

Town of Bon Accord
AGENDA
Regular Council Meeting
March 15, 2022 8:30 a.m.
Live streamed on Bon Accord YouTube Channel

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **ADOPTION OF MINUTES**
 - 3.1. Regular Meeting of Council; March 1, 2022 (enclosure)
4. **DELEGATION**
 - 4.1. 8:35 a.m. Ernie Overeem – CNN Spurs
 - 4.2. 8:55 a.m. Phil Dirks – Metrix Group
5. **DEPARTMENT REPORTS**
 - 5.1. Community Services (enclosure)
 - 5.2. Finance (enclosure)
 - 5.3. Operations (PW) (enclosure)
 - 5.4. Planning and Economic Development (enclosure)
 - 5.5. Chief Administrative Officer (CAO) (enclosure)
6. **ACTION ITEM LIST**
 - 6.1. Action Item List to March 1, 2022 (enclosure)
7. **UNFINISHED BUSINESS – NONE**
8. **NEW BUSINESS**
 - 8.1. Arena Scoreboard (enclosure)
 - 8.2. Arena Changeroom (enclosure)
 - 8.3. Briefing Committee Meeting (enclosure)
 - 8.4. 2021 Audited Financial Statements (enclosure)
 - 8.5. Request for Community Services Recognition (enclosure)
9. **BYLAWS/POLICIES/AGREEMENTS**

BYLAWS

 - 9.1. 2022-08 – 2022 Rates of Taxation Bylaw – First Reading (enclosure)
 - 9.2. 2022-09 – Repeal of Bylaws 275 and 280 (enclosure)

POLICIES

 - 9.3. Amendments to Public Participation Policy (enclosure)
 - 9.4. Community Services Appreciation Award Policy (enclosure)
10. **WORKSHOPS/MEETINGS/CONFERENCES – NONE**

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11. COUNCIL REPORTS

- 11.1. Mayor Holden (enclosure)
- 11.2. Deputy Mayor Laing (enclosure)
- 11.3. Councillor Bidney (enclosure)
- 11.4. Councillor May (enclosure)
- 11.5. Councillor Roemer (enclosure)

12. CORRESPONDENCE

- 12.1. Mock Election – Student Request (enclosure)

13. PRESENTATION OF NOTICE OF MOTION

- 13.1. Bon Acres Park (enclosure)
- 13.2. Skateboard Park Land (enclosure)

14. NOTICE OF MOTION

- 14.1. Council Personal Cell Phones (enclosure)

15. CLOSED SESSION

- 15.1. Business District Information – *FOIP Act 17(1) Disclosure harmful to personal privacy*
- 15.2. Subdivision Development Information – *FOIP Act 24(1)(c) Advice from officials*

16. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
March 1, 2022 7:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Lacey Laing
Councillor Lynn Bidney
Councillor Tanya May – Virtual
Councillor Cory Roemer

ADMINISTRATION

Jodi Brown – Chief Administrative Officer
Falon Fayant – Corporate Finance Manager – Virtual
Mark Prutchick – Operations Manager
Dianne Allen – Planning and Economic Development Manager – Virtual
Lila Quinn – Recreation and Community Services Manager
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER

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

ADOPTION OF AGENDA

MAYOR HOLDEN MOVED THAT Council add item 10.2 Office of the Minister of Culture: 2024 Alberta Winter Games, item 10.3 Mayor Alanna Hnatiw, Sturgeon County: Recreation Agreement and Library Services Funding, and item 13.4 Joint Use Agreement – FOIP Act 24(1)(c) Advice from officials to the March 1, 2022 agenda.

CARRIED UNANIMOUSLY RESOLUTION 22-089

COUNCILLOR BIDNEY MOVED THAT Council adopt the March 1, 2022 agenda, as amended.

CARRIED UNANIMOUSLY RESOLUTION 22-090

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – February 15, 2022

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the February 15, 2022, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-091

ACTION ITEM LIST

DEPUTY MAYOR LAING MOVED THAT Council accepts the Action item list to February 15, 2022, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-092

**Town of Bon Accord
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DELEGATION

Mikhail Ivanchikov – Dandelion Renewables

COUNCILLOR BIDNEY MOVED THAT Council accept the delegation presentation as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-093

UNFINISHED BUSINESS

Stormwater Management and Flooding Mitigation Measures

COUNCILLOR ROEMER MOVED THAT Council accept the information as presented about stormwater drainage maintenance to assist with flooding prevention in 2022.

CARRIED UNANIMOUSLY RESOLUTION 22-094

NEW BUSINESS

2022 Events

COUNCILLOR ROEMER MOVED THAT Council accept the list of 2022 Town events as information.

CARRIED UNANIMOUSLY RESOLUTION 22-095

Council Chambers Audio/Video Set Up

COUNCILLOR BIDNEY MOVED THAT Council direct administration to transfer \$1,500.00 from the Covid-19 budget to the Council Supplies budget AND THAT Council direct administration to purchase the Staples camera in the amount of \$1,399.99 + GST.

In favour: Mayor Holden, Councillor Bidney, and Councillor Roemer

Opposed: Deputy Mayor Laing and Councillor May

CARRIED RESOLUTION 22-096

Minister's Awards for Municipal and Public Library Excellence

COUNCILLOR MAY MOVED THAT Council direct administration to proceed with contacting the Library Board Chair to offer our support and assistance with an application to the Minister's Awards for Public Library Excellence application and/or advise the Bon Accord Library Board of the intent to submit an application on their behalf AND THAT administration reach out to Northern Lights Library System (NLLS) requesting their support for our library for the Minister's award as well.

DEPUTY MAYOR LAING MADE A FRIENDLY AMENDMENT THAT the Town cannot submit on the library board's behalf as per award guidelines.

CARRIED UNANIMOUSLY RESOLUTION 22-097

Mayor Holden called a short recess at 8:38 p.m.

Mayor Holden called the meeting back to order at 8:47 p.m.

**Town of Bon Accord
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March 1, 2022 7:00 p.m.
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BYLAWS | POLICIES | AGREEMENTS

Bylaw Officer Enforcement Bylaw #2022-07

COUNCILLOR BIDNEY MOVED THAT Bylaw Enforcement Officer Bylaw 2022-07 be given second reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-098

COUNCILLOR MAY MOVED THAT Bylaw Enforcement Officer Bylaw 2022-07 be given third reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-099

Proposed Amendments to the Council Remuneration Policy

COUNCILLOR ROEMER MOVED THAT add schedule A, as discussed to the Council Remuneration Policy and bring forward to the next regular meeting of Council.

CARRIED UNANIMOUSLY RESOLUTION 22-100

WORKSHOPS | MEETINGS | CONFERENCES

2022 FCM Conference

COUNCILLOR ROEMER MOVED THAT Council direct administration to register Mayor Holden and Councillor Bidney in person for the 2022 FCM Conference.

In favour: Mayor Holden, Deputy Mayor Bidney, Councillor Bidney, and Councillor Roemer
Opposed: Councillor May

CARRIED RESOLUTION 22-101

CORRESPONDENCE

Alberta Municipal Affairs – Budget 2022

Office of the Minister of Culture – 2024 Alberta Winter Games

Mayor Alanna Hnatiw, Sturgeon County – Recreation Agreement and Library Services Funding

COUNCILLOR BIDNEY MOVED THAT Council accept the correspondence as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-102

PRESENTATION OF NOTICE OF MOTION

Council Personal Cell Phones

MAYOR HOLDEN MOVED THAT Council accept the notice of motion and add it to the March 15 agenda for discussion.

CARRIED UNANIMOUSLY RESOLUTION 22-103

DEPUTY MAYOR LAING MOVED THAT the meeting be extended past 10:00 p.m.

COUNCILLOR BIDNEY MADE A FRIENDLY AMENDMENT THAT the meeting be extended past 10:30 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-104

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CLOSED SESSION

- ***Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy and 27(1)(c)(iii) Privileged information***
- ***Fire Bylaw DRAFT – FOIP Act 23(1)(a) – Local public body confidences and 27(1)(c)(iii) Privileged information***
- ***2022 Road Rehabilitation Program Engineering Services – FOIP Act 16(1)(a)(ii), (b), and (c) – Disclosure harmful to business interests of a third party***
- ***Joint Use Agreement – FOIP Act 24(1)(c) Advice from Officials***

DEPUTY MAYOR LAING MOVED THAT Council enter into closed session to discuss Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy and 27(1)(c)(iii) Privileged information, Fire Bylaw DRAFT – FOIP Act 23(1)(a) – Local public body confidences and 27(1)(c)(iii) Privileged information, 2022 Road Rehabilitation Program Engineering Services – FOIP Act 16(1)(a)(ii), (b), and (c) – Disclosure harmful to business interests of a third party, and Joint Use Agreement – FOIP Act 24(1)(c) Advice from Officials at 9:30 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-105

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 10:32 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-106

Fire Bylaw DRAFT – FOIP Act 23(1)(a) – Local public body confidences and 27(1)(c)(iii) Privileged information

COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed as directed regarding the Fire Bylaw draft.

CARRIED UNANIMOUSLY RESOLUTION 22-107

2022 Road Rehabilitation Program Engineering Services – FOIP Act 16(1)(a)(ii), (b), and (c) – Disclosure harmful to business interests of a third party

DEPUTY MAYOR LAING MOVED THAT Council approves to have Associated Engineering perform the above mentioned duties and have them move forward to release for tender the above mentioned schedule work and location as discussed.

CARRIED UNANIMOUSLY RESOLUTION 22-108

ADJOURNMENT

The March 1, 2022 Regular Meeting of Council adjourned at 10:35 p.m.

Mayor Brian Holden

Jodi Brown, CAO

Council Report

Date: February 10, 2022

Reporting Period: March 10, 2022

Department: Recreation and Community Services Manager

Submitted by: Lila Quinn

RECREATION AND PARKS

SKATEBOARD PARK

We will continue to seek funding opportunities to complete Phase II of the Skateboard Park upgrade project (replacement of the centre set).

ARENA

There were some mechanical issues with the Zamboni and we had to temporarily rent one while ours was being repaired however; they were able to repair ours quickly.

We are still working on plans for a fire drill in March.

PARKS

We have not heard back if we were successful on receiving the Canada Summer Jobs grant for two summer students to work in the parks for 16 weeks this summer. If successful we will receive up to \$21,564 to help offset our staff costs.

COMMUNITY EVENTS/PROGRAMS

PICKLE BALL PROGRAM

Lillian Schick School is now available for use. We will look at new dates for starting up pickleball soon.

FAMILY DAY EVENT

This event on February 21 was well attended with 175-200 participants and included:

- Free public skating
- Complimentary concession items

- Photo scavenger hunt
- Poster contest: a drawing of something your family enjoys doing in Bon Accord
- Various games and outdoor activities hosted by 4H

INFORMATION AND REFERRALS

Assisted one resident seeking support/resources.

BOARDS AND COMMITTEES

RECREATION TRANSITION GROUP

Attended meetings February 14, 22, March 3 where we continue to look at one software program that could potentially meet our needs to track resident usage at sub-regional recreation amenities relative to the recreation cost sharing agreement with Sturgeon County.

COMMUNITY SERVICES ADVISORY BOARD

Attended one meeting March 8 where we discussed the upcoming events as well as the volunteer appreciation policy.

MEETINGS

- Attended North Central ESS Networking Meeting February 10
- Attended Recreation Transition Group Meeting February 14, 22, March 3
- Attended Regular Meeting of Council February 15 and March 1
- Attended Gibbons FCSS Meeting and Tour February 16
- Attended Bon Accord/Gibbons Food Bank Tour and Meeting February 16
- Attended Gibbons Recreation Meeting February 16
- Attended Regional Community Program Meeting February 17
- Attended meeting with CNN Spurs and CAO February 25
- Attended Management Meeting February 18 and March 4
- Attended meeting with Bon Accord Bounty Community Garden March 7
- Attended meeting with Bon Accord Veteran's Memorial Park Society and CAO March 11
- Attended meeting with Recreation Transition Group and our CAOs March 11

TRAINING

- Attended FCSS Outcomes Measures refresher training February 22
- Attended FCSS Outcomes Measures Foundation training February 24, March 3, 10 (last one is scheduled for March 17)

Lila Quinn

*Recreation and Community Services Manager
Town of Bon Accord*

Council Report

Date: March 15, 2022
Reporting Period: February 2022
Department: Corporate Services
Submitted by: Falon

Finance Report

General Municipal

MSI Capital and Operating amounts have been announced for 2022. Preliminary estimates for MSI operating are \$59,642, which is \$494 more than the expected budget. Preliminary estimates for MSI Capital are \$182,309 which is \$267,261 less than received in 2021 and less than the expected budgeted amount to receive for 2022. The Canada Community Building Fund (CCBF) preliminary amount for 2022 is \$91,627. In 2021, the Town received an initial \$91,551 followed by top-up CCBF funds of \$87,478.

We received the FCM Grant of \$47,600 for the Asset Management Project on March 4.

Administration

The insurance for the Town has been paid – the invoice was 5% less than expected in the budget. We budgeted for a recommended 10% increase from 2021.

T4s were mailed out on February 22 and the WCB annual return was submitted on February 28.

The audit is complete and statements have been presented for Council review during this Regular Meeting of Council on March 15.

Administration revenue and expenses are on par with budget.

Protective Services

The door in the fire hall needs to be repaired; the maintenance will likely bring the fire department over budget by approximately \$500 for the year. The fire services invoice has been paid to Sturgeon County. The first quarter bylaw services invoice has been paid.

Public Works

Public works revenue is close to expected budget while expenses are currently under budget. Main expenses have been related to snow removal and fuel costs.

Recreation & Community Services

The Sturgeon Recreation Grant funding was received; the Town received \$3,479.56 higher than expected due to the higher rate of CPI. The total amount received was \$306,972. This has been allocated per the budget to parks, recreation, and the arena.

The first quarter payment for FCSS has been received. The next quarterly payment will be sent in April.

The Zamboni at the arena broke down and requires repairs; in the meantime the arena is renting a Zamboni. This was an unexpected expense and while there is some contingency in the budget for unexpected occurrences, this may cause contracted services/repairs and maintenance to be over budget. The full impact has yet to be determined until the repair is complete and the rental is discontinued and final invoices are paid.

Capital Projects

Administration is currently working on the application for the Green and Inclusive Community Building Grant.

MEETINGS

- February 1 – Regular Meeting of Council
- February 10 & 11 – Audit (in Town office)
- February 15 – Regular Meeting of Council
- February 17 – Brownlee Emerging Trends

Falon Fayant

*Corporate Services Manager
Town of Bon Accord*

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2022
Reporting Month: FEBRUARY

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	48,855	372,543	- 323,688	-	67,749	- 67,749	48,855	304,794	- 255,939	84%
TOTAL MUNICIPAL	\$ 48,855.00	\$ 372,542.50	-\$ 323,687.50	\$ -	\$ 67,749.00	-\$ 67,749.00	\$ 48,855	\$ 304,794	-\$ 255,939	84%
Election	-	-	-	-	917	- 917	-	(917)	917	100%
Council	-	-	-	14,372	19,062	- 4,690	(14,372)	(19,062)	4,690	25%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 14,372	\$ 19,978	-\$ 5,606	-\$ 14,372	-\$ 19,978	\$ 5,606	28%
Administration	666	667	- 1	82,480	82,792	- 312	(81,814)	(82,126)	312	0%
TOTAL ADMINISTRATION	\$ 666	\$ 667	-\$ 1	\$ 82,480	\$ 82,792	-\$ 312	-\$ 81,814	-\$ 82,126	\$ 312	0%
Fire Services	9,945	9,471	474	30,480	47,007	-16,527	(20,535)	(37,536)	17,001	45%
Emergency Services	-	-	-	1,090	3,324	-2,234	(1,090)	(3,324)	2,234	67%
Bylaw	990	7,453	-6,463	10,305	16,623	-6,318	(9,315)	(9,170)	(145)	2%
TOTAL PROTECTIVE SERVICES	\$ 10,935	\$ 16,924	-\$ 5,989	\$ 41,875	\$ 66,955	-\$ 25,080	-\$ 30,940	-\$ 50,030	\$ 19,090	38%
Municipal Planning	495	1,625	- 1,130	8,355	36,948	- 28,593	(7,860)	(35,323)	27,463	78%
Economic Development	-	5,850	- 5,850	8,799	18,824	- 10,025	(8,799)	(12,974)	4,175	32%
TOTAL PLANNING & DEVELOPMENT	\$ 495	\$ 7,475	-\$ 6,980	\$ 17,154	\$ 55,773	-\$ 38,619	-\$ 16,659	-\$ 48,298	\$ 31,639	66%
Public Works - Roads	-	1,661	- 1,661	50,001	70,343	- 20,342	(50,001)	(68,682)	18,681	27%
Storm Sewer & Drain	-	-	-	2,139	3,194	-1,055	(2,139)	(3,194)	1,055	33%
Water	47,640	42,775	4,865	22,820	93,463	-70,643	24,820	(50,689)	75,509	149%
Sewer	28,744	26,650	2,094	33,232	58,882	-25,650	(4,488)	(32,232)	27,744	86%
Garbage	7,159	7,652	- 493	2,269	19,296	-17,027	4,890	(11,645)	16,535	142%
Cemetery	1,100	1,167	- 67	1,608	1,519	89	(508)	(352)	(156)	44%
TOTAL PUBLIC WORKS	\$ 84,643	\$ 79,904	\$ 4,739	\$ 112,069	\$ 246,698	-\$ 134,629	-\$ 27,426	-\$ 166,793	\$ 139,367	84%
FCSS	725	7,247	- 6,522	6,324	9,364	- 3,040	(5,599)	(2,117)	(3,482)	164%
TOTAL FCSS	\$ 725	\$ 7,247	-\$ 6,522	\$ 6,324	\$ 9,364	-\$ 3,040	-\$ 5,599	-\$ 2,117	-\$ 3,482	164%
Parks	78,576	77,255	1,321	5,956	23,048	- 17,092	72,620	54,208	18,412	34%
Arena	72,917	68,920	3,997	48,245	45,799	2,446	24,672	23,121	1,551	7%
Recreation	171,858	174,450	- 2,592	6,830	38,377	- 31,547	165,028	136,073	28,955	21%
TOTAL REC & COMMUNITY SERVICE	\$ 323,351	\$ 320,626	\$ 2,725	\$ 61,031	\$ 107,224	-\$ 46,193	\$ 262,320	\$ 213,402	\$ 48,918	23%
Library	-	-	-	25,679	28,773	- 3,094	(25,679)	(28,773)	3,094	11%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 25,679	\$ 28,773	-\$ 3,094	-\$ 25,679	-\$ 28,773	\$ 3,094	11%
Total Excl. General Municipal	\$ 420,815	\$ 432,843	-\$ 12,028	\$ 360,984	\$ 617,556	-\$ 256,572	\$ 59,831	-\$ 184,714	\$ 244,545	132%
Total Incl. General Municipal	\$ 469,670	\$ 805,385	-\$ 335,715	\$ 360,984	\$ 685,305	-\$ 324,321	\$ 108,686	\$ 120,080	-\$ 11,394	9%

Budget approved December 14, 2021 Special Meeting of Council, Resolution 21-391

Council Report

Date: February - March 2022

Department: Public Works

Submitted by: Mark Prutchick, Operations Manager

PUBLIC WORKS/OPERATIONS MANAGER

- Regularly attended Council meetings.
- Prepared and presented two RFDs for engineering services for the 2022 Road Rehabilitation Program and mitigation measures for stormwater management.
- Regularly attend management meetings.
- Regularly process invoices/timesheets, and all information related to day-to-day operating activities.
- Setting staff up with all essential training/certification and renewals for staff in 2022, this will be continuous throughout the year.

CAPITAL PROJECTS

- Received the Associated Engineering submitted proposal for their engineering services on the 2022 Road Rehabilitation Program, which Council approved at the March 1 RMC.
- Continue to review the 2021 capital project contract documents/payment certificates. This is ongoing since substantial completion is still pending from the 2021 road work, and we will be having the contractor address the 2021 deficiencies in the summer of 2022.
- Capital project 2022 – AE will be preparing the tender document to be released the first week of April.

ROADS

- Hauling of snow to the lagoon has been steady throughout this reporting period.
- Continue to conduct winter maintenance activities as identified in our policy. We are currently in our third full removal cycle in zone three. We have had approximately six removal cycles completed on our main arterial roads.

- The 2020/2021 winter season staff mentioned that the town only required one full removal.
- Sturgeon County pushed back the snow at the lagoon for the second time for us this year and we are expecting to have them out again for the week of March 14th. If we are unable to have them back in time (due to County operations), we will open a cell at the south end of the lagoon or the perimeter of the arena parking lot, this was done in the past for temporary snow storage.
- Multiple zone-clearing interruptions with snow, ice, drainage, and high winds which created some site-specific high priority maintenance.

EQUIPMENT/VEHICLES

- Ordered and replaced grader/loader blades, due to the bonded ice on the road. This has been a constant during this winter season.
- Ongoing washing and cleaning of trucks and equipment.
- Equipment maintenance ongoing including daily greasing of equipment.

CEMETERY

- No openings and closings of graves since last report.
- Winter maintenance of parking lot.

WATER

- Ongoing daily and weekly readings/sampling/testing (chlorine/bacteria see attached).
- Monthly meter readings completed on March 1.
- Completed monthly water utilities checks/inspections.

SEWER

- Sewer pump stations and blower house monthly checks completed.
- Biannual maintenance for the lift stations has been set up for this work to be completed in October 2022.

STORMWATER

- As discussed at the March 1st RMC, staff will focus on the maintenance activities to help mitigate any potential flooding throughout the town and concentrate on the problem areas from years past.

ON-CALL OPERATOR

- Total of three call outs during this period. Two were from the Town Office on separate occasions as cold air was entering the utility room and water in the sink was freezing. Staff adjusted thermostat and kept the door open for warm air to enter. The other occasion was similar as the Fire Department called regarding the same issue but not

as critical as the first visit. Staff insulated an open decommissioned vent that was drawing in cold air. Staff will continue to monitor the situation.

The third call out was for 46th Street due to severe ice buildup, staff placed some sand and crushed rock chips at problem areas.

SAFETY/TRAINING/STAFF

- Ongoing morning meetings (tailgate) regarding work safe plans.
- Continue to emphasize the importance of Covid safety measures and always keeping up to date with AHS even though restrictions have been reduced significantly.
- Received two resumes for the Parks and Recreation Maintenance Seasonal Worker. Job posting went out February 18, 2022.

ADDRESSED CONCERNS / MISCELLANEOUS

- Continue to receive calls from residents regarding requests and timing for snow removal. We still receive positive calls and emails regarding the Town's efficiency with winter operations.

Public Works Report ending March 9th, 2022.

Respectfully submitted by:

*Mark Prutchick, C.E.T., CRS, rci
Operations Manager
Public Works*

Water Distribution System Monthly Report

FEBRUARY

2022 Date	Water to Reservoir M3	Combined CL2 Entering Dist. Weekends/Stat	Water to Town M3	Water to Truckfill	Random Chlorine Distribution Amounts	Chlorine Sample Location(s)	Bacteriological Sample Location(s)	Water Used by Flushing M3	Summary of Incidents & Operational Problem
1	304	1.73	263	95	1.73	4812 52st	*	0.00	None
2	307	1.63	220	43	1.52	5025 50ave		0.00	Switched pump 103 to 101
3	311	1.64	214	10	1.62	5008 47ave		0.00	None
4	289	1.58	226	49	1.64	#144 5231 51st		0.00	None
5	0	0.00	0	0	0.00			0.00	
6	0	0.00	0	0	0.00			0.00	
7	832	1.73	746	126	1.49	4803-53 Ave.	**	0.00	None
8	346	1.70	233	58	1.63	5008-47 Ave.		0.00	None
9	349	1.67	244	132	1.44	4944-50 Ave.		0.00	Switched pump 101 to 102.
10	337	1.71	219	55	1.66	5025-50 Ave.		0.00	None
11	242	1.72	240	60	1.65	4812-52 St.		0.00	None
12	0	0.00	0	0	0.00			0.00	
13	0	0.00	0	0	0.00			0.00	
14	1047	1.69	807	218	1.59	5025 - 50 Ave	***	0.00	None
15	364	1.71	248	54	1.63	5008 - 47 Ave		0.00	None
16	249	1.68	257	54	1.64	4812 - 52 St		0.00	Switched from pump 102 to 103
17	323	1.63	251	56	1.52	4944 - 50 Ave		0.00	None
18	314	1.81	232	34	1.45	5222 - 44 St		0.00	None
19	0	0.00	0	0	0.00			0.00	
20	0	0.00	0	0	0.00			0.00	
21	0	0.00	0	0	0.00			0.00	
22	1116	1.69	1009	165	1.64	#144 5231 51st	****	0.00	None
23	227	1.73	212	194	1.64	5025 50ave		0.00	None
24	450	1.68	224	56	1.56	4812 52st		0.00	None
25	356	1.75	232	66	1.64	5008-47 Ave.		0.00	None
26	0	0.00	0	0	0.00			0.00	
27	0	0.00	0	0	0.00			0.00	
28	1050	1.70	825	196	1.65	4812 - 52 St	*****	0.00	None
29								0.00	
30								0.00	
31								0.00	

SUBTOTAL	8813	N/A	6902	1721	N/A
TOTAL	8813	N/A	8623		N/A
AVERAGE	314.75	1.15	246.50	61.46	1.08
MAX	1116.00	1.81	1009.00	218.00	1.73
LOW	0.00	0.00	0.00	0.00	0.00

0

Northeast Boreal Region Room 111, Twin Atria Building, 4999 - 98 Avenue Edmonton, Alberta T6B 2X3 EMERGENCY NUMBER: 1 (800) 222-6514	Operator in Charge: Terry Doerkson - Level 2 Cert: 4268 Approval 438-01-01
--	--

Water Distribution System Monthly Report

MARCH

2022 Date	Water to Reservoir M3	Combined CL2 Entering Dist. Weekends/Stat	Water to Town M3	Water to Truckfill	Random Chlorine Distribution Amounts	Chlorine Sample Location(s)	Bacteriological Sample Location(s)	Water Used by Flushing M3	Summary of Incidents & Operational Problem
1	348	1.73	258	83	1.63	5008 - 47 Ave		0.00	None
2	339	1.77	249	64	1.67	5025 - 50 Ave		0.00	switched pumps from 101 to 102
3	240	1.68	220	2	1.53	4944 - 50 Ave		0.00	None
4	237	1.71	210	23	1.48	5222 - 44 St		0.00	None
5	0	0.00	0	0	0.00			0.00	
6	0	0.00	0	0	0.00			0.00	
7	833	1.75	737	156	1.62	4803-53 Ave.	*	0.00	None
8	301	1.69	232	95	1.64	5008-47 Ave.		0.00	None
9	307	1.69	223	48	1.58	5025-50 Ave.		0.00	Switched pump 102 to 103.
10	302	1.73	216	29	1.60	4944-50 Ave.		0.00	None
11								0.00	
12								0.00	
13								0.00	
14								0.00	
15								0.00	
16								0.00	
17								0.00	
18								0.00	
19								0.00	
20								0.00	
21								0.00	
22								0.00	
23								0.00	
24								0.00	
25								0.00	
26								0.00	
27								0.00	
28								0.00	
29								0.00	
30								0.00	
31								0.00	

SUBTOTAL	2907	N/A	2345	500	N/A
TOTAL	2907	N/A	2845		N/A
AVERAGE	290.70	1.38	234.50	50.00	1.28
MAX	833.00	1.77	737.00	156.00	1.67
LOW	0.00	0.00	0.00	0.00	0.00

0

Northeast Boreal Region Room 111, Twin Atria Building, 4999 - 98 Avenue Edmonton, Alberta T6B 2X3 EMERGENCY NUMBER: 1 (800) 222- 6514	Operator in Charge: Terry Doerkson - Level 2 Cert: 4268 Approval 438-01-01
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9400170, Bon Accord

Box 779

Bon Accord, AB T0A0K0
7809213550

Environmental Public Health, Sherwood Park -ER4

2 Brower Drive (780)342-4661
Sherwood Park, AB T8H 1V4

Accession #: WE-22-0008703
AESRD Approval #: 0000438
EI #:
Provlab Study #:

Environmental Microbiology		
	Collected Date Collected Time	2022-02-28 09:19:00
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Water Sample Source	River	
Received Date and Time	2022-02-28 1250	
Analyzed Date	28-FEB-2022	
ID Number	1883863	
Sample Collected By	Greg Butt	
Collected By Phone Number	780-565-0557	
Sample Collection Site.	4812 - 52 St	

Interpretive Data

In1: Total Coliforms by Enzyme Substrate

Total Coliforms and E coli testing performed by Enzyme Substrate Method
Presence/Absence.

LEGEND: @=Faxed #=Corrected H=High T=Textual Result
R=Result Comment O=Order Comment In=Interpretive Data

Cc:

Information on this report related only to this sample
For further information contact the Environmental Public Health Agency

Report Request ID: 304916770

Print Date/Time: 2022-03-01 14:14

XR Env: ER4 - Provider - Permanent

Page 1 of 1

3030 Hospital Dr. NW Calgary, AB T2N 4W4 403-944-1215 8440-112 St. Edmonton, AB
T6G 2J2 780-407-8925



9400170, Bon Accord

Box 779

Bon Accord, AB T0A0K0
7809213550

Environmental Public Health, Sherwood Park -ER4

2 Brower Drive (780)342-4661
Sherwood Park, AB T8H 1V4

Accession #: WE-22-0010959

AESRD Approval #: 0000438

EI #:

Provlab Study #:

Environmental Microbiology		
	Collected Date	2022-03-07
	Collected Time	09:35:00
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Water Sample Source	River	
Received Date and Time	2022-03-07 1359	
Analyzed Date	07-MAR-2022	
ID Number	1883864	
Sample Collected By	Terry D	

Collected By Phone Number	780-908-5856	
Sample Collection Site.	See Below ^{T1}	

Textual Results

T1: 2022-03-07 09:35 (Sample Collection Site.)

4803 53 Ave Kitchen Tap

Interpretive Data

In1: Total Coliforms by Enzyme Substrate

Total Coliforms and E coli testing performed by Enzyme Substrate Method
Presence/Absence.

LEGEND: @=Faxed #=Corrected H=High T=Textual Result
 R=Result Comment O=Order Comment In=Interpretive Data

Cc:

Information on this report related only to this sample

For further information contact the Environmental Public Health Agency

Report Request ID: 305802053

Print Date/Time: 2022-03-08 14:15

XR Env: ER4 - Provider - Permanent
Page 1 of 1

Council Report

Date: March 15, 2022
Reporting Period: February 11/22 to March 10/22
Department: Planning and Development
Submitted by: Dianne Allen

ECONOMIC DEVELOPMENT

Todd Hirsch – ATB Financial

The economy has demonstrated two-and-a-half years of no growth and will take until the middle of this year for Alberta's economy to recuperate to the same level it was in February of 2020. It is expected, Alberta's real GDP growth for this year will be 4% followed by a 2.5% in 2023.

Hirsch has communicated on how he would like to see Albertans think about recovery in the province and the economy. There are three narratives he would like challenge: resources, labor market and inflation. https://www.stalberttoday.ca/local-news/growth-on-horizon-for-province-economist-tells-chamber-5056501?utm_source=Taproot+Edmonton&utm_campaign=c71b5de7c1-TAPROOTYEG REGIONAL ROUNDUP 2022 02 23&utm_medium=email&utm_term=0_ef1adf0932-c71b5de7c1-216216273&mc_cid=c71b5de7c1&mc_eid=8fb19c3fe4:

Provincial Budget 2022

The Government of Alberta introduced its Budget 2022 on February 24/22. Alberta Municipalities policy analysts reviewed the budget line by line to determine the ways it will affect 275+ local communities served across the province. <https://www.abmunis.ca/advocacy-resources/economics/budget-2022>

Economic Review and Alberta Economy

Alberta Treasury Board and Finance has released economic indicators for the province. <https://open.alberta.ca/dataset/d877fdb9-2fd1-4d9a-9e1a-dfe5534b8c5e/resource/5087b0cc-5345-46c4-99aa-6e92448727f2/download/tbf-weekly-economic-review-2022-03-04.pdf>
<https://open.alberta.ca/dataset/cfe4dfd5-ac18-4808-9623-e3f06e2ea940/resource/8675c27c-92a4-4447-b381-ad38f46aef09/download/tbf-alberta-economic-indicators-at-glance-2022-03-04.pdf>

Townfolio

Townfolio is a website platform providing an investment attraction network for municipalities, entrepreneurs and site selectors. It started as a data solution for economic developers but has grown into a marketplace where entrepreneurs can browse opportunities in different regions, site selectors can easily find up-to-date local data/statistics and economic developers no longer having to worry about updating data on the website.

Townfolio provides trusted and current data to over 38,000 municipalities across Canada and the United States. This data base tracks over one hundred sources displayed in dashboards, provides a comparison tool, and a benchmarking feature having the ability to power any website with the dashboard embedded feature.

The Towns website has embedded this platform which automates the collection, visualization and updates from demographics and labor force data to real estate and industry data. This information is critical to attract potential developers and new residents to invest in the community. <https://www.bonaccord.ca/p/economic-development-dashboard>

Dandelion Renewables – Electric Vehicle Charging (EVC) Program

The Government of Canada, with matching funds from the Government of Alberta, is providing millions to support investments in electric vehicle (EV) charging stations. As one of Alberta's local partners, the Action Centre is offering \$3.4 million in rebates for municipalities to build charging infrastructure.

The Electric Vehicle Charging Program supports municipalities installing new EV charging stations in public places, on-street locations, municipal property and for municipal fleet vehicles. Up to 100% of the costs of purchasing and installing a new charging station can be rebated, so a municipality can participate without worrying about the impact to taxpayers. This represents a savings of:

- Up to \$10,00 for each Level 2 connector (for charging over several hours)
- Up to \$150,000 for each Fast Charger (for charging up in 30 minutes)

An expression of interest was sent February 8/22 to potentially position Bon Accord on the list of Municipalities. Time is of essence to be a part of this program (first come first serve), as there is a cap of dollars allocated for the program. Dandelion Renewables is being pro-active in getting site visits completed for the application process. A site visit was completed on February 11/22, with the arena and Town Office identified as the desired locations for the EVC program.

If the Towns proposal is accepted and approved, the Town is not obligated to sign the funding contract; the Town can opt out if desired. Dandelion Renewables believes this is an excellent green program, complimentary to the Solar Farm, with no risk to the Municipality. To note, Dandelion Renewables was highly successful in securing funding, grant dollars for the Towns Solar Farm.

A funding application was sent to the Climate Change Action Centre February 18/22 for the full project value of \$147,310.80. The overall project proposal includes:

- six (6) Level 2 chargers
- one (1) Level 3 charger

A public engagement session will be hosted March 16/22 from 5:30 PM to 6:30 PM with members of Council facilitating a discussion on several topics including Electric Vehicle Chargers. This will be a great opportunity for the residents to receive information and provide feedback.

Alberta Tourism Performance

Economies are emerging from the impact of Omicron quicker than anticipated, although the possibility of new variants remains. Tourism in Alberta saw positive gains in December and January with signals pointing to a strong rebound this spring and summer.

<https://industry.travelalberta.com/visitor-market-insight/tourism-indicators/alberta-tourism-indicators>

PLANNING AND DEVELOPMENT

Safety Codes Council

The Town is in the midst of completing the Annual Internal Review conducted by Safety Codes Council. The intent of the Annual Internal Review is similar to an annual report that an incorporated business in Alberta is required to file. It also provides reporting on the accredited organization's performance in the previous year, identifies and explains any issues or anomalies that impacted this performance and demonstrates the municipalities compliance with the terms and conditions of the municipality's accreditation.

Bon Accord has Joint Municipal Accreditation with Gibbons, Redwater, Legal and Sturgeon County in all disciplines of building, fire, electrical, plumbing, gas and private disposal systems permitting.

Under the Safety Codes Act, municipalities and organizations can become accredited to deliver safety services to their jurisdictions. This means they are delegated the responsibility to issue permits and inspect all work performed in their jurisdiction in the disciplines in which they are accredited.

The Safety Codes Act encourages safety services to be delivered at the local level and it provides for a compliance monitoring system through the voluntary accreditation of municipalities, corporations, agencies, and regional services commissions. Accreditation allows a municipality to be directly involved with the delivery of safety services to address the particular safety concern of its community quickly and efficiently.

Plan 1854KS Parcel C – East

Administration has been in extensive conversations with the property owner/developer regarding the proposed development of this land site. There is a process to sub-dividing the site with additional off-site development improvements to be considered. Developing in an

urban municipality requires detailed planning not only for the present, but for the future needs of the community referencing the Towns Land Use Bylaws, Municipal Development Plan and other planning documents as required.

737 Enterprises Ltd.

The proposed development will accommodate 3 commercial bays for mixed commercial usage. In conversation with the owner, the one bay has a signed lease agreement in place, with the other two bays pending contract signature for lease.

Investment and Development

- Interest in land purchase (4.59 acres / Town owned land)

BYLAW COMPLAINTS / CONCERNS

- Numerous calls regarding snow removal by residents into public roadways (affecting access to property and melting snow causing water flow into private property)
- Excessive garbage and noise (idling vehicle)
- Barking dog
- Vehicles parked on public roadway causing obstruction
- Vehicles not removed for snow clearing

Peace Officer Enforcement Services

Matt Roblin (Supervisor) provided January reports regarding citations and incidents for Council's review (refer attachments):

February 2022 – Bon Accord Citation Report

February 2022 – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
0	0	0	4	22	2	This Period
2	0	0	31	22	6	YTD

MEETINGS / EVENTS ATTENDED / EDUCATION

- Manager Meetings
- Council Meetings (virtual)
- Energy Transition: Implications for Canada's Oil & Gas Sector - Webinar
- Municipal Planning Services – discussions, review permits, compliance certificates, new applications
- Developer Discussions – existing and potential new developers
- Stakeholders / Residents – development questions, inquires and concerns

- Bylaw Enforcement – discussions

Dianne Allen

*Manager, Planning & Economic Development
Town of Bon Accord*

Sturgeon County

BON ACCORD CITATION REPORT FEBRUARY 2022 Statistics from: 2/1/2022 12:00:00AM to 2/28/2022 11:59:00PM

Citation Printout Report by Violation

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 5
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 5
Total Mandatory Appearances: 0

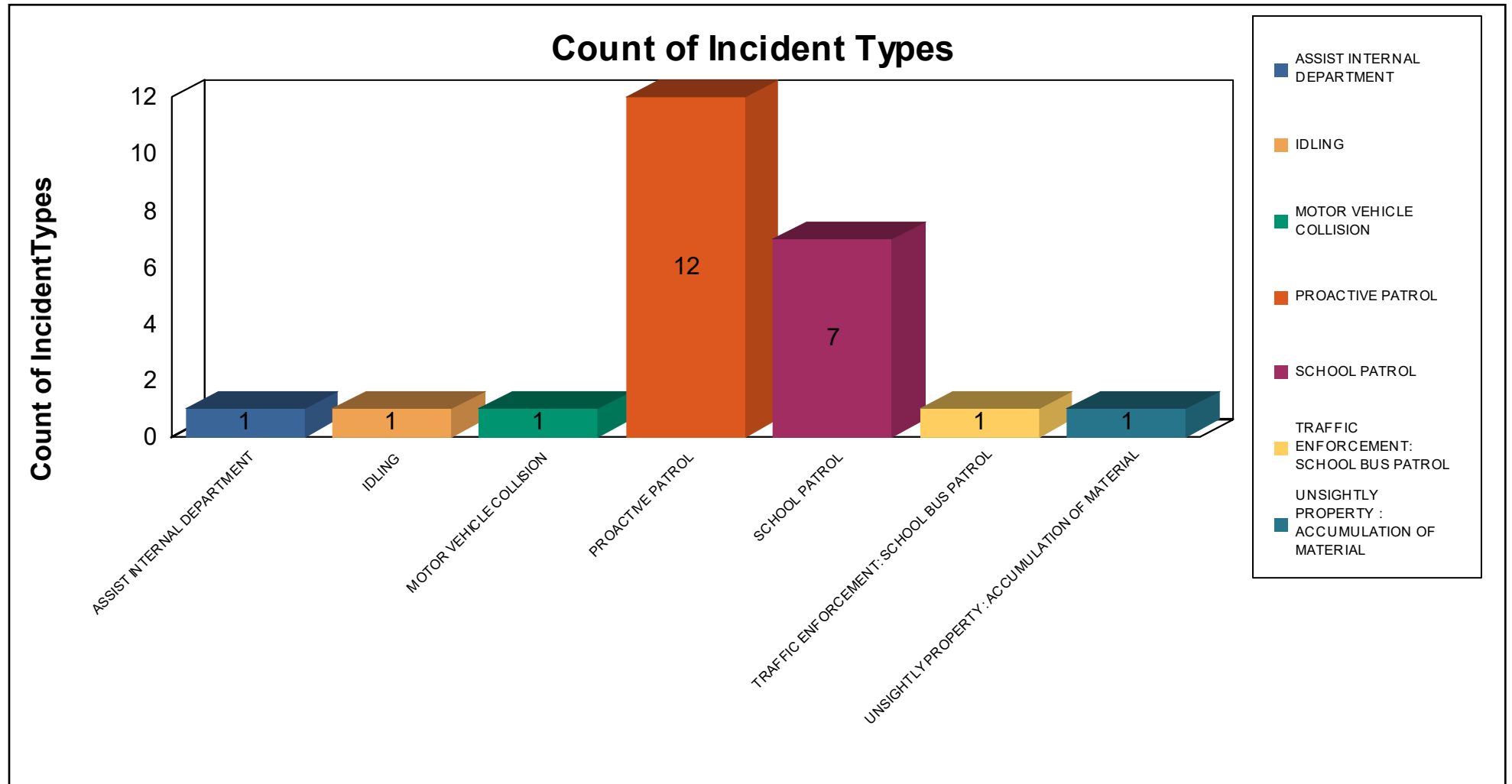
Grand Total

Total Number of Citations Reported: **10**
Total Fine Amounts Reported: **\$1769.00**
Total Money Collected:
Total Money Still Due: **\$1769.00**
Total Mandatory Appearances: **0**

Sturgeon County

BON ACCORD INCIDENT COUNT FEBRUARY 2022 Statistics from Occurred Date: 2/1/2022 12:00:00AM to 2/28/2022 11:59:00PM

Incident Report



ASSIST INTERNAL DEPARTMENT: 1 4%

Incident Report

IDLING: 1 4%

MOTOR VEHICLE COLLISION: 1 4%

PROACTIVE PATROL: 12 50%

SCHOOL PATROL: 7 29%

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 1 4%

UNSIGHTLY PROPERTY : ACCUMULATION OF MATERIAL: 1 4%

Grand Total: 100.00% Total # of Incident Types Reported: 24

Council Report

Date: March 15th, 2022
Reporting Period: February 15th – March 15th, 2022
Department: CAO/Town Manager
Submitted by: Jodi Brown

COVID-19 RESTRICTIONS UPDATE

Town Operations: As the province of Alberta moves into Stage 2, effective March 1, 2022, masks are no longer required at Town of Bon Accord facilities and Town office staff have returned to normal operations.

COMMUNITY AND COMMUNITY SAFETY

Council Community Connections Event and the RCMP Town Hall: The Council Community Connections event and the RCMP Town Hall are planned for March 16th at the Community Hall. Staff are busy preparing for the event and on developing a brief information sheet about the electric vehicle charging station grant opportunity to have on hand should residents have questions. Feedback from this event will assist administration with developing a report for Council on community safety and security opportunities.

Regional Emergency Management Exercise: Town staff will be participating in the annual emergency management exercise organized by the Sturgeon Region Emergency Management Coordinator on March 23rd and March 24th.

Special Recognition of the Library by the Honorable Dale Nally: MLA Dale Nally presented certificates to the Bon Accord Library Board members and staff on Thursday, March 03rd in recognition of the outstanding service that they have provided to the community. Town staff drafted a press release with photos from this event to share this special recognition and success achieved by our local Library.

COLLABORATION:

Sturgeon Regional Meetings:

Sturgeon Region Inter collaboration Framework Meetings with Regional CAOs: Discussions regarding regional fire services and the recreational funding agreement took place in February and March.

Sturgeon Region Emergency Management Program Committee Meeting: Regional CAOs, elected officials, Directors of Emergency Management (DEM) and Deputy DEMs participated in this meeting; included appointment of new Chair (Mayor Dan Deck Gibbons) and Vice Chair Dwayne Spicer (Redwater) and presentation of 2021-2022 financial information.

Local Partnership Meetings:

Bon Accord Community Gardens: The Town of Bon Accord has a Memorandum of Understanding with the Community Gardens Society that expires in March 2022. The existing MOU was reviewed and will be coming forward to Council for renewal. Minimal changes to the existing agreement are expected.

Veteran's Memorial Park Society: The Town of Bon Accord is meeting with the VMP Society to discuss working together to maintain this park and coordinate community use such as the annual Remembrance Day ceremony.

CNN Spurs Meeting: Met with the President of CNN Spurs (Ernie Overeem) regarding upcoming projects at the Arena including renovations to create a female change room and installation of a new scoreboard.

RCMP and Bylaw Services: Administration has contacted both the RCMP and bylaw services to arrange a meeting to discuss opportunities for enhanced collaboration that will form part of the report to Council on community safety and security initiatives.

INFRASTRUCTURE

Arena Grant Applications: Staff are continuing to work and make progress on preparing the documents and information requirements for the federal Green and Inclusive Community Buildings grant opportunity. We have approached community groups and organizations as well as our MLA, MP and neighboring municipalities. The second funding stream has not yet opened for submissions.

Wetlands Study: Staff are now researching grant opportunities to assist with future stormwater management upgrades.

OTHER

Required Bylaw Updates (MAP Review): The fully enacted new Bylaw Officer Bylaw has been submitted to Municipal Affairs to meet the requirements of the Municipal Accountability Program (MAP) for the Town of Bon Accord. The next requirement is to fully enact the updated Fire Services Bylaw.

Summer Staff Recruitment: Advertisements for two summer students to assist with parks this summer have been posted. Staff submitted an application to the Canada Summer Jobs Program Grant to help offset the cost of hiring summer students. The Town has not yet been notified if this grant application was successful.

OH&S Program: Each month staff are working on developing one area of our Health and Safety Program. This month managers are focusing on ensuring that staff are trained in first aid as required, that the appropriate first aid kit is available at each worksite.

Staff Social Committee: Staff are working on small, low-cost, fun activities to help promote a positive team environment with the lifting of COVID-19 restrictions (birthday celebrations, etc.).

Training and Professional Development:

The Alberta Municipalities Spring Municipal Leadership Caucus: I will be attending this spring conference with Council on March 08th and March 09th, 2022.

Municipal Elected Official Course: It is recommended that the Director of Emergency of Management (CAO) and Deputy Director (Corporate Services Assistant), take this course in addition to members of Council. Therefore, both myself and the Deputy Director have now completed this course.

MEETINGS

- February 16th: CAOs ICF Transitional Initiatives Meeting
- February 17th: Emerging Trends Legal Seminar
- February 18th: Management Meeting
- February 22nd: Fire Services Bylaw Meeting
- February 25th: Meeting with CNN Spurs Re: Projects
- February 28th: SREMP Committee Meeting
- March 01st: Regular Council Meeting
- March 04th: Management Meeting
- March 04th: Meeting with Community Gardens Group Re: MOU
- March 07th: Regional Fire Services Meeting
- March 08th: Meeting with Auditor to Review 2021 Financial Statements
- March 09/10th: Alberta Municipalities Spring Leadership Caucus
- March 10th: Recreation Transition Group Meeting with Regional CAOs
- March 11th: Meeting with Veteran's Memorial Society members re: MOU
- March 15th: Regional CAO Meeting

Resolution	Resolution #	Assigned to	Status
January 18, 2022 Regular Meeting of Council			
Community Safety DEPUTY MAYOR LAING MOVED THAT Council direct administration to investigate more options to improve town security. MAYOR HOLDEN MADE A FRIENDLY AMENDMENT THAT Council direct administration to investigate opportunities to increase collaboration with RCMP and bylaw services.	22-030	Administration /Economic Development	Ongoing
Veteran's Park Proposed MOA – FOIP Act s.24(1)(c) Advice from officials COUNCILLOR MAY MOVED THAT Council direct administration to proceed with presenting the proposed MOU as presented for consideration to the Gibbons Legion and the Veteran's Memorial Park Society.	22-036	Rec. & Comm. Services	Ongoing
February 1, 2022 Regular Meeting of Council			
Community Services Acknowledgement COUNCILLOR BIDNEY MOVED THAT Council direct administration to purchase two plaques with the wording presented and flowers to a maximum amount of \$150 and further that one plaque be permanently placed in the Bon Accord Arena and the second plaque to be presented to Gail Critchley by Mayor Holden. In favour: Mayor Holden, Councillor Bidney, and Councillor Roemer Opposed: Deputy Mayor Laing, and Councillor May	22-040	Rec. & Comm. Services	Ongoing

Resolution	Resolution #	Assigned to	Status
Public Participation Policy and Public Engagement Plan DEPUTY MAYOR LAING MOVED THAT That Council direct Administration to develop plans for Council Community Connections Events on March 8 at 7 p.m., June 9 at 7 p.m., and September 8 at 7 p.m., tentatively, for Council approval AND THAT Council direct Administration to conduct a review of the Public Participation Policy and bring forward any recommended changes to Council for approval.	22-052	Administration	March 15 RMC
Business District Properties Report – FOIP Act 17(1) Disclosure harmful to personal privacy COUNCILLOR BIDNEY MOVED THAT Council approves the report as information AND direct administration to provide further information regarding the business area district as directed.	22-056	Economic Development	March 15 RMC
Governance Workshop – FOIP Act 24(1)(a) – Advice from officials COUNCILLOR BIDNEY MOVED THAT Council direct administration to research further opportunities for a half-day workshop on governance. In favour: Mayor Holden, Deputy Mayor Laing, Councillor Bidney, and Councillor Roemer Opposed: Councillor May	22-059	Administration	Ongoing
Feb 15, 2022 Regular Meeting of Council			

Resolution	Resolution #	Assigned to	Status
Strategic Planning Session (Date/Time) COUNCILLOR MAY MOVED THAT Council confirm the next strategic planning session on April 21, 2022 from 3 p.m. – 7 p.m.	22-071	Administration	Ongoing
Municipal Development Plan (MDP) Meeting COUNCILLOR MAY MOVED THAT Council approves March 29 at 1:30 p.m. to commence with a start up meeting virtually to discuss the Municipal Development Plan project scope.	22-072	Economic Development	Ongoing
Electric Vehicle Charging (EVC) Program MAYOR HOLDEN MOVED THAT Council accepts the report as information AND further direct administration to bring back more financial information pertinent to the extra costs over and above the grant.	22-073	Economic Development	Complete
Public Engagement Sessions Plan COUNCILLOR BIDNEY MOVED THAT Council approve Council Community Connections for March 16 from 5:30 p.m. – 6:30 p.m. with a free hot dog dinner and on the same date from 6:30 p.m. – 8:30 p.m. for RCMP policing. In Favour: Mayor Holden, Deputy Mayor Laing, Councillor Bidney, and Councillor Roemer Opposed: Councillor May	22-075	Administration	Complete
Community Services Appreciation Award Policy COUNCILLOR MAY MOVED THAT Council accept the RFD as information and forward it to the Community Services Advisory Board for input in regard to the budget amount and for approval.	22-078	Rec. & Comm. Services	Ongoing

Resolution	Resolution #	Assigned to	Status
Rescinding of Sky Shed Observatory Use Policy COUNCILLOR MAY MOVED THAT Council rescind the Sky Shed Observatory Use policy AND THAT administration look into the current status of the sky sheds.	22-079	Administration	Ongoing
Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy COUNCILLOR BIDNEY MOVED THAT Council direct administration to invoice the property owner in the amount of \$2,772.00 and include a letter responding to the resident's requests as directed.	22-088	Administration	Complete
March 1, 2022 Regular Meeting of Council			
Council Chambers Audio/Video Set Up COUNCILLOR BIDNEY MOVED THAT Council direct administration to transfer \$1,500.00 from the Covid-19 budget to the Council Supplies budget AND THAT Council direct administration to purchase the Staples camera in the amount of \$1,399.99 + GST. In favour: Mayor Holden, Councillor Bidney, and Councillor Roemer Opposed: Deputy Mayor Laing and Councillor May	22-096	Administration	Complete

Resolution	Resolution #	Assigned to	Status
Minister's Awards for Municipal and Public Library Excellence COUNCILLOR MAY MOVED THAT Council direct administration to proceed with contacting the Library Board Chair to offer our support and assistance with an application to the Minister's Awards for Public Library Excellence application and/or advise the Bon Accord Library Board of the intent to submit an application on their behalf AND THAT administration reach out to Northern Lights Library System (NLLS) requesting their support for our library for the Minister's award as well. DEPUTY MAYOR LAING MADE A FRIENDLY AMENDMENT THAT the Town cannot submit on the library board's behalf as per award guidelines.	22-097	Administration	Ongoing
Proposed Amendments to the Council Remuneration Policy COUNCILLOR ROEMER MOVED THAT add schedule A, as discussed to the Council Remuneration Policy and bring forward to the next regular meeting of Council.	22-100	Administration	March 15 RMC
2022 FCM Conference COUNCILLOR ROEMER MOVED THAT Council direct administration to register Mayor Holden and Councillor Bidney in person for the 2022 FCM Conference. In favour: Mayor Holden, Deputy Mayor Bidney, Councillor Bidney, and Councillor Roemer Opposed: Councillor May	22-101	Administration	Complete

Resolution	Resolution #	Assigned to	Status
Fire Bylaw DRAFT – FOIP Act 23(1)(a) – Local public body confidences and 27(1)(c)(iii) Privileged information COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed as directed regarding the Fire Bylaw draft.	22-107	Administration	Ongoing
2022 Road Rehabilitation Program Engineering Services – FOIP Act 16(1)(a)(ii), (b), and (c) – Disclosure harmful to business interests of a third party DEPUTY MAYOR LAING MOVED THAT Council approves to have Associated Engineering perform the above mentioned duties and have them move forward to release for tender the above mentioned schedule work and location as discussed.	22-108	Administration/ Public Works	Ongoing

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular or Special Meeting of Council
Meeting Date:	March 15, 2022
Presented by:	Lila Quinn, Recreation and Community Services Manager
Title:	Arena Scoreboard
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Crows Nest North Spurs (CNN) is being given approximately \$10,000 dollars from the Bon Accord Firefighters Association. The organization became defunct when the Emergency Services amalgamated with the County. They have funds remaining in a bank account that they need to disperse and selected CNN as one of the organizations recipients.

CNN would like to purchase a new scoreboard and controller for the Bon Accord arena with these funds as the current one is malfunctioning.

The new scoreboard will hang on the wall and is similar to the current one and has a hanging weight of 160lbs. The new controller is wireless so there is no need for wires from the timekeeper box to the scoreboard.

They are requesting support for removal and installation costs only.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

There is a need to ensure that all hockey games proceed smoothly without interruptions.

The new scoreboard will come with the following warranty:

- Five years of no cost parts exchange including standard shipping on electronics parts and radios due to manufacturing defects
- Free toll-free service coordination
- Technical online and phone support during Daktronics business hours

STRATEGIC ALIGNMENT

Priority Five: Collaboration

The Town of Bon Accord has strong sustainable relationships to support and enhance municipal programs and recreation.

COSTS/SOURCES OF FUNDING

CNN Spurs are requesting \$2,500 towards the total estimated cost for installation which is \$5334. This could be funded within the Town's Donation (Recreation) budget.

Note: There is \$10,000 allocated to the Town's Donation (Recreation) budget. If \$1,000 is moved to FCSS from the Town Donation Budget (Recreation) for the Community Services Appreciation Awards and \$1,000 (example) for the cost of the changeroom upgrades in addition to \$2,500 for the score clock installation, that would leave 5,500 for any other Town donations out of this budget line in 2022.

RECOMMENDED ACTION (by originator)

1. THAT Council approves the donation of \$2,500 towards installation of the score clock as requested by CNN Spurs.
2. THAT Council direct administration to...

QUOTATION #AB012604 REV

To: Bon Accord Arena
 4812 52 Street, Bon Accord, AB T0A 0K0
 Attn: Ernie
 Email: president@spurshockey.com



CENTAUR
 PRODUCTS INC.

SPORTS CONTRACTOR

Vancouver-Calgary-Edmonton-Saskatoon-Winnipeg-Toronto-Halifax

Date: February 7, 2022

Subject: Daktronics Hockey Scoreboards

Please find pricing and details below for Daktronics Hockey Scoreboards. Daktronics is the leader in the industry because they build the toughest and most reliable scoreboards. I've included specifications for each scoreboard as well as the warranty details and color chart.

Daktronics H-2104 features include:

- 5' H x 10' W x 6" D – 185 lbs hanging weight (per display)
- **Wireless**, All Sport 5000 Control Console (no cable to run)
- Time of Day Clock, horn, Player, Penalty & shots on goal
- Border Striping and Panaview Digits in RED, AMBER or WHITE
- 5 Year Parts Warranty, Scoreboard would ship in wooden crate.
- Please see attached specifications for more details.

Supply Only:	\$9,343.00
Deduct for H-2106 (player/Penalty)	\$ 439.00
Deduct for H-2108 (penalty)	\$1,026.00
Freight:	\$1,313.00
Installation:	\$5,334.00

Options & Accessories:

Goal Lights:

- Varsity Model (1 red, 1 green) \$3,828/pair

Team Name Message Centre (**Red or Amber**) \$2,835.00

- Program the home and visitor team name.

Team Name Message Centre (**White LED**) \$3,119.00

Ad Panel – 18" H x 10' Long (top or bottom mount) \$ 981.00



Notes & Terms:

- Invoice is due upon receipt. Payments by credit cards over \$5,000 are subject to a 2% fee.
- Applicable taxes are extra, Freight is above
- **SUPPLY ONLY** ~ Electrical hook up by others ~ Removal of existing equipment BY OTHERS unless specifically quoted above.
- Hanging on Flat Wall, Due to the variance in wall types ~ mounting hardware is NOT included unless Centaur does the installation.
- Prices are firm for 60 days from quote date.

If you have any questions on the above, please do not hesitate in contacting me directly.

CENTAUR PRODUCTS INC.

T. Lajeunesse

Tammy Lajeunesse, Prairie Division Sales

Toll Free: 1-888-430-3300 ext 626

Direct: 204.832.6288

tammy@centaurproducts.com

www.centaurproducts.com

DAKTRONICS H-2104 PRODUCT SPECIFICATIONS



This indoor single-sided LED hockey scoreboard displays period time to 99:59, HOME and GUEST scores to 99, PERIOD to nine and SHOTS ON GOAL to 99 along with PLYR (player number) to 99 and PENALTY time to 9:59 for up to two players on each team. When period time is less than one minute, the scoreboard displays time to 1/10 of a second. Scoreboard shown with PanaView® digits and optional striping.

CAPTION OPTIONS	POWER (120 VAC)*	UNCRATED WEIGHT	DIMENSIONS
VINYL ONLY (STANDARD)	200 Watts, 1.7 Amps	185 lb (84 kg)	5'-0" H x 10'-0" W x 6" D (1.52 m, 3.05 m, 152 mm)
VINYL & TNMCS	260 Watts, 2.2 Amps	200 lb (91 kg)	

*Models with 240 VAC power at half the indicated amperage are also offered (International Use Only).

DIGITS & INDICATORS

- Clock and score digits are 10" (254 mm) high. All other digits are 7" (178 mm) high. Optional penalty indicators are 3" (76 mm) high.
- Select PanaView® or UniView® LED digit technology (see [SL-04729](#)).
- Scoreboard comes with choice of LED colors:
 - > **Red/Amber LEDs:** clock digits, PERIOD digit, PLYR digits, SHOTS ON GOAL digits and optional TNMCs are amber. Score digits, PENALTY digits and optional penalty indicators are red.
 - > **White LEDs:** all digits, indicators and optional TNMCs are white. **PanaView digits only.**

CAPTIONS

- HOME and GUEST captions are 6" (152 mm) high. All other captions are 4" (102 mm) high. Optional TNMCs are 6" (152 mm) high.
- Standard captions are vinyl, applied directly to the display face.

DISPLAY COLOR

Choose from 150+ colors (from Martin Senour® paint book) at no additional cost.

CONSTRUCTION

Durable, lightweight aluminum Tuff Sport® cabinet withstands high-velocity impact from air-filled sports balls without the need for protective screens.

PRODUCT SAFETY APPROVAL

ETL-listed, tested to CSA standards, and CE-labeled for indoor use only

OPERATING TEMPERATURES

- Display: -22° to 122° Fahrenheit (-30° to 50° Celsius)
- Console: 32° to 130° Fahrenheit (0° to 54° Celsius)

DAKTRONICS H-2104 PRODUCT SPECIFICATIONS

CONTROL CONSOLE

All Sport® 5000
(see [SL-03991](#))

CONTROL OPTIONS

Wired (standard): One-pair shielded cable of 22 AWG minimum is required. A cover plate with mounted connector and standard 2" x 4" x 2" (51 mm x 102 mm x 51 mm) outlet box is provided. Connector mates with signal cable from control console.

Wireless (optional): 2.4 GHz spread spectrum radio features 64 non-interfering channels and 8 broadcast groups (see [SL-04370](#)).

HORN

A vibrating horn, mounted behind the scoreboard face, sounds automatically when period clock counts down to zero or manually as controlled by the operator.

SEGMENT TIMER MODE

The segment timer mode is ideal for keeping practices on schedule. The horn at the end of a segment allows coaches and athletes to focus on the practice and to listen for the horn when it is time to change drills (see [SL-04004](#)).

TIME OF DAY MODE

This scoreboard features a Time of Day (TOD) mode that allows it to act as a clock when the control console is unplugged or off. Refer to the scoreboard installation manual for instructions on how to enable the Time of Day mode.

GENERAL INFORMATION

Scoreboard provides scoring capabilities for two teams. 100% solid state electronics are housed in an all aluminum cabinet. Scoreboard arrives at the site fully assembled. Mounting hardware not included. Specifications and pricing are subject to change without notice.

OPTIONS & ACCESSORIES

- Scoreboard border striping
- Multiple caption and striping colors (see [DD2101644](#))
- Team name caption in place of HOME *
- Team names on changeable panels *
- Programmable Team Name Message Centers (see [SL-04342](#))
- Penalty indicators
- One 12" (305 mm) tall x 36" (914 mm) wide logo/sponsor area. Copy is applied to a center ad panel.
- Basketball scoring (extra "ones" digits and caption panels)
- Volleyball captions on changeable panels
- Different sounding 12 VDC horn in place of buzzer
- Visual horn indicator (see [SL-02093](#) or [SL-05489](#))
- Goal lights (see [SL-04932](#) or [SL-04933](#))
- Protective screen (see [SL-02551](#))
- Suspension installation kit
- Corner mounting kit
- Advertising/identification panels
- Decorative accents
- Electronic message centers and video displays in multiple sizes

* Only for scoreboard without Team Name Message Centers

PENALTY CLOCKS

The console can store player numbers and penalty time for up to six players per team. Only two clocks per team count down at one time. The expired time is automatically deleted when counting for the next player begins.

ADVERTISING/IDENTIFICATION PANELS

Backlit & Non-Backlit:

- 1'-6" H x 10'-0" W (457 mm, 3.05 m)
- 2'-0" H x 10'-0" W (610 mm, 3.05 m)
- 2'-6" H x 10'-0" W (762 mm, 3.05 m)

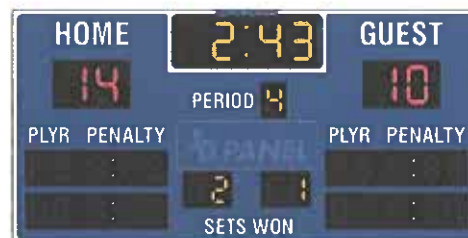
For additional backlit panel sizes, see [SL-03664](#).

For additional non-backlit panel sizes, see [SL-03917](#).

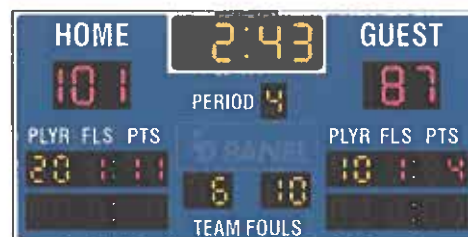
FOR ADDITIONAL INFORMATION

- Mechanical Specifications: DWG-1136283 (attached)
- Component Locations: DWG-1136238 (attached)
- Architectural Specifications: See [SL-05128](#)
- Installation Manual: See [DD2481645](#)
- Service Manual: See [DD2481648](#)

ALTERNATE SCORING MODES



Volleyball Mode – Optional captions shown



Basketball Mode –

Optional captions & digits shown*

*Additional "ones" digits for scoring 100+ points at extra cost.

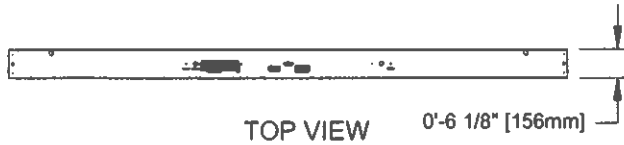
WWW.DAKTRONICS.COM E-MAIL: SALES@DAKTRONICS.COM

All Sport®, PanaView®, Tuff Sport® and UniView® are trademarks of Daktronics, Inc. Martin Senour® is a registered trademark of its owner.

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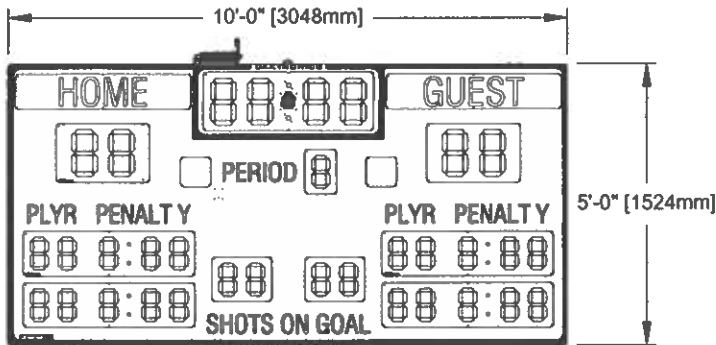


H-2104



TOP VIEW

0'-6 1/8" [156mm]



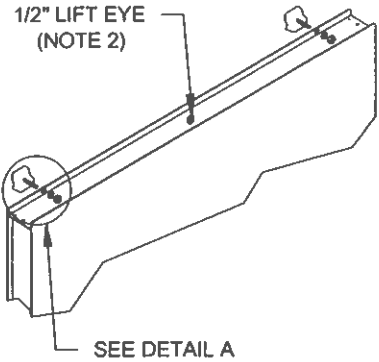
FRONT VIEW

5'-0" [1524mm]

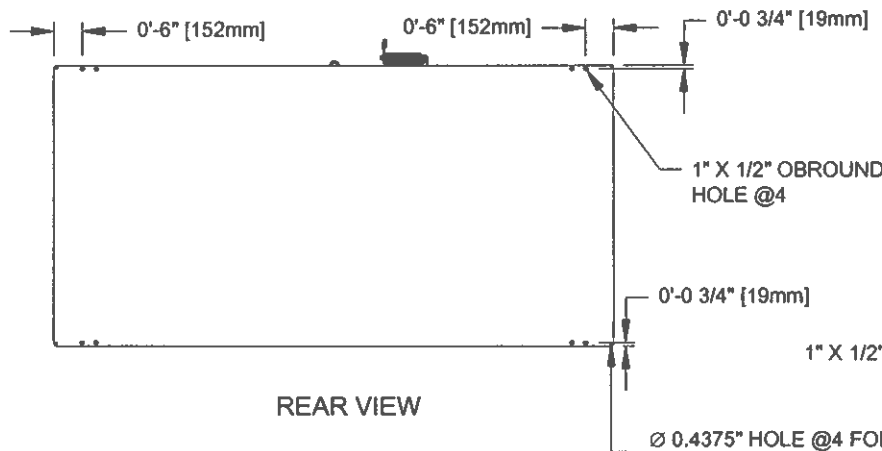
0'-1 3/8" [36mm]

INVERTED CHANNEL DEPTH

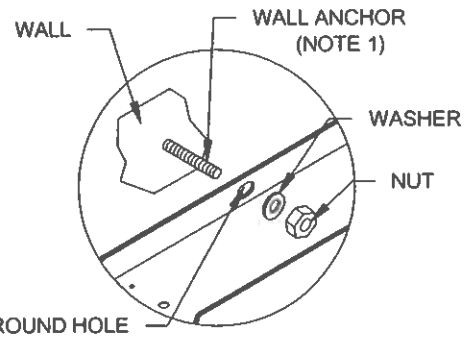
SIDE VIEW



WALL MOUNTING DETAIL



REAR VIEW




DETAIL: A
(SCALE 1=10)

NOTES:

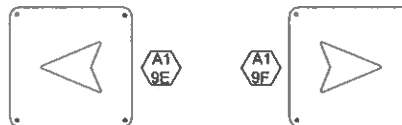
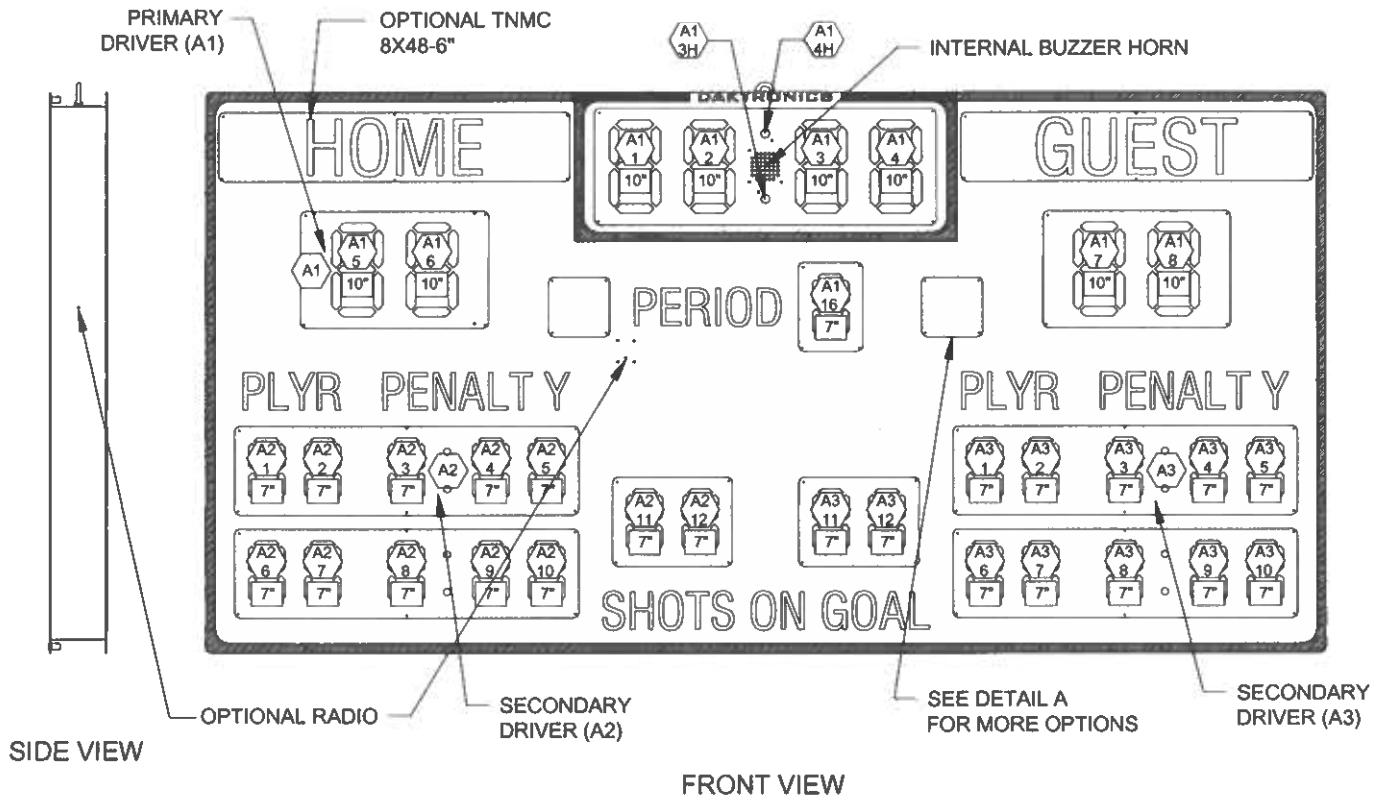
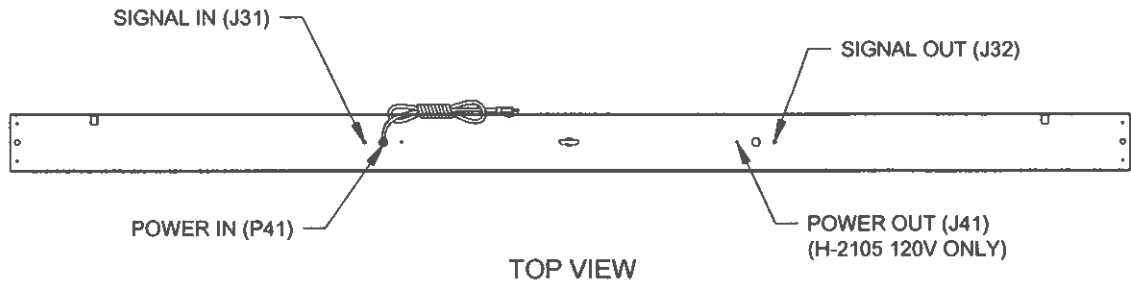
1. USE APPROPRIATE WALL ANCHORS FOR TYPE OF WALL. (NOT PROVIDED BY DAKTRONICS)
2. LIFT EYE IS FOR TEMPORARY USE WHILE LIFTING SCOREBOARD DURING INSTALLATION. DO NOT USE LIFT EYE FOR PERMANENT SUSPENSION. REFER TO DWG-1130959.

WEIGHTS

SHIPPING WEIGHT	MOUNTING WEIGHT
296 LBS (134 KG)	185 LBS (84 KG)

 DAKTRONICS, INC. BROOKINGS, SD 57006 DO NOT SCALE DRAWING		THE CONCEPTS EXPRESSED AND DETAILS SHOWN ON THIS DRAWING ARE CONFIDENTIAL AND PROPRIETARY. DO NOT REPRODUCE BY ANY MEANS WITHOUT THE EXPRESSED WRITTEN CONSENT OF DAKTRONICS, INC. COPYRIGHT 2013 DAKTRONICS, INC.	
		PROJ: INDOOR SCOREBOARDS TITLE: MECHANICAL SPEC; H-2104	
DESIGN KSCHNABEL		DRAWN KSCHNABEL	
SCALE 1 = 40		DATE: 9 MAY 13	
SHEET	REV	JOB NO	FUNC-TYPE-SIZE
	00	P 1749	E - 10 - A
			1136283


H-2104 & H-2105 FACE



DETAIL: A
SCALE 1=10

NOTES:

- DIGIT DESIGNATION = IN RELATION TO DRIVER
- = DIGIT SIZE
- = SEGMENT DESIGNATION
- = DRIVER NUMBER

 DAKTRONICS, INC. BROOKINGS, SD 57006		THE CONCEPTS EXPRESSED AND DETAILS SHOWN ON THIS DRAWING ARE CONFIDENTIAL AND PROPRIETARY. DO NOT REPRODUCE BY ANY MEANS WITHOUT THE EXPRESSED WRITTEN CONSENT OF DAKTRONICS, INC. COPYRIGHT 2013 DAKTRONICS, INC.	
DO NOT SCALE DRAWING			
PROJ: INDOOR SCOREBOARDS			
TITLE: COMPONENT LOCATION: H-2104/2105			
DESIGN: KSCHNABEL		DRAWN: KSCHNABEL	DATE 9 MAY 13
SCALE: 1 = 20			
SHEET	REV	JOB NO.	FUNC. TYPE-SIZE
	02	P 1749	E - 10 - A
			1136238

REV 02	DATE 28 MAY 19	PER CN-80249 REPLACED LL-2525 LABELS WITH LL-4172151 LABELS.	BY: AGM
REV 01	DATE 03 MAR 15	PER EC-17119, REMOVED DRIVER DETAILS, ADDED PRIMARY, 120 V SPECIFICATIONS	BY: KOB

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular or Special Meeting of Council
Meeting Date:	March 15, 2022
Presented by:	Lila Quinn, Recreation and Community Services Manager
Title:	Arena Changeroom
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

Our local minor hockey association, CNN (Crows Nest North Spurs), has advised the Town of the need for an additional changeroom at the arena. With the introduction of no-contact teams at the U15 level, there are more female players at that age level. This leads to more female dressing rooms being needed as there are often two teams with female players. Furthermore, there are many occasions where back-to-back games require female changerooms for both teams.

To manage this, players have had to utilize washrooms and a storage room and have had to change in shifts. Although this does accomplish the task of getting the players dressed, it does not lend itself to a feeling of being inclusive.

To address this issue the CNN Spurs is proposing to build an additional dressing room at the Arena. Please see attached detailed proposal.

CNN Spurs has also been advised that the Town is working on grant applications toward upgrades to the Arena which may include renovation of the changerooms. Therefore, this development of the female changerroom may be a temporary measure until the full renovations may be completed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The addition of the changerroom would allow for all female players to feel included and would ease the stress of accommodating them in washrooms and storage rooms.

STRATEGIC ALIGNMENT

Priority Five: Collaboration

The Town of Bon Accord has strong sustainable relationships to support and enhance municipal programs and recreation.

COSTS/SOURCES OF FUNDING

CNN Spurs has agreed to fund this project including the \$4528 to move the annunciator panel and \$200 for development permits. If the Town would like to contribute \$500-\$1000 towards this project there are sufficient funds in the Town Donations (Recreation Fund).

RECOMMENDED ACTION (by originator)

That Council choose one of the following options:

1. THAT Council approve the renovations of the Arena as purposed by CNN and further
THAT Council approve the Town's contribution toward this project of \$_____ to cover a portion of the cost to move the annunciator panel.
2. THAT Council decline to approve the purposed renovations of the Arena as presented.
3. THAT Council direct administration to....

CNN Spurs Minor Hockey Association is a local non-profit organization that provides a safe, affordable and inclusive hockey experience for the players in the Bon Accord and surrounding areas. We have anywhere from 165 to 190 players annually with age ranges from 5 years old to 17 years old. CNN Minor Hockey participates in the Northern Alberta Interlock for league play and is an Association member of Hockey Alberta.

Hockey Alberta has been making various rule and gameplay changes in minor hockey over the last number of years. This has included the Intro to Hockey program which, among other things, has introduced half ice games for hockey players at the youngest levels of the sport.

Another set of changes has been around the naming of the various hockey levels. Rather than the use of the historical names for each level, the number system is now used. For minor hockey the suite of levels are U7, U9, U11, U13, U15 and U18. Historically most female players dropped out of minor hockey after the U13 level. Since female and male players are permitted to change together in the U7, U9 and U11 levels, separate dressing rooms for males and females were only consistently used by the U13 teams.

With the introduction of non-contact teams at the U15 level, there are more females playing at the U15 level as well. This leads to more female dressing rooms being needed as there are often two teams with females and now there are many occasions where that game is followed by another game where there are females on two teams.

In order to manage this we have had to utilize washrooms, storage rooms and had to change in shifts using the same room at the U13 and now the U15 levels. Although this works in order to accomplish the task of getting the players dressed, it does not lend itself to a feeling of an inclusive culture in the sport.

In order to address this we are proposing to build a second room to be utilized as a female dressing room within the Bon Accord Arena. After discussions with Arena staff and CNN users, we are proposing what we believe to be a fit for purpose solution that has limited impact to users of the facility but is able to meet our needs within a reasonable budget.

The proposal is to expand and repurpose the lower lobby accessible washroom and utilize it as the female change area. This washroom is rarely used as there are accessible washrooms upstairs in the arena and if needed, the existing two washrooms in the lower lobby can be fitted to meet the accessible requirements with limited modifications.

The scope of the proposed changes at a high level include:

- Building 2 new interior walls, one approximately 8 feet and another approximately 10 feet
- Relocating the fire annunciator panel to one of the newly built walls
- Removing one existing interior wall (approximately 10 feet)
- Relocating the existing door
- Installation of benches in the room
- Removal or relocation of the toilet currently in the room
- Required modifications to the other washrooms to meet accessibility requirements if needed.

CNN SPURS MINOR HOCKEY ASSOCIATION



CNN Minor Hockey Association as a significant user of the arena facility and primary beneficiary of the proposed space has expressed a willingness to undertake this project and the costs associated with the completion of the work. Approximately 85% of CNN's ice time is currently based out of the Bon Accord Arena.

Support of the project from the Bon Accord Council would allow us to further define the costs to our Association and formally endorse the project for execution. There are many members within the CNN Minor Hockey Association who are employed in the construction and related trades. Where possible and qualified, we would engage our internal resources to complete the work. One exception to this however, will be in the relocation of the fire annunciator panel. All required permitting and inspections will be completed to the satisfaction of the Town.

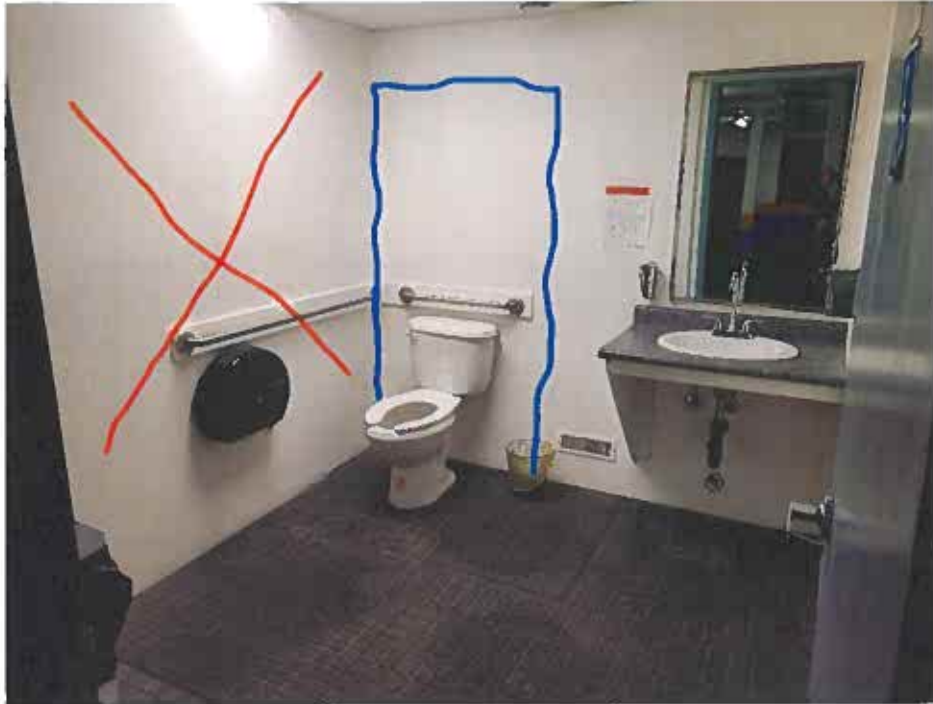
Please see some pictures below:



Red Line – Proposed new walls to be built

Blue Line – fire panel and door to be relocated

CNN SPURS MINOR HOCKEY ASSOCIATION



Blue Line – anticipated new door location (into the player hallway to ice surface)

Orange Line – wall to be removed after new walls built



Blue Line – anticipated new door location

CNN SPURS MINOR HOCKEY ASSOCIATION



Thank you in advance for your consideration on this project. CNN Minor Hockey is looking forward to continuing to work together in the future with the Town of Bon Accord in further improving our Arena facility.

Ernie Overeem

President, CNN Minor Hockey

president@spurshockey.com



AMPTEC

Fire & Security

Protecting People and Property

An Amptec International Corporation Company

Approve Request Changes

Amptec Fire & Security

11745 78 Street Northwest

Edmonton, AB T5B 2J2

From

(780) 426-7878

<https://www.amptec.ca/>

Make a Difference, Make our World a Safer Place!

Quote No. **2013568**

Type Upgrade

Prepared By Rod Heigh

Created On 02/08/2022

Town of Bon Accord

Quote For

Bon Accord Arena

4812 52 Street

Bon Accord, AB T0A 0K0

Services to be completed

Alarm System - Alarm System

To move Annunciator panel, install new devices, program and have engineer verification.

Parts, services, labor, and fees	Quantity
Alarm Devices	3
Miscellaneous - Labour, Shop Supplies, Environmental Fees, Vehicle Charges, etc.	10
Simplex Programming	1
Engineer Verification	1
GRAND TOTAL	\$4,528.50

Terms and Conditions

Unless otherwise stated in writing, the following conditions apply. Prices exclude GST and are valid for 30 days. Amptec provides Guarantee Pricing upon request. All work will be done according to the Alberta Fire Code, ULC, and/or NFPA standards. All scheduled work is to be completed during regular business hours and requires a minimum of 48 hours notice for cancellation or rebooking. If this notice is not provided a fee of \$250.00+GST will be charged. A \$50.00 Vehicle & Fuel Surcharge will be added to all Invoices. There will be a 2.23% per month or 26.76% per annum late fee on all unpaid invoices. Standard manufacturer warranty applies. The following are additional if required: Construction repairs (ie. painting, patching etc.), Coring, Custom finishing plate, Delays due to other contractors, Engineering fees, Fire watch, Lift rental, Manufacturer's programming, and Permits

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 15 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Briefing Committee Meeting
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

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

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

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

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

A new Fire Services Bylaw has recently been drafted by our legal counsel to meet the requirements of the Municipal Government Act. Further, the bylaw was updated to reflect the current practice of contracting fire services from Sturgeon County as well as other legislation changes and best practices.

Therefore, the new Fire Services Bylaw is substantially different from the existing bylaw and Administration recommends holding a Briefing Committee meeting to carefully review new Fire Services Bylaw draft in detail.

Additionally, the Fire Chief is available to attend this meeting (on any of the proposed dates below) to answer any operational questions that Council may have relative to the new bylaw.

Potential Dates:

- Monday, March 28th from 6 – 8 pm
- Wednesday, March 30th from 6 – 8 pm

- Thursday, March 31st from 6-8 pm

STRATEGIC ALIGNMENT

Town of Bon Accord Vision, Mission, Values Statement

- TRANSPARENCY – open and accountable to our residents and encourage open communications.
- 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

Annual Budget

RECOMMENDED ACTION (by originator)

That Council approve one of the following options:

1. That Council direct Administration to proceed with planning and advertising the Council Briefing Committee Meeting on _____ (date) from _____ time.
2. That Council direct Administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 15, 2022
Presented by:	Falon Fayant, Corporate Services Manager
Title:	2021 Audited Financial Statements
Agenda Item No.	8.4

BACKGROUND/PROPOSAL

Phil Dirks from Metrix Group LLP presented the Town's audited 2021 financial statements during this Regular Meeting of Council on March 15, 2022.

The opinion of Metrix Group LLP is that the financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2021.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The audit was conducted in accordance with Canadian generally accepted auditing standards. Metrix Group LLP is independent of the Town in accordance with ethical requirements and have obtained sufficient and appropriate audit evidence as the basis for their opinion. *Referenced from the auditor's letters in the corresponding financial statements.*

Per Section 276(1) of the MGA, each municipality must prepare annual financial statements for the immediately preceding year.

STRATEGIC ALIGNMENT

Value of Transparency – open and accountable to our residents and encourage open communications.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT Council approve the 2021 audited financial statements as presented.

OR

THAT Council directs administration to transfer an additional \$_____ to restricted reserves for the _____ reserve, and FURTHER THAT Council approves the 2021 audited financial statements with that amendment.

OR

THAT Council does not approve the 2021 audited financial statements as presented and directs administration to...

March 15, 2022

Town of Bon Accord
PO Box 779
Bon Accord, AB T0A 0K0

Attention: Town Council Members

Dear Council Members:

RE: 2021 AUDIT FINDINGS REPORT

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to Council. Additionally, during the course of our audit we identified matters that may be of interest to management and Council.

The objective of our audit was to obtain reasonable assurance about whether the financial statements as a whole are free of material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, our audit would not necessarily identify all such matters that may be of interest to Council and management and it is inappropriate to conclude that no such matters exist.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

SIGNIFICANT FINDINGS FROM THE AUDIT

Our objective is to communicate appropriately to the Council and management deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to Council.

The audit findings contained in this letter did not have a material effect on the Town's financial statements, and as such, our audit report is without reservation with respect to these matters.

Significant Qualitative Aspects of Accounting Practices

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Town. The application of those policies often involves significant estimates and judgments by management.

Accounting Estimates

The Town has made the following significant accounting estimates in preparing its financial statements.

Amortization of Tangible Capital Assets - \$603,612 (2020 - \$529,623)

The number of years the Town's tangible capital assets are being amortized are estimates.

We are of the opinion that the significant accounting policies, estimates and judgments made by management do not materially misstate the financial statements taken as a whole.

Corrected and Uncorrected Misstatements

Corrected Misstatements

During the course of the audit, we identified twenty-three (23) adjustments that were communicated to management and subsequently corrected in the financial statements. This type of assistance is common with our smaller local government clients.

Uncorrected Misstatements

There were no significant uncorrected misstatements aggregated by our Firm for the year ended December 31, 2021.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements above, we agree with management that the financial statements are not materially misstated.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of Council. We had the full co-operation of Town management and staff throughout our work and we received full access to all necessary records and documentation.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

OTHER MATTERS

Bank Reconciliations

Previously we noted bank reconciliations were not being completed on a timely basis and indicated that, ideally, reconciliations should be completed as soon as possible after month-end. We also suggested the CAO review the monthly reconciliations and document this review by signing / initialing and dating the reconciliation.

We noted these recommendations were implemented during 2021.

Receivables

We noted accounts 3-0000-200, 201, & 203 with a total credit balance in the amount of \$3,055 did not have supporting working papers as to the nature of these balances.

We recommend these accounts be investigated during 2021 to determine if the balances represent valid transactions or if they require adjustment.

We are pleased to report this was rectified during 2021.

Previously we noted the balance on the Utilities Aged Trial Balance Summary did not agree with the general ledger balance at December 31, 2020. We recommended this matter be investigated and that these balances be reconciled on a monthly basis as part of the month-end procedures.

We are pleased to report these balances were in agreement at December 31, 2021.

Previously we noted that the tax sub-ledger did not agree to the general ledger balance at December 31, 2021.

We are pleased to report these balances were in agreement at December 31, 2021.

Meter Deposit Report

Previously we noted the balance per the *Meter Deposit Report* was not in agreement with the balance in the general ledger account at December 31, 2020. While the difference was not significant, we suggested this difference be investigated and any required adjustments made.

We are pleased to report these balances were in agreement at December 31, 2021.

Solar Farm Over-Borrowing

Previously we noted the Town over-borrowed for the solar farm in the amount of \$53,241 and we suggested the Town might wish to contact ACFA to determine if these unused funds can be applied to a different project.

During 2021, after consulting with ACFA, the Town passed a bylaw to repurpose these funds to the skateboard park.

Wastewater Rates

Previously we noted the rate charged for commercial consumption during 2020 was incorrect. The rate in the Bylaw was \$2.75 however the rate charged was \$2.80. To ensure correct rates are being charged to all customers we recommend the utility billings be reviewed for anomalies prior to utility bills being issued.

During 2021 we did not identify any similar issues.

Budgeting

Previously we recommended a copy of the approved budget be signed and dated by a Council member and the Chief Administrative Officer (CAO) to provide evidence as to the budget that was approved by Council.

We noted the 2021 Operating Budget was signed by the Mayor and the CAO.

AUDITOR INDEPENDENCE

We believe it is important to communicate, at least annually, with Council regarding all relationships between the Town and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We are not aware of any relationships between the Town and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2021 – March 15, 2022.

We appreciated the assistance of Falon Fayant and other Town staff, during the audit. We appreciate the opportunity to provide audit services to the Town.

Yours truly,

METRIX GROUP LLP

A handwritten signature in black ink, appearing to read 'Philip J. Dirks', is positioned above the printed name.

Philip J. Dirks, CPA, CA
Partner

cc: Jodi Brown, Chief Administrative Officer

TOWN OF BON ACCORD
Financial Statements
For The Year Ended December 31, 2021

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of Town of Bon Accord

Opinion

We have audited the financial statements of Town of Bon Accord (the Town), which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2021, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

(continues)



Independent Auditors' Report to the Mayor and Council of Town of Bon Accord *(continued)*

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
March 15, 2022

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To His Worship the Mayor and Members of Council of the Town of Bon Accord

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Town Council to express an opinion on the Town's financial statements.

Jodi Brown
Chief Administrative Officer

TOWN OF BON ACCORD
Statement of Financial Position
As At December 31, 2021

	2021	2020
FINANCIAL ASSETS		
Cash and cash equivalents <i>(Note 2)</i>	\$ 2,697,127	\$ 1,932,400
Receivables <i>(Note 3)</i>	340,783	739,682
Land held for resale	142,498	214,558
	<u>3,180,408</u>	<u>2,886,640</u>
LIABILITIES		
Accounts payable and accrued liabilities	309,660	235,028
Deposit liabilities	74,240	70,628
Deferred revenue <i>(Note 4)</i>	58,988	170,732
Long-term debt <i>(Note 5)</i>	1,552,824	1,742,584
	<u>1,995,712</u>	<u>2,218,972</u>
NET FINANCIAL ASSETS	<u>1,184,696</u>	<u>667,668</u>
NON-FINANCIAL ASSETS		
Tangible capital assets <i>(Note 6)</i>	15,369,826	15,206,009
Prepaid expenses	1,378	1,811
	<u>15,371,204</u>	<u>15,207,820</u>
ACCUMULATED SURPLUS <i>(Note 7)</i>	<u>\$ 16,555,900</u>	<u>\$ 15,875,488</u>
Contingencies <i>(Note 10)</i>		

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD**Statement of Operations and Changes in Accumulated Surplus****For the Year Ended December 31, 2021**

	2021 (Budget) (Note 14)	2021 (Actual)	2020 (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 1,545,952	\$ 1,523,502	\$ 1,553,687
Sales and user charges (Schedule 4)	1,157,150	1,082,287	1,050,300
Government transfers for operating (Schedule 3)	192,266	568,862	252,387
Franchise and concession contracts (Note 13)	212,068	217,953	224,430
Penalties and costs on taxes	48,200	51,916	52,002
Interest	8,000	12,511	15,587
Licenses and permits	9,000	9,140	18,949
Fines	4,000	6,675	3,918
Other	-	2,415	10,854
Rentals	-	-	390
	<u>3,176,636</u>	<u>3,475,261</u>	<u>3,182,504</u>
EXPENSES			
Environmental use	939,580	895,755	917,702
Administrative	485,522	464,545	445,127
Recreation and cultural services	583,209	451,565	421,361
Transportation services	410,112	408,430	369,421
Planning and development services	244,498	285,443	207,461
Protective services	139,721	141,899	130,270
Legislative	103,405	90,505	74,914
Public health and welfare services	62,900	49,997	83,790
Amortization	-	603,612	529,623
	<u>2,968,947</u>	<u>3,391,751</u>	<u>3,179,669</u>
ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE	<u>207,689</u>	<u>83,510</u>	<u>2,835</u>
OTHER REVENUE			
Government transfers for capital (Schedule 3)	854,904	552,015	1,024,875
Gain on disposal of tangible capital assets	64,200	44,887	35,855
Other capital revenue	-	-	47,600
	<u>919,104</u>	<u>596,902</u>	<u>1,108,330</u>
ANNUAL SURPLUS	<u>1,126,793</u>	<u>680,412</u>	<u>1,111,165</u>
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>15,875,488</u>	<u>15,875,488</u>	<u>14,764,323</u>
ACCUMULATED SURPLUS, END OF YEAR (Note 7)	<u>\$ 17,002,281</u>	<u>\$ 16,555,900</u>	<u>\$ 15,875,488</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD**Statement of Changes in Net Financial Assets****For the Year Ended December 31, 2021**

	2021 (Budget) (Note 14)	2021 (Actual)	2020 (Actual)
ANNUAL SURPLUS	\$ 1,126,793	\$ 680,412	\$ 1,111,165
Acquisition of tangible capital assets	(745,915)	(771,643)	(1,797,984)
Amortization of tangible capital assets	-	603,612	529,623
Proceeds on disposal of tangible capital assets	-	49,100	74,190
Loss (gain) on sale of tangible capital assets	-	(44,887)	(35,855)
	380,878	516,594	(118,861)
(Acquisition) use of prepaid expenses	-	434	20,472
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	380,878	517,028	(98,389)
BALANCE, BEGINNING OF YEAR	667,668	667,668	766,057
BALANCE, END OF YEAR	\$ 1,048,546	\$ 1,184,696	\$ 667,668

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD
Statement of Cash Flows
For The Year Ended December 31, 2021

	2021	2020
OPERATING ACTIVITIES		
Annual surplus	\$ 680,412	\$ 1,111,165
Non-cash items not included in annual surplus:		
Amortization	603,612	529,623
Gain on disposal of tangible capital assets	(44,887)	(35,855)
	<u>1,239,137</u>	<u>1,604,933</u>
Changes in non-cash working capital balances related to operations:		
Receivables	398,900	(355,994)
Land held for resale	72,060	-
Accounts payable and accrued liabilities	74,639	33,219
Deferred revenue	(111,744)	159,384
Deposit liabilities	3,605	2,260
Prepaid expenses	433	20,472
	<u>437,893</u>	<u>(140,659)</u>
Cash flow from operating activities	<u>1,677,030</u>	<u>1,464,274</u>
CAPITAL ACTIVITIES		
Proceeds on disposal of tangible capital assets	49,100	74,190
Purchase of tangible capital assets	(771,643)	(1,797,984)
Cash flow used by capital activities	<u>(722,543)</u>	<u>(1,723,794)</u>
FINANCING ACTIVITIES		
Long-term debt issued	-	691,065
Repayment of long-term debt	(189,760)	(153,682)
Cash flow from (used by) capital activities	<u>(189,760)</u>	<u>537,383</u>
CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR	<u>764,727</u>	<u>277,863</u>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>1,932,400</u>	<u>1,654,537</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 2,697,127</u>	<u>\$ 1,932,400</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD**Schedule of Equity in Tangible Capital Assets****(Schedule 1)****For the Year Ended December 31, 2021**

	2021	2020
BALANCE, BEGINNING OF YEAR	\$ 13,463,425	\$ 12,770,782
Acquisition of tangible capital assets	771,643	1,797,984
Amortization of tangible capital assets	(603,613)	(529,622)
Repayment of capital long-term debt	189,760	153,682
Net book value of tangible capital assets disposed of	(4,213)	(38,336)
Long-term debt proceeds used during the year	-	(691,065)
BALANCE, END OF YEAR	\$ 13,817,002	\$ 13,463,425
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value)	\$ 15,369,826	\$ 15,206,009
Long-term debt used for tangible capital assets	(1,552,824)	(1,742,584)
	\$ 13,817,002	\$ 13,463,425

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD**Schedule of Property Taxes****(Schedule 2)****For the Year Ended December 31, 2021**

	2021 (Budget) (Note 14)	2021 (Actual)	2020 (Actual)
TAXATION	\$ 1,970,440	\$ 1,926,606	\$ 1,960,373
REQUISITIONS			
Alberta School Foundation Fund	409,709	389,225	392,268
Sturgeon Foundation	14,779	13,879	14,418
	424,488	403,104	406,686
NET MUNICIPAL PROPERTY TAXES	\$ 1,545,952	\$ 1,523,502	\$ 1,553,687

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD**Schedule of Government Transfers****(Schedule 3)****For the Year Ended December 31, 2021**

	2021 (Budget) (Note 14)	2021 (Actual)	2020 (Actual)
TRANSFERS FOR OPERATING			
Local government transfers	\$ 76,231	\$ 310,307	\$ 85,346
Provincial government unconditional transfers	116,035	258,555	167,041
	192,266	568,862	252,387
TRANSFERS FOR CAPITAL			
Provincial government conditional transfers	854,904	552,015	1,024,875
TOTAL GOVERNMENT TRANSFERS	\$ 1,047,170	\$ 1,120,877	\$ 1,277,262

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD
Schedule of Segmented Information
For the Year Ended December 31, 2021

(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 446,551	\$ -	\$ 90,704	\$ 340,345	\$ -	\$ 645,902	\$ 1,523,502
Sales and user charges	6,372	81,166	-	-	974,099	20,650	1,082,287
All other	166	200	6,675	2,049	7,029	284,491	300,610
Government transfers	11,458	396,231	44,521	66,035	8,135	42,482	568,862
	<u>464,547</u>	<u>477,597</u>	<u>141,900</u>	<u>408,429</u>	<u>989,263</u>	<u>993,525</u>	<u>3,475,261</u>
EXPENSES							
Salaries, wages and benefits	289,251	218,400	12,288	173,150	229,033	250,761	1,172,883
Contracted and general services	84,749	106,887	132,870	89,282	193,769	42,252	649,809
Materials, goods, and supplies	70,170	39,796	5,784	50,584	191,548	62,957	420,839
Utilities	(130)	26,057	(9,042)	82,246	240,252	(7,534)	331,849
Insurance	16,637	14,161	-	11,921	8,599	1,377	52,695
Transfers to local boards	-	44,558	-	-	-	470	45,028
Interest on long-term debt	1,706	1,706	-	1,246	32,553	3,601	40,812
Repairs & maintenance	2,164	-	-	-	-	-	2,164
Provision for allowances	-	-	-	-	-	72,059	72,059
	<u>\$ 464,547</u>	<u>\$ 451,565</u>	<u>\$ 141,900</u>	<u>\$ 408,429</u>	<u>\$ 895,754</u>	<u>\$ 425,943</u>	<u>\$ 2,788,138</u>
NET REVENUE, BEFORE AMORTIZATION	-	26,032	-	-	93,509	567,582	687,123
Amortization	<u>32,705</u>	<u>68,495</u>	<u>363</u>	<u>207,154</u>	<u>204,008</u>	<u>90,888</u>	<u>603,613</u>
NET REVENUE (DEFICIT)	<u>\$ (32,705)</u>	<u>\$ (42,463)</u>	<u>\$ (363)</u>	<u>\$ (207,154)</u>	<u>\$ (110,499)</u>	<u>\$ 476,694</u>	<u>\$ 83,510</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD

Schedule of Segmented Information

For the Year Ended December 31, 2020

(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 377,977	\$ 229,142	\$ 82,101	\$ 346,660	\$ -	\$ 517,807	\$ 1,553,687
Sales and user charges	4,186	107,410	-	-	931,266	7,440	1,050,302
All other	50	-	3,918	10,804	4,515	306,841	326,128
Government transfers	62,912	84,809	44,251	11,956	5,978	42,481	252,387
	<u>445,125</u>	<u>421,361</u>	<u>130,270</u>	<u>369,420</u>	<u>941,759</u>	<u>874,569</u>	<u>3,182,504</u>
EXPENSES							
Salaries, wages and benefits	\$ 280,324	\$ 216,976	\$ 11,242	\$ 164,210	\$ 218,397	\$ 261,007	\$ 1,152,156
Contracted and general services	50,556	57,376	104,730	51,625	247,826	45,824	557,937
Utilities	9,485	53,452	7,648	89,341	244,290	6,310	410,526
Materials, goods, and supplies	78,965	37,147	6,650	50,658	165,078	50,836	389,334
Transfers to local boards	-	42,963	-	-	-	530	43,493
Insurance	17,150	12,947	-	11,626	8,386	1,358	51,467
Interest on long-term debt	3,410	500	-	1,960	33,724	304	39,898
Repairs & maintenance	5,235	-	-	-	-	-	5,235
	<u>445,125</u>	<u>421,361</u>	<u>130,270</u>	<u>369,420</u>	<u>917,701</u>	<u>366,169</u>	<u>2,650,046</u>
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	24,058	508,400	532,458
Amortization	30,952	69,083	363	155,010	204,731	69,484	529,623
NET REVENUE (DEFICIT)	<u>\$ (30,952)</u>	<u>\$ (69,083)</u>	<u>\$ (363)</u>	<u>\$ (155,010)</u>	<u>\$ (180,673)</u>	<u>\$ 438,916</u>	<u>\$ 2,835</u>

The accompanying notes are an integral part of these financial statements.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town of Bon Accord (the "Town") are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses, and cash flows of the reporting entity. The entity is comprised of all the organizations that are owned or controlled by the Town and are, therefore, accountable to Town Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

(b) Basis of Accounting

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Town has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Cash and cash equivalents

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of one year or less at acquisition.

(e) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

(continues)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

(f) Land held for resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under the respective function.

(g) Tax Revenue

Property taxes are recognized as revenue in the year they are levied..

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality and are recognized as revenue in the year in which the local improvement project is completed.

(h) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Land improvements	15 years
	50 Years
Engineered structures:	
Water System	45 - 75 years
Wastewater	45 - 75 years
Storm Sewer	45 - 75 years
Roads	10 - 40 years
Computer Hardware and Software	10 years
	18 years
	10 - 25 years
Electrical systems	25 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

(i) Equity in Capital Assets

Equity in capital assets represents the town's net investment in its capital assets after deducting the portion financed by third parties through debenture, bond and mortgage debts, long term capital borrowings, capitalized leases and other capital liabilities which will be repaid by the municipality.

(continues)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

(j) Contaminated Sites

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Town is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

(k) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(l) Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(m) New Accounting Standards not yet Adopted

Effective for fiscal years beginning on or after April 1, 2022, *PS 3280 Asset Retirement Obligations* provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, *PS 3400 Revenue* provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

2. CASH AND CASH EQUIVALENTS

	<u>2021</u>	<u>2020</u>
Cash on hand	\$ 70	\$ 70
Operating accounts	1,751,256	989,417
High interest savings account	945,801	942,913
	<u>\$ 2,697,127</u>	<u>\$ 1,932,400</u>

TOWN OF BON ACCORD
Notes to Financial Statements
December 31, 2021

3. RECEIVABLES

	2021	2020
Trade and other	\$ 160,435	\$ 449,279
Taxes and grants in place of taxes	81,796	174,296
Utilities	73,926	79,495
Goods and Services Tax rebate	24,626	36,612
	\$ 340,783	\$ 739,682

4. DEFERRED REVENUE

	2020	Funds Received	Funds Spent	2021
Prepaid bulk water	\$ 40,714	\$ 40,456	\$ (40,714)	\$ 40,456
Offsite levies	10,084	-	-	10,084
Other	433	7,837	-	8,270
Canada Community-Building Fund	-	80,035	(79,857)	178
Municipal Operating Support	96,913	-	(96,913)	-
Transfer	22,588	449,570	(472,158)	-
Municipal Sustainability Initiative	-	-	-	-
	\$ 170,732	\$ 577,898	\$ (689,642)	\$ 58,988

5. LONG-TERM DEBT

	2021	2020
Government of Alberta debenture repayable in semi-annual installments of \$50,048 including interest at 3.023% maturing June 2032.	\$ 930,795	\$ 1,001,155
Government of Alberta debenture repayable in semi-annual installments of \$37,514 including interest at 1.592% maturing June 2030.	594,260	659,052
Government of Alberta debenture repayable in semi-annual installments of \$28,084 including interest at 2.269% maturing June 2022.	27,769	82,377
	\$ 1,552,824	\$ 1,742,584

Principal and interest payments are due as follows:

	Principal	Interest	Total
2022	\$ 166,100	\$ 37,109	\$ 203,209
2023	141,591	33,533	175,124
2024	144,936	30,189	175,125
2025	148,367	26,758	175,125
2026	151,886	23,238	175,124
To maturity	799,944	63,234	863,178
	\$ 1,552,824	\$ 214,061	\$ 1,766,885

TOWN OF BON ACCORD
Notes to Financial Statements
December 31, 2021

6. TANGIBLE CAPITAL ASSETS

	2021 Net Book Value	2020 Net Book Value
Engineered structures		
Water and wastewater systems	\$ 7,012,157	\$ 7,221,361
Roadways	4,330,646	3,874,699
Electrical systems	1,072,341	1,118,034
	<u>12,415,144</u>	<u>12,214,094</u>
Buildings	1,328,643	1,374,061
Machinery and equipment	577,299	586,151
Land improvements	529,740	587,313
Vehicles	257,982	166,573
Land	175,611	175,611
Information systems, computer, hardware & software	85,407	102,206
	<u>\$ 15,369,826</u>	<u>\$ 15,206,009</u>

	Cost Beginning of Year	Purchased Additions	Disposals	Adjustments	Cost End of Year
Engineered structures					
Roadways	\$ 7,967,563	\$ 588,914	\$ -	\$ -	\$ 8,556,477
Water and wastewater systems	11,895,848	-	-	-	11,895,848
Electrical systems	1,142,324	-	-	-	1,142,324
	<u>21,005,735</u>	<u>588,914</u>	<u>-</u>	<u>-</u>	<u>21,594,649</u>
Buildings	2,060,767	-	-	-	2,060,767
Machinery and equipment	1,114,555	52,713	-	-	1,167,268
Land	175,611	-	-	-	175,611
Land improvements	991,409	-	-	-	991,409
Vehicles	452,737	130,016	(84,241)	-	498,512
Information systems, computer hardware, & software	242,164	-	-	-	242,164
	<u>\$ 26,042,978</u>	<u>\$ 771,643</u>	<u>\$ (84,241)</u>	<u>\$ -</u>	<u>\$ 26,730,380</u>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 4,092,864	\$ 132,967	\$ -	\$ -	\$ 4,225,831
Water and wastewater systems	4,674,487	209,204	-	-	4,883,691
Electrical systems	24,290	45,693	-	-	69,983
	<u>8,791,641</u>	<u>387,864</u>	<u>-</u>	<u>-</u>	<u>9,179,505</u>
Buildings	686,706	45,418	-	-	732,124
Machinery and equipment	528,404	61,565	-	-	589,969
Land improvements	404,096	57,573	-	-	461,669
Vehicles	286,164	34,394	(80,028)	-	240,530
Information systems, computer hardware, & software	139,958	16,799	-	-	156,757
	<u>\$ 10,836,969</u>	<u>\$ 603,613</u>	<u>\$ (80,028)</u>	<u>\$ -</u>	<u>\$ 11,360,554</u>

TOWN OF BON ACCORD
Notes to Financial Statements
December 31, 2021

7. ACCUMULATED SURPLUS

	2021	2020
Unrestricted surplus	\$ 987,428	\$ 825,593
Restricted surplus		
Reserves (Note 8)	1,751,470	1,586,470
Equity in tangible capital assets (Schedule 1)	13,817,002	13,463,425
	\$ 16,555,900	\$ 15,875,488

8. RESERVES

	2021	2020
General operating	\$ 599,974	\$ 599,974
Road improvement	461,000	441,000
Water system	245,753	230,753
Sanitary sewer system	156,396	141,396
Parks & recreation	109,353	9,353
Fire	81,506	71,506
Water offsite levies	21,265	21,265
Building	16,416	16,416
Snow removal	15,000	15,000
Cemetery	14,085	14,085
Economic & community development	10,618	5,618
Equipment	10,552	10,552
Community development	3,853	3,853
Karing for Kids	2,755	2,755
Roots of Empathy Reserve	1,662	1,662
Administration building	782	782
Lilian Schick School	500	500
	\$ 1,751,470	\$ 1,586,470

9. CREDIT FACILITY

The Town has access to a revolving line of credit with a maximum limit of \$230,000. No amounts were drawn on the line of credit at December 31, 2021 or 2020.

10. CONTINGENCIES

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Town could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

11. CONTRACTUAL OBLIGATIONS

a) Waste Services

The Town has entered into an agreement for waste hauling services for the period December 2021 - November 2026. The estimated cost of these services is approximately \$110,000 annually. Future requirements will be adjusted based on the Consumer Price Index as calculated by Statistics Canada each year with the increase to take effect on January 1 of each year.

b) Peace Officer and Fire Services

The Town has entered into agreements with Sturgeon County for the provision of Peace Office and fire services for the period of January 1, 2022 - December 31, 2026. The estimated cost of these services is approximately \$70,000 annually increased by 2% or Consumer Price Index as whichever is greater.

12. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Bon Accord be disclosed as follows:

	2021	2020
Total debt limit	\$ 5,212,892	\$ 4,773,756
Total debt	(1,552,824)	(1,742,584)
Total debt limit remaining	\$ 3,660,068	\$ 3,031,172
Service on debt limit	\$ 868,815	\$ 795,626
Service on debt	(203,209)	(231,294)
Total service on debt limit remaining	\$ 665,606	\$ 564,332

The debt limit is calculated at 1.5 times revenue of the Town (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Town. Rather, the financial statements must be interpreted as a whole.

13. UTILITY FRANCHISE AGREEMENTS

Disclosure of utility franchise agreement annual revenues as required by Alberta Regulation 313/2000 is as follows:

	<u>2021</u>	<u>2020</u>
Fortis Alberta Inc.	\$ 136,826	\$ 130,494
Atco Gas	81,127	93,936
	<u>\$ 217,953</u>	<u>\$ 224,430</u>

14. BUDGET FIGURES

The 2021 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on December 15, 2020. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	<u>2021 Budget</u>	<u>2021 Actual</u>
Annual surplus	\$ 1,126,793	\$ 680,412
Amortization expense	-	603,612
Purchase of tangible capital assets	(745,915)	(771,643)
Repayment of long-term debt	(142,537)	(189,760)
Net transfers (to) from reserves	(65,000)	(165,000)
	<u>\$ 173,341</u>	<u>\$ 157,621</u>

15. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash and cash equivalents, receivables, accounts payable and accrued liabilities and long-term debt. It is management's opinion that the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

The Town is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of customers minimizes the Town's credit risk.

16. SEGMENTED INFORMATION

The Town provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1. For additional information see the Schedule of Segmented Disclosure (Schedule 4).

17. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Town officials, the Town Chief Administrator Officer and designated officers are required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits (2)	2021	2020
Mayor Holden	\$ 14,921	\$ -	\$ 14,921	\$ 12,170
Mayor Hutton	-	-	-	17,657
Councillors				
Mosychuk	15,537	567	16,104	292
May	14,045	497	14,542	15,207
Bidney	11,870	385	12,255	12,335
Laing	11,420	358	11,778	11,093
Roemer	2,676	113	2,789	-
Holden	-	-	-	12,170
	\$ 70,469	\$ 1,920	\$ 72,389	\$ 80,924
Chief Administrative Officers	\$ 149,532	\$ 27,625	\$ 177,157	\$ 138,869
Designated Officers	\$ 13,173	\$ -	\$ 13,173	\$ 16,495

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

18. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council and management.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular or Special Meeting of Council
Meeting Date:	March 15 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Request for Community Services Recognition
Agenda Item No.	8.5

BACKGROUND/PROPOSAL

The enclosed letter from Brenda Gosbjorn (Chair of the Bon Accord Library Board) requests that Council approve the placement of a memory plaque on each of the red chairs in front of the Library for the two library volunteers that have both passed away in recognition of their long term service. The name of each volunteer and a special quote in memory of each person is included in the letter. Additionally, a request for donations toward the cost of these plaques (total: \$100) is also included.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Community Services Appreciation Award Policy that is before Council for approval at the March 15th, 2022, Regular Meeting of Council, may be applied to this situation if the policy is approved by Council.

If the policy is approved, Administration will need to develop administration procedures for this policy (including nomination forms), however the enclosed written request would fit into the framework established by this policy including the provision for the Town to cover the cost of the plaques (\$100) that would fall within the \$1000 proposed budget.

STRATEGIC ALIGNMENT

Town of Bon Accord Vision, Mission, Values 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

The \$100 cost for these plaques could be funded from the \$1000 Community Services Appreciation Awards budget if approved or the Town Donations recreation budget (currently \$10,000 allocated to this budget line).

RECOMMENDED ACTION (by originator)

That Council approve one of the following options:

1. That Council direct Administration to advise the Library Board that placement of the memory plaques on the red chairs in front of the Library as presented and circulated is approved and further, that the Town will donate \$100 to the Library to cover the cost of the plaques from either the Town donations budget (if the Community Services Appreciation Award Policy is not approved) or from the Community Services Appreciation Award budget if the policy and corresponding budget is approved.
2. That Council direct Administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 15, 2022
Presented by:	Falon Fayant, Corporate Services Manager
Title:	2022 Rates of Taxation Bylaw 2022-08
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

Overall assessments for the Town of Bon Accord for 2022 have increased by 3% from 2021. 2021 assessment totals were \$141,475,070 and 2022 assessment totals are \$146,248,510. Historically, assessments have been decreasing by an average of 2% every year since 2019.

At the Special Meeting of Council December 14, 2021, Council approved the budget where \$1,536,839 was to be raised by general municipal taxation.

The 2022 Alberta School Foundation Requisitions are \$364,710 for residential/farmland and \$25,631 for non-residential for a total of \$392,268 to be remitted. This is based on the equalized assessment released by the Alberta Government, and the Town has no control over these values. There was an under-levy of \$20,915 identified from 2021, meaning the Town did not collect as the same funds from ASFF taxes as was remitted to the Alberta School Foundation. This was due in part to the late approval of the Order in Council, and as such the property tax requisitions were not released as expected by March 15, 2021, and instead were released May 4, 2021. This under-levy has been added to be collected to this year's requisition.

The 2022 Homeland Housing requisition is \$12,616 and is based upon the equalized assessment values, and the Town has no control over these values.

To date, the designated industrial property requisition levy rate has not been released by the government. Values under \$1,000 are not expected to be remitted back to the government.

Per Section 353 of the MGA

- (1) Each Council must pass a property tax bylaw annually.
- (2) The property tax bylaw authorizes the Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of
 - (a) the expenditures and transfers set out in the budget of the municipality, and
 - (b) the requisition

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Bylaw 2022-08 represents the tax rates from Scenario B required to collect the budgeted value (or as close as could possibly be calculated) of \$1,536,845 (slight difference of \$6). These tax rates also represent a decrease of approximately 2.09% for residential/farmland and 2.08% for non-residential/M&E.

The impact of these rates on the average residential, commercial, and farmland properties is shown in the following table:

	2021 Assessment	2021 Municipal Levy	2022 Assessment	2022 Municipal Levy	Variance
Average Residential	250,664	\$ 2,588.74	257,593	\$ 2,604.70	\$ 15.96
Average Commercial	352,041	\$ 6,703.38	375,164	\$ 6,995.09	\$ 291.71
Average Farmland	10,533	\$ 521.24	10,533	\$ 510.35	-\$ 10.89

*** These values are the average values from the Town's assessor taken from the Town as a whole and are not representative of a specific property or person.*

Council could consider Scenario A – which represents a 0% increase for all classes and would raise \$32,667 more than the expected budget value.

The impact of the rates of Scenario A on the average residential, commercial, and farmland properties is shown in the following table:

	2021 Assessment	2021 Municipal Levy	2022 Assessment	2022 Municipal Levy	Variance
Average Residential	250,664	\$ 2,588.74	257,593	\$ 2,660.30	\$ 71.56
Average Commercial	352,041	\$ 6,703.38	375,164	\$ 7,143.67	\$ 440.30
Average Farmland	10,533	\$ 521.24	10,533	\$ 521.24	\$ -

*** These values are the average values from the Town's assessor taken from the Town as a whole and are not representative of a specific property or person.*

Council could consider Scenario C – which represents the increase of 1.27% for all classes, which was the expected increase when preparing the budget, to collect the expected budgeted tax revenue. Because assessments came in higher than expected, this percentage has changed. Scenario C would raise \$52,521 more than the expected budgeted value.

The impact of the rates of Scenario C on the average residential, commercial, and farmland properties is shown in the following table:

	2021 Assessment	2021 Municipal Levy	2022 Assessment	2022 Municipal Levy	Variance
Average Residential	250,664	\$ 2,588.74	257,593	\$ 2,694.08	\$ 105.35
Average Commercial	352,041	\$ 6,703.38	375,164	\$ 7,234.40	\$ 531.02
Average Farmland	10,533	\$ 521.24	10,533	\$ 527.86	\$ 6.62

*** These values are the average values from the Town's assessor taken from the Town as a whole and are not representative of a specific property or person.*

The main reasons Council may consider Scenario A or Scenario C is for the following:

Budget – Council may be aware of new projects or expenditures, either capital or operating, that they were not aware of and therefore were not considering during the preparation of the 2022 budget. The impact of the MSI capital funding decrease recently announced could be a consideration for the Town's capital projects here as well.

Reserves – Council may want to re-evaluate the budget to consider a transfer to reserves for future projects or infrastructure.

STRATEGIC ALIGNMENT

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

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

Tax revenue to be raised is a major source of budget revenue.

RECOMMENDED ACTION (by originator)

THAT ... Bylaw 2022-08 2022 Rates of Taxation Bylaw be given 1st reading, as presented.

Or

THAT ... Council declines to give first reading of Bylaw 2022-08, as presented, and directs administration to...

**TOWN OF BON ACCORD
2022 RATES OF TAXATION BYLAW
BYLAW 2022-08**

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BON ACCORD FOR THE 2022 TAXATION YEAR.

WHEREAS, the Town of Bon Accord has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the council meeting held December 14, 2021; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Bon Accord for 2022 total \$6,984,510 and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$5,563,697 and \$1,536,845 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential/Farmland	\$364,710
Non-residential	\$25,631

Homeland Housing	\$12,616
------------------	----------

Designated Industrial Property (Including M&E)	\$136.73
--	----------

WHEREAS, the Council of the Town of Bon Accord is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000 and

WHEREAS, the assessed value of all taxable property in the Town of Bon Accord as shown on the assessment roll is:

	<u>Assessment</u>
Residential	\$138,024,000
Farmland	\$63,200
Non-residential vacant	\$459,700
Machinery & Equipment	\$45,080
Non-residential	\$6,197,240
Residential – Annexed	\$1,318,110
Farmland – Annexed	\$99,100
Machinery & Equipment - Annexed	\$42,080
	<u>\$146,248,510</u>

TOWN OF BON ACCORD
2022 RATES OF TAXATION BYLAW
BYLAW 2022-08

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Town of Bon Accord, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Bon Accord.

	TAX LEVY	ASSESSMENT	TAX RATE
<u>General Municipal</u>			
Non-Residential (including M&E)	\$116,391	\$6,242,320	.01864541
Residential	\$1,395,653	\$138,024,000	.01011167
Farmland	\$3,062	\$63,200	.04845227
Non-Residential Vacant	\$15,563	\$459,700	.03385569
Annexed Non-Residential/M&E	\$433	\$42,080	.01028080
Annexed Residential	\$4,804	\$1,318,110	.00364490
Annexed Farmland	\$938	\$99,100	.00947000
	\$1,536,845	\$146,248,150	
<u>Education</u>			
Residential/Farmland	\$385,138	\$139,504,410	.00276076
Non-residential	\$26,117	\$6,699,020	.00389856
	\$411,254	\$146,203,430	
<u>Homeland Housing</u>	\$12,616	\$146,248,510	.00008626
<u>Designated Industrial Property (Including M&E)</u>	\$136.73	\$1,785,000	.00007660

2. That levy values for annexed properties are subject to change based on Section 5(2) of Order in Council 032/2018 that states annexed land and assessable improvements must be assessed and levied as if they had remained in Sturgeon County. Therefore, those assessed properties will be subject to Sturgeon County taxation bylaw rates, once passed.
3. The minimum amount payable as property tax for general municipal purposes shall be \$300.
4. The rates in this Bylaw shall also apply to the assessed value of all designated industrial property.
5. That this Bylaw shall come into force and take effect upon the date of third reading.

**TOWN OF BON ACCORD
2022 RATES OF TAXATION BYLAW
BYLAW 2022-08**

READ A FIRST TIME THIS 15th DAY OF March 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A SECOND TIME THIS 5th DAY OF April 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A THIRD TIME THIS 5th DAY OF April 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

General Municipal Levy Information

2022 Municipal Levy Budget \$ 1,536,839

2021 per Bylaw 2021-04

Scenario A

2022 Estimate

	Assessment	Tax Rate	Levy	Assessment	Tax Rate	Levy
Non-Residential/M&E	\$ 5,955,880	0.01904147	\$ 113,409	\$ 6,242,320	0.01904147	\$ 118,863
Residential	\$ 133,620,950	0.01032752	\$ 1,379,973	\$ 138,024,000	0.01032752	\$ 1,425,446
Farmland	\$ 63,200	0.04948654	\$ 3,128	\$ 63,200	0.04948654	\$ 3,128
Non-Residential Vacant	\$ 435,500	0.03457485	\$ 15,057	\$ 459,700	0.03457485	\$ 15,894
<i>Annexed - Non-Residential/M&E</i>	<i>\$ 41,930</i>	<i>0.01028080</i>	<i>\$ 431</i>	<i>\$ 42,080</i>	<i>0.01028080</i>	<i>\$ 433</i>
<i>Annexed - Residential</i>	<i>\$ 1,258,510</i>	<i>0.00364490</i>	<i>\$ 4,587</i>	<i>\$ 1,318,110</i>	<i>0.00364490</i>	<i>\$ 4,804</i>
<i>Annexed - Farmland</i>	<i>\$ 99,100</i>	<i>0.00947000</i>	<i>\$ 938</i>	<i>\$ 99,100</i>	<i>0.00947000</i>	<i>\$ 938</i>
TOTAL PROPERTY TAX REVENUE	\$ 141,475,070		\$ 1,517,523	\$ 146,248,510		\$ 1,569,506
				3%	<i>Change over 2021</i>	\$ 51,982
Alberta School Foundation (ASFF)				1.26%	<i>Budget variance</i>	\$ 32,667
Residential/Farmland	\$ 144,980,568	0.0025500	\$ 369,700	\$ 139,504,410	0.00276076	\$ 385,138
Non-Residential	\$ 6,018,118	0.0037500	\$ 22,568	\$ 6,699,020	0.00389856	\$ 26,117
	\$ 150,998,686		\$ 392,268	\$ 146,203,430		\$ 411,254
Homeland Housing	\$ 139,711,710	0.000099340	\$ 13,879	\$ 146,248,510	0.000086261	\$ 12,616
Designated Industrial Property	\$ 1,762,330	0.0000766	\$ 134.99	\$ 1,785,000	0.0000766	\$ 136.73
TOTAL TAX REVENUE & REQUISITIONS			\$ 1,923,806			\$ 1,993,512

Name	2021		Scenario A		Variance (decrease)/increase
	Assessment Value	Municipal Levy	2022 Estimate Assessment Value	2022 Estimate Municipal Levy	
Property A <i>Residential</i>	319,000	\$ 3,294.48	327,500	\$ 3,382.26	87.78
Property B <i>Residential</i>	321,100	\$ 3,316.17	322,100	3,326.49	10.33
Property C <i>Residential</i>	277,600	\$ 2,866.92	283,800	\$ 2,930.95	64.03
Property D <i>Commercial</i>	319,000	\$ 6,074.23	328,300	\$ 6,251.31	177.09
Property E <i>Commercial</i>	170,600	\$ 3,248.47	170,600	\$ 3,248.47	0.00
Property F <i>Commercial</i>	370,700	\$ 7,058.67	423,600	\$ 8,065.97	1,007.29

	2021 Assessment	2021 Municipal Levy	2022 Assessment	2022 Municipal Levy	Variance
Average Residential	250,664	\$ 2,588.74	257,593	\$ 2,660.30	\$ 71.56
Average Commercial	352,041	\$ 6,703.38	375,164	\$ 7,143.67	\$ 440.30
Average Farmland	10,533	\$ 521.24	10,533	\$ 521.24	\$ -

Affect of assessment value and tax rates on municipal levy

General Municipal Levy Information

2022 Municipal Levy Budget \$ 1,536,839

2021 per Bylaw 2021-04

Scenario B

2022 Estimate

	Assessment	Tax Rate	Levy	Assessment	Tax Rate	Levy
Non-Residential/M&E	\$ 5,955,880	0.01904147	\$ 113,409	\$ 6,242,320	0.01864541 -2.08%	\$ 116,391
Residential	\$ 133,620,950	0.01032752	\$ 1,379,973	\$ 138,024,000	0.01011167 -2.09%	\$ 1,395,653
Farmland	\$ 63,200	0.04948654	\$ 3,128	\$ 63,200	0.04845227 -2.09%	\$ 3,062
Non-Residential Vacant	\$ 435,500	0.03457485	\$ 15,057	\$ 459,700	0.03385569 -2.08%	\$ 15,563
<i>Annexed - Non-Residential/M&E</i>	<i>\$ 41,930</i>	<i>0.01028080</i>	<i>\$ 431</i>	<i>\$ 42,080</i>	<i>0.01028080 0.00%</i>	<i>\$ 433</i>
<i>Annexed - Residential</i>	<i>\$ 1,258,510</i>	<i>0.00364490</i>	<i>\$ 4,587</i>	<i>\$ 1,318,110</i>	<i>0.00364490 0.00%</i>	<i>\$ 4,804</i>
<i>Annexed - Farmland</i>	<i>\$ 99,100</i>	<i>0.00947000</i>	<i>\$ 938</i>	<i>\$ 99,100</i>	<i>0.00947000 0.00%</i>	<i>\$ 938</i>
TOTAL PROPERTY TAX REVENUE	\$ 141,475,070		\$ 1,517,523	\$ 146,248,510		\$ 1,536,845
				3%	Change over 2021	\$ 19,322
Alberta School Foundation (ASFF)				1.26%	Budget variance	\$ 6
Residential/Farmland	\$ 144,980,568	0.0025500	\$ 369,700	\$ 139,504,410	0.00276076	\$ 385,138
Non-Residential	\$ 6,018,118	0.0037500	\$ 22,568	\$ 6,699,020	0.00389856	\$ 26,117
	<u>\$ 150,998,686</u>		<u>\$ 392,268</u>	<u>\$ 146,203,430</u>		<u>\$ 411,254</u>
Homeland Housing	<u>\$ 139,711,710</u>	0.000099340	<u>\$ 13,879</u>	<u>\$ 146,248,510</u>	0.000086261	<u>\$ 12,616</u>
Designated Industrial Property	\$ 1,762,330	0.0000766	\$ 134.99	\$ 1,785,000	0.0000766	\$ 136.73
TOTAL TAX REVENUE & REQUISITIONS			<u><u>\$ 1,923,806</u></u>			<u><u>\$ 1,960,851</u></u>

Name	2021		Scenario B 2022 Estimate		Variance (decrease)/increase
	Assessment Value	Municipal Levy	Assessment Value	Municipal Levy	
Property A <i>Residential</i>	319,000	\$ 3,294.48	327,500	\$ 3,311.57	17.09
Property B <i>Residential</i>	321,100	\$ 3,316.17	322,100	3,256.97	-59.20
Property C <i>Residential</i>	277,600	\$ 2,866.92	283,800	\$ 2,869.69	2.77
Property D <i>Commercial</i>	319,000	\$ 6,074.23	328,300	\$ 6,121.29	47.06
Property E <i>Commercial</i>	170,600	\$ 3,248.47	170,600	\$ 3,180.91	-67.57
Property F <i>Commercial</i>	370,700	\$ 7,058.67	423,600	\$ 7,898.20	839.52

	2021 Assessment	2021 Municipal Levy	2022 Assessment	2022 Municipal Levy	Variance
Average Residential	250,664	\$ 2,588.74	257,593	\$ 2,604.70	\$ 15.96
Average Commercial	352,041	\$ 6,703.38	375,164	\$ 6,995.09	\$ 291.71
Average Farmland	10,533	\$ 521.24	10,533	\$ 510.35	-\$ 10.89

Affect of assessment value and tax rates on municipal levy

General Municipal Levy Information

2022 Municipal Levy Budget \$ 1,536,839

2021 per Bylaw 2021-04

Scenario C

2022 Estimate

	Assessment	Tax Rate	Levy	Assessment	Tax Rate	Levy
Non-Residential/M&E	\$ 5,955,880	0.01904147	\$ 113,409	\$ 6,242,320	0.01928330	\$ 120,373
Residential	\$ 133,620,950	0.01032752	\$ 1,379,973	\$ 138,024,000	0.01045868	\$ 1,443,549
Farmland	\$ 63,200	0.04948654	\$ 3,128	\$ 63,200	0.05011502	\$ 3,167
Non-Residential Vacant	\$ 435,500	0.03457485	\$ 15,057	\$ 459,700	0.03501395	\$ 16,096
<i>Annexed - Non-Residential/M&E</i>	<i>\$ 41,930</i>	<i>0.01028080</i>	<i>\$ 431</i>	<i>\$ 42,080</i>	<i>0.01028080</i>	<i>\$ 433</i>
<i>Annexed - Residential</i>	<i>\$ 1,258,510</i>	<i>0.00364490</i>	<i>\$ 4,587</i>	<i>\$ 1,318,110</i>	<i>0.00364490</i>	<i>\$ 4,804</i>
<i>Annexed - Farmland</i>	<i>\$ 99,100</i>	<i>0.00947000</i>	<i>\$ 938</i>	<i>\$ 99,100</i>	<i>0.00947000</i>	<i>\$ 938</i>
TOTAL PROPERTY TAX REVENUE	\$ 141,475,070		\$ 1,517,523	\$ 146,248,510		\$ 1,589,360
				3%	<i>Change over 2021</i>	\$ 71,837
Alberta School Foundation (ASFF)				1.26%	<i>Budget variance</i>	\$ 52,521
Residential/Farmland	\$ 144,980,568	0.0025500	\$ 369,700	\$ 139,504,410	0.00276076	\$ 385,138
Non-Residential	\$ 6,018,118	0.0037500	\$ 22,568	\$ 6,699,020	0.00389856	\$ 26,117
	\$ 150,998,686		\$ 392,268	\$ 146,203,430		\$ 411,254
Homeland Housing	\$ 139,711,710	0.000099340	\$ 13,879	\$ 146,248,510	0.000086261	\$ 12,616
Designated Industrial Property	\$ 1,762,330	0.0000766	\$ 134.99	\$ 1,785,000	0.0000766	\$ 136.73
TOTAL TAX REVENUE & REQUISITIONS			\$ 1,923,806			\$ 2,013,367

Name	2021		Scenario C			
	Assessment Value	Municipal Levy	2022 Estimate Assessment Value	2022 Estimate Municipal Levy	Variance (decrease)/increase	
Property A <i>Residential</i>	319,000	\$ 3,294.48	327,500	\$ 3,425.22	130.74	
Property B <i>Residential</i>	321,100	\$ 3,316.17	322,100	\$ 3,368.74	52.57	
Property C <i>Residential</i>	277,600	\$ 2,866.92	283,800	\$ 2,968.17	101.25	
Property D <i>Commercial</i>	319,000	\$ 6,074.23	328,300	\$ 6,330.71	256.48	
Property E <i>Commercial</i>	170,600	\$ 3,248.47	170,600	\$ 3,289.73	41.26	
Property F <i>Commercial</i>	370,700	\$ 7,058.67	423,600	\$ 8,168.41	1,109.73	

	2021 Assessment	2021 Municipal Levy	2022 Assessment	2022 Municipal Levy	Variance
Average Residential	250,664	\$ 2,588.74	257,593	\$ 2,694.08	\$ 105.35
Average Commercial	352,041	\$ 6,703.38	375,164	\$ 7,234.40	\$ 531.02
Average Farmland	10,533	\$ 521.24	10,533	\$ 527.86	\$ 6.62

Affect of assessment value and tax rates on municipal levy

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 15, 2022
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Bylaw 2022-09 – Repeal of Bylaws 275 and 280
Agenda Item No.	9.2

BACKGROUND/PROPOSAL

Bylaws 275 and 280 were created to provide for the implementation of Tax Installment Payment Plans for mobile and non-mobile properties.

Both bylaws refer to the Municipal Taxation Act as their enabling legislation, however, this Act has been repealed by the Municipal Government Act (MGA) that was passed in 1994. The recovery of taxes is provided for in the current MGA.

In accordance with the MGA, the Town of Bon Accord enacted TIPP Bylaw 2020-03, which outlines current procedures for TIPP administration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In an effort to keep the Town's legislation up-to-date and consistent, administration recommends that Council repeal outdated bylaws 275 and 280.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Bylaw updates align with the Priority 2 goal – Update bylaws to make them more enforceable.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT... Bylaw 2022-09 – Repeal of Bylaws 275 and 280 be given first reading, as presented.

Resolution #2:

THAT... Bylaw 2022-09 – Repeal of Bylaws 275 and 280 be given second reading, as presented.

Resolution #3:

THAT...Council gives unanimous consent to hear three readings of Bylaw 2022-09 – Repeal of Bylaws 275 and 280 in one meeting.

Resolution #4:

THAT... Bylaw 2022-09 – Repeal of Bylaws 275 and 280 be given third and final reading, as presented.

TOWN OF BON ACCORD
BYLAW 2022-09
REPEAL OF BYLAWS 275 AND 280

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO REPEAL BYLAWS 275 AND 280.

WHEREAS the Municipal Taxation Act, RSA 1980, c. M-31 has been repealed by the Municipal Government Act, SA 1994, c M-26.1; and

WHEREAS recovery of taxes related to land is provided for in the Municipal Government Act, RSA 2000, c. M-26; and

WHEREAS the Town of Bon Accord has enacted bylaw 2020-03 in accordance with s. 340 of the Municipal Government Act, RSA 2000, c. M-26 to outline the procedures for the Tax Installment Payment Plan (TIPP); and

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

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

1. This bylaw hereby repeals Bylaw 275, being a bylaw of the Town of Bon Accord, in the Province of Alberta for the implementation of a Tax Installment Payment Plan.
2. This bylaw hereby repeals Bylaw 280, being a bylaw in the Town of Bon Accord, in the Province of Alberta to authorize the imposition of monthly installments for mobile unit taxes.

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

READ A FIRST TIME THIS 15th day of March 2022.

READ A SECOND TIME THIS 15th day of March 2022.

READ A THIRD TIME THIS 15th day of March 2022.

SIGNED AND PASSED THIS _____ day of _____, 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

TOWN OF BON ACCORD BYLAW #275

A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA FOR THE IMPLEMENTATION OF A TAX INSTALMENT PAYMENT PLAN

WHEREAS Section 115 of the Municipal Taxation Act, being Chapter M-31 of the Revised Statutes of Alberta, 1980, as amended reads as follows:

- 115 (1) The Council, by By-law, may require payment of taxes to be made by every taxable person at the office of the Municipal Administrator.
- (2) The By-law may provide that taxes may be paid on any day or days and, at the option of the person taxed, in full or by instalments.
- (3) A By-law that provides for the payment of taxes by instalments may provide:
- (a) That on punctual payment of any instalment, the time of payment of the remainder may be extended to a day or days to be named in the By-law, or that in default of payment of any instalment by the named for payment of it the subsequent instalment or instalments shall forthwith become payable, or;
 - (b) That in default of payment of any instalment by the day named for the payment of it a penalty not exceeding 1.5% may be imposed on the first day of each calendar month thereafter in which default continues but not after the end of the year in which the taxes are levied.

NOW THEREFORE, the Council of the Town of Bon Accord pursuant to the terms of the Municipal Taxation Act, as amended, hereby enacts as follows:

- (1) Taxpayers of the Town of Bon Accord shall have the right to enter into a tax instalment payment plan to provide for the payment of property taxes and local improvement taxes in monthly instalments from January to December in any year provided that the following conditions shall be met:
 - (a) The plan shall commence on January 1st of each year provided that all taxes, local improvement taxes, tax arrears, and penalties are fully paid on or before December 31st of the preceding year.
 - (b) A completed tax instalment payment plan application for instalment payments must be submitted to the Municipal Administrator for approval.
 - (c) Instalment payment dates will be the last day of each month.
- (2) Before the tax notices are issued each year, the monthly instalment amount shall be one-twelfth of the amount determined to be the previous years tax levy.
- (3) Where the property is subject to an increase in assessment, pre-payment instalments shall not exceed one-twelfth of an amount estimated by the Municipal Administrator as the product of the previous year's mill rate applied against the new assessed value for the tax year for which payment is desired to be made.
- (4) The Municipal Administrator shall be authorized, at the request of the taxpayer to set a monthly instalment equal to one twelfth of the previous years taxes.
- (5) The Municipal Administrator shall make adjustments to the monthly instalment rate upon the levying of the current year's taxes to ensure that the current year's taxes will be paid in full by the end of the year.
- (6) Any amounts paid to the Municipal Administrator as a pre-payment of current year taxes are non-refundable.
- (7) The Municipal Administrator may cancel the privilege of continuing in the plan if one instalment fails to be honored. The unpaid balance of taxes, if any, shall be subject to penalties as provided in By-law #271.

**TOWN OF BON ACCORD
BYLAW #275**

- (8) Penalties shall not be applied to any account with a tax instalment payment plan unless the privilege has been revoked by the Municipal Administrator.
- (9) A taxpayer may withdraw from the tax instalment payment plan at any time upon at least two weeks' written notice to the Municipal Administrator and will pay all applicable penalties on unpaid taxes pursuant to the current tax penalties bylaw.

This By-law becomes effective January 1, 1994.

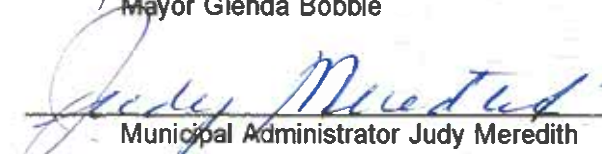
READ A FIRST TIME THIS 30TH DAY OF NOVEMBER, 1993

READ A SECOND TIME THIS 30TH DAY OF NOVEMBER, 1993

READ A THIRD TIME, AND FINALLY PASSED, THIS 30TH DAY OF NOVEMBER, 1993



Mayor Glenda Bobbie



Municipal Administrator Judy Meredith

**TOWN OF BON ACCORD
BYLAW #280**

A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE IMPOSITION OF MONTHLY INSTALMENTS FOR MOBILE UNIT TAXES.

WHEREAS, pursuant to the provisions of Section 357(b) of The Municipal Government Act, R.S.A. 1994, Chapter M-26.1 and amendments thereto, the Council of a municipality may enact a bylaw authorizing the imposition of taxes of mobile units located in mobile home parks to be paid by instalments without the consent of the taxpayers.

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

Owners of mobile units in mobile home parks are to pay for the taxation of their units in one of the following methods:

1. Paid in full for entire year on or before January 31 of each year using previous year's tax levy. When the new tax levy is determined, the difference will be due and payable on August 31 of that year.
2. Participate in the Tax Instalment Payment Plan (T.I.P.P.)

If a mobile unit owner fails to comply with one of the above methods of payment, any amounts outstanding in accordance with the tax penalty bylaw will be subject to penalties as outlined in our bylaws.

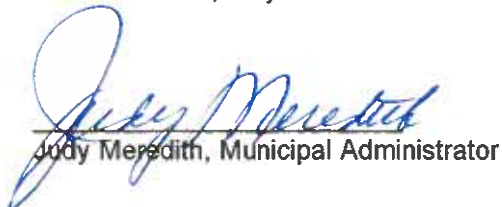
This bylaw shall come into effect January 1, 1995.

READ A FIRST TIME THIS 20 DAY OF DECEMBER, 1994.

READ A SECOND TIME THIS 20 DAY OF DECEMBER, 1994

READ A THIRD TIME AND FINALLY PASSED THIS 20 DAY OF DECEMBER, 1994


Glenda Bobbie, Mayor


Judy Meredith, Municipal Administrator

TOWN OF BON ACCORD
TAX INSTALLMENT PAYMENT PLAN (TIPP) BYLAW
BYLAW 2020-03

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE REGULATION AND COLLECTION OF A MONTHLY TAX INSTALLMENT PAYMENT PLAN (TIPP).

WHEREAS, section 340 of the Municipal Government Act, Chapter M-26.1, R.S.A., 2000, as amended, a Council may establish installment plans for the payment of property taxes;

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Town of Bon Accord, in the Province of Alberta, enacts as follows:

This Bylaw shall be cited as the "Tax Installment Payment Plan (TIPP) Bylaw" of the Town of Bon Accord.

1 ELIGIBILITY

- 1.1 Taxpayers of the Town of Bon Accord shall have the right to submit an application to participate in TIPP to provide for the payment of property taxes and local improvement taxes in equal monthly installments from January to December in any year.
- 1.2 Taxes may be paid over a twelve (12) month period beginning in January each year, provided the following requirements are met:
 - 1.2.1 The tax account is paid in full is in good standing with the Town;
 - 1.2.2 The applicant must have chequing privileges at a financial institution;
 - 1.2.3 Taxes are not being paid through a mortgage company;
 - 1.2.4 An application, along with a void cheque or pre-authorized debit form, is submitted to the Town and approved no later than January 8th of the tax year.

2 GENERAL PROVISIONS

- 2.1 CALCULATION OF TIPP
 - 2.1.1 Each of the first four installments (January to April) shall be equal to 1/12 of the previous years' tax levy.
 - 2.1.2 The next twelve (12) payments (May to the following April) shall be equal to the remaining balance on the tax account divided by eight (8 months remaining in the year to bring account balance to zero (\$0)).
 - 2.1.3 Each May thereafter TIPP will be calculated based on the new tax levy.
- 2.2 PAYMENT METHOD & DATE
 - 2.2.1 Pre-authorized payment with VOID cheque or pre-authorized debit form
 - 2.2.2 Post-dated cheques will not be accepted for TIPP.
 - 2.2.3 Payments are to be made beginning January 15th each year, and on the 15th of each month thereafter.
- 2.3 WITHDRAWAL OF TIPP
 - 2.3.1 In order to withdraw from TIPP, written notice must be provided to the Town at least 10 business days prior to the next installment date.
- 2.4 TERMINATION OF TIPP
 - 2.4.1 If an installment fails to be honoured, a service charge (according to the Fees for Service Delivery Policy) will be added to the tax account. Failure to remit the dishonored payment and the service charge prior to the next installment date will result in termination of TIPP.

**TOWN OF BON ACCORD
TAX INSTALLMENT PAYMENT PLAN (TIPP) BYLAW
BYLAW 2020-03**

2.4.2 If TIPP is terminated, the taxpayer may submit a new application for the following taxation year, subject to Eligibility requirements in section 1.

3 PENALTIES

3.1 All unpaid taxes pursuant to sections 2.3 and 2.4 will become due and payable immediately and will be subject to penalties as provided in the current Taxation Bylaw.

4 INTERPRETATION

4.1 References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time.

4.2 Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulation or enactment.

5 SEVERABILITY

5.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

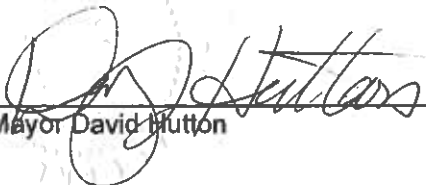
6 EFFECTIVE DATE

6.1 This Bylaw becomes effective upon third and final reading.

7 REPEAL OF POLICIES

7.1 Upon third and final reading of Bylaw 2020-03, Policy 16-186 is hereby repealed.

READ A FIRST TIME THIS 7th DAY OF January 2020.

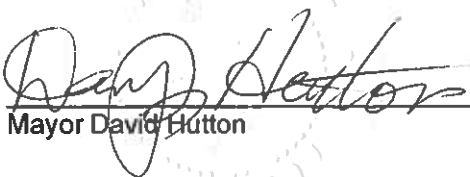


Mayor David Hutton



Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 21st DAY OF January 2020.

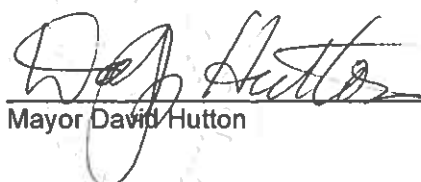


Mayor David Hutton



Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS 21st DAY OF January 2020.



Mayor David Hutton



Chief Administrative Officer Joyce Pierce

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular or Special Meeting of Council
Meeting Date:	March 15 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Amendments to Public Participation Policy
Agenda Item No.	9.3

BACKGROUND/PROPOSAL

During the February 01st, 2022 Regular Meeting of Council, Administration was directed to conduct a review of the Public Participation Policy and bring forward any recommended changes to Council for approval.

Administration has reviewed this policy as directed and the amended policy is enclosed for Council review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed revisions to this policy include:

1. Minor revisions of wording as shown for better clarity (as shown in red).
2. Updating of the policy format to the new policy template (as shown in the enclosed draft document)
3. Clarification of Public Participation Opportunities to better reflect current practice.
 - a. At this time, Administration does not implement a Public Participation Plan for each, and every opportunity listed. The management team in consultation with the Town Manager, may develop plans as appropriate and as needed for each of the opportunities listed or as directed by Council. Hence the suggested revision to the wording is “The Town Manager “may” (not shall) develop and implement a Public Participation Plan in the following circumstances or “as directed by Council.” (as shown in red on the enclosed draft document).
4. Addition of the section Council Community Connections that requires the Town Manager to present plans for these events on a quarterly basis (4 times per calendar year). This section also includes the provision for either in-person or

virtual options depending on any extenuating circumstances at the time of the event.

STRATEGIC ALIGNMENT

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

Public Participation Plans shall be planned based on budget capacity.

RECOMMENDED ACTION (by originator)

That Council choose one of the following options:

1. THAT Council approve the draft amendments to the Public Participation Policy as presented and circulated.
2. THAT Council approve the draft amendments to the Public Participation Policy as amended.
3. That Council direct administration to...

PUBLIC PARTICIPATION POLICY

SECTION: Administration / Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: July 3, 2018

POLICY STATEMENT

Council and Administration recognize that quality Public Participation is a critical component of good governance and as such, adequate resources will be allocated and the appropriate level of Public Participation undertaken. The Town is committed to Public Participation activities that are founded on the following principles:

- **Shared Responsibilities and Commitment:** Public Participation leads to better decisions and is a shared responsibility of Council, Administration and the community.
- **Transparent and Accountable:** The Town communicates clearly and openly about Public Participation opportunities, ~~and its processes, and provides~~ **providing** factual and evidence-based information. It shares the outcomes of Public Participation, including how the information was used in the decision-making process and makes decisions in the best interest of the community.
- **Inclusive and Accessible:** The Town endeavors to provide opportunities for Public Participation that take into account the diversity of needs, abilities and viewpoints of the members of the community.
- **Appropriate and Responsive:** Public Participation activities need to be appropriate to the stated goals, and reflective of the varied preferences and needs of community members for receiving and sharing information.
- **Evaluation and Continual Improvement:** Public Participation is a dynamic and evolving process that needs ~~continuous~~ **frequent** evaluation and adjustment to continuously improve and address the changing needs of the community.

PURPOSE

In accordance with Section 216.1 of the Municipal Government Act, this Public Participation Policy has been developed to recognize the value of Public Participation and create opportunities for meaningful Public Participation in decisions that directly impact the public.

SCOPE

This policy will be enacted on a case-by-case basis.

DEFINITIONS

“Town Manager” means the chief administrative officer of the Municipality or their delegate.

“Municipal Stakeholders” means the residents of the Municipality, as well as other individuals, organizations, or persons that may have an interest in, or are affected by, a decision made by the Municipality.

“Municipality” means the Town of Bon Accord.

“Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

“Public Participation Plan” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

“Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- In-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;

- Digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- Written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- Representative participation which may include being appointed to an advisory committee, ad hoc committee, or citizen board.

COUNCIL RESPONSIBILITIES

Council shall:

1. Review and approve Public Participation Plans developed by the Town Manager in accordance with this policy or as directed by Council;
2. Consider input obtained through Public Participation; ~~and~~
3. Review this policy to ensure the policy complies with all relevant legislation, municipal policies, and the spirit and intent of Public Participation;
4. Ensure appropriate resources are available to solicit Public Participation in accordance with this policy;
5. Promote and support Public Participation; ~~and~~
6. Request and review information from the Town Manager on the scope, timing, appropriate methods, and resources required for Public Participation prior to directing the development of a Public Participation Plan.

ADMINISTRATION RESPONSIBILITIES

The ~~GAO~~ **Town Manager** shall:

1. In accordance with this policy or as directed by Council, develop Public Participation Plans, for Council approval;
2. Implement approved Public Participation Plans; ~~and~~
3. Report the findings of the Public Participation to Council;
4. Consider timing, resources and engagement when developing and modifying Public Participation Plans;
5. Evaluate the effectiveness of the Public Participation Plan and the Public

Participation Tools used in a particular circumstance;

6. Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
7. Develop the necessary procedures to implement this policy; **and**
8. Assess this policy and make recommendations to Council about the Public Participation and resourcing.

PUBLIC PARTICIPATION OPPORTUNITIES

The ~~CAO~~ **Town Manager** shall ~~may~~ develop and implement a Public Participation Plan in the following circumstances **or as directed by Council:**

1. When new programs or services are being established;
2. When existing programs and services are being renewed;
3. When identifying Council priorities;
4. When gathering input or formulating recommendations with respect to budget;
5. When gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
6. When gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan;
7. ~~As otherwise directed by Council.~~

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.

POLICY EXPECTATIONS**1. Legislative and Policy Implications**

- a. All Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.
- b. All Public Participation will be undertaken in accordance with all existing municipal policies.
- c. This policy shall be available for public inspection and shall be posted to the Municipality's website.
- d. This policy will be reviewed at least once every four years.

2. Public Participation Standards

- a. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- b. Public Participation activities will be conducted in a professional and respectful manner.
- c. Public Participation plans will consider early, ongoing, and diverse opportunities to provide input.
- d. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate, or offensive, as determined by Administration, may be excluded from Public Participation opportunities.

3. Public Participation Plans

- a. When so directed by this policy or Council, the ~~GAO~~ **Town Manager** shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. The nature of the matter for which Public Participation is being sought;

- ii. The impact of the matter on Municipal Stakeholders;
 - iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, **the** level of engagement, and time for input;
 - iv. The timing of the decision and time required to gather input;
 - v. What information is required, if any, to participate; and
 - vi. Available resources and reasonable cost.
- b. Public Participation Plans will, at minimum, include the following:
- i. A communication plan to inform the public about the Public Participation Plan and opportunities to provide input;
 - ii. Identification of which Public Participation Tools will be utilized;
 - iii. Timelines for participation;
 - iv. Information about how input will be used; **and**
 - v. The location of information required, if any, to inform the specific Public Participation.

4. Reporting and Evaluation

- a. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
 - i. An overview of the Public Participation Plan and how it was developed;
 - ii. An assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - iii. A summary of the input obtained; and
 - iv. May include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 15, 2022
Presented by:	Lila Quinn, Recreation and Community Services Manager
Title:	Community Services Appreciation Award Policy
Agenda Item No.	9.4

BACKGROUND/PROPOSAL

The Town Manager (Jodi Brown) presented a draft Community Services Appreciation Award Policy at the February 15, 2022, Regular Meeting of Council. This policy draft is a revision of the existing

Council accepted the draft policy as information and directed Administration to forward it to the Community Services Advisory Board for their feedback and recommendations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

At the March 8, 2022, Community Services Advisory Board meeting the proposed Community Services Award Policy and the proposed budget of \$1000 was reviewed by the Community Services Board (CSAB).

The CSAB was in favour of proceeding with the amendments to the policy as presented and circulated with a \$1,000.00 budget.

As presented at the February 15th, 2022, Regular Council Meeting, the existing Award-Service Appreciation and Visitors Policy was revised to create the Community Services Appreciation Award Policy as summarized below and shown in red on the attached draft policy document:

1. As noted above, the policy has been reframed as the "Community Services Appreciation Award Policy".
2. The special visitor section has been removed. Council may choose to direct Administration to develop a separate policy to address gifts for visiting dignitaries.
3. The policy draft contains the following provisions:
 - Eligibility
 - Award Criteria
 - Nomination and selection procedures
 - Award Options

4. Draft revisions: removal of length of community service as a criteria point and revision of award options to best reflect the individual being honored or recognized through this policy.
5. Addition of “Responsibilities” section to the policy requiring the Town Manager to ensure that administrative procedures for the nomination process and form are in place.

STRATEGIC ALIGNMENT

Priority Five: The Town has strong sustainable relationships to support and enhance municipal programs and recreation.

COSTS/SOURCES OF FUNDING

Annual budget—recommendation to establish a budget amount of \$1000 per year toward the cost of Community Service Appreciation Awards.

The Town currently has \$10,000 in the recreation budget for Town Donations. This amount has rarely been used in full. For example, the highest amount expended in this budget was \$8500 in 2019. 2020 and 2021 expenditures were significantly less (approximately \$2,000) however this may have been impacted by COVID-19 restrictions.

Administration recommends transferring \$1000 from this budget line (Town Donations-recreation) to the FCSS budget (volunteer recognition is an FCSS eligible expense) for Community Services Awards.

RECOMMENDED ACTION (by originator)

That Council choose one of the following options:

1. THAT Council approve the proposed amendments to the Award-Service Appreciation and Visitors Policy (now titled Community Services Appreciation Award Policy) as presented and circulated and further

THAT Council approve the transfer of \$1,000 from the recreation budget (Town Donations) to the FCSS budget for Community Service Appreciation Awards.

2. THAT Council direct administration to....

COMMUNITY SERVICE APPRECIATION AWARD POLICY
AWARD – SERVICE APPRECIATION AND VISITORS POLICY

SECTION: Administration/Council

DEPARTMENT: Recreation and Community Services

COUNCIL APPROVAL DATE: December 2, 1997

POLICY STATEMENT:

~~Criteria for a Service Appreciation Award is as follows:~~

- ~~1. Recipient has a minimum 5 year residency in the Bon Accord district.~~
- ~~2. Recipient is recognized as having had a positive impact on the community.~~
- ~~3. The award is requested through the Town Office.~~
- ~~4. Award will be issued when recipient moves from the Bon Accord district.~~

The Town of Bon Accord is committed to the acknowledgement and appreciation of outstanding ~~long-term~~ volunteer service, dedication to the community and/ exceptional citizenship.

PURPOSE:

To establish the criteria for the Community Service Appreciation Award.

~~To acknowledge and show appreciation of dedication, service, and/or special citizens.~~

SCOPE

Residents of Bon Accord or the surrounding area that meet the criteria established in this policy shall be eligible for consideration for the Community Service Appreciation Award.

DEFINITIONS

“Award” means a plaque presented to the Community Services Award recipient and placed in the community.

“Community Service” means voluntary, unpaid service that contributes substantially to the benefit of the community.

“Deputy Mayor” the deputy chief elected official of the Town of Bon Accord.

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

“Mayor” the chief elected official of the Town of Bon Accord.

“Nomination” means the act of formally nominating an individual for the Community Services Appreciation Award by completing a nomination form.

“Nominee” means the person formally nominated for a Community Services Appreciation Award.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer (CAO) of the Town of Bon Accord.

I. RESPONSIBILITIES

The Town Manager or delegate(s) is responsible to ensure that administrative procedures including a Nomination process and Nomination form are established to administer and manage the Community Services Appreciation Award Policy.

II. COMMUNITY SERVICES APPRECIATION AWARD ELIGIBILITY AND CRITERIA

1. Nominees must be a resident of the Town of Bon Accord. Nominated individuals that reside outside of Bon Accord may be considered if contributions to be recognized took place in Bon Accord and demonstrate direct benefit to the Town of Bon Accord.
2. Town of Bon Accord Employees are not eligible, except where their volunteerism is separate, distinct from, and outside of their paid position.
3. The Community Services provided must have been performed on a wholly volunteer basis and not for pay.
4. Nominations must clearly and sufficiently describe and demonstrate outstanding long-term volunteer service, dedication to the community and/ exceptional

citizenship. ~~the type of Community Service(s) provided and highlight the benefits achieved.~~

5. Nominees must be aware of the Nomination and sign the Nomination form. If the Nominee is deceased, a family member may give permission on behalf of the Nominee.

~~COMMUNITY SERVICES AWARD CRITERIA~~

- ~~1. Nominees must have provided a minimum of 20 or more years of Community Service.~~

III. PROCEDURES

1. Nomination forms (~~'Schedule A'~~) are available at the ~~Bon Accord~~ Town office and on the municipal website.
2. Nominations will be accepted on an on-going basis.
3. Nominations shall be made in writing on an approved Nomination form.

IV. SELECTION

1. All eligible nominations will be reviewed by Council.
2. The decision of Council will be final.

V. COMMUNITY SERVICE APPRECIATION AWARD OPTIONS

1. Plaque (MAXIMUM: \$200)
2. Location of plaque to be determined approved by Council.
3. Nominations may include a recommendation to Council for consideration of alternate options for Community Service Appreciation Award recognition.

VI. COMMUNITY SERVICES APPRECIATION AWARD PRESENTATION

1. Awards will be presented by the Mayor, Deputy Mayor or his/her designate.

TOWN OF BON ACCORD*Mayor's Report – February 9, 2022 – March 8, 2022*

- February 9, 2022 Attended Council Briefing Committee meeting. Took part in several discussions and heard reports regarding EV Charging Stations, some Bylaw reviews as well as a closed session. This was a time that we could get together to discuss Agenda items that would help us as Administration and Council to prepare for future decisions..
- February 10, 2022 Attended Emerging Trends in Gibbons. Although sometimes hard to listen to a number of lawyers, there was a lot of good information to bring back to the town.
- February 10, 2022 Attended Roseridge monthly meeting. This was a typical monthly meeting; However, we had a fairly long and fruitful discussion regarding Waste to Energy.
- February 15, 2022 Attended Regular Meeting of Council
- February 24, 2022 Attended virtual Town Hall meeting with Minister McIver regarding provincial budget
- February 24, 2022 Participated in conference call with Minister McIver
- February 25, 2022 Attended Alberta Municipalities webinar regarding provincial budget
- March 1, 2022 Attended Regular Meeting of Council
- March 6, 2022 Met with developer regarding proposed development of triangular property just north and west of Bon Acres

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councilor Report – for period of February 9- March 8

February 9 Council committee briefing

February 17 Brownlee Emerging Trends virtual course

February 15 Attended Regular meeting of council

March 1 Attended Regular meeting of council

March 3. Attended the library tea party with Minister Nally

Note: I was pleased to be able to attend the library honouring party with Minister Nally on behalf of Mayor Holden, who was unable to attend. We have such fantastic staff and volunteers. If you haven't been to the library, go check it out you won't be disappointed.

Lacey Laing

Councilor

Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – Feb 10 – Mar 9, 2022

Feb 9, 2022 Attended the Council Briefing

Feb 15, 2022 Attended the Regular Meeting of Council

Feb 17, 2022 Attended Brownlee LLP Emerging Trends hosted by Town of Gibbons.

Feb 18, 2022 Attended the Alberta Capital Region Wastewater Commission meeting.

- Highlights included election of new Board Chairperson and Vice-chair.
- Communication and Advocacy Policy was reviewed.
- Commission staff did a good job managing extremely high flows during the warm weather melt in early Feb. Usual daily flows are around 70 ML (million litres) and increase to 135 ML.

Feb 21, 2022 Attended the Family Day activities at the Arena. What great attendance and very positive remarks.

Feb 24, 2022 Attended the Orientation meeting of Homeland Housing.

Feb 24, 2022 Listened to Ab Municipalities webinar for their analysis of the provincial budget. Seems either directly or indirectly costs are being downloaded onto municipalities.

Mar 1, 2022 Attended the Regular Meeting of Council.

Note: Any additional information for report

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

February 9 – March 9-2022

February 10 Attended discussion on EMS Safe and Healthy Communities.

February 10 Attended Emerging Trends.

February 14 Attended Library Board Meeting.

February 15 Attended regular meeting of council.

February 16 Attended CRASC Board Meeting.

February 24 Attended Telephone town hall meeting with Ric McIver.

February 25 Attended Alberta Municipal Budget Webinar.

March 1 Attended Regular Meeting of council.

March 3 Breakfast Tea with Minister Nally – Due to covid in my house I chose not to attend.
Thank you to Lacey Lang for filling in for this meeting.

March 4 Attended NLLS Meeting.

March 4 Attended HSAA and AB Munis Discussion on EMS.

March 8 Missed Community Service Advisory Board – At hospital with daughter.

March 9 Attended AB Munis Spring Caucus Virtually.

Notes:

Tanya May

Councilor

Town of Bon Accord

TOWN OF BON ACCORD

Councilor Report – for period of February 9 – March 8, 2022

February 9, 2022	Attended Council Briefing Meeting.
February 15, 2022	Attended Regular Meeting of Council
February 17, 2022	Attended Emerging Trends Virtually through Brownlee.
February 24, 2022	Attended a C.R.N.W.S.C Sub Committee Meeting.
March 1, 2022	Attended a C.R.N.W.S.C Sub Committee Meeting.
March 1, 2022	Attended Regular Meeting of Council.

Note:

Cory Roemer
Town of Bon Accord

From: [REDACTED]

Sent: March 8, 2022 9:34 AM

To: Info <info@bonaccord.ca>

Subject: Our class election

Mr. [REDACTED] "The Cottage"
Mock Election

Dear: Town of Bon Accord

I am a student of Mr. [REDACTED]'s grade 6 class in Calgary. I was looking for places to study and your town looks like an amazing choice. I love the name of your town, by the way. And I would love to visit. I am studying local government and democracy and want to know what makes a good leader. I live in Calgary, Alberta Canada and I want to know what other places do differently when they do elections.

I am doing a project in class and I want to know what makes a good leader. Why do you think you got elected for this position? What classes did you take and what class did you have to take to get the job? In your opinion, what makes a good leader? What was your campaign? What was your party? You do not have to answer all of these questions.

Thank you for taking time out of your day to read this. I would love some pins, pencils, stickers, brochures, or anything else you might have for our class election. I would love to hand them out.

Sincerely,

[REDACTED]

Calgary, AB [REDACTED]

From: [cao](#)
To: [Jessica Caines](#)
Subject: FW: Notice of motion.
Date: March 8, 2022 8:35:59 AM
Attachments: [image001.png](#)

Jodi Brown, CLGM, B.Ed.
Chief Administrative Officer/Town Manager

E: cao@bonaccord.ca
P: 780.921.3550
C: 780-218-3338
Box 779
5025 – 50th Avenue
Bon Accord, AB T0A 0K0



From: Lacey Laing <llaing@bonaccord.ca>
Sent: March 6, 2022 8:30 PM
To: [cao](mailto:cao@bonaccord.ca) <cao@bonaccord.ca>; [Brian Holden](mailto:bholden@bonaccord.ca) <bholden@bonaccord.ca>; Tanya May <tmay@bonaccord.ca>; Cory Roemer <croemer@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>
Subject: Notice of motion.

Good evening everyone.

Sorry I can't get my app to work for me tonight so I am enclosing the notice of motion with this email

Notice of Motion:

I councillor Lacey Laing, bring forward a “Notice of Motion”, regarding Bon Acres park.

We need to investigate a cost and design for a water spray park. This would be a great asset to the community. It would be all inclusive.

This item is to be brought forward at the next council meeting March 15, 2022 for Council consideration and review.

Lacey Laing
Councilor
Town of Bon Acord

From: [cao](#)
To: [Jessica Caines](#)
Subject: FW:
Date: March 8, 2022 11:24:34 AM

Jodi Brown, CLGM, B.Ed.
Chief Administrative Officer/Town Manager

E: cao@bonaccord.ca
P: 780.921.3550
C: 780-218-3338
Box 779
5025 – 50th Avenue
Bon Accord, AB T0A 0K0

-----Original Message-----

From: Tanya May <tmay@bonaccord.ca>
Sent: March 8, 2022 10:22 AM
To: cao <cao@bonaccord.ca>; Brian Holden <bholden@bonaccord.ca>; Cory Roemer <croemer@bonaccord.ca>; Lacey Laing <llaing@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>
Subject:

Hey Jodi,
I would like to bring forward a notice of motion:

I move that admin looks into reserving the piece of land with the old baseball diamond, at the arena for a new location for the skatepark.

I would also like to ask admin to write a few letters to nwr, pembina place, and any other donors they see fit to raise money for a new concrete pad with a bowl for the skatepark. Can we also get a quote for what it would cost? Maybe from the company we got the equipment from.

Hopefully this wasn't too long. Also if you can get a better description of this piece of land, that would be great. I tried to explain where is was the best I could.

Thank you very much!!
Tanya

Sent from my iPhone

From: [cao](#)
To: [Jessica Caines](#)
Subject: FW: Arena land description including ball diamond
Date: March 8, 2022 11:25:38 AM
Attachments: [MuniSightMap \(5\) arena ball diamond.png](#)

Jodi Brown, CLGM, B.Ed.
Chief Administrative Officer/Town Manager

E: cao@bonaccord.ca
P: 780.921.3550
C: 780-218-3338
Box 779
5025 – 50th Avenue
Bon Accord, AB T0A 0K0

-----Original Message-----

From: Dianne Allen <dallen@bonaccord.ca>
Sent: March 8, 2022 11:11 AM
To: cao <cao@bonaccord.ca>
Subject: Arena land description including ball diamond

4812-52ns street
Plan 7921730
Blk 10
Lot 28MR

DIANNE ALLEN
Manager, Planning & Development

Box 779
5025-50th Ave
Bon Accord, AB T0A 0K0
Phone: 780-921-3550



NOTICE OF MOTION

I Mayor Brian Holden propose a notice of motion regarding Brownlee LLP's recommendation at the Emerging Trends Seminar that Council should not use personal phones for Council business.

Under Access to information (Request for information)

Records of a Councillor

Councillor emails, texts, correspondence and notes may be responsive to a FOIP request

This Notice of Motion is being brought forward to create some discussion and to direct Administration to research costs for 5 cell phones for Council.

Thank You

Mayor Holden