting. These principles emphasize the value of enhancing the quality of life for residents and preserving significant natural areas to ensure that new growth and development in Bon Accord will be socially, fiscally, and environmentally responsible well into the future. The Smart Growth themes that are evident in this MDP include:

- Fostering a community identity, which is unique, vibrant, diverse, and inclusive.
- Nurturing engaged citizens.
- Encouraging the redevelopment of existing Town neighbourhoods through the provision of flexible and inclusive land use policies.
- Facilitating the provision of diverse housing opportunities.
- Maximizing the use of existing hard and soft infrastructure.
- Encouraging sustainable and community-focused growth in brownfield and greenfield areas.
- Enhancing parks, green space, and recreation opportunities.
- Promoting community health.
- Encouraging economic development through:
  - economic renewal;
  - supporting new and existing economic assets within the community; and
  - supporting traditional regional economic drivers.





## 5. Building for our Future

The Town of Bon Accord is home to approximately 1,416 people in 590 dwellings (Source: Statistics Canada). Undeveloped lands (also known as greenfield areas) in the Town represent a potential 12,000+ additional Bon Accord residents, based on planned population growth over the next 100 years. This includes the recent 2017 annexation area as well as other undeveloped lands in the Town.

To accommodate this growth, the Town has developed a Future Land Use Concept to identify where future residential, commercial, industrial, recreational, and institutional development may occur. Within each future land use category, policies respecting the preservation of important environmental features, the development of large-scale and small-scale community amenities (e.g. playgrounds, parks, trails, etc.), and the provision of core infrastructure, utilities and services are found in the subsequent pages of this plan; these policies, guided by specific goals and objectives, are intended to ensure that these areas are designed and developed efficiently and as complete neighbourhoods within the Town of Bon Accord.

The Future Land Use Concept is shown on Map 2 – Future Land Use. The map identifies the Town’s preferred long-term pattern of land use. The map shows the general intent for future development.

More detailed boundaries and uses will be identified through approved Area Structure Plans or the Town of Bon Accord Land Use Bylaw. The general land use categories include:

<b>Residential Development Area</b>	Existing and planned residential neighbourhoods where planning efforts support community safety, health, infrastructure, efficiency, and pride.
<b>Commercial Development Area</b>	Developed sites and planned areas for new commercial developments that serve Town residents and visitors.
<b>Industrial Development Area</b>	Planned areas for future industrial developments to expand economic development opportunities in the Town.
<b>Community &amp; Environment Area</b>	Portions of the Town where residents and visitors gather to celebrate, learn, participate, and play – both indoors and outside.
<b>Utility Development Area</b>	Areas where utilities, services, and infrastructure may be developed to service the Town.
<b>Downtown Overlay Area</b>	The heart of Bon Accord, where people live, work, play, shop, gather, and celebrate.
<b>Gateway Overlay Area</b>	Bon Accord’s Highway 28 frontage area provides business and community services to the region.

## 5.1 Building our Neighbourhoods

Historically, the Town's residential development has been in the form of single-detached family dwellings. While the demand for affordable single-detached homes is expected to continue, future demographic trends are likely to require diversification in the housing composition to accommodate the needs of a broader range of families and households including: "empty-nesters," seniors, and young adults. Different housing forms, such as row housing, apartments, condominiums, and other higher density living options, may be encouraged to meet the needs of all community members, both current and new.

The Town's 2017 annexation increased the Town's geographic area significantly. **Map 4 – Growth and Expansion** identifies the Town's geographic growth from 1964 to today. This opportunity has provided the Town with a wide range of directional growth options for the future. In total, the Town has a sufficient supply of developable land that can accommodate the Town's growth to a population of 15,000 persons by 2117. In guiding future residential growth in these new areas of Bon Accord, the Town will be encouraging the development of new neighbourhoods that support and sustain community pride, health and active living, and multi-generational families. As redevelopment occurs within the current neighbourhoods of Bon Accord, the Town's focus will be on identifying opportunities to further support and enhance these areas as wonderful places to live and make connections.



<b>Goal</b>	<b>Provide a diverse range of high-quality housing types that support complete neighbourhood design to meet the demographic needs of current and future residents.</b>
<b>Objective 1</b>	<b>To ensure that residential expansion takes place in an efficient, economical, and well-planned manner</b>
<b>Policy 5.1.1</b>	Residential development shall occur on lands identified within the Residential Development Area on Map 2 – Future Land Use.
<b>Policy 5.1.2</b>	Bon Accord shall ensure the development of new vibrant and complete neighbourhoods to accommodate projected population growth.
<b>Policy 5.1.3</b>	New neighbourhoods shall be developed with a mix of housing types, allowing easy access to services and recreation amenities as well as enabling a healthy and active lifestyle.
<b>Policy 5.1.4</b>	The Town shall encourage the development of medium and high-density housing options in suitable locations to gain a more diverse and affordable housing stock.
<b>Policy 5.1.5</b>	<p>The Town shall require the preparation and adoption of Area Structure Plans for new residential neighbourhoods in areas of the Town that are currently undeveloped. Area Structure Plans for residential neighbourhoods shall consider the following:</p> <ul style="list-style-type: none"> <li>a. relation of the new area to existing and other future urban development in terms of land use compatibility, roadway connections, functioning of collector roadways, open space and pedestrian linkages, and engineering systems;</li> <li>b. the need for integration and development staging of various housing types and densities within the neighbourhood;</li> <li>c. the impact of the proposed development on educational, recreational, and other community services;</li> <li>d. the existence of topographic features, major landforms, vegetation, vistas and natural drainage courses, and their integration into the subdivision design;</li> <li>e. ensuring that higher density forms of housing are not clustered in large, isolated pockets; and</li> <li>f. ensuring that there is a transition between low-density forms of housing and higher-density forms of housing.</li> </ul>
<b>Policy 5.1.6</b>	<p>Areas designated for future residential development or redevelopment may be subdivided and developed for residential use provided the Town is satisfied that this expansion:</p> <ul style="list-style-type: none"> <li>a. would be a logical and contiguous extension of existing developed land, in accordance with an approved Area Structure Plan;</li> <li>b. is necessary to meet projected residential demands;</li> <li>c. would not force the Town into premature extensions of roadways or utilities that are not fully funded by the developer;</li> <li>d. offers a variety of housing projects to meet anticipated residential demands; and</li> <li>e. provides neighbourhood services and amenities, such as parks, schools, landscaped areas, or recreation facilities, which are directed in with the construction of dwelling units.</li> </ul>
<b>Policy 5.1.7</b>	<p>In the review of plans and subdivision proposals for residential development, the Town shall consider:</p> <ul style="list-style-type: none"> <li>a. energy efficient subdivision design;</li> </ul>



- b. variations in residential streets and front yard setbacks to create more interesting streetscapes;
- c. the provision of focal points in residential areas such as a community centre, parks, or schools, to encourage community cohesion and interaction; and
- d. the development of pedestrian circulation systems which link residential areas with schools, parks, recreation facilities, and other parts of the Town.

**Policy 5.1.8** Residential subdivisions should be phased in to ensure a supply of lots that could be practically developed within a three-year period.

**Policy 5.1.9** The phasing of new residential developments shall be consistent with the phasing plan identified on **Map 4 – Growth & Expansion**.

**Policy 5.1.10** The Town's preferred plan for the phasing of new residential developments is based on current development locations, infrastructure capacity within the Town and best planning practices. The residential phasing plan discourages "leapfrog" development to minimize potential costs associated with future residential development in locations which are separated from previously developed areas.

**Policy 5.1.11** Notwithstanding Policy 6.1.9 and Policy 6.1.10, the residential Phasing Plan is not intended to preclude the possibility of any future residential development in areas shown as Phase II until Phase I is completely developed. Development proposals adjacent to existing approved plans may be considered where:

- a. servicing connections are existing and available on the site or at a property line adjacent to the site;
- b. adequate capacity exists to service proposed development in a manner to the satisfaction of the Town's engineer; and
- c. where it is demonstrated that the overall development pattern is complementary with adjacent land uses and infrastructure.

**Objective 2** **To integrate housing styles and densities within new neighbourhoods and through the redevelopment of existing neighbourhoods to achieve an appropriate mix of densities and character.**

**Policy 5.1.12** To meet the community's future needs, the Town shall seek to provide a diversity of housing types in new residential areas. In this regard, a housing mix of 80% low-density (single-family residential, semi-detached/duplexes) and 20% medium or high-density housing types shall be sought.

**Policy 5.1.13** The Town shall ensure compatible relationships between different housing types and densities in new residential neighbourhood areas by:

- a. avoiding abrupt changes in density through a gradual transition in housing form;
- b. using buffering techniques such as landscaping, fencing, setbacks, and distance separation; and
- c. grouping similar forms of housing in small clusters rather than to avoid areas of large clusters of similar housing forms.

**Policy 5.1.14** When determining the number and extent of small lots to allow, the Town shall consider the following:

- a. cost reduction over conventional-sized lots in the Town and selling price to the consumer;

- b. current inventory and apparent marketability of small lots;
- c. aesthetic appearance and design of small lot neighbourhoods. Council shall have regard for this policy when considering Area Structure Plans and Land Use Bylaw amendments. Individual Area Structure Plans and residential neighbourhoods in the Town may show minor variances in these figures.

**Policy 5.1.15** Specialized or innovative housing projects are encouraged by the Town to respond to the future housing needs of the community, where it has been demonstrated that such housing shall be attractive and functional in design to warrant the relaxation of conventional standards. The Town may consider the application of a direct control district to such residential proposals, where flexible and comprehensive development is required.

**Policy 5.1.16** Where infill development opportunities exist within existing neighbourhoods, the Town shall encourage the development to include medium or high-density housing options.

**Objective 3**      **Ensure the co-ordination of residential development with the provision of roadways, utilities, services, and amenities.**

**Policy 5.1.17** New development areas shall be so designed to protect the function of arterial and major collector roadways. Residential subdivision and site design along arterial and major collector roadways shall adhere to the following:

- a. The road right-of-way and/or lot should include sufficient land to allow for landscaping, berming, boulevards, and/or development setbacks along the roadway.
- b. Residential lots shall not front onto arterial roadways.
- c. Residential lots shall not front onto major collector roadways unless the lot is a minimum of 15.0 m in width and 33.5 m in depth (or an equivalent area for unconventionally shaped lots) and vehicular access and parking is obtained from the rear or side of the lot via a local road or laneway.

**Policy 5.1.18** The Town shall ensure compatible relationships between different housing types and densities in new residential neighbourhood areas by:

- a. avoiding abrupt changes in density through a gradual transition in housing form;
- b. using buffering techniques such as landscaping, fencing, setbacks, and distance separation; and
- c. grouping similar forms of housing in small clusters rather than to avoid areas of large clusters of similar housing forms.

**Policy 5.1.19** Multi-family projects should be located near major community facilities, business centres, transportation routes, public transit, schools, and recreation areas.

**Policy 5.1.20** Each project shall contain sufficient area for onsite parking; an amenity area that is adequate to serve the specific density, location, and needs of the prospective residents; and be compatible with surrounding developments.

**Policy 5.1.21** In general, multiple-family buildings should not exceed four storeys in height. The Town's Fire Chief shall be consulted as to requirements in dealing with any residential buildings over 4 storeys in height.

**Policy 5.1.22** The Town shall only allow new development to proceed if each lot or dwelling is connected to municipal water and wastewater systems, except for single isolated lots, where there is evidence that connections to municipal water and wastewater systems are unavailable and cannot (in the opinion of the Town) be reasonably or cost-effectively extended.

**Objective 4** To ensure that new development is of a high aesthetic standard and that distinctive features are celebrated and appropriately incorporated into new neighbourhood design.

**Policy 5.1.23** Development throughout the Town shall be of a high quality and aesthetically attractive design.

**Policy 5.1.24** The Town may require developers (as part of a subdivision or development application) to submit a detailed architectural design and site plan showing proposed building locations, designs, scale and orientation, colour and finish, parking plans, drainage plans, or similar information necessary to evaluate the architectural merits of the project.

**Policy 5.1.25** The Town shall ensure compatible relationships between different housing types and densities in new residential neighbourhood areas by:

- a. avoiding abrupt changes in density through a gradual transition in housing form;
- b. using buffering techniques such as landscaping, fencing, setbacks, and distance separation; and
- c. grouping similar forms of housing in small clusters rather than to avoid areas of large clusters of similar housing forms.

**Policy 5.1.26** The Town of Bon Accord shall encourage new residential developments to be constructed with fully shielded, dark-sky friendly light fixtures that direct light toward the ground.



## 5.2 Sustainability and Parks

The Town of Bon Accord has an extensive network of parks and open space which includes (and are identified on Map 3 – Environmental & Local Features):

**Neighbourhood Scale Amenities:** parks, playgrounds, green spaces, protected environmentally significant areas, landscaped areas, and buffers along roadways.

**Regional Scale Amenities:** Archie Jenkins Sports Grounds, Bon Accord Community School, the Jewel Box, Lilian Schick School.

Future demographic and population trends suggest there will be an increased need and demand for parks and recreation facilities to meet the needs of mature families, older children, and seniors.

The Town of Bon Accord will work towards integrating parks into the community and connecting them through the pedestrian network; increasing design flexibility to respond to the changing needs of the community; providing facilities that benefit residents of all ages and stages of their lives; and to continuing park development adjacent to natural areas.

In undeveloped areas of the Town where important environmental features are present (e.g., wetlands, habitat areas), the Town will work with development proponents to preserve and protect these features as parks and open spaces.



Goal	Natural environmental features and parks shall be conserved and responsibly managed by the Town to support local and regional ecosystems and increase recreational opportunities for Bon Accord residents and visitors.
<b>Objective 1</b>	<b>Provide a comprehensive park system and innovative recreational opportunities to satisfy the leisure needs of all residents.</b>
<b>Policy 5.2.1</b>	Community parks and recreational development shall be located on lands identified as within the Community & Environment Area on Map 2 – Future Land Use. These developments may also be developed within the Residential and Commercial Development Areas to serve area residents or visitors.
<b>Policy 5.2.2</b>	The Town shall develop a system of parks which provides a variety of spaces and functions to meet the needs of a varied and dynamic user group.
<b>Policy 5.2.3</b>	<p>The Town shall require that, as a condition of subdivision approval:</p> <ul style="list-style-type: none"> <li>a. land be dedicated as Municipal Reserve (MR) for the provision of parks, tot lots, buffer strips and/or recreational uses; and</li> <li>b. those lands within areas determined to be environmentally sensitive/hazardous areas (as identified in the <i>Municipal Government Act</i>) be dedicated as Environmental Reserve (ER).</li> </ul>
<b>Policy 5.2.4</b>	Where slope stability, flood susceptibility, or groundwater saturation is a concern, additional lands may be required to form part of the Environmental Reserve (ER) to ensure that all hazard lands are identified as ER.
<b>Policy 5.2.5</b>	The Town shall continue to maintain and landscape existing parks and recreation areas.
<b>Policy 5.2.6</b>	Park design shall also include the incorporation and retention of natural or scenic features such as significant tree stands.
<b>Policy 5.2.7</b>	New neighbourhoods shall be supported by appropriate levels of services and amenities such as parks, schools, and trails.
<b>Policy 5.2.8</b>	New developments shall include an integrated and connected system of natural features, open spaces, parks, corridors, trails, and stormwater ponds.
<b>Policy 5.2.9</b>	Parks and open spaces shall meet local needs through a hierarchy of dispersed parks, according to their varying recreational purposes and corresponding sizes.
<b>Policy 5.2.10</b>	Town recreational facilities shall be used to foster a diverse range of active and passive sports and recreation options for people of all ages and stages of life. Winter recreation activities such as skating and cross-country skiing shall be considered where opportunities exist in Town.

**Policy 5.2.11** Explore opportunities to integrate the Town's trail network with the larger regional trail system.

**Objective 2** **Provide a comprehensive park system and innovative recreational opportunities to satisfy the leisure needs of all residents.**

**Policy 5.2.12** The Town shall ensure that a sufficient area of land oriented to the recreational, educational, and social requirements of residents, is provided within new development areas.

**Policy 5.2.13** New parks shall be linked together through neighbourhoods and other areas of the community through pedestrian walkways.

**Policy 5.2.14** New playing fields shall be centrally located within neighbourhoods and where possible shall be developed in association with schools.

**Policy 5.2.15** Regional and sub-regional parks shall provide a focal point for the community's park system and be accessible from all parts of the community.

**Objective 3** **Monitor the community's need for new and/or enhanced recreation facilities and programs.**

**Policy 5.2.16** The Town shall continue to foster and encourage voluntary donations of time, labour, and materials from the residents of Bon Accord for the development of parks, playgrounds, and sports fields.

**Policy 5.2.17** The Town shall undertake, in collaboration with other agencies, social and recreational needs assessments to identify areas for improvement.

**Policy 5.2.18** The Town shall attempt to build flexibility into parks and recreation planning to accommodate a varied and changing user group.

**Policy 5.2.19** The Town shall monitor community demographics to evaluate and plan for future recreation needs.

**Policy 5.2.20** Town Council and Administration shall continue to collaborate with community groups and associations to monitor and plan for recreation programs and facilities within the community.

**Objective 4** **Protect natural landforms and environmentally sensitive areas, such as wetlands, healthy tree stands, and viewpoints.**

**Policy 5.2.21** The Town shall encourage the preservation of significant tree stands and other significant natural features during the subdivision or development of land.

<b>Policy 5.2.22</b>	The Town shall discourage the alteration and/or destruction of permanent wetlands within the community. Where possible, wetlands shall be avoided and protected within an environmental reserve (ER).
<b>Policy 5.2.23</b>	The use of natural wetlands in the Town as stormwater receptors shall not be allowed unless supporting studies prepared by qualified professionals are provided that identify the available storage capacity and discharge outlets of the identified wetland areas.
<b>Policy 5.2.24</b>	Stormwater management facilities (including wetlands) shall be sized to sufficiently accommodate the runoff from 1:100-year storm events, to the satisfaction of the Town of Bon Accord's approving authorities and Alberta Environment and Parks (if applicable).
<b>Policy 5.2.25</b>	Development shall be discouraged from locating on lands identified by the Province of Alberta as Environmentally Significant Areas.
<b>Policy 5.2.26</b>	The Town may require water table testing to be provided with subdivision or development applications in those areas where the water level is suspected to be high or where variable water table levels exist. A high-water table level is defined as one where water is found within 2.1 m of the ground surface.
<b>Policy 5.2.27</b>	If high water table levels exist in the subject area, an alternative site should be chosen for development. Alternatively, the Town shall, as a condition of subdivision or development approval, require that the developer undertake measures to address the development constraints associated with high water table levels.



## 6. Building on our Culture

Bon Accord is a small town with a big community spirit. Local community pride is not just about the Town's historic connections with agriculture, Scottish ancestry and culture, and military families; it is evident in the facilities, programs, and organizations that serve Town residents and the surrounding area.

As Bon Accord grows and expands its development footprint, the need for (and use of) community facilities and services will increase. As the Town's population increases, it may be possible to provide facilities and services that were previously not feasible.

The Town will ensure that suitable sites are available to accommodate schools, places of worship, recreation facilities, community centres, and other community/cultural spaces. The Town strives to be an inclusive community that encourages community spirit, volunteerism, diversity, culture, recreation, art, and local entrepreneurialism.

<b>Goal</b>	<b>The Town of Bon Accord will be home to quality community gathering places and community-supported social, cultural, educational, spiritual, and recreational programs.</b>
<b>Objective 1</b>	<b>To ensure that land, facilities, and programs are available to meet the social, cultural, educational, and spiritual needs of the community.</b>
<b>Policy 6.1.1</b>	<p>New community and institutional facilities should be:</p> <ul style="list-style-type: none"> <li>a. located conveniently for those they are intended to serve;</li> <li>b. designed to allow for phased expansion;</li> <li>c. able to accommodate multiple uses, where practical;</li> <li>d. developed to meet the needs of persons with reduced mobility (in terms of vehicular and pedestrian access, and site and building design); and</li> <li>e. appropriately located with respect to major activity areas.</li> </ul>
<b>Policy 6.1.2</b>	The Town shall encourage developers to make land available in new residential areas for places of worship.
<b>Policy 6.1.3</b>	The Town shall cooperate with local school authorities concerning the provision of land for new school facilities. New facilities, where possible, shall be located central to neighbourhoods.
<b>Policy 6.1.4</b>	The Town shall cooperate with local school authorities concerning the disposal of surplus school sites.
<b>Policy 6.1.5</b>	The Town shall cooperate with the local school authorities in the use of joint use and planning agreements to provide facilities for recreation and educational programs in the community.
<b>Policy 6.1.6</b>	<p>The Town shall require that as a condition of subdivision approval in new neighbourhoods:</p> <ul style="list-style-type: none"> <li>a. land be dedicated as Municipal School Reserve (MSR) to the provision of schools (where new school sites have been identified in an approved Area Structure Plan or Conceptual Scheme, or where a school site has been requested by a local school authority); and</li> <li>b. money-in-lieu of the reserve for school development purposes shall not be taken unless a joint agreement between the Town and the respective school authority has been signed.</li> </ul>
<b>Policy 6.1.7</b>	The Town shall work in conjunction with public and private providers of health, education, social and cultural services to provide a level of service which meets community needs.
<b>Policy 6.1.8</b>	The Town shall focus on exemplary customer service in the delivery of programs to Town residents. Town Administration shall develop a method for monitoring and evaluating customer service experiences.



<b>Objective 2</b>	<b>Create focal points within neighbourhoods for gathering, celebrations, culture, and art.</b>
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<b>Policy 6.1.9</b>	The Town shall encourage the expansion of cultural programming, promote art at nodes of civic activity throughout the Town and encourage artists, craftspeople, and creative enterprises to create, display, and sell their work.
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<b>Objective 3</b>	<b>Encourage community involvement and inspire civic pride.</b>
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<b>Policy 6.1.10</b>	The Town supports the development of programs for communicating information about community affairs and developments to Town residents.
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<b>Policy 6.1.11</b>	The Town recognizes the contribution of volunteers and service clubs to the quality of life in Bon Accord and encourages their continued efforts. These groups may assist the Town in the exchange of ideas and provide an additional forum for disseminating information.
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<b>Objective 4</b>	<b>Ensure that civic and emergency services are provided to the community at a consistently high level.</b>
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<b>Policy 6.1.12</b>	The Town shall continue to provide reliable emergency services by supporting the Town's first responders.
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<b>Policy 6.1.13</b>	The Town shall ensure that in all new subdivisions and developments, allowance is made for the safe and efficient movement of emergency vehicles (fire trucks, ambulance, rescue vehicles, police) and access to emergency facilities (fire halls, hospitals, police station). The Town shall monitor the need for an additional fire station in the community, and if required, ensure that a suitable site is made available during subdivision approval.
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## 7. Building our Economy

Bon Accord's commercial sector was originally developed to serve the needs of the surrounding agricultural community. Bon Accord's current commercial development capacity is relatively small compared to other municipalities in the Edmonton region. This is due to Bon Accord's small population base and proximity to larger service centres in Edmonton and St. Albert.

Commercial development is concentrated along Highway 28 in the Gateway area and within the traditional downtown area. The Town's 2017 annexation identifies a potential future commercial growth area in the western portion of the Town. The Town's 2012 Gateway Plan identified a potential future commercial growth area in the southeastern portion of the Town.

Prior to 2017, the Town did not have lands suitable for industrial lands, due to proximities to residential neighbourhoods and institutional uses. As part of the 2017 annexation, lands within the northeast portion of the Town were identified for future industrial growth.

The Town shall focus economic development efforts on strengthening and diversifying its commercial base to provide employment opportunities to residents, attract visitors, and improve the Town's tax base. In the future, the Town and its commercial sector would benefit from new development/redevelopment in the Downtown and Gateway areas, and new commercial development in greenfield areas of the Town.



<b>Goal</b>	<b>The Town of Bon Accord will achieve a diversified and robust local economy that provides benefits to local and regional markets.</b>
<b>Objective 1</b>	<b>To promote the Downtown and Gateway areas as a focus for commercial and community development while allowing for appropriate commercial development in other strategic and planned locations.</b>
<b>Policy 7.1.1</b>	Policies affecting the development or redevelopment of the Downtown area apply to lands identified within the Downtown Area Overlay on Map 2 – Future Land Use.
<b>Policy 7.1.2</b>	Policies affecting the development or redevelopment of the Gateway area apply to lands identified as within the Gateway Area Overlay on Map 2 – Future Land Use.
<b>Policy 7.1.3</b>	The Town encourages the retention, expansion, and redevelopment of the Downtown and Gateway areas as a focus for commercial and community activities in Bon Accord. These areas are primarily intended for primary commercial uses (retail, service, and office).
<b>Policy 7.1.4</b>	Primary retail and service uses should be concentrated along 50 and 47 Avenue within the Downtown and Gateway areas, to encourage the development of centralized and compact commercial districts.
<b>Policy 7.1.5</b>	All new buildings and site designs within the Gateway and Downtown areas shall have regard for the scale and character of the surrounding residential areas.
<b>Policy 7.1.6</b>	The Town shall encourage all commercial development to be of the highest quality and aim to create a pedestrian environment through site design, land uses and street improvements.
<b>Policy 7.1.7</b>	The Town should encourage and support programs to improve the visual image of the downtown such as landscaping, installing street furniture and attractive street lighting, preserving, and restoring historical buildings, and encouraging storefront renovations.
<b>Policy 7.1.8</b>	Where residential development is permitted, development to maximum densities (as identified in the Town's Land Use Bylaw) shall be encouraged.
<b>Policy 7.1.9</b>	Commercial activities which are intensive users of land, such as retail stores, shall be encouraged to locate along 50 Avenue to maintain and reinforce the Town's "main street". Commercial activities that require large tracts of land or that may create land use conflicts by way of lighting, noise, odours, or other nuisances shall be encouraged to locate outside of the Downtown area.
<b>Policy 7.1.10</b>	The Town shall encourage appropriately scaled mixed-use developments as neighbourhood commercial nodes that include small-scale retail developments, higher residential density, and community gathering places, to ensure accessible services to community members.

<b>Objective 2</b>	<b>Encourage the diversification of commercial and industrial business sectors.</b>
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<b>Policy 7.1.11</b>	The Town shall continue to promote economic development and pursue provincial policies and incentives to assist industrial development in the community and surrounding area. The Town shall:
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|  | <ul style="list-style-type: none"><li>a. pursue industries which could successfully locate within the community; and</li><li>b. continue to promote Bon Accord as a good place to live and establish a business.</li></ul> |
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<b>Policy 7.1.12</b>	The Town shall support development in new economic areas, such as the eco-industry, information, wellness, and creative sectors.
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<b>Policy 7.1.13</b>	The Town shall foster awareness and understanding of the economic importance of arts and culture, including festivals and other large gatherings, to the community and region.
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<b>Objective 3</b>	<b>Provide for the development of a high-quality commercial area in Bon Accord.</b>
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<b>Policy 7.1.14</b>	Commercial development in the Town of Bon Accord shall be located on lands identified within the Commercial Development Area on Map 2 – Future Land Use.
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<b>Policy 7.1.15</b>	The Town may require the preparation of an Area Structure Plan or Conceptual Scheme to support the development of a new commercial area.
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<b>Policy 7.1.16</b>	The Town, in cooperation with the development proponent and through development agreements, shall establish development guidelines to ensure high-quality building exteriors and site design, particularly in areas adjacent to major access roads.
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<b>Policy 7.1.17</b>	Subdivision and/or site design of new commercial areas shall: <ul style="list-style-type: none"><li>a. provide for a variety of parcel sizes and dimensions suitable for the types of commercial development anticipated;</li><li>b. provide for adequate on-site parking and loading facilities;</li><li>c. ensure adequate buffering, such as fences or planted screens, throughout commercial area, particularly where outdoor storage areas abut other properties, public roads and/or municipal reserves; and</li><li>d. allow land uses which would benefit from highway exposure to be located close to the highway, major roadways, and entrance points.</li></ul>
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<b>Policy 7.1.18</b>	The Town may consider the application of a direct control district to where a proposed development may include: <ul style="list-style-type: none"><li>a. unique commercial uses;</li><li>b. commercial and residential developments;</li><li>c. innovative building and/or site designs.</li></ul>
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**Policy 7.1.19** Neighbourhood convenience centres shall be allowed within or at the edges of residential neighbourhoods of the Town, but preferably only after the neighbourhood it is intended to serve is developed. It is intended that these sites serve only limited neighbourhood or commuter needs and not interfere with the function and viability of Downtown and Gateway businesses.

**Policy 7.1.20** The Town of Bon Accord shall encourage new commercial developments to be constructed with fully shielded, dark-sky friendly light fixtures that direct light toward the ground. The lighting is also encouraged to use long-wavelength lights with a red or yellow tint.

**Objective 4 Provide for the future development of industrial uses in Bon Accord.**

**Policy 7.1.1** Industrial development in the Town of Bon Accord shall be located on lands identified within the Industrial Development Area on Map 2 – Future Land Use.

**Policy 7.1.2** Heavy industrial uses shall not be considered for development within the Town since an adequate distance separation of heavy industry from any existing or future residential development (at least 1.6 km) cannot be maintained. Heavy industry is defined as any industrial development which may consume large amounts of land, energy, water, or other natural resources in its operation, or which can have a detrimental effect on humans or the environment through the discharge or emission of toxic, noxious, or hazardous products beyond the boundaries of the site.

**Policy 7.1.3** The Town shall encourage the preparation of an overall concept for the development and servicing of the industrial area prior to the approval of a major industrial subdivision or industrial development project.

**Policy 7.1.4** Access to individual lots shall be from internal roadways within the industrial area.

**Objective 5 Encourage local food production and discourage the premature conversion of high-value agricultural land to non-agricultural uses.**

**Policy 7.1.5** The Town shall encourage the contiguous development of land in greenfield areas, beginning in areas adjacent to developed portions of the Town or areas where sufficient servicing infrastructure exists.

**Policy 7.1.6** Confined feeding operations, as defined by the *Agricultural Operation Practices Act*, shall not be allowed within the Town.

**Policy 7.1.7** The Town shall encourage community food gardens by offering leasable allotments on select municipal reserve (MR) lands.

**Policy 7.1.8** The Town shall allow for intensive agricultural uses that are compatible with an urban built environment and existing land uses within the Town's boundaries.

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**Policy 7.1.9** The Town shall consider amendments to the Town's Land Use Bylaw to allow for the development of agricultural uses that utilize innovative agricultural practices and technologies (e.g., vertical farming, etc.) within appropriate areas of the Town.

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## 8. Building for Movement

The former Canadian National Railway (CNR) line and Highway 28 have played major roles in the Town's growth and expansion over the last century. The former rail corridor diagonally split the developed portions of the town during its operation. The Town has grown in a grid pattern around this former corridor to Highway 28 along the Town's southern boundary.

Highway 28 is the major transportation route to and from the Town of Bon Accord. In recent decades, the highway has provided visual exposure for the Town and its businesses to the travelling public.

Within the Town, 50<sup>th</sup> Avenue functions as the Town's "Main Street" running east-west through the historic downtown area.

As the Town grows, the development of a road hierarchy will be important to move Town residents and visitors in a safe and efficient manner. Intersections with the highway may require upgrades and signalling systems to accommodate higher traffic volumes.

<b>Goal</b>	<b>Transportation infrastructure in the Town of Bon Accord connects the community and the region through safe, well-maintained, and efficient vehicle and pedestrian passageways.</b>
<b>Objective 1</b>	<b>Ensure that all roadways provide safe, convenient, well-demarcated, and efficient travel to all users.</b>
<b>Policy 8.1.1</b>	Roadway design and development shall be consistent with the Town's future transportation concept identified in its Servicing Study.
<b>Policy 8.1.2</b>	In designing the roadway network for the Town, the following provisions shall apply to new development areas: <ul style="list-style-type: none"> <li>a. Residential development shall not front onto arterial roadways.</li> <li>b. Non-residential development shall not front onto an arterial roadway unless a service road is provided.</li> </ul>
<b>Policy 8.1.3</b>	Roadway systems shall be designed to connect commercial traffic directly with Highway 28 and to avoid heavy vehicle traffic through the downtown area or residential neighbourhoods where possible.
<b>Policy 8.1.4</b>	No new intersections with Highway 28 will be allowed within the Town of Bon Accord. Note: Adapted from Annexation Servicing Study
<b>Policy 8.1.5</b>	Future municipal roadways and existing highway intersections should be designed to discourage local traffic from using Highway 28 as an intra-urban road.
<b>Policy 8.1.6</b>	The Town may require development proponents to prepare a Traffic Impact Assessment (TIA) in support of a proposal for new residential, commercial, or industrial developments, to the satisfaction of the Town's approving Authority and Alberta Transportation and Economic Corridors. Upgrades to intersections, turning lanes, and signalling systems that may be required to support the proposed development and anticipated increases in traffic volume shall be the responsibility of the development proponent. Note: Adapted from Annexation Servicing Study
<b>Policy 8.1.7</b>	A sufficiently wide right-of-way or setback should be provided along Highway 28 to accommodate berming, landscaping, trees, dividers, and similar noise attenuation or aesthetic features.
<b>Policy 8.1.8</b>	The Town shall prepare landscaping guidelines which coordinate berming and landscaping requirements along Highway 28 and major roadways through the Town.

<b>Objective 2</b>	<b>Work collaboratively with regional and provincial partners to ensure the transportation network meets local and regional demands.</b>
<b>Policy 8.1.9</b>	The Town shall advocate with regional partners to Alberta Transportation that Highway 28 be widened to a four-lane standard between Gibbons and Edmonton to accommodate anticipated increases in commuter traffic.
<b>Policy 8.1.10</b>	The Town shall collaborate with its regional partners to determine how to provide a future commuter service that benefits the Town of Bon Accord. This may include identifying potential park-and-ride locations and transit stops.
<b>Policy 8.1.11</b>	To prepare for the future development of local regional transit services, the Town shall explore potential locations for bus transit facilities.
<b>Objective 3</b>	<b>Create an interconnected system that encourages walking, biking, and other forms of active transportation.</b>
<b>Policy 8.1.12</b>	The Town shall design a transportation system that is based on a philosophy of an interconnected system of ‘complete streets,’ which integrates and serves all users – including drivers, transit users, cyclists, and pedestrians – and those who use mobility aids and strollers.
<b>Policy 8.1.13</b>	The Town shall create a walkable environment by enhancing streets to be more pedestrian and age-friendly for all users, through planning and design, by developing a sidewalk and trail infrastructure strategy and by managing traffic.
<b>Policy 8.1.14</b>	The Town shall, in the design of future active transportation routes and trails, provide connections to existing and future commercial and community spaces from residential neighbourhoods.
<b>Policy 8.1.15</b>	The Town shall place a high priority on the development of a continuous pedestrian system throughout the Town to link residential areas with public areas and community nodes (e.g., parks, schools, downtown, community buildings) to make the Town a walkable community.
<b>Policy 8.1.16</b>	The Town shall monitor the need for vehicular and pedestrian traffic management improvements within the downtown area to create a safe and convenient pedestrian environment. Special attention should be paid to the level and safety of pedestrian traffic within the vicinity of local schools.
<b>Policy 8.1.17</b>	The Town shall place a high priority on bicycle facilities, sidewalks, and other pathways for all-season access, maintenance, and snow clearing.
<b>Policy 8.1.18</b>	Area Structure Plans and Conceptual Schemes shall identify opportunities for the development of a trail network that connects points of interest within the Town and/or County. Note: Policy adapted from IDP

## 9. Building for our Growth

Water and sanitary services are provided to the Town through the Capital Region Northeast Water Services Commission and Arrow Utilities (formerly Alberta Capital Region Wastewater Commission), respectively. Based on their design capacity, the ability of these systems to serve the future needs of member municipalities is considered high.

Within the Town, water and sanitary sewer services have been extended into all existing and developed areas. Existing greenfield lands and lands annexed by the Town from Sturgeon County are currently un-serviced. As part of the Town's 2017 annexation, a Town-wide servicing study was completed by MPE Engineering Ltd. The study identifies options for future water, sanitary, and road connections to service undeveloped/underdeveloped portions of the Town.

In 2019, Associated Engineering prepared sanitary and water Master Plans for the Town of Bon Accord. These plans identify what expansions to the Town's services are required to service existing and planned developments in the future.

Solid waste originating in Bon Accord is disposed of at the Roseridge Waste Management Services Commission, located near Morinville. This landfill now has a life expectancy of between 100 and 150 years, which will meet the Town's requirements into the future.

As part of the Alberta Municipal Solar Program (AMSP), the Town of Bon Accord installed a 648 kW solar PV system at the Bon Accord Ground Mount. The project was completed in 2020.



<b>Goal</b>	<b>Municipal infrastructure systems are developed to a high urban standard and provide effective and efficient levels of service.</b>
<b>Objective 1</b>	<b>Provide for the orderly and economical extension of existing services into new and greenfield areas.</b>
<b>Policy 9.1.1</b>	Utility and infrastructure service developments shall be located on lands identified as within the Utility Development Area on Map 2 – Future Land Use. These developments (as developed by the Town, other levels of government, or utility/service providers) may also be developed within the Residential, Commercial, and Industrial Development Areas if required to service specific areas of the Town.
<b>Policy 9.1.2</b>	The Town shall ensure that in new development areas provision is designed and developed to an urban standard of engineering systems, including piped water, piped sewage, stormwater management facilities, and franchise utilities (e.g., power, gas, communications).
<b>Policy 9.1.3</b>	The Town shall not permit premature installation of municipal services that would adversely affect approved future development phases.
<b>Policy 9.1.4</b>	Utility systems shall be upgraded and expanded in accordance with the Town of Bon Accord's long term utility servicing plans and as needs dictate.
<b>Policy 9.1.5</b>	Development proponents shall be required to prepare and/or adhere to a stormwater management plan for new development and greenfield areas where an Area Structure Plan or Conceptual Scheme has been adopted by Council.
<b>Policy 9.1.6</b>	Development near oil and gas facilities and pipeline right of ways (active, abandoned, and reclaimed) shall adhere to the setback requirements identified in the <i>Matters Related to Subdivision and Development Regulation</i> and <i>Directive 079: Surface Development in Proximity to Abandoned Wells</i> .
<b>Policy 9.1.7</b>	Subdivisions shall be designed so that future development is adequately set back from utility rights-of-way.
<b>Policy 9.1.8</b>	Development proponents shall consult with the Alberta Energy Regulator and licensees to determine setback requirements from oil and gas facilities and pipeline corridors.
<b>Policy 9.1.9</b>	Future multi-lot developments in greenfield areas of the Town shall be required to proportionally contribute to upgrades to the Town's main lift station and water distribution system.
<b>Objective 2</b>	<b>Ensure adequate servicing and utility capacities are available for current developments and future expansion.</b>
<b>Policy 9.1.10</b>	The Town shall monitor the need to upgrade utility infrastructure, enable the scheduling of improvements, determine the method of financing, and allocate improvement funds toward system upgrading when determined necessary.

<b>Policy 9.1.11</b>	The Town shall cooperate with Arrow Utilities and the Capital Region Northeast Water Services Commission to ensure that the development of the regional sanitary and water systems meets the future growth requirements of Bon Accord. In particular, the Town shall cooperate with Arrow Utilities in controlling the infiltration of stormwater into the sanitary sewer system.
<b>Policy 9.1.12</b>	The Town shall require development proponents of new multi-lot subdivisions to submit a grading and drainage plan for the subject area for approval as part of the subdivision process.
<b>Policy 9.1.13</b>	Within developed neighbourhoods, the Town supports initiatives to redirect overland stormwater flows into engineered and/or naturalized stormwater management facilities to reduce the volume of stormwater entering the Town's sanitary system.
<b>Policy 9.1.14</b>	In all private development areas, the development proponent shall be responsible for providing the required roadways, sidewalks, curbs, drainage ditches, storm sewers and ponds, culverts, the extension of water and sewage disposal services, and utilities.
<b>Policy 9.1.15</b>	The Town shall require that, as a condition of subdivision approval, the development proponent enter into an agreement with the Town concerning the costs of infrastructure to service the development.
<b>Policy 9.1.16</b>	The Town shall continue to require stormwater management system facilities to be designed and constructed in such a manner that they are consistent with the Town's servicing standards and the requirements of Alberta Environment and Protected Areas.
<b>Policy 9.1.17</b>	The Town shall require development proponents to obtain all necessary licensing and permits from Alberta Environment and Protected Areas for proposals to divert water for stormwater management purposes, and to consult with Alberta Environment and Protected Areas in the design and construction of stormwater facilities.
<b>Policy 9.1.18</b>	The Town may develop stormwater facilities in conjunction with neighbourhood parks and recreational facilities to enhance amenities and to make efficient use of land and resources.
<b>Objective 3</b>	<b>Utilize modern waste disposal and waste management techniques and technologies.</b>
<b>Policy 9.1.19</b>	The Town shall work with the Roseridge Waste Management Services Commission to provide a coordinated solid waste management program.
<b>Policy 9.1.20</b>	The Town shall also promote community recycling, composting, and waste reduction programs through community education programs and collaboration with other municipalities.
<b>Policy 9.1.21</b>	The Town shall promote reduction reuse and recycling in private and public sector operations.



<b>Policy 9.1.22</b>	The Town shall promote the reduction of waste in the construction process and encourage the use of recycled materials or eco-certified materials for new developments and redevelopments.
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<b>Objective 4</b>	<b>Encourage the use of low-impact design, renewable energy, and water conservation practices in municipal facilities and private developments.</b>
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<b>Policy 9.1.23</b>	The Town shall use a balanced approach, using low-impact development principles in the management of stormwater, by encouraging and supporting measures and activities that reduce stormwater runoff and improves groundwater and wetland water quality.
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<b>Policy 9.1.24</b>	The design of stormwater management facilities shall enhance the natural function and visual landscape of the Town.
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<b>Policy 9.1.25</b>	The accommodation of possible renewable energy sources and energy distribution systems, including, but not limited to district energy, geothermal energy, or solar energy, should be encouraged in new and redeveloped neighbourhoods or on the Town's public utility lots.
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<b>Policy 9.1.26</b>	In existing and future commercial areas (including the Gateway and Downtown Overlay areas), the Town shall plan for the installation of charging stations for electric vehicles that can accommodate anticipated market growth. This may include the inclusion of specific policy requirements in future Area Structure Plans and Conceptual Schemes to enable their development, or the Town's participation in incentive programs for the redevelopment of existing commercial lots in the Town.
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<b>Policy 9.1.27</b>	The Town shall also promote community recycling, composting, and waste reduction programs through community education programs and collaboration with other municipalities.
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<b>Policy 9.1.28</b>	<p>The Town shall review and update its Land Use Bylaw to enable the development of the following features (at an appropriate scale) in suitable locations:</p> <ul style="list-style-type: none"><li>a. Vehicle charging stations; and</li><li>b. Solar and wind energy conversion systems.</li></ul>
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<b>Policy 9.1.29</b>	As the Town builds, replaces, and retrofits existing public infrastructure, it shall consider renewable energy alternatives to traditional sources of energy.
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## 10. Building our Region

The Town of Bon Accord fosters cooperation with its immediate, regional, and municipal neighbours, as well as all other levels of government. The Town aims to improve communication on land use, economic development, servicing, and other related issues. Anticipated future development pressures in the Town of Bon Accord and the north Edmonton Metropolitan Region make the need for regional cooperation vital for efficient and sustainable growth and development.

Focusing on intermunicipal collaboration will better connect the Town with surrounding municipalities and other levels of government. The Town recognizes that potential benefits to meaningful intermunicipal collaboration include coordinated planning efforts, increased opportunities for regional service provision, new opportunities for economic growth, and investment in our community.



<b>Goal</b>	<b>The Town of Bon Accord will work collaboratively with neighbouring municipalities to promote compatible and complimentary land use patterns, infrastructure, and service delivery systems.</b>
<b>Objective 1</b>	<b>Pursue economic development initiatives that benefit the region with the Province and neighbouring municipalities.</b>
<b>Policy 10.1.1</b>	The Town shall explore and identify new areas for collaboration in the delivery of programs, services and facility operations, economic development, and land use planning.
<b>Policy 10.1.2</b>	The Town shall collaborate with Sturgeon County and the Town of Gibbons through land use planning (from conceptual design to Development) to ensure compatible land uses in adjoining areas, transportation corridors, and areas of shared importance.
<b>Policy 10.1.3</b>	The Town shall cooperate with neighbouring municipalities, government agencies, housing organizations and community groups to support new seniors housing and affordable housing projects in the Town of Bon Accord.
<b>Objective 2</b>	<b>Collaborate with regional partners to improve communication and increase organizational efficiency in service delivery.</b>
<b>Policy 10.1.4</b>	The Town supports the use of intermunicipal agreements and regional partnerships as means of delivering important services such as affordable housing, recreation, and emergency and community services in a cooperative manner.
<b>Policy 10.1.5</b>	The Town shall formally circulate for review and comment land use applications (new or amended statutory plans, land use bylaw amendments, subdivision, and discretionary use permits) adjacent to its municipal boundaries, as per the policies of the Town of Bon Accord and Sturgeon County Intermunicipal Development Plan.
<b>Policy 10.1.6</b>	The Town shall work with the Federal and Provincial Governments, facility operators, and regional utility providers to protect existing and future regional infrastructure. This includes highways and major utility corridors (e.g., regional water lines, wastewater lines, and power line corridors).
<b>Policy 10.1.7</b>	The Town supports the use of joint use agreements with Sturgeon County, the Town of Gibbons, other regional municipalities, and the Sturgeon School Division to make effective use of community facilities and programs developed within the Town of Bon Accord.
<b>Policy 10.1.8</b>	The Town shall endeavour to foster and strengthen partnerships with businesses, government, school authorities, post-secondary institutions, and non-profit sectors, to develop and operate recreational, cultural, educational, and community facilities.

**Objective 3****Demonstrate fiscal responsibility in land use and development decisions.**

- Policy 10.1.9** The Town shall promote the efficient use of resources so that the cost of providing effective services at reasonable levels can be minimized, while ensuring the needs of residents, businesses, and other stakeholders are met – today and in the future.
- Policy 10.1.10** Should the Town require land located within the County for future utility expansion, the Town shall work with the County to identify the necessary lands.

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# 11. Implementing the MDP

Pursuant to the *Municipal Government Act* as amended, this MDP is adopted by the Town of Bon Accord, as the Town of Bon Accord Municipal Development Plan. Subdivision, development, and redevelopment of lands within the Town of Bon Accord by the municipality and public shall be in accordance with the provisions of this MDP. Council shall encourage the Provincial and Federal governments to have regard for the policies of this MDP in the development and redevelopment of crown lands and water bodies, and in the formulation and implementation of Provincial and Federal policies and programs, within the Town of Bon Accord.

Goal	The Town of Bon Accord Municipal Development Plan shall responsibly guide all land use and development decisions.
Objective 1	Ensure that all Town planning documents are consistent, up-to-date, and responsive to development trends and pressures.
Policy 11.1.1	Amendments to the MDP shall be consistent with: <ol style="list-style-type: none"> <li>All applicable provincial and federal legislation;</li> <li>The Town of Bon Accord and Sturgeon County Intermunicipal Development Plan;</li> <li>Intermunicipal agreements adopted by the Town; and</li> <li>The North Saskatchewan Regional Plan (when approved).</li> </ol>
Policy 11.1.2	When this MDP (or an amendment to this MDP) takes effect, the Town of Bon Accord Land Use Bylaw and any approved Area Structure Plans and Conceptual Schemes shall be reviewed and amended (if necessary) to conform to the policies of this plan.
Policy 11.1.3	Proposals for amendments to the MDP shall be provided to the Town in writing by the proponent. The proposal submitted by the proponent should address (to the satisfaction of Council): <ol style="list-style-type: none"> <li>The purpose for the amendment; and</li> <li>How the proposed amendment relates to the MDP's principles, vision, goals, and objectives.</li> </ol>
Policy 11.1.4	As part of the process to review a proposal for an amendment to this MDP, the Town may refer to the proposal or consult with any agency, adjacent municipality, or qualified professional it feels may be of assistance to accurately assess the proposal.
Policy 11.1.5	The Town of Bon Accord shall review this MDP every five years from the date of adoption to ensure that the planning needs of the Town are being met. Should the review of the MDP recommend that changes be made to the MDP, these changes shall be considered by Council through the amendment process.
Policy 11.1.6	Notwithstanding the above, the Town may undertake a review of the MDP when:

- 
- a. Significant new or changing economic development opportunities, technological advancements, cultural priorities, or environmental considerations emerge.
  - b. A new Council is elected; or
  - c. An amendment to the MDP is made.
- 

**Policy 11.1.7** When considering an amendment to this MDP, Council and Administration shall comply with all notification and public consultation requirements identified in the *Municipal Government Act*.

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**Objective 2** **Engage community members on land use and development decisions in the Town of Bon Accord.**

**Policy 11.1.8** The Town shall provide a variety of engagement processes, both formal and informal, to reach representation from everyone in the community, including residents, businesses, and the development industry – so that all interests can be considered by Council when considering land use and development proposals.

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DRAFT  
FOR FIRST READING



## **12. Maps**

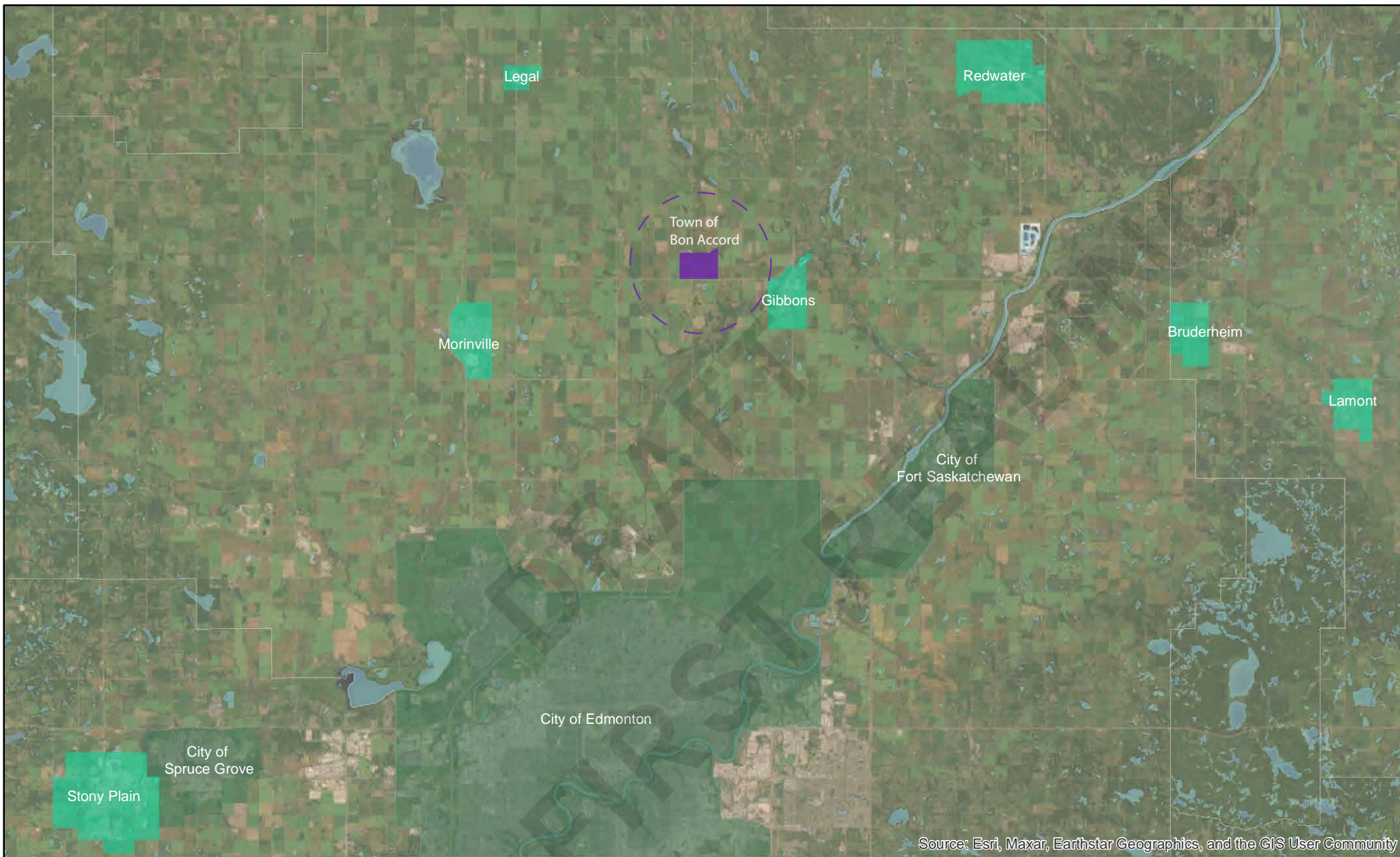
**Map 1 – Regional Location**

**Map 2 – Future Land Use**

**Map 3 – Environmental and Local Features**

**Map 4 – Growth & Expansion**

DRAFT  
FOR FIRST READING



# Town of Bon Accord

## Map 1: Regional Location

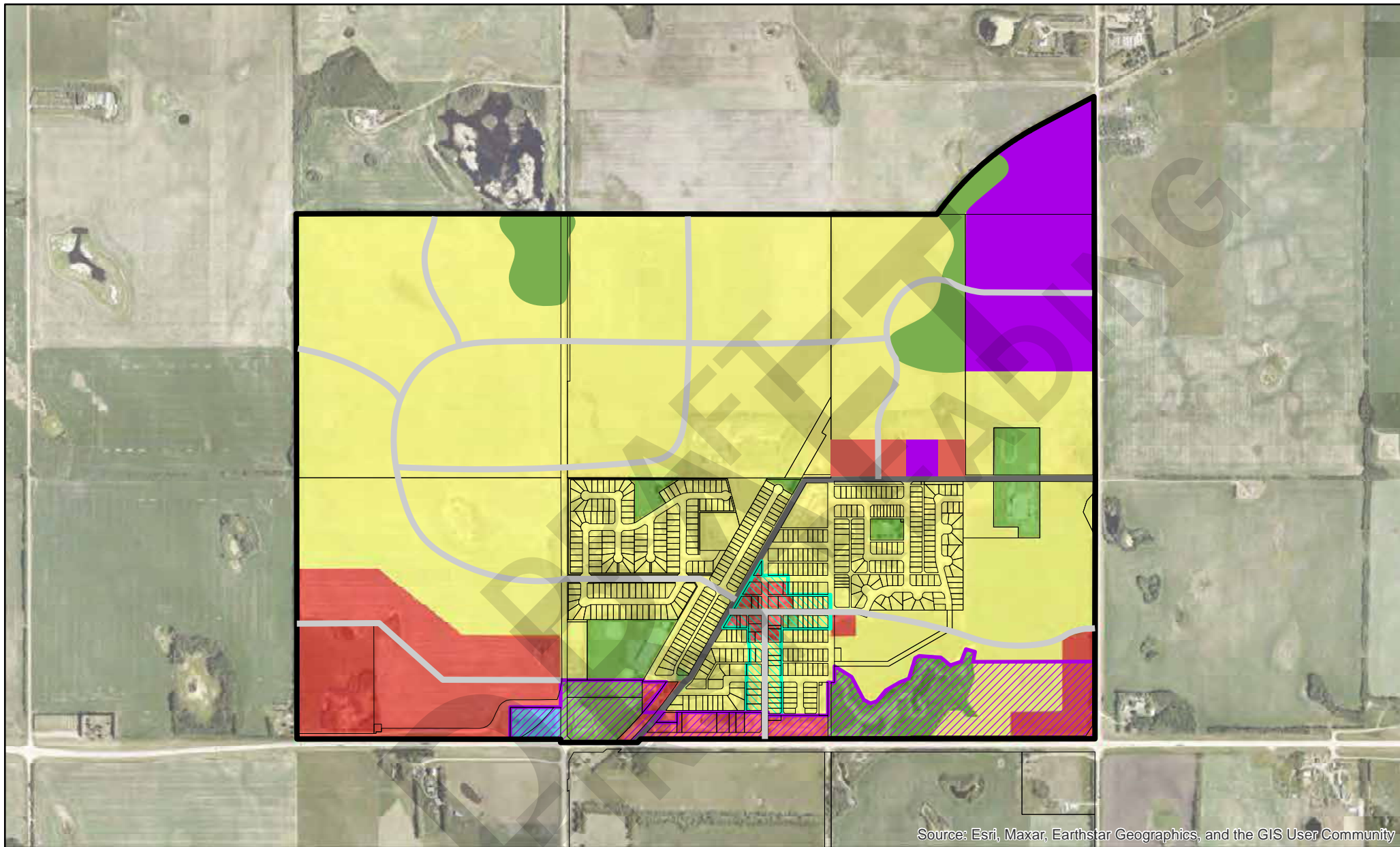
### Legend

- Town of Bon Accord
- Towns
- Waterbody
- Cities

Digital Information:  
Geogratis, Geodiscover,  
and Altalis  
Projection:  
UTM NAD 83 12N







# Town of Bon Accord

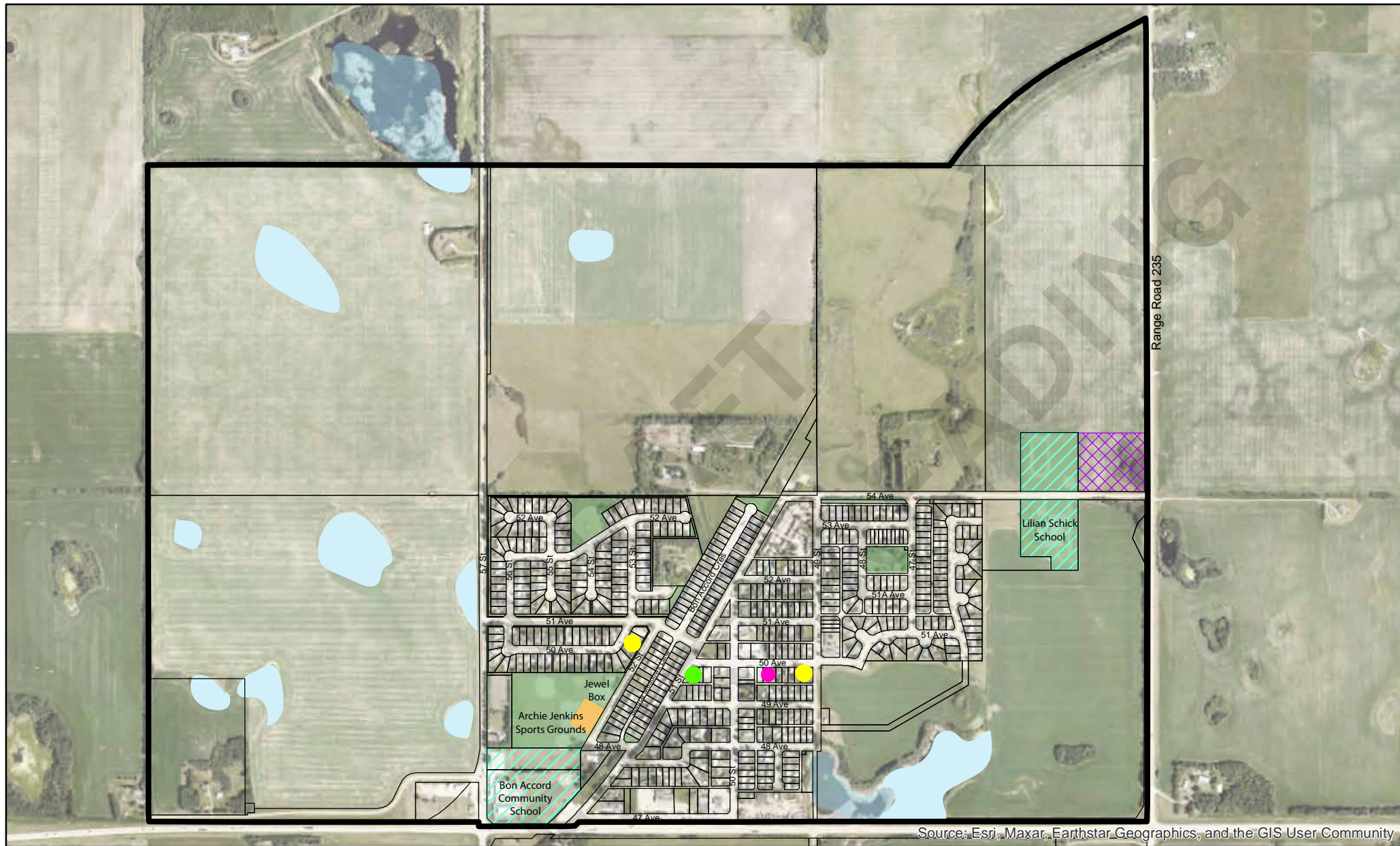
## Map 2: Future Land Use

### Legend

- |                       |                    |                              |                          |
|-----------------------|--------------------|------------------------------|--------------------------|
| Gateway Area Overlay  | Municipal Boundary | Commercial Development Area  | Residential Dev. Area    |
| Downtown Area Overlay | Major Collector    | Community & Environment Area | Utility Development Area |
|                       | Minor Collector    | Industrial Development Area  |                          |

Digital Information:  
Geogratis, Geodiscover,  
and Altalis  
Projection:  
UTM NAD 83 12N





# Town of Bon Accord

## Map 3: Environmental & Local Features

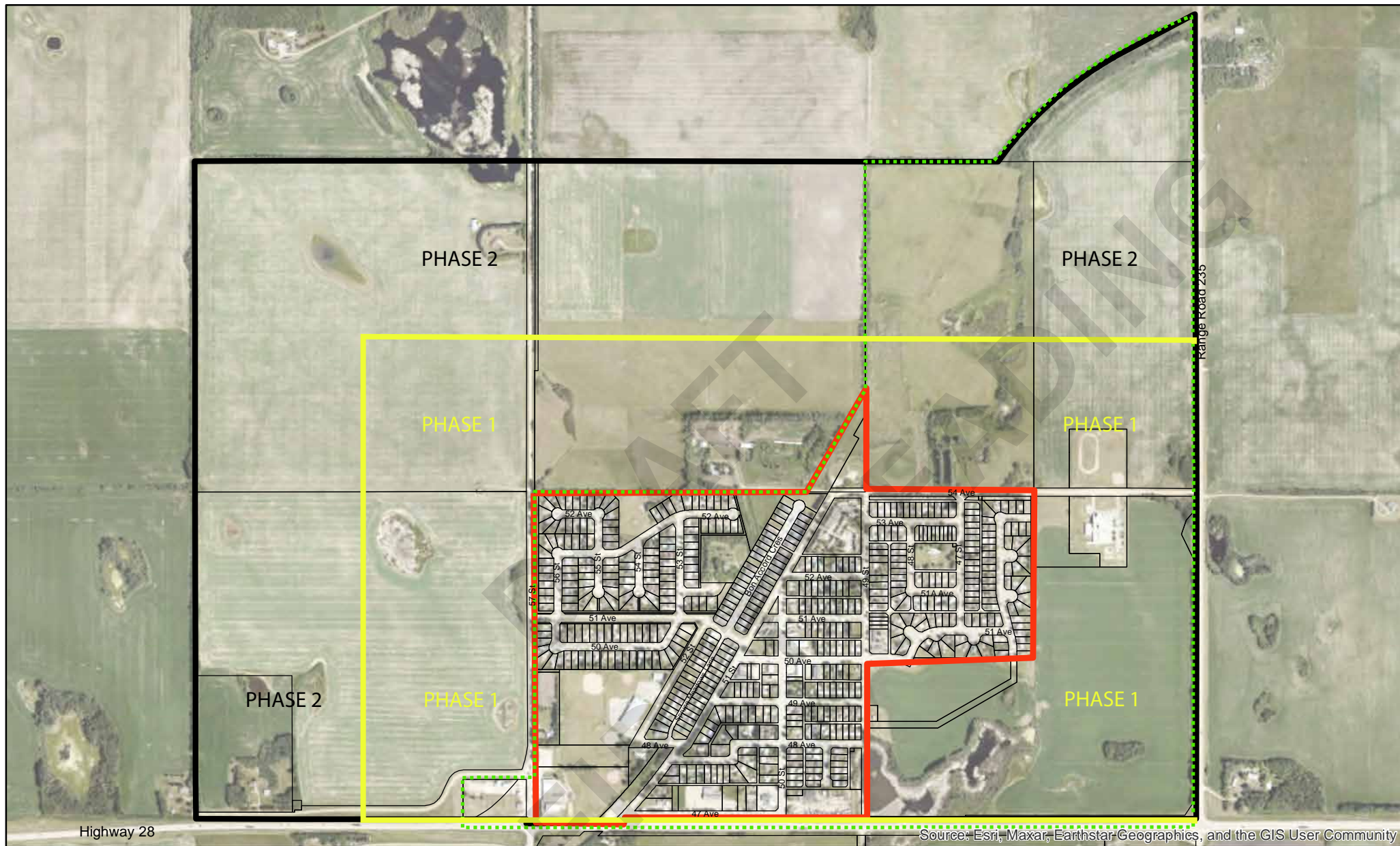
### Legend

Municipal Boundary	Church	Schools
Community Hall	Former Unregulated Landfill	Reserve Parcels
Library	Arena	Waterbody

Digital Information:  
Geogratis, Geodiscover,  
and Altalis  
Projection:  
UTM NAD 83 12N







# Town of Bon Accord

## Map 4: Growth & Expansion

### Legend

Note: Future Development Phasing based on Sanitary Master Plan (2019)

— 1964 to 1979 Boundary    - - - 1979 to 2017 Boundary    — 2017 to Present Boundary

Digital Information:  
Geogatis, Geodiscover,  
and Altalis  
Projection:  
UTM NAD 83 12N



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

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	December 5, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Branded Apparel Policy Amendments</b>
<b>Agenda Item No.</b>	8.4

**BACKGROUND/PROPOSAL**

The Branded Apparel for Employees and Council Policy was approved in 2022. At the October 3, 2023 RMC, Deputy Mayor May brought forward a Notice of Motion regarding this policy, requesting the option for Council to bring in their own clothing to have it embroidered as well as revising the Council member allowance.

*DEPUTY MAYOR MAY MOVED THAT Council direct administration to create a Council Branded Apparel Policy. **Carried resolution 23-427***

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration found that much of the information in the policy was the same for Council and administration, therefore, separating employee and Council provisions in the existing policy would avoid redundancies.

The amended Branded Apparel for Employees and Council Policy is attached for Council's review. Changes include:

- 4-year term allowance for Council in the amount of \$200, which equates to \$50 per year and is consistent with the \$50 per year allowance employees receive.
- The procedure has been separated into one for each: Employees and Council for ease of use and understanding, including revised Schedule "A" forms for payment.

Although the procedures do not form part of the policy, they may assist in understanding the overall process and have been attached for Council's information.

**STRATEGIC ALIGNMENT**

***Value Statement: Stewardship***

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



**COSTS/SOURCES OF FUNDING**

Annual operating budget.

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

THAT Council approve the amendments to the Branded Apparel for Employees and Council Policy as presented.

OR

THAT Council direct administration to...

## BRANDED APPAREL FOR EMPLOYEES & COUNCIL

**SECTION:** Administration / Council

**DEPARTMENT:** Administration

**COUNCIL APPROVAL DATE:** January 18, 2022

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

### POLICY STATEMENT

The Town shall encourage Employees and Council to promote Bon Accord by providing them with Branded Apparel displaying the Town logo and/or name.

### PURPOSE

To provide consistent guidelines for the Town of Bon Accord's contribution towards the purchase of Branded Apparel for Employees and Council.

### DEFINITIONS

"Branded Apparel" means clothing, tote bags, backpacks and laptop bags that prominently display the Town of Bon Accord logo and name.

"Council" means the Mayor, Deputy Mayor, or members of Bon Accord Council.

"Town" means the Town of Bon Accord.

"Town Manager" means the Chief Administrative Officer for the Town of Bon Accord.

### RESPONSIBILITIES

The Town Manager or delegate is responsible for ensuring that administrative procedures are established to administer the policy effectively.

### I. STANDARD REQUIREMENTS

1. Branded Apparel ~~purchased through this policy orders~~ must be ~~purchased submitted~~ by the Town ~~through the Town supplier~~ in order to access bulk ~~ordering purchasing~~ discounts.

2. Branded Apparel shall include clothing, tote bags, backpacks, and/or laptop bags.
3. A Town of Bon Accord logo and/or name must be prominently displayed on Branded Apparel ~~purchased~~ordered through the Town.

## **II. COUNCIL GUIDELINES**

1. Council members are eligible upon being sworn in as a member of Council.
2. The Town of Bon Accord will authorize the payment of a maximum of \$200.00 (exclusive of GST and shipping) per Council member per Council term towards the purchase of Branded Apparel. Any remaining balance cannot be carried forward to subsequent terms.
3. If Council members wish to purchase Branded Apparel over the \$200.00 limit, the Council member shall pay the balance.

## **III. EMPLOYEE GUIDELINES**

1. Eligible Employees must be permanent members of staff.
2. If Employees have not completed their probation period, they are entitled to order Branded Apparel but are subject to payroll deductions for the amount of the Branded Apparel if the probation is not successfully completed.
3. The Town of Bon Accord will authorize the payment of a maximum of \$50.00 (exclusive of GST and shipping) per Employee per calendar year towards the purchase of Branded Apparel. Any remaining balance cannot be carried forward to the following year.
4. If Employees wish to purchase Branded Apparel over the \$50.00 limit, the Employee shall pay the balance.

# Procedures

## BRANDED APPAREL FOR COUNCIL PROCEDURES

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**SECTION:** Council

**DEPARTMENT:** Council

**SUPPORTING POLICY:** Branded Apparel for Employees & Council Policy 22-025

**POLICY APPROVAL DATE:** January 18, 2022

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

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### ORDER REQUESTS

1. Order requests must be in accordance with the items allowable in the supporting policy.
2. Council members have the option to order from ID Apparel [www.idapparel.com](http://www.idapparel.com) or bring in their own clothing to be embroidered. Order requests must be submitted using the prescribed form.
3. **Each item** will incur a \$6.00 embroidery charge that will be deducted from the \$200.00 term allowance.
4. Availability of an ordered item is not guaranteed.
5. Order turnaround is approximately four (4) weeks.

### ORDER DEADLINES

6. Members of Council must submit Branded Apparel order requests to the Town Manager by 12 p.m. on the order deadline date. The Town Manager will forward the requests to the Legislative Services and Communications Coordinator and Corporate Services Manager.
7. To take advantage of bulk ordering discounts, orders will be submitted three times per year. Order requests must be remitted by:
  - a. March 1
  - b. July 1
  - c. Nov 1

If the deadline falls on a weekend or holiday, the order request must be submitted on the day *preceding* the weekend or holiday. I.e.: If the order deadline is on a Sunday, the order request must be submitted on the Friday. If the order deadline falls on Good Friday, the order must be submitted on the Thursday.

## **ORDER PROCESSING**

8. If a Council member exceeds their \$200.00 term limit, the remaining amount will be deducted from their next cheque after the order deadline (once the invoice is finalized) by completing the attached Payroll Deduction Form, Schedule "A", and returning it to the Corporate Services Manager with the next submission of the Council member's per diems. If the Council member wishes to pay the remainder with cash or cheque, the order form must outline their intentions and payment must be presented to the Town office once the invoice is finalized.
9. As orders are received, the Legislative Services and Communications Coordinator will track items in a designated spreadsheet, then place the order with the designated ordering company.
10. Council members will be notified of any unavailable items and will be given the option to choose an alternate item. Any alternate items chosen will be revised in the spreadsheet.
11. In the event a Council member is no longer able to fulfill their duties, all outstanding funds will be due and payable immediately to the Town of Bon Accord.
12. Each Council member is responsible for understanding and adhering to the supporting policy and procedures outlined.



**Schedule "A"****PAYROLL DEDUCTION FORM**

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The Town of Bon Accord's Branded Apparel for Employees and Council 22-025 authorizes the Town to order and purchase branded apparel displaying the Town of Bon Accord's logo/name for employees to a maximum of \$200.00 per term. In accordance with this policy, any council member who exceeds their \$200.00 limit is required to pay the remaining balance.

Should I exceed the \$200.00 allowance within my term, the full balance of the overage and any subsequent order overages shall be deducted from my regular earnings.

I authorize the Town of Bon Accord to deduct the overage in the amount of \$ \_\_\_\_\_ from my regular earnings.

\_\_\_\_\_  
Council member's (Printed) Name

\_\_\_\_\_  
Council member's Signature

\_\_\_\_\_  
Date

Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

September 22, 2023

Town of Bon Accord  
Mayor Brian Holden  
PO Box 779  
Bon Accord, Alberta  
T0A 0K0

Dear Mayor Holden:

**Re: Alberta Police Funding Model Resource Allocation**

As you are aware, the Police Funding Model is in its fourth year of implementation. Funding provided to us from the Police Funding Model has allowed your provincial police service to grow, enabling us to deploy additional resources and implement new initiatives and technology focused on enhancing community safety.

I am pleased to advise you that as a result of the funding received in the fourth year of the Police Funding Model, we have been able to increase the resource strength in the Morinville detachment by adding one regular member position. Through the first three years of implementation, we also added one regular member position at the Morinville detachment. This will not only increase the number of resources serving your town, but also enhances frontline services within the detachment.

Alongside the resources added to your detachment, the additional funding has also enabled us to supplement specialized units and services that support your town. This includes additional positions for intelligence analysts, specialized investigative and support teams, Police Dog teams, and the Emergency Response Teams, among others. Although resources allocated to these areas are not always visible within your town, by providing ongoing support to detachments, taking on complex and sensitive files, and supplying specialized skills in serious or dangerous incidents, their work helps to keep your town safe and enables detachment members to focus on frontline policing. We have also invested in a number of resources to support your detachment's efforts to address the root causes of crime, increasing resources in programs and partnerships focused on mental health and addictions.

I want to assure you that filling frontline positions is a top priority for the Alberta RCMP.

Should you have any questions, please feel free to contact me, or Nina Sahasrabuddhe,  
Executive Director of Strategy, Business and Innovation, at 780-412-5382.

Thank you for the ongoing support you provide to your detachment.

Yours truly,

A handwritten signature in black ink, appearing to read "C.M. Zablocki", with a long diagonal stroke extending from the end of the signature.

C.M. (Curtis) Zablocki, M.O.M.  
Deputy Commissioner  
Commanding Officer, Alberta RCMP

11140 – 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444

Fax: 780-412-5445

C.C.: S/Sgt. Chris Palfy, Morinville Detachment Commander  
C/Supt. Mike Good, Central Alberta District Officer