

**Town of Bon Accord
AGENDA
Regular Council Meeting
December 19, 2023 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1.Regular Meeting of Council; December 5, 2023 (enclosure)
- 4. DELEGATION**
 - 4.1.9:10 a.m. Dora L’Heureux – Fortis Alberta – Franchise Fees
- 5. DEPARTMENTS REPORT**
 - 5.1.December 2023 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1.Community Life Survey Report (enclosure)
- 7. NEW BUSINESS**
 - 7.1.Council Community Connections – January (enclosure)
 - 7.2.Mock Council Meeting (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1.Fees and Charges Bylaw – Second and Third Readings (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1.Future Cities Roadshow (enclosure)
- 10. COUNCIL REPORTS**
 - 10.1 Mayor Holden (enclosure)
 - 10.2 Deputy Mayor May (enclosure)
 - 10.3 Councillor Bidney (enclosure)
 - 10.4 Councillor Laing (enclosure)
 - 10.5 Councillor Larson (enclosure)
- 11. CORRESPONDENCE**

GENERAL

 - 11.1.Alberta RCMP Commanding Officer – Alberta Municipalities Conference Fall 2023 (enclosure)
 - 11.2.2023 Community Emergency Plan (CEP) Review (enclosure)
- 12. NOTICE OF MOTION**
- 13. CLOSED SESSION**

Town of Bon Accord
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- 13.1. Organizational Chart Changes – *FOIP Act Section 17 – Disclosure harmful to personal privacy*
- 13.2. Land Sale – *FOIP Act Section – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information*
- 13.3. Engineering Services Review – *FOIP Act Section 16 Disclosure harmful to business interests of a third party*
- 13.4. Lot 4A, Block 8, Plan 5261BA – *FOIP Act Section 27 Privileged information*
- 13.5. Partnership Proposal – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations*

14. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
December 5, 2023 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

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

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

COUNCILLOR LARSON MOVED THAT Council move item 8.3 to immediately follow item 6.1 on the agenda.

CARRIED UNANIMOUSLY RESOLUTION 23-516

DEPUTY MAYOR MAY MOVED THAT Council adopt the December 5, 2023 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-517

ADOPTION OF MINUTES

Regular Meeting of Council – November 21, 2023

COUNCILLOR LARSON MOVED THAT Council adopt the minutes of the November 21, 2023 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-518

Committee of the Whole Meeting – November 29, 2023

DEPUTY MAYOR MAY MOVED THAT Council adopt the minutes of the November 29, 2023 Committee of the Whole Meeting as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-519

UNFINISHED BUSINESS

Draft Municipal Development Plan – Public Input Report

COUNCILLOR LARSON MOVED THAT Council accepts the report as information.

CARRIED UNANIMOUSLY RESOLUTION 23-520

Municipal Development Plan Bylaw 2023-10 – First Reading

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DEPUTY MAYOR MAY MOVED THAT Council gives the Municipal Development Plan Bylaw 2023-10 1st reading as amended, including adding the word “commercial” to the Vision Statement.

CARRIED UNANIMOUSLY RESOLUTION 23-521

COUNCILLOR LAING MOVED THAT Council sets the Public Hearing date for the proposed Municipal Development Plan Bylaw 2023-10 as January 16, 2024, at 6 p.m. AND FURTHER THAT the time for the Regular Council Meeting on January 16, 2024 be moved to immediately follow the public hearing at 6 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-522

Resilient Rurals

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

2 Opposed

CARRIED RESOLUTION 23-523

NEW BUSINESS

Financial Plans Review

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

CARRIED UNANIMOUSLY RESOLUTION 23-524

2024 Operating Budget – Sewer Rates

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

CARRIED UNANIMOUSLY RESOLUTION 23-525

BYLAWS/ POLICIES/AGREEMENTS

Fees and Charges Bylaw 2023-06 – First Reading

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

CARRIED UNANIMOUSLY RESOLUTION 23-526

Cyber Security Incident Response and Disaster Recovery Plan Policy

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

CARRIED UNANIMOUSLY RESOLUTION 23-527

Branded Apparel Policy Amendments

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DEPUTY MAYOR MAY MOVED THAT Council direct administration to review the Branded Apparel for Employees and Council Policy and bring back to Council for the next regular meeting.

CARRIED UNANIMOUSLY RESOLUTION 23-528

CORRESPONDENCE

Alberta Police Funding Model

COUNCILLOR BIDNEY MOVED THAT Council accept the correspondence as information.

CARRIED UNANIMOUSLY RESOLUTION 23-529

CLOSED SESSION

Councillor Larson recused himself from item 12.2 Prairie Gardens Request 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***
- ***Lot 4A, Block 8, Plan 5261BA – FOIP Act Section 27 Privileged information***

DEPUTY MAYOR MAY MOVED THAT Council enter closed session to discuss 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* and Lot 4A, Block 8, Plan 5261BA – *FOIP Act Section 27 Privileged information* at 7:06 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-530

Councillor Larson left the meeting at 7:06 p.m.

Councillor Larson returned to the meeting at 7:12 p.m.

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 7:43 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-531

Councillor Larson left the meeting at 7:44 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

COUNCILLOR BIDNEY MOVED THAT Council directs administration to proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 23-532

**Town of Bon Accord
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Councillor Larson returned to the meeting at 7:45 p.m.

Lot 4A, Block 8, Plan 5261BA – FOIP Act Section 27 Privileged information

COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 23-533

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the December 5, 2023 Regular Meeting of Council adjourn at 7:46 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-534

Mayor Brian Holden

Jodi Brown, CAO

News | Projects | Events

News

- The Committee of the Whole Meeting for the month of December has been cancelled.
- The Town has submitted a grant application under the Municipal Green Fund through the Federation of Canadian Municipalities to help fund a stormwater management feasibility study for the wetlands area.
- The Town completed the 2022 Canada Core Infrastructure Survey. This is a mandatory survey provided by Statistics Canada.

Projects

- The ice plant project is nearing completion. Commissioning and staff training to take place in January 2024.
- The tree maintenance project (Bon Acres and Spruce Meadows) has been completed. Approximately 19 trees were removed that were diseased (needle blight), potentially hazardous, or otherwise in poor health. The remaining trees were trimmed to assist with longevity. An annual maintenance program is planned to ensure that these trees continue to thrive in the future.

Events

- December 2, Winter Wonder-Fest: The event was well attended. There were 23 vendors for the Christmas Market and 99 registered for the Turkey Bingo.
- December 5, Greenland Garden Centre adult field trip: This field trip was popular with 34 attending.
- December 11, Community Christmas Craft Night: We had 39 people register. There were 22 in attendance.

Programs

- December 4, Kids Fall Day Camp: 5 kids were registered to make gingerbread houses and watch a Christmas movie. 5 attended.
- December 13, Adult Art Night Out: 19 registered.
- December 7, Parent's Night Off: 3 parents registered with 9 children. 2 families with 5 children attended.

Key Meetings

- November 22 – Admin Safety Meeting
- November 23 – Leadership Meeting
- November 27 – Muniware Kick-off Meeting
- November 28 – Resilient Rurals event in Bruderheim
- November 28 – Trinus Meeting – Legislative Services & Communications Coordinator and Corporate Services Supervisor
- December 6 – All Staff Meeting
- December 7 – Leadership Meeting

Conferences and Training

- December 1 – SDAB Training – Town Manager
- November 22-24 – FCSSAA Conference (2 staff and 1 Council attended)

Department Highlights

Administration | Town Manager

- Over the past month, the proposed Fees and Charges Bylaw was finalized by administration. The new bylaw was brought forward to Council for first reading with 2nd and 3rd reading planned for the December 19th Regular Council Meeting.
- The final draft of the Municipal Development Plan was also brought forward to Council for first reading. The required public hearing is scheduled for January 16th, 2024, at 6 pm with the 2nd and 3rd reading to follow. Updating this statutory plan has been a long process and included several opportunities for public engagement.
- Arrow Utilities met with several CAOs from the region to answer questions and provide information regarding the recent sewer rate increases planned for 2024.
- The Town organizational chart has been updated and position descriptions reviewed/updated as needed. This should be done annually to ensure that these documents are current.
- The final All Staff Team Meeting and Leadership Meetings of the year took place this month; leadership team working on the 2024 action/ task list.
- Met with the Infrastructure Manager to complete the Canada's Core Infrastructure Survey. This was a good exercise in continuing to develop the Town's asset management plan.
- Thank you to the staff social committee for all their efforts over the past year to create positive team building initiatives for Town staff.
- On-going support of development projects as needed.

Community Services

- Regarding Resolution #23-444 directing administration to research collaborating with local towns to use a shuttle bus to serve youth, adults, seniors, and community members – administration has been in contact with Gibbons and Morinville. Morinville is in the middle of a pilot program and is not interested in collaboration. The Gibbons bus is out of service for approximately the next month; however they are willing to work with us for a book-in-advance schedule program to book trips. Their bus is quite busy. We will follow up with them once their bus is back in service and bring an RFD to Council at that time.
- Planning is well underway for 2024 events and programs.
- January kicks off with a Service Canada seniors' presentation on January 25th on CPP and Old Age Security information. 1 on 1 appointments with a Service Canada facilitator are available and can be booked on the Town's website.
- The Pickleball Survey is open until December 22nd to provide feedback on the preferred day and time and to indicate volunteer interest.
- Community Services is currently planning for PD Day programming on January 31, and February 8 and 9.

Corporate Services

- Been busy working on finalizing the budget documents following approvals.
- Submitted the Canada Summer Jobs grant application. The deadline is January 10th.
- Preparing for year-end – adjusting entries and final reporting. The \$6,000 (capital) allocated towards the EV Chargers could be re-allocated to operating to offset the legal fees in the planning department as a part of the final year-end entries.
- Working on documentation for the transition to Muniware.

Planning | Economic Development | Bylaw

- Working with legal counsel to finalize the sales contract.
- All electric vehicle chargers are now operational with SIM cards. Grant funding should be received before the end of the year.
- Several drive-throughs in town conducted. No significant findings to report.
- Complaints received:
 - Loud vehicle
 - Stray cat
 - Dog incident
- Electric vehicle charger statistics
 - November 3 – December 3, 2023 18 sessions
 - Average of approx. \$10.08 revenue per session
 - Average power per session 21.64kWh
- Meeting with MCSnet. More information to come to Council at later date.
- Attended the monthly safety meeting, leadership meetings, and monthly Economic Development Mentorship meeting.
- Worked with Municipal Planning Services to bring the 1st reading of the Municipal Development Plan to Council
- Meeting with Catalis to enhance our Web Map program (Munisight)

Operations | Public Works

- The general monthly routine maintenance of equipment and municipal buildings is ongoing.
- Several light fixtures were replaced and/or repaired on both the exterior of municipal buildings as well as the interior of the Public Works shop and firehall.
- An opening and closing of a cemetery plot was completed.
- As a result of the light snowfall recently, only the main arteries were scraped and sanded. All of the walking paths and sidewalks under the Town's responsibility were cleared.
- Tree and brush trimming and/or removal is presently ongoing at various locations around town. We are specifically addressing overgrowth in alleys and overhanging limbs that can potentially damage equipment or vehicles.
- Participated in the All staff meeting and Leadership meetings.

- Time has been spent researching quotes and preparing for the upcoming 2024 capital projects.
- With the lack of snow so far this season, the Public Works staff have been catching up on courses and required safety training, mostly via WorkHub. The new operator is utilizing this down time to become more familiar with our equipment.
- Have attended the bi-weekly construction meetings pertaining to the new ice-plant. Construction is progressing steadily and without any unforeseen incidents.

Attachments

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

Town Manager Action List

Date: December 19th, 2023
Reporting Period: November 22nd – December 18th, 2023
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
<p>Library Cards Council direct administration to research covering the costs of library cards for Lilian Schick School and possibly Bon Accord Community School, pending any existing agreements.</p>	<p>In progress</p>
<p>Municipal Development Plan Bylaw 2023-10 – First Reading Council gives the Municipal Development Plan Bylaw 2023-10 1st reading as amended, including adding the word “commercial” to the Vision Statement.</p> <p>Council sets the Public Hearing date for the proposed Municipal Development Plan Bylaw 2023-10 as January 16, 2024, at 6 p.m. AND FURTHER THAT the time for the Regular Council Meeting on January 16, 2024 be moved to immediately follow the public hearing at 6 p.m.</p>	<p>Municipal Planning Services has been advised of the amendments and will provide the template for public notification of the Public Hearing scheduled for January 16th at 6 pm.</p> <p>Administration will provide official public notice of the Regular Council Meeting time change for the January 16th Regular Council Meeting in January 2024</p>
<p>Branded Apparel Policy Council direct administration to review the Branded Apparel for Employees and Council Policy and bring back to Council for the next regular meeting.</p>	<p>In progress</p>

<p>Notice of Motion: Trail and Sidewalk Repairs Council direct administration to review the trail and sidewalks in Bon Accord and come up with a 1-5-year capital plan and bring forward information during the upcoming budget deliberations.</p>	<p>In progress Included in Community Life Survey Results</p>
<p>Notice of Motion: Bus Service Council direct administration to research collaborating with local towns to use a shuttle bus to serve youth, adults, seniors and community members.</p>	<p>In progress</p>
<p>54th Avenue Project Council direct administration to proceed with the letter as directed.</p>	<p>December 19th, 2023 RCM Follow Up</p>
<p>Community Survey Results Council accepts this report as information and direct administration to come back with a plan.</p>	<p>December 19th, 2023 RCM A plan to be brought forward during the 2024 budget deliberations (done). Full Report to be brought forward to Council.</p>
<p>Urban Hens and Beekeeping Survey Resolutions #23-254 and #23-255 Council directs administration to start the process of amending the Land Use Bylaw 2016-03 to allow laying hens in all districts except R3 and Commercial districts and FURTHER that Council directs administration to amend the Animal Control Bylaw 2019-10 and prepare an Urban Beekeeping Program and Laying Hens Program that align with the Town's bylaws.</p>	<p>In progress</p> <p>The Laying Hen and Urban Beekeeping programs have been developed based on the existing Town bylaws.</p> <p>These programs will be updated when the Land Use Bylaw and Animal Control Bylaw are amended.</p> <p>LUB and Animal Control Bylaw updates planned for first – second quarter 2024.</p>

OTHER PROJECTS:

- Policies: Arena Operational Policy and Enforcement Policy
- Continued policy and bylaw review (rescinding or updating old bylaws and policies)



Year-to-Date Variance Report (Unaudited)
 for the year ending December 31, 2023
 Reporting period: up to December 12, 2023

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,502,922	2,327,088	175,834	306,408	423,871	- 117,463	2,196,514	1,903,217	293,297	13%
TOTAL MUNICIPAL	\$ 2,502,922.00	\$ 2,327,088.00	\$ 175,834.00	\$ 306,408.00	\$ 423,871.00	-\$ 117,463.00	\$ 2,196,514	\$ 1,903,217	\$ 293,297	15%
Election	-	-	-	-	1,833	- 1,833	-	(1,833)	1,833	#DIV/0!
Council	-	-	-	104,805	106,392	- 1,587	(104,805)	(106,392)	1,587	-2%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 104,805	\$ 108,225	-\$ 3,420	-\$ 104,805	-\$ 108,225	\$ 3,420	3%
Administration	9,442	5,115	4,327	478,010	516,591	- 38,581	(468,568)	(511,476)	42,908	-9%
TOTAL ADMINISTRATION	\$ 9,442	\$ 5,115	\$ 4,327	\$ 478,010	\$ 516,591	-\$ 38,581	-\$ 468,568	-\$ 511,476	\$ 42,908	8%
Fire Services	10,531	9,661	870	35,759	34,871	888	(25,228)	(25,210)	(18)	0%
Emergency Services	-	-	-	1,568	11,243	-9,675	(1,568)	(11,243)	9,675	-617%
Bylaw	54,136	44,967	9,169	43,677	31,692	11,986	10,459	(2,817)	-27%	
TOTAL PROTECTIVE SERVICES	\$ 64,667	\$ 54,628	\$ 10,039	\$ 81,004	\$ 77,806	\$ 3,198	-\$ 16,337	-\$ 23,176	\$ 6,841	30%
Municipal Planning	4,912	7,000	- 2,088	160,026	168,121	- 8,095	(155,114)	(161,121)	6,007	-4%
Economic Development	-	-	-	81,211	110,042	- 28,831	(81,211)	(110,042)	28,831	-36%
TOTAL PLANNING & DEVELOPMEN	\$ 4,912	\$ 7,000	-\$ 2,088	\$ 241,237	\$ 278,163	-\$ 36,926	-\$ 236,325	-\$ 271,163	\$ 34,838	13%
Public Works - Roads	8,800	8,800	-	313,261	372,774	- 59,513	(304,461)	(363,974)	59,513	-20%
Storm Sewer & Drain	35,000	-	35,000	28,293	17,806	10,487	6,707	(17,806)	24,513	365%
Water	500,079	519,423	- 19,344	462,317	482,825	-20,508	37,762	36,597	1,165	3%
Sewer	291,667	311,984	- 20,317	258,989	282,509	-23,520	32,678	29,475	3,203	10%
Garbage	84,689	77,294	7,395	114,424	119,344	-4,920	(29,735)	(42,050)	12,315	-41%
Cemetery	15,500	6,000	9,500	8,322	9,905	-1,583	7,178	(3,905)	11,083	154%
TOTAL PUBLIC WORKS	\$ 935,735	\$ 923,501	\$ 12,234	\$ 1,185,606	\$ 1,285,164	-\$ 99,558	-\$ 249,871	-\$ 361,663	\$ 111,792	31%
FCSS	53,303	35,561	17,742	101,929	86,437	15,492	(48,626)	(50,876)	2,250	-5%
TOTAL FCSS	\$ 53,303	\$ 35,561	\$ 17,742	\$ 101,929	\$ 86,437	\$ 15,492	-\$ 48,626	-\$ 50,876	\$ 2,250	4%
Parks	57,263	55,478	1,785	132,611	136,301	- 3,690	(75,348)	(80,823)	5,475	-7%
Arena	210,911	218,178	- 7,267	277,894	365,954	- 88,060	(66,983)	(147,776)	80,793	-121%
Recreation	199,598	177,989	21,609	109,079	115,000	- 5,921	90,519	62,989	27,530	30%
TOTAL REC & COMMUNITY SERVIC	\$ 467,772	\$ 451,645	\$ 16,127	\$ 519,584	\$ 617,255	-\$ 97,671	-\$ 51,812	-\$ 165,610	\$ 113,798	69%
Library	2,742	-	2,742	62,069	59,247	2,822	(59,327)	(59,247)	(80)	0%
TOTAL LIBRARY	\$ 2,742	\$ -	\$ 2,742	\$ 62,069	\$ 59,247	\$ 2,822	-\$ 59,327	-\$ 59,247	-\$ 80	0%
Total Excl. General Municipal	\$ 1,538,573	\$ 1,477,450	\$ 61,123	\$ 2,774,244	\$ 3,028,887	-\$ 254,643	-\$ 1,235,671	-\$ 1,551,438	\$ 315,767	-26%
Total Incl. General Municipal	\$ 4,041,495	\$ 3,804,538	\$ 236,957	\$ 3,080,652	\$ 3,452,758	-\$ 372,106	\$ 960,843	\$ 351,779	\$ 609,064	

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

Variance Report Notes

Reporting Period: up to December 12, 2023

Municipal:

To date, 95% of current outstanding taxes have been collected, compared to 95% at this time last year.

Franchise fees are currently under-budget by \$6,000.

Administration:

Legal fees are over budget by \$1,128. There may still be legal bills coming in before year-end.

Overages in legal will be off-set by expected surpluses in building maintenance, supplies, contracted services, and wages and salaries.

Protective Services:

Membership invoice for SREMP has not yet been received/paid.

Animal licenses are over budget for the year by \$2,745.

Fines distributions revenues are over budget by \$6,299 for the year.

Storm:

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

Water:

Bulk water sales are currently under budget by \$8,060.

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

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

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

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

Sewer:

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

Municipal Planning and Economic Development

Legal is currently over-budget by \$49,064 due to the on-going development issues, however it should be off-set by surpluses in other areas of the planning and economic development department.

FCSS & Recreation

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

Sturgeon County

Statistics from: 11/1/2023 12:00:00AM to 11/30/2023 11:59:00PM

Citation Printout Report by Violation

Total Citations of (BAC P4 S1.1 PERMIT AN ANIMAL TO BE AT LARGE): 1
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S6.1 DOMESTIC ANIMAL BITE/CHASE/HARASS/INJURE): 1
Total Mandatory Appearances: 0

Total Citations of (OLCV S.20(2) FAIL TO MAKE APPLICATION TO UPDATE DL AFTER 14 DAYS): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(I) PARK WITHIN 5 M FROM FIRE HYDRANT): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(N) PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE): 1
Total Mandatory Appearances: 0

Total Citations of (SCTB S.5(2) PARK CONTRARY TO TRAFFIC CONTROL DEVICE.): 2
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 3
Total Mandatory Appearances: 0

Total Citations of (TSA S.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 1
Total Mandatory Appearances: 0

Total Citations of (VEH S.72(3) OPERATE MV W/ NON COMPLAINE WINDSHIELD/ WINDOW G): 2
Total Mandatory Appearances: 0

Grand Total

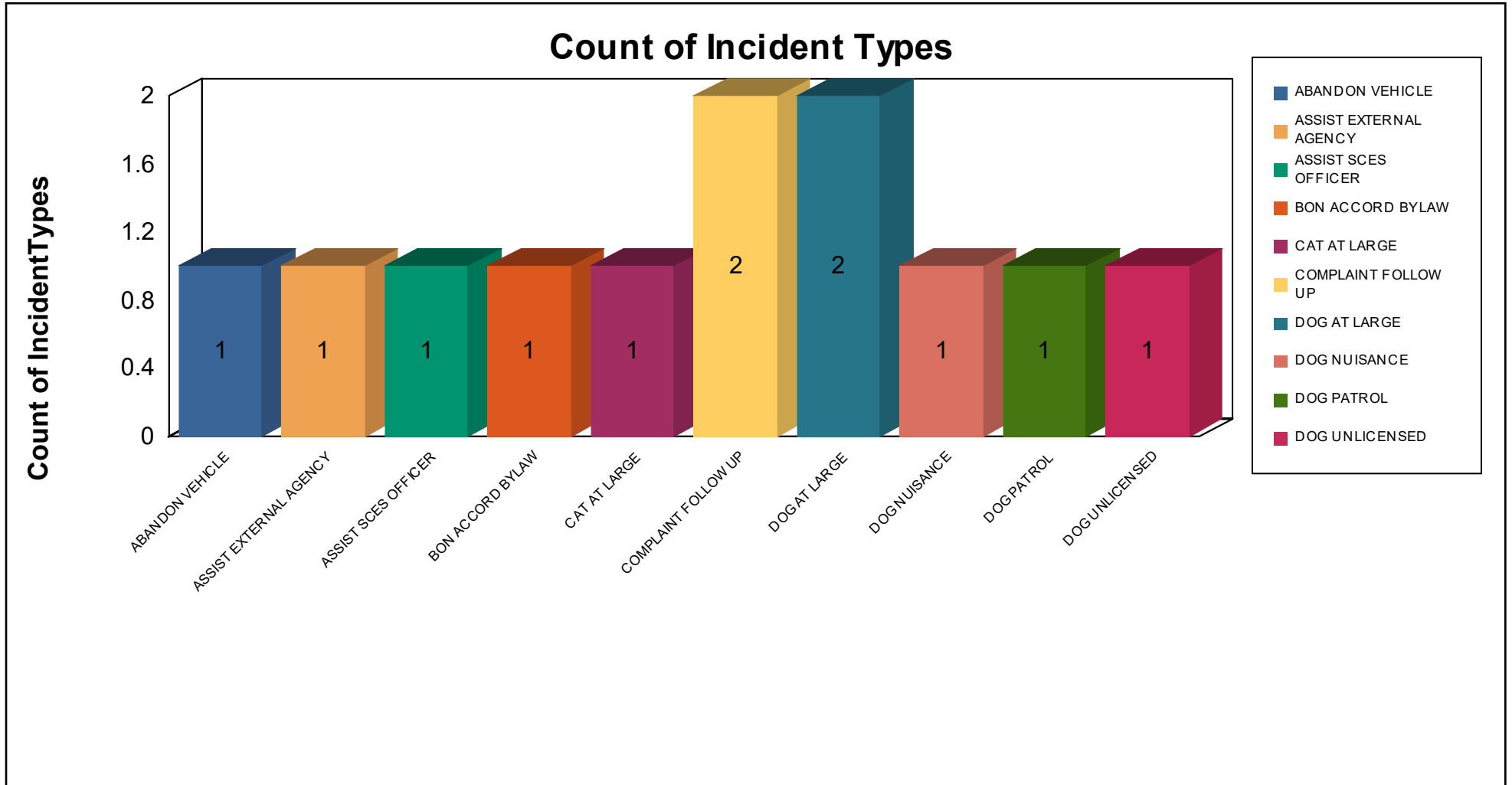
Total Number of Citations Reported: **13**
Total Fine Amounts Reported: **\$1,237.00**
Total Money Collected: **\$0.00**
Total Money Still Due: **\$1237.00**
Total Mandatory Appearances: **0**

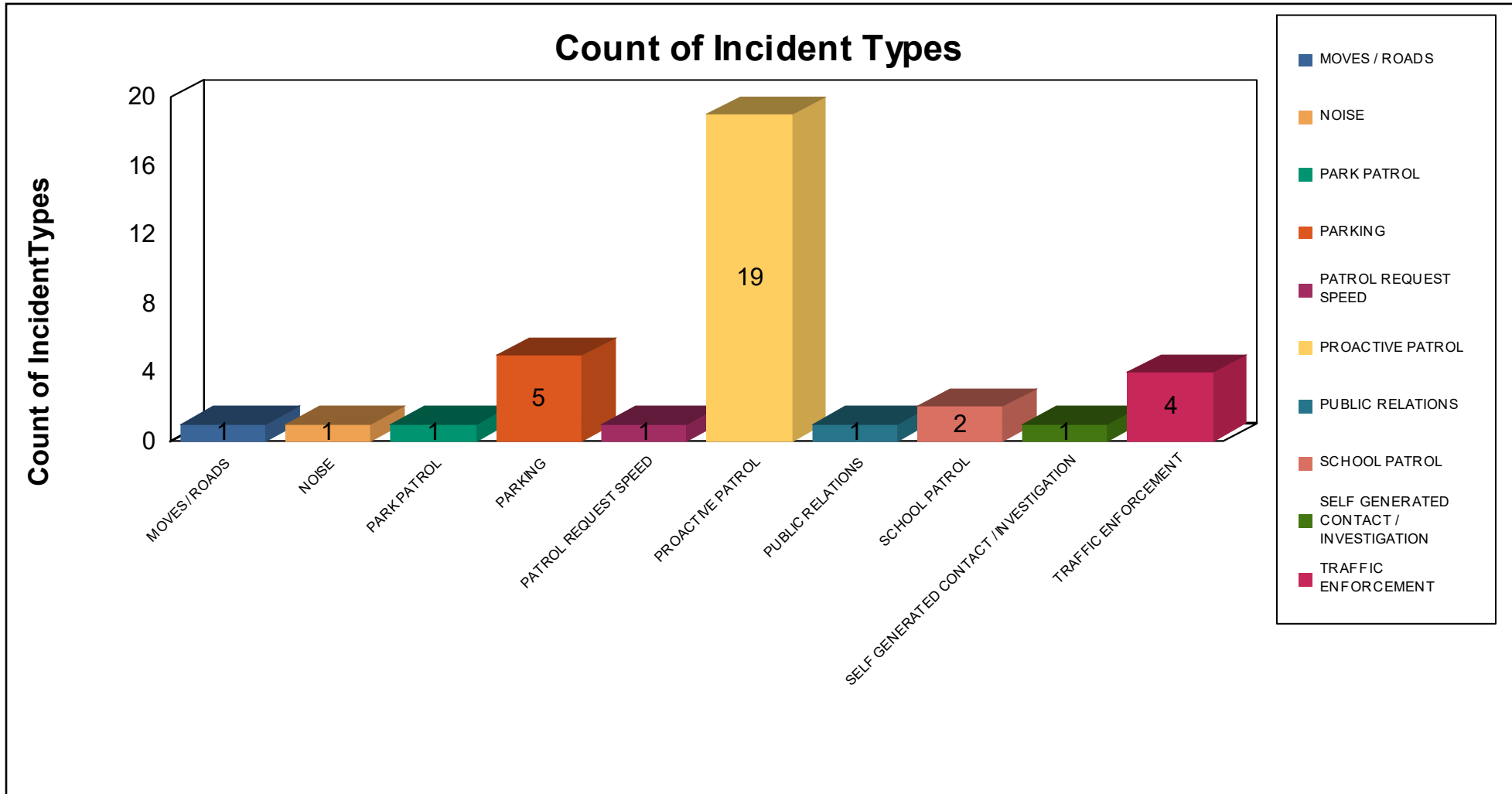
Sturgeon County

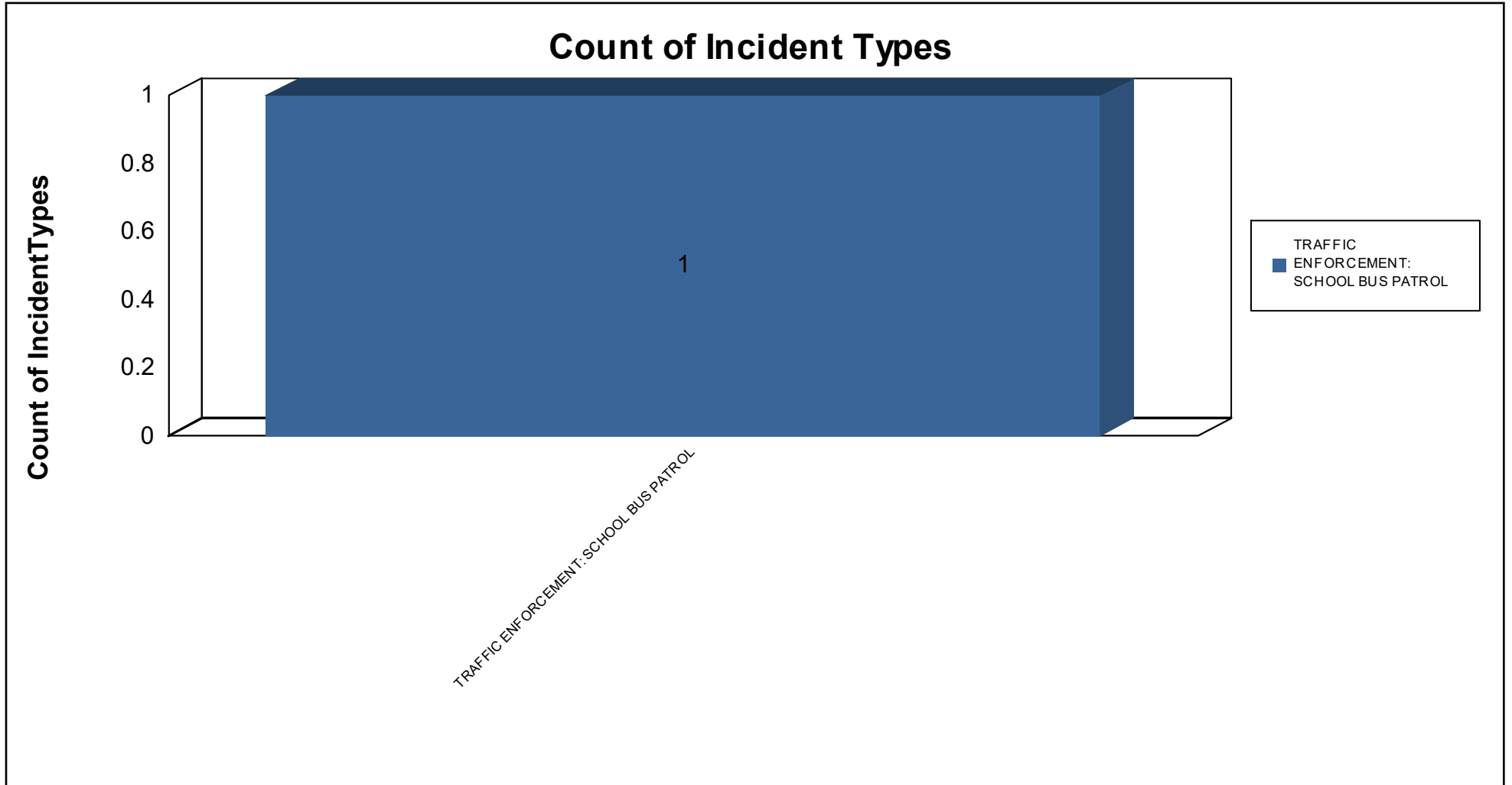
Statistics from Occurred Date: 11/1/2023 12:00:00AM to 11/30/2023 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT







Incident Report

STURGEON COUNTY ENFORCEMENT

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL

Location

BON ACCORD

Incident Type

TRAFFIC ENFORCEMENT: SCHOOL
BUS PATROL

Occurred Date

2023/11/14 1506

External Ref. Number

Report Synopsis:

See narrative.

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 1 2%

Grand Total: 100.00% Total # of Incident Types Reported: 49

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	December 19 th , 2023
Presented by:	Jodi Brown, Town Manager
Title:	Community Life Survey Results Report
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

The Community Life Survey was open to residents from March 17th – April 18th, 2023.

The survey results were reported to Council during the May 02nd, 2023 Regular Council Meeting.

During that meeting, Council directed administration to bring back a plan for Council review relative to the results of the survey.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2023 Community Life Survey Results Report is attached for Council review.

This report includes information on potential options for aligning service levels and goals with resident feedback.

Council may then consider incorporating the chosen options into the Town’s financial and business plans.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

2024 Operating and Capital Budget

RECOMMENDED ACTION (by originator)

Choose one of the following options:

1. THAT Council accept this report as information with no further action required by administration.
2. THAT Council direct administration to...



Community Life Survey Results Report

Jodi Brown, Town Manager

Town of Bon Accord



PURPOSE

The Town conducted the 2023 Community Life Survey from March 17th – April 18th, 2023. The purpose of this survey was to gather feedback on current goals and objectives for the Town.

RESULTS

The Town received 100 responses to the survey with 94% of respondents living in Bon Accord and 6% from Sturgeon County.

The following report information is focused on the Town’s plans, projects, or activities related to resident feedback provided through this survey.

TOP 2 RECREATIONAL AMENITIES PRIORITIES

Priority #1: Expansion of Walking Trails

The highest percentage of respondents (67%) indicated that the expansion of the walking trail would improve quality of life in Bon Accord.

Improvement of Existing Walking Trails

Two sections of the Dark Sky trail were improved with new pavement in 2023. Feedback received from the community regarding these improvements was very positive.



Additional Upgrades Needed

Sections of the existing Dark Sky Trail are starting to show signs of heaving and cracking with weeds growing through the asphalt. This section of trail will need to be redone in the future to install a proper base and to ensure reasonably safe walking conditions.

This trail currently runs parallel to an alley with trees on the opposite side of the trail along 54th Avenue.

Council may consider moving this trail to run through the trees rather than next to the alley for better natural esthetics for walkers or other users of the trail.

If Council does consider re-routing this section of the trail, community engagement would be an essential step before moving forward with this plan.

Trail and Active Transportation Committee

When considering the expansion of existing trails, it is important to consider connectivity of the trail system throughout the community. There are several areas in Town where additional walking trails may be located. Council may consider establishing a **Trail and Active Transportation Committee** to enable residents to work with Council and administration to create a proposed walking trail plan. This plan would include a phased approach to expansion of the trail system to enable a feasible approach to funding strategies. This plan would also address the potential rerouting above. Final approval of the plan and the development phases would require Council approval.

Additionally, it may be possible to work with other partners (Sturgeon County or the province) to increase connectivity of walking trails beyond Bon Accord.

This would be a large project involving considerable staff time and Council participation on the proposed Committee. Funding sources may include contributions from grants, sponsorships, donations, or the Town. Hence, Council may need to consider current priorities and where this project would fit within Council's goals and priorities in the Town's Strategic Plan.



Priority #2: Park Enhancements

36% of respondents indicated that the addition of benches, picnic tables or park grills to community parks would improve quality of life in Bon Accord.

The Town may apply to the Edmonton Community Foundation for the purchase of new, low maintenance (metal) picnic tables for Town parks or the addition of park grills. Council may also consider establishing a commemorative or memorial bench program to enhance community park spaces.

OTHER RECREATIONAL AMENITIES PRIORITIES

Playground Equipment Upgrades

25% of respondents chose playground upgrades as a top priority.

The Town placed new playground equipment in Centennial Park and Springbrook Park in 2023 and plans to research funding sources in 2024 to replace the old equipment in Springbrook Park. Following this project, the Town may consider planning for the replacement of old equipment in Roseglen Park that was removed in 2023.



Skateboard Park with Concrete Bowl

24% of respondents chose Skateboard Park Equipment upgrades including a concrete bowl as a top priority.

The Town replaced most of the skateboard park equipment in 2021 with the last piece of outdated equipment replaced in 2023. The existing park does not include a concrete bowl. Council may consider adding a concrete bowl to long-term financial plans.

Additionally, Council may consider creating a new larger park in a different location that includes both a concrete park (including a bowl) with the new portable equipment incorporated into the design.

Council may consider creating a Skateboard Park Committee including a member (s) of Council and public members to provide public input into the location and design of the new Skateboard Park. The same considerations as noted in the section regarding trail expansion, this would be a large project involving considerable staff time and Council participation on the proposed Committee. Funding sources may include contributions from grants, sponsorships, donations, or the Town. Hence, Council may need to consider current priorities and where this project would fit within Council's goals and priorities in the Town's Strategic Plan.



Ball Diamonds and Soccer Pitches

The lowest number of respondents (10%) chose upgrades to the ball diamonds and soccer pitches as a top priority.

The Town may consider working with the Communities in Bloom Committee to create a heritage sign commemorating Archie Jenkins for the Sportsgrounds given that this facility is named after him.

TOP 2 INFRASTRUCTURE PRIORITIES

Priority #1: Road Maintenance

The highest percentage of respondents (61%) indicated that road maintenance improvements were a top priority for improved quality of life in Bon Accord.

Improvement projects and plans for road maintenance and upgrades:

In 2023, the Town passed a new Road Maintenance Policy that will help to identify priorities for the identification, inspection, maintenance, and upgrade of roads in the Town.

The re-organization of the Public Works department resulted in the addition of a new Public Works Operator to assist with road maintenance. The Town has now increased its capacity to meet service level expectations.

The Town is continuing to work on the road rehabilitation program with mill and overlay projects taking place each year. The chart below shows projects completed in 2023 and planned road upgrades for 2024 – 2026.

Project	Year	Status
48 th Street/51 A Ave. Mill and Overlay	2023	Completed 163,352
Range Road 240 Paving Project	2023	Completed \$22,000
53 rd Avenue 49 th – 47 th Street	2024	Planned \$186,000 (estimate)
49 th Street Mill and Overlay	2025	Planned \$404,400 (estimate)
50 th Avenue Full Reconstruction	2026	Planned \$1,000,000 (estimate)

54th Avenue Project: This road is adjacent to Lilian Schick School. It is a primary access road for residents, school buses and visitors to the community. The Town plans to work with community stakeholders to establish a partnership model to advocate to the provincial government for funding to reconstruct, widen and pave this road. This will be a complex and expensive project. The estimated cost to upgrade this road is \$2.6 million not including required land acquisition.

Note: All the above road project costs are estimates and may change over time due to inflation. Road project plans may also change due to funding limitations or changing priorities over time.

Strategic Plan Priority #3 – Infrastructure:

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

Priority #2: Drainage Upgrades

49% of respondents selected drainage upgrades as one of their top priorities.

Annual Maintenance, Planning and Funding Strategies:

Springbrook Area (West)

The Town initiated new fall maintenance activities in 2022 including the installation of a control gate on the culvert, moving snow storage locations, cutting grass down in front of the station, and cleaning out of concrete swales. These activities will help prevent spring flooding issues in the area.

Wetlands Area (East)

The Town recently applied to the Federation of Canadian Municipalities for funding to complete a stormwater feasibility study of the wetland area (east) with Magna Engineering Services. The goal of this project is to finalize a long-term, phased approach to creating a stormwater park in this area. The Town committed \$35,000 to this project.



OTHER INFRASTRUCTURE PRIORITIES

Sidewalk Repairs

In 2022, the Town initiated an annual sidewalk repair program. Each year \$20,000 is allocated in the capital budget for on-going sidewalk repair.

The Infrastructure Manager prioritizes sections of sidewalks that need upgrades on an annual basis. A future consideration may be the addition of sidewalks or pathways in the community to increase connectivity which may be included in the plan created by the Trail and Active Transportation Committee.

**Strategic Plan Priority #2 –
Community:**

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

TOP 2 SERVICE PRIORITIES

The top two service priorities chosen by respondents were additional bylaw services (50%) and green space maintenance improvements (49%).

Priority #1: Bylaw Services

The cost of increasing bylaw services provided by Sturgeon County from 7 hours per week to 14 hours per week is prohibitive; an additional \$43,000 per year would be required. Therefore, the Town will continue to work with Sturgeon County to proactively address bylaw issues.

Respondents indicated that unsightly premises, cleaning up after dogs, and abandoned vehicles should be prioritized with the existing bylaw services capacity. In 2023, the Town addressed 5 unsightly premises complaints (2 formal complaints, 3 properties identified by the Town), all except one has been addressed and rectified.

The Doggy Bag campaign started in March 2023 and ran for a couple weeks. The animal control officer stopped several dog walkers during this time, they all had doggy bags but were receptive to the reminder.

For abandoned vehicles, the Town had 1 formal complaint and 2 vehicles identified by the Town.

Priority #2: Greenspace Maintenance

As noted with road maintenance, the Town has hired an additional Public Works Operator. The role of this operator will include assisting with greenspace maintenance in the summer months. The Town also hires two summer students to assist with greenspace maintenance.

Additionally, the 2024 capital budget includes the purchase of a fine cut mower to enhance service levels in this area.

The Town is grateful for the continued support of the Communities in Bloom volunteers for their assistance with beautification of our community.

SERVICE PRIORITIES: RESPONDENT COMMENTS

Speeding Enforcement

The digital speed sign is moved to different locations monthly. The report is forwarded to the RCMP and bylaw services by Town staff. This information is used by local enforcement agencies to set up speed trap locations.

Council may consider changing yield to stop signs in a few locations to cause drivers to stop at intersections before proceeding. This may result in speed reductions on the adjoining roads.

Winter Sidewalk Maintenance Enforcement

The Town has initiated a new Snow and Ice Removal Policy. This policy approved higher service levels in the downtown core for sidewalk maintenance. Town staff will complete snow removal on sidewalks in the downtown core according to the new policy.

The Community Standards Bylaw currently requires that sidewalks are cleared of snow within 4 days of a snowfall. Council may consider a stricter requirement for property owners to clear snow adjacent to their property within 2 days.



TOP 2 COMMUNITY EVENTS PRIORITIES

Canada Day and Harvest Days were ranked as the two most important events to respondents.

Canada Day

Council has approved \$5500 in funding for fireworks for the Canada Day event in 2024. This is a new addition to the event plan. Staff have applied to the Celebrate Canada grant program to help offset these costs.

Harvest Days

Harvest Days was very successful in 2023. This event is organized in conjunction with the Bon Accord and District Agricultural Society and other community partners.

OTHER COMMUNITY EVENTS PRIORITIES

Street Festivals and Outdoor Events

Respondents wanted to see more outdoor events in parks (57%) and street festivals (57%).

- The Town will continue the Music in the Park event in 2024. Several other events with outdoor components take place every year (weather permitting) including the Seniors Week BBQ, Canada Day and Harvest Days.
- The Town currently offers a Winter Wonder-Fest event (formerly Winter Wonderland) and will be doing an Art Walk event in 2024.
- The Town recently revitalized the Dark Sky designation activities including an outdoor Dark Sky event that took place during Harvest Days with additional outdoor, Dark Sky events planned in 2024.

Adult Programming

In 2023, the Community Services department has substantially increased programming for adults with several adult field trips to venues in the Edmonton area. These programs have been well attended and well received. Planning for 2024 adult programming is underway.

Strategic Plan 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.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	December 19, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Council Community Connections – January
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

At the November 21, 2023 RMC,

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

Therefore, administration is bringing forward this RFD to set the date for a January Council Community Connections.

Public Participation Policy

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

Council Community Connections Events:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council Community Connections would be held in-person unless extenuating circumstances arise. Historically, these events have been held in Council Chambers during the cooler months.

Topics

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

Hot Chocolate Event

The month of January can be difficult for many, so our Community Services department would like to host a hot chocolate event to brighten this bleak time of year, possibly in conjunction with Council Community Connections. For such an event, a Saturday afternoon may pose a better day of the week.

PROPOSED DATES

Weekdays

- Wed, January 10
- Thur, January 11
- Thur, January 18

Time options may include:

- 5:00 – 7:00 p.m.
- 5:30 – 7:30 p.m.
- 6:00 – 8:00 p.m.

Saturdays (Council Community Connections and Hot Chocolate Event)

- Sat, January 13
- Sat, January 20
- Sat, January 27

Time options may include:

- 1:00 – 3:00 p.m.
- 1:30 – 3:30 p.m.
- 2:00 – 4:00 p.m.

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

STRATEGIC ALIGNMENT

Value Statement: Transparency

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

Value Statement: Collaboration

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

COSTS/SOURCES OF FUNDING

Annual Budget

RECOMMENDED ACTION (by originator)

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

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	December 19, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Mock Council Meeting
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

Administration received a request from Lilian Schick School to host a mock Council Meeting for students at the school in May 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

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

In 2023, Council opted for a 2 p.m. start time. Presently, the month of May is quite open for availability, therefore, Council has their pick of dates during the month. The FCM conference is in June this year, so there would be no conflict in choosing end of month dates.

STRATEGIC ALIGNMENT

Value Statement: Service Excellence

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

Priority # 2: Connection

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following options:

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

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	December 19, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Fees and Charges Bylaw
Agenda Item No.	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.

At the December 5, 2023 RMC, Council gave first reading to Fees and Charges Bylaw 2023-06.

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)

Both of the following:

1. THAT Council give second reading to 2023-06 Fees and Charges Bylaw as presented.
2. THAT Council give third and final reading to 2023-06 Fees and Charges Bylaw as presented.

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

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.

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**

- 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 5th day of December 2023.

READ A SECOND TIME THIS 19th day of December 2023.

READ A THIRD TIME THIS 19th day of December 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**

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
OTHER FEES	
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
SUBDIVISION AND DEVELOPMENT APPEAL FEES	
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.

SUBDIVISION FEES	
Subdivision	\$750.00 + 350.00 per lot (Lot Fee) + \$200 per lot (Endorsement Fee)
Recirculation	\$250.00
Extension	\$350.00
Title Search	\$15.00
BUSINESS LICENSE FEES	
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 th 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**

Schedule “G” Safety Codes Permits

GST to be added on all items.



TOWN OF BON ACCORD

PO Box 779
BON ACCORD, AB T0A 0K0
Phone: (780) 921-3550
Fax: (780) 921-3585
www.bonaccord.ca



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)

Accessory Buildings

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

Modular Home (RTM's, etc)	\$351.75
Basement Development	\$ 0.39 sq. ft. (min. \$157.50)
Mobile 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.

Variations 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
<i>Over 2,000,000 Add \$ 15.75 per 100,000 BTU</i>	

Propane and Small Installations

Propane Tank Sets (New or Replacements)	\$94.50 Per Appliance
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$94.50 Per Appliance
Gas/Propane Cylinder Refill Centers	\$299.25 Per Appliance
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$131.25 per Unit
400,001 - 3,000,000 BTU Input	\$183.75 per Unit
Over 3,000,000 BTU Input	\$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.

Variations 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	\$593.25
46 – 48	\$336.00	97 – 100	\$614.25
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.

Variations 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).

	TOWN OFFICE BASEMENT		ARENA MEZZANINE		ARENA MEETING ROOM	
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

CENTENNIAL PARK AMPHITHEATRE (50 th Street and 59 th Avenue)	
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

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

SOCCER FIELDS	
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**

ARENA ICE RENTAL FEES	
	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

ARENA SLAB RENTAL FEES (APRIL – AUGUST)	
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**

Meeting:	Regular Meeting of Council
Meeting Date:	December 19, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Future Cities Roadshow
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

On Tuesday, March 12, 2024, the Future Cities Roadshow will be in Edmonton. The location has yet to be confirmed. The following is an excerpt from the Future Cities Roadshow website:

“The Future Cities Roadshow is a dynamic platform that brings together visionary leaders, experts, and stakeholders to explore the convergence of technology, urban development, and community well-being. This roadshow will delve into the strategies and approaches needed to reshape cities into experience-centric hubs where citizens, businesses, and governments thrive together.”

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

From the events’ agenda, the benefits of attending are as follows:

Innovative Insights: Gain valuable insights into cutting-edge technologies and strategies driving the transformation of cities into smart, connected, and sustainable ecosystems.

Networking Opportunities: Connect with thought leaders, experts, and peers in urban development, technology, and governance, fostering collaboration and partnerships.

Practical Solutions: Discover actionable solutions and best practices to address urban challenges and enhance citizen-centric services.

Strategic Thinking: Explore how city leaders are shifting from traditional organizational processes to experience-centric approaches, creating a paradigm shift in urban governance.

Our Town Manager, Jodi Brown, will be a speaker and panelist at this event which includes a complementary table for 6 people to attend the event free of charge.

The Edmonton agenda can be found at the following link:

https://publicsectornetwork.com/wp-content/uploads/2023/08/SCI_2024_CA_Future-Cities-Roadshow.pdf

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

Free admission for table of 6.

2024 annual budget: mileage and per diems.

RECOMMENDED ACTION (by originator)

1. THAT Council direct administration to register [names of council members] to attend the Future Cities Roadshow on March 12, 2024.
2. THAT Council direct administration to...

TOWN OF BON ACCORD

Mayor Report – for period November 15 – December 13, 2023

- November 15, 2023 Attended Sturgeon County State of the County Address hosted by St. Albert Chamber of Commerce.
- November 16, 2023 Attended Agenda Committee Meeting
- November 17, 2023 Attended Economic Development Alberta webinar. This was a webinar on grants for small municipalities. It was only when I was half through this webinar that I realized that it wasn't for our town. It was advertised for all small municipalities; however, it was only for those that are 100 plus kms from a major centre with a population of 25,000 mor more.
- November 21, 2023 Chaired Regular Meeting of Council
- November 29, 2023 Attended Committee of The Whole Meeting
- November 30, 2023 Attended Alberta Municipalities Town Hall Facilitated by Tyler Gandam, President of Alberta Munis.
- December 1, 2023 Virtually attended, and passed, the SDAB Refresher Course. This was an all day course.
- December 2, 2023 Attended Winter Wonder-Fest Market. Incredible turnout. Did have a couple of comments though, from residents that miss the Christmas Tree lighting at Centennial Park.
- December 2, 2023 Read Christmas stories to children at the Library. Great turnout and lots of fun.
- December 11, 2023 I had the pleasure of attending the Royal Canadian Artillery Band Concert at the Winspear Centre. This was by invitation of Colonel R.D. Commander 3rd Canadian Division Support Group. I ran into Malcom Bruce, CEO of Edmonton Global. He asked me how we are doing with housing starts. Malcom suggested that we work on getting ready as they are expecting a population growth of 200,000 to 250,000 in our region over the next few years.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD
November 14 – December 13, 2023

November 16	Attended Agenda Committee Meeting.
November 21	Attended Regular Meeting of Council.
November 22	Attended FCSSAA Conference.
November 23	Attended FCSSAA Conference.
November 24	Attended FCSSAA Conference
November 24	Attended NLLS Meeting Virtually.
November 30	Attended Agenda Review.
December 5	Attended Regular Meeting of Council.
December 7	Attended CRASC (Capital Region Assessment Services Commission) Christmas Luncheon Meeting.
December 11	Attended Library Board Meeting.

Note:

Tanya May
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – for Nov 15 – Dec 13, 2023

- Nov 15, 2023 Attended the State of the County Address hosted by St. Albert Chamber of Commerce. There is a lot of growth occurring in the region as well as planned for the next few years. I am hopeful that there will be some growth for the town as a result.
- Nov 21, 2023 Attended the Regular Meeting of Council.
- Nov 23, 2023 Attended the Organizational Meeting of Homeland Housing. Dwayne Spicer was re-elected chair, and Natalie Joly elected vicechair. I have been re-appointed to the Governance committee. The budget was accepted as presented. There will be a 3.5% increase to the requisition.
- Nov 24, 2023 Attended the Organizational Meeting of Arrow Utilities. Ken MacKay was re-elected Chair and Gordon Harris was elected vice-chair. The budget was accepted as presented. The Wastewater rates will be increasing in the new year to \$1.85/m³. The need for plant expansion, as well as needed and emergent repairs and replacement has driven up rates substantially.
- Also attended the Transportation and Infrastructure Committee Meeting. Updates were received on items raised at the previous meeting. Of interest, Minister Nally will confirm completion dates for planned roundabouts at Hwy 37 and 28 intersection, Hwy 37 and 28A intersection and the Vinca bridge replacement.
- Nov 29, 2023 Attended the Committee of the Whole meeting.
- Dec 2, 2023 Attended the Christmas Winter Wonder-Fest. Great day! Lots to do and look at.
- Dec 5, 2023 Attended the Regular Meeting of Council.
- Note: Gibbons held their annual food drive on Dec 3. The drive was VERY successful in gathering over 9900 lbs of much needed food and \$1100.00 in cash donations. The shelves are now well stocked for the Christmas season and upcoming months. Demand has been steadily increasing over the last couple of years.

Hope everyone has a blessed, safe, and relaxing holiday season!

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period, November 12 -December 13, 2023

- Nov 21 Attended Regular Council Meeting
- Nov 24 Attended Salutes Meeting held their AGM, the Veterans food bank needs donations.
- Nov 29 Committee of the Whole Meeting
- Dec 2 Attended Bon Accord's Christmas Winter Wonder-Fest at Community Hall
- Dec 5 Attended Regular Meeting of Council
- Dec 7 Attended 3rd Canadian Division Holiday Reception, lots of people in attendance and a great event. Many soldiers have been able to return home for the holidays while many soldiers are deployed for Christmas so keep them in our thoughts.

Lacey Laing
Councillor
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – Nov 15 to Dec 13

November 15,2023 Attended State of the County with Sturgeon County
Mayor Alanna Hnatiw

November 21,2023 Attended Regular Council

November 27,2023 Attended Organizational CRNWS meeting, Bill Tonita Strathcona
was re-elected chair, and Dave McRae Mayor of Redwater elected
vicechair. Commissions Manager was hired welcome to Gene
Sobolewski

November 29,2023 Attended Committee of the Whole

December 2,2023 Dropped by Winter Wonder-Fest, it was very well attended

December 5,2023 Attended Regular Council

December 7,2023 Attended Subcommittee CRNWS meeting

Timothy LARSON
Councillor
Town of Bon Accord

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

November 24, 2023

Brian Holden
Mayor
Town of Bon Accord
5025 50 Avenue
P.O. Box 779
Bon Accord, Alberta T0A 0K0

Dear Mayor Holden:

RE: Alberta Municipalities Conference – Fall 2023

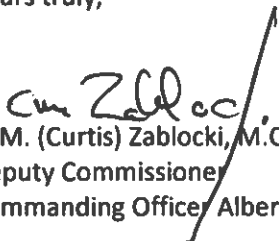
On behalf of the Alberta RCMP, thank you to you and your representatives for meeting with me and my senior leadership team during the Alberta Municipalities Fall 2023 Conference.

I appreciated your kind words about the Alberta RCMP and the relationships that the detachment officers are building with your community, through Coffee with Cops and other initiatives. We are very grateful for the support we receive from communities like yours.

As your police service, we must listen, be responsive and tailor our services to meet the needs of your community. Along with your direct conversations with detachment leadership, the discussions we had and feedback we received at our meeting helps us ensure we are responding to your priorities, and can continue to provide innovative, proactive police services to a community we are proud to serve.

Thank you again for the opportunity to meet, and we look forward to continuing to discuss your policing needs with you. Please do not hesitate to contact me with any additional questions or comments. I can be reached at 780-412-5444 or curtis.zablocki@rcmp-grc.gc.ca.

Yours truly,


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

November 20, 2023

Matt Roblin
Director of Emergency Management (DEM),
54509, Range Rd 252
Sturgeon County, AB
T8T 0S1
(780) 939-8418

Re: Community Emergency Plan (CEP) Review on 16 November 2023

Matt,

This letter is a summary that reflects the CEP Review we conducted with you and Paola at the protective services building.

The Sturgeon Regional Emergency Management Partnership (SREMP) comprises the municipalities of Morinville, Gibbons, Bon Accord, Legal, Red Water and Sturgeon County.

SREMP did not require any amendments to the plan since their last review to meet legislative requirements. The plan is in maintenance stage, with contacts, Risk Assessments, Emergency Management (EM) team changes, etc, requiring updates as needed, as per the previous review. SREMP is working on an Emergency Social Service (ESS) draft plan and this is an important part of your response, if required by your Emergency Management Agency, to assist your residents. The Provincial ESS (PESS) team is available to assist you with the development of your plan and any training or exercises concerning ESS.

Key Components of the plan are:

Bylaw designations and authorities
Emergency plan requirements, i.e.) Emergency Social Services, Risk Assessment,
Plan review process, EM plan activation etc.
Training Requirements
Exercise Requirements
Best Practices

SREMP is planning towards a full functional exercise during this review period. This will ensure the team will be ready for any possible activation and required support for the region. Deficiencies noted in training and exercises will help improve the Regional Emergency Plan and identify training requirements.

If you require any assistance or have any questions regarding the comments noted above, please feel free to contact Troy or myself.

Finally, please keep a copy of this letter and the checklist as an official record of the Community Emergency Plan Review for 2023 and to share with your regional partners during your up coming Emergency Advisory Committee meeting.

Sincerely,

John Swist
Field Officer,
North Central Region
Alberta Emergency Management Agency

Cc Paola Bacchiega

AEMA Annual Visit / Review

Year: 2023-2024

Community:

Sturgeon County Regional EM Agency
Municipalities:
Gibbons
Legal
Morinville
Bob Accord
Redwater
Sturgeon County

Date of Review and Meeting Format:

November 16, 2023
In-Person Meeting

Emergency Management Officials present at meeting:

DEM Matt Roblin
EMC Paola Bacchiega

General Comments:

No major changes with the program. Routine plan maintenance for contacts and updates to ESS draft plan.

Field Officer: Name(s) and signature(s)

John Swist

AEMA Emergency Management Field Officer, North Central Region

☎ Cell 780-289-3874

🌐 Web page: <http://www.aema.alberta.ca>

BYLAW / ORDER requirements

1. LEMR Section 2(1)	Appoints an Emergency Advisory Committee.	Yes
2. LEMR Section 2(2)(a)	Sets out the purposes of the Committee both during an emergency or disaster and when those events are not occurring.	Yes
3. LEMR Section 2(2)(b)	Establishes that the Committee provides guidance and direction to the local authority's Emergency Management Agency.	Yes
4. LEMR Section 2(2)(c)	Establishes the procedures that must be followed when declaring a state of local emergency.	Yes
5. LEMR Section 2(2)(d)	Identifies the Committee's membership and Chair by title or position.	Yes
6. LEMR Section 2(2)(e)	Sets out a minimum meeting frequency for the Committee, of at least once per year.	Yes
7. LEMR Section 2(2)(f)	Outlines Committee quorum and procedural requirements for decision making unless these requirements are set out in another bylaw.	Yes
8. LEMR Section 3(1)	Establishes the local authority's Emergency Management Agency.	Yes
9. LEMR Section 3(2)(a)	Sets out the responsibilities of the EM Agency.	Yes
10. LEMR Section 3(2)(b)	Appoints a person as the director of emergency management, or states that a person who holds a specified title or position is appointed as the director of emergency management by virtue of holding that title or position.	Yes
11. LEMR Section 3(2)(c)	States that the agency is responsible for the administration of the local authority's emergency management program.	Yes
12. LEMR Section 3(2)(d)	Identifies the frequency at which the Agency must report to the Emergency Advisory Committee: - must be once per year - must include an update on the Agency's review of the local authority's emergency plan and activities.	Yes
13. LEMR Section 3(2)(e)	States that a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency.	Yes
14. LEMR Section 3(2)(f)	If the Agency is acting as the agent of more than one local authority, indicates which local authorities the Agency is acting for.	Yes
<p>Sturgeon County Regional EM Agency Municipalities: Gibbons Legal Morinville Bob Accord Redwater Sturgeon County</p>		

15. LEMR Section 7(1), 14(b)	If the local authority has delegated some or all of its powers or duties under the Act to a Regional Services Commission, states which powers or duties are delegated, and whether the local authority will maintain an independent emergency management agency.	N/A N/A
16. LEMR Section 7(2), 14(c)	If the local authority is to be represented by a Joint Committee, sets out which powers or duties are delegated to the Joint Committee.	Yes
17. LEMR Section 7(3)(a), 14(d)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, states which powers or duties have been delegated.	N/A
18. LEMR Section 7(3)(b)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, the other local authority must establish in a by law that it has accepted the powers and duties that have been delegated to it.	N/A
19. LEMR Section 2(3), 3(4)	Emergency Management Bylaw Sturgeon County #1451 / Proclaimed 2019 Bon Accord 2019-11 Legal # 05-2019 Morinville 12/2019 Redwater 871 Gibbons TBE 1-16/Amending Bylaw TBE 3-19	
Date of last Emergency Advisory Committee meeting: 28 August 2023		
Date of last Emergency Management Agency meeting: 27 November 2023		

Bylaw / Order Comments

EMERGENCY PLAN requirements:

20. LEMR Section 4(a)	Includes a description of the administration of the local authority's emergency management program.	Yes
21. LEMR Section 4(b)	Includes the procedures for implementing the emergency plan during an emergency or exercise response.	Yes
22. LEMR Section 4(c)	Includes the local authority's plan for preparedness, response and recovery activities.	Yes
23. LEMR Section 4(d)	Includes a hazard and risk assessment.	Yes
24. LEMR Section 4(e)	Includes the emergency management program exercises that the local authority will engage in.	Yes

25. LEMR Section 4(f)	Includes a plan for regular review and maintenance of the local authority's emergency plan.	Yes
26. LEMR Section 4(g)	Includes the Agency's plan for the review and maintenance of the local authority's emergency plan after an exercise, emergency or disaster.	Yes
27. LEMR Section 4(h)	Includes how the command, control and coordination system prescribed by Section 3(3) will be used by the local authority's emergency management agency.	Yes
28. LEMR Section 4(i)	Includes the assignment of responsibilities to employees and elected officials, by position, when the local authority's emergency plan is activated.	Yes
29. LEMR Section 4(j)	Includes a training plan for staff assigned with responsibilities under the emergency plan.	Yes
30. LEMR Section 4(k)	Includes the mechanisms that will be used to prepare and maintain an emergency management staff contact list for employees and elected officials who have been assigned responsibilities respecting the implementation of the local authority's emergency plan.	Yes
31. LEMR Section 4(l)	Includes the local authority's plan for communications, public alerts and notifications during exercises, emergencies and disasters.	Yes
32. LEMR Section 4(m)	Includes the local authority's plan for providing emergency social services during an emergency or disaster.	Yes
33. LEMR Section 5(1)	The Emergency Management Agency must review the emergency plan that applies to that local authority at least once per year.	Yes
34. LEMR Section 5(2)	The Emergency Management Agency must make the emergency plan that applies to that local authority available to the Alberta Emergency Management Agency for review and comment annually.	Yes
35. LEMR Section 5(3)	In the case of a summer village that has delegated the summer village's duties relating to the maintenance of an emergency plan to another local authority, that other local authority's emergency management agency is responsible for complying with subsections (1) and (2).	N/A
Date of current risk assessment: 3 November 2023		

Emergency Plan Comments

ESS draft plan has been completed.

EXERCISES

<p>36. LEMR Section 6(1)(2)(4)(5)(6)</p>	<p>Which type of exercise did the Emergency Management Agency participate in this year?</p> <p>(1) Unless an exercise under subsection (2) is carried out that year, the emergency management agency must engage in at least 1 table top exercise per year.</p> <p>(2) The emergency management agency must engage in at least 1 functional exercise every 4 years.</p> <p>The emergency management agency has met the requirements of subsection (1) and (2) by participation in a regional emergency exercise that required the utilization of relevant portions of the local authority's emergency plan.</p>	<p>None</p>
<p>Exercise Notification</p>	<p>The Emergency Management Agency must submit an exercise notification to the Alberta Emergency Management Agency 90 days prior the commencement of the exercise referred to in Section 6(2). The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants and state the date the exercise will be conducted.</p>	
<p>Exercise Details</p>		
<p>37. LEMR Section 6(3) 38. LEMR Section 6(3)</p>	<p>Response to an emergency or disaster that required the activation of the emergency plan.</p> <p>Response included a Post-Incident Assessment.</p>	<p>No</p>
<p>Response Details</p>		
<p>Next Functional Exercise Due: 2027</p>		

Exercise Comments

LEMUR Sections 6(5)(6) requires Notification to AEMA 90 days prior to a functional exercise, along with the following information: Date, Scenario. Objectives, List of Participants. Functional Exercise was completed March 2023. Exercise planned for Spring 2024.

TRAINING

<p>39. LEMR Section 8(1), 8(2)(a), 9(1-3)</p>	<p>Elected Officials, Councillors of an ID, Special Areas Board Members to complete the following courses within 90 days of taking oath or being appointed.</p>	
	<p>MEO</p>	<p>Yes</p>

Comments

40. LEMR Section 10(1)(2), 12, 13	The Director of the Emergency Management Agency must complete the following courses within 18 months of appointment.	
	Basic Emergency Management	Yes
	ICS 100	Yes
	ICS 200	Yes
	ICS 300	Yes
	DEM Course	Yes

Comments

DEM Matt Roblin recently appointed DEM and has completed mandatory training.

41. LEMR 11(1)(2)	Each employee with assigned EM responsibilities must complete the following courses within 6 months of assignment.	
	Basic Emergency Management	No
	ICS 100	Yes

Comments

Training audit to determine training requirements will be conducted.

BEST PRACTICES

Best Practices Recommendations

Evacuation Plan, Shelter-in-Place Plan, Re-Entry Plan, ESS Plan, Documentation Plan, Post Event Procedures / Guidelines, Pets / Companion Animal Plan, Livestock Plan, Purchasing Process, Agreements / Contract with Major Suppliers for emergency supplies, Pre-determined Delegation of Authority (Comprehensive/Fiscal), Primary Location of ICP, Secondary Location of ICP in Redwater.

Best Practices Comments

MOUs current.