

Town of Bon Accord
AGENDA
Regular Council Meeting
October 18, 2022 8:30 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **ADOPTION OF MINUTES**
 - 3.1. Organizational Meeting; October 4, 2022 (enclosure)
 - 3.2. Regular Meeting of Council; October 4, 2022 (enclosure)
4. **DELEGATION**
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. **UNFINISHED BUSINESS**
 - 6.1. Dark Sky Community Survey (enclosure)
 - 6.2. Council Annual Workshop (enclosure)
 - 6.3. 2023 Draft Operating & Capital Budget (enclosure)
 - 6.4. North Saskatchewan Watershed Alliance Contribution Request (enclosure)
7. **NEW BUSINESS**
 - 7.1. Community Services Advisory Board Appointment Extension (enclosure)
 - 7.2. Fortis Alberta Franchise Fee 2023 (enclosure)
 - 7.3. Notice of Motion: Engine Retarder Breaks – Highway 28 (enclosure)
8. **BYLAWS/POLICIES/AGREEMENTS**
POLICIES
 - 8.1. Personal Information Bank (PIB) Policy (enclosure)
9. **WORKSHOPS/MEETINGS/CONFERENCES**
10. **COUNCIL REPORTS**
 - 10.1 Mayor Holden (enclosure)
 - 10.2 Deputy Mayor Bidney (enclosure)
 - 10.3 Councillor Laing (enclosure)
 - 10.4 Councillor Larson (enclosure)
 - 10.5 Councillor May (enclosure)

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11. CORRESPONDENCE
GENERAL

11.1. Town of Redwater – Library Funding (enclosure)

11.2. Minister Shandro - Provincial Police Service (enclosure)

ACTION REQUIRED

11.3. Royal Canadian Legion Gibbons Branch #226 – Remembrance Day Ceremony
Invitation (enclosure)

12. NOTICE OF MOTION

12.1. Springbrook Park (enclosure)

13. CLOSED SESSION

14. ADJOURNMENT

Town of Bon Accord
Organizational Meeting of Council Minutes
October 4, 2022 6:15 p.m.
Live streamed on Bon Accord YouTube Channel

COUNCIL

PRESENT

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

ABSENT

Mayor Brian Holden

ADMINISTRATION

Jodi Brown – Chief Administrative Officer
Falon Fayant – Corporate Services Manager
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER

Deputy Mayor Laing called the meeting to order at 6:17 p.m.

APPOINTMENT OF DEPUTY MAYOR

Councillor May nominated Councillor Bidney as Deputy Mayor.
Councillor Bidney accepted the nomination.

COUNCILLOR BIDNEY MOVED THAT nominations cease.
CARRIED UNANIMOUSLY RESOLUTION 22-405

COUNCILLOR MAY MOVED THAT Councillor Bidney be appointed as Deputy Mayor for the next year.
CARRIED UNANIMOUSLY RESOLUTION 22-406

Councillor Laing turned the duties of chairing the meeting over to Deputy Mayor Bidney.

ADOPTION OF AGENDA

COUNCILLOR LARSON MOVED THAT Council adopt the agenda for the October 4, 2022 Organizational Meeting of Council, as presented.
CARRIED UNANIMOUSLY RESOLUTION 22-407

NEW BUSINESS

2023 Regular Council Meeting Schedule

COUNCILLOR LARSON MOVED THAT Council approves the 2023 Regular Meeting of Council Schedule as amended by removing the first Regular Council Meeting in January 2023.

CARRIED UNANIMOUSLY RESOLUTION 22-408

Town of Bon Accord
Organizational Meeting of Council Minutes
October 4, 2022 6:15 p.m.
Live streamed on Bon Accord YouTube Channel

2022-2023 Council Appointments to Boards, Commissions, and Committees

COUNCILLOR LAING MOVED THAT Council approves the 2022-2023 Council Appointments to Boards, Commissions and Committees as amended, including:

- Councillor Larson as representative on B.A.C.S. & Lilian Schick Joint-Use, Capital Region Northeast Water Services Commission, Regional Emergency Advisory Committee, and Veterans' Memorial Park Committee;
- Councillor May as representative on the Veteran's Memorial Park Committee;
- Councillor Laing moved from an alternate to additional representative for the Bon Accord Library Board; and
- Mayor Holden as the alternate for the Capital Region Northeast Water Services Commission.

CARRIED UNANIMOUSLY RESOLUTION 22-409

APPOINTMENTS

Subdivision Authority and Development Officer

COUNCILLOR LARSON MOVED THAT Council appoints Jane Dauphine of Municipal Planning Services as the designated officer for the Subdivision Authority and Dianne Allen of the Town of Bon Accord as the Development Officer.

CARRIED UNANIMOUSLY RESOLUTION 22-410

Financial Institution

COUNCILLOR LAING MOVED THAT Council designates ATB Financial as the financial institution for the Town of Bon Accord.

CARRIED UNANIMOUSLY RESOLUTION 22-411

Municipal Assessor

COUNCILLOR MAY MOVED THAT Council affirms the appointment of Mike Krim from Tanmar Consulting Inc. as the Town's municipal assessor.

CARRIED UNANIMOUSLY RESOLUTION 22-412

Municipal Auditor

COUNCILLOR LARSON MOVED THAT Council affirms the appointment of Metrix Group LLP as the Town of Bon Accord's Municipal Auditor.

CARRIED UNANIMOUSLY RESOLUTION 22-413

Legal Counsel

COUNCILLOR MAY MOVED THAT Council appoint Lidstone and Company (Barristers and Solicitors) as the primary solicitors to represent the interests of the Town of Bon Accord and that Reynolds, Mirth, Richards, and Farmer LLP be appointed as alternate solicitors.

CARRIED UNANIMOUSLY RESOLUTION 22-414

Town of Bon Accord
Organizational Meeting of Council Minutes
October 4, 2022 6:15 p.m.
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Engineers

COUNCILLOR LARSON MOVED THAT Council appoint Associated Engineering as the Town of Bon Accord's primary engineering firm for building, infrastructure, and utility areas of operations.

CARRIED UNANIMOUSLY RESOLUTION 22-415

Signing Authority

DEPUTY MAYOR BIDNEY MOVED THAT Council appoints the Mayor and all Councillors, the Town Manager, and all Managers as signing authority for the Town of Bon Accord.

CARRIED UNANIMOUSLY RESOLUTION 22-416

ADJOURNMENT

The October 4, 2022 Regular Meeting of Council adjourned at 7:09 p.m.

Mayor Holden

Jodi Brown, CAO

**Town of Bon Accord
Regular Meeting of Council Minutes
October 4, 2022 7:00 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCIL

PRESENT

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

ABSENT

Mayor Brian Holden

ADMINISTRATION

Jodi Brown – Chief Administrative Officer
Falon Fayant – Corporate Services Manager
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER

Mayor Holden called the meeting to order at 7:17 p.m.

ADOPTION OF AGENDA

COUNCILLOR LAING MOVED THAT Council add item 7.8 Council–Town Manager Covenant and 11.1 Notice of Motion: Engine Retarder Breaks – Highway 28 to the October 4, 2022 agenda.

CARRIED UNANIMOUSLY RESOLUTION 22-417

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the October 4, 2022 agenda, as amended.

CARRIED UNANIMOUSLY RESOLUTION 22-418

PROCLAMATIONS: MONTH OF SEPTEMBER

National Fire Prevention Week

Small Business Week

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – September 20, 2022

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the September 20, 2022 Regular Meeting of Council as amended.

CARRIED UNANIMOUSLY RESOLUTION 22-419

UNFINISHED BUSINESS

Skateboard Park Grant and Survey Results

COUNCILLOR LARSON MOVED THAT Council accepts this report as information.

CARRIED UNANIMOUSLY RESOLUTION 22-420

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Council Orientation Workshop: Cost Sharing Proposal

DEPUTY MAYOR BIDNEY MOVED THAT Council approve the attendance of Councillor Larson and for the regional Council Orientation workshop.

In favour: Deputy Mayor Bidney, Councillor Larson

Opposed: Councillor Laing, Councillor May

DEFEATED RESOLUTION 22-421

NEW BUSINESS

Notice of Motion: Alberta Industrial Heartlands Association Membership

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to research becoming an Associate Member of the Alberta Industrial Heartland Association.

CARRIED UNANIMOUSLY RESOLUTION 22-422

Arena Ice Plant Replacement Update

COUNCILLOR LARSON MOVED THAT Council direct administration to initiate negotiations with Sturgeon County regarding additional recreational funding support for the arena upgrade project and further that administration brings back information on federal grant funding at the October 18th Regular Council Meeting.

CARRIED UNANIMOUSLY RESOLUTION 22-423

Small Business Week – Mighty Business Breakfast Bash

COUNCILLOR MAY MOVED THAT Council accepts this report as information and directs administration to register or obtain tickets for Councillor Laing, Councillor Larson, Deputy Mayor Bidney, Mayor Holden, and Dianne Allen to attend the “Mighty Business Breakfast Bash” event held on Friday, October 14, 2022.

CARRIED UNANIMOUSLY RESOLUTION 22-424

Federal Electoral Boundary Change

COUNCILLOR MAY MOVED THAT Council direct administration to draft a letter of support for the Town of Redwater to remain in the Sturgeon River electoral riding and forward the letter to the Town of Redwater to include with their submission to the Commission.

In favour: Deputy Mayor Bidney, Councillor Larson, Councillor May

Opposed: Councillor Laing

CARRIED RESOLUTION 22-425

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Sturgeon Region Partnership Committee

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to notify the Sturgeon Region Partnership that Bon Accord is in favor of revitalizing and continuing the SRP Committee and further that the Terms of Reference should be amended to clarify that meetings will be held quarterly, and our partnership will be re-evaluated in one (1) year.

CARRIED UNANIMOUSLY RESOLUTION 22-426

ATCO Franchise Fees

COUNCILLOR MAY MOVED THAT Council supports no change of ATCO franchise fees for 2023.

CARRIED UNANIMOUSLY RESOLUTION 22-427

Fortis Franchise Agreement

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to renew the agreement with Fortis Alberta for the first subsequent term.

CARRIED UNANIMOUSLY RESOLUTION 22-428

Council – Town Manager Covenant

COUNCILLOR LAING MOVED THAT Council accept the Council – Town Manager Covenant following the Aug 30th by-election as presented and circulated as per the Code of Ethics and Town Manager Covenant Policy #21-399.

CARRIED UNANIMOUSLY RESOLUTION 22-429

BYLAWS/POLICIES/AGREEMENTS

Town Manager Evaluation Policy

COUNCILLOR LARSON MOVED THAT Council approve the Town Manager Evaluation Policy as presented and circulated.

CARRIED UNANIMOUSLY RESOLUTION 22-430

CORRESPONDENCE

ACTION REQUIRED

Redwater & District Chamber of Commerce – 2022 Chamber Business Awards Gala

COUNCILLOR LAING MOVED THAT Council direct administration to register up to two members of Council, including Councillor Laing, for the Oct 22, 2022 Redwater Chamber Business Awards Gala.

CARRIED UNANIMOUSLY RESOLUTION 22-431

City of St. Albert – Non-Residential Recreation User Fees

COUNCILLOR LAING MOVED THAT Council direct administration to contact the City of St. Albert and request more information regarding the non-residential recreation user fees

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opportunity and to inquire if they would have the capacity to include the Town in their services.

Councillor Laing rescinded her motion.

COUNCILLOR LAING MOVED THAT Council direct administration to contact the City of St. Albert for more information regarding non-residential recreation user fees.

CARRIED UNANIMOUSLY RESOLUTION 22-432

NOTICE OF MOTION

Engine Retarder Breaks – Highway 28

ADJOURNMENT

The October 4, 2022 Regular Meeting of Council adjourned at 8:55 p.m.

Mayor Brian Holden

Jodi Brown, CAO

Council Report

Date: October 18, 2022
Reporting Period: September 20 – October 12, 2022
Department: Recreation and Community Services Manager
Submitted by: Lila Quinn

RECREATION AND PARKS

ARENA

Continued to seek funding sources for the new ice plant at the arena.

Working with the Community League to finalize the Arena Concession agreement.

Ice rentals began on September 18, 2022.

The ice plant was not functioning properly on October 5 due to the oil pump in the compressor malfunctioning. Ice rentals were cancelled due to the soft ice as surface temperatures of the ice reached 28 degrees (normal is 20). The service contractor was called in and were able to replace the pump the same day. The arena re-opened the following day on October 6.

COMMUNITY EVENTS/PROGRAMS

WALKING CLUB

Walking club continues every Wednesday from 12:15-12:45 p.m. until December 14. There are currently four participants registered in the program.

MEET THE COMMUNITY NIGHT

Meet the Community Night was held on Thursday, September 15th at the Community Hall from 6:00–8:00 p.m. We had 16 organizations participating but only 12 other people attended.

We will re-evaluate this event prior to scheduling in 2023.

TERRY FOX RUN

The Terry Fox Run will be held on Sunday, September 18, at 10:00 a.m. Six people participated in the walk/run.

UPCOMING PROGRAMS

HALLOWEEN HOWL

The Halloween Howl will be held on Monday, October 31 from 4:00 – 6:00 PM at Town Office, outside weather permitting. We will be handing out candy and will also set up a resources table to highlight our FCSS programs and services as this is an FCSS funded event.

I would like to invite all of Council to attend this event.

REMEMBRANCE DAY SERVICE

This event will take place at the Veterans' Park on November 11 and is in the early planning stages.

WINTER WONDERLAND

This event is scheduled at the Bon Accord Arena on Saturday, December 3 from 2:00-4:00 p.m. and will include activities and free skating. 4H has partnered with us and will be hosting the games and activities and we will seek out other partners as well.

FAMILIES FIRST PARTNERSHIP

Continued partnership with Families First to offer the Silly Sprouts Play program for caregivers and their children aged 0-6 years. This program is held on Thursday mornings in the basement of the Town Office.

TOOLS FOR SCHOOL

We still have many "Tools for School" back-packs filled with school supplies for families with children in Grade 1-6 available for pick-up at the Town Office. Again, thank you to Sturgeon County FCSS & the United Way of the Alberta Capital Regional for making them available in our community.

They will also be available at the Halloween Howl.

BOARDS AND COMMITTEES

COMMUNITY SERVICES ADVISORY BOARD

The next meeting is scheduled on December 13, 2022.

MEETINGS

- Sept 20 & Oct 4: Regular Meeting of Council
- September 22: Meeting with a Resident seeking resources
- September 22: North Central ESS Network Meeting

- September 22: Edmonton Evergreen FCSS Meeting
- September 27: Management Meeting
- September 28: Ice Plant Quote Meeting
- October 3: Meeting with Veterans' Park Past Society Member
- October 4: Senior's Conference, Morinville (FCSS resources Table)
- October 6: Special Meeting of Council (Budget)
- October 7: Meeting with Chair of Community Services Advisory Board (Budget)
- October 11: Meeting with Community League (Concession)
- October 12: All Staff Meeting

Lila Quinn

*Recreation and Community Services Manager
Town of Bon Accord*

Council Report

Date: October 18, 2022
Reporting Period: September 14 – October 11, 2022
Department: Corporate Services
Submitted by: Falon Fayant

Corporate Services, Finance Report

Municipal

To date, 90% of current outstanding taxes have been collected, compared to 89% at this time last year. A penalty was applied on October 1, resulting in \$3,493 of penalty revenue.

Administration

Administration is expected to be on par with budget.

Protective Services

The Town received \$3,003 in funds from Sturgeon County for the Sturgeon Regional Emergency Management Partnership surplus. Bylaw revenues for the fines distributions received from the province are over budget by \$2,655.

Municipal Planning & Economic Development

Municipal planning and economic development are expected to be on par or under budget. Bigger expenses still ongoing include the MDP update and legal expenses relating to current or future development.

Public Works

Bulk water sales are \$23,342 over budget due to timing and demand. In winter months the demand typically decreases.

Water and sewer sales from utility billing are on par with budget. Variances for utilities are due mainly to timing and demand.

Parks

Expenses for parks continue into the fall season for general maintenance until the snow falls. Total fuel expenses for parks equipment to date is \$2,659.

Recreation & Community Services

The arena will continue to have an increase in operational expenses as we move into the winter season.

Capital Projects

Current budget breakdown for capital revenue and expenditures:

**Capital Revenue and Expenditures 2022
Breakdown**

CBBF Carry-forward	439,268
MSI Carry-forward	-
CBBF 2022	91,627
MSI 2022	182,309
TOTAL REVENUE	\$ 713,204
2022 Road Project	633,094
2021 Road Project	64,258
Hellinga Road Project	22,567
TOTAL EXPENSE	\$ 719,919
Funds remaining	-\$ 6,715
	- 6,715.49

2022 Road Rehabilitation Project: Current costs \$448,725; Budget \$633,094
2021 Road Rehabilitation (deficiencies and lien holdbacks): Current \$110,495; Budget 2022: \$64,258; Remaining funds from 2021 budget accrued: \$47,765
EV Charging Stations: Current costs \$98,497; Budget \$0 (expect 100% grant funded)

MEETINGS

- September 27 – Managers' Meeting
- October 4 – Organizational Meeting and Regular Council Meeting
- October 6 – Special Meeting of Council; Budget Workshop
- October 12 – All staff meeting

Falon Fayant

*Corporate Services Manager
Town of Bon Accord*

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2022
Reporting period: up to October 11, 2022

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,199,405	2,269,433	- 70,028	207,228	321,808	- 114,580	1,992,177	1,947,625	44,552	2%
TOTAL MUNICIPAL	\$ 2,199,405.00	\$ 2,269,433.00	-\$ 70,028.00	\$ 207,228.00	\$ 321,807.75	-\$ 114,579.75	\$ 1,992,177	\$ 1,947,625	\$ 44,552	2%
Election	-	-	-	1,139	4,354	- 3,215	(1,139)	(4,354)	3,215	74%
Council	-	-	-	76,261	90,542	- 14,281	(76,261)	(90,542)	14,281	16%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 77,400	\$ 94,896	-\$ 17,496	-\$ 77,400	-\$ 94,896	\$ 17,496	18%
Administration	4,030	3,167	863	360,061	394,484	- 34,423	(356,031)	(391,317)	35,286	9%
TOTAL ADMINISTRATION	\$ 4,030	\$ 3,167	\$ 863	\$ 360,061	\$ 394,484	-\$ 34,423	-\$ 356,031	-\$ 391,317	\$ 35,286	9%
Fire Services	9,945	9,471	474	31,270	47,007	-15,737	(21,325)	(37,536)	16,211	43%
Emergency Services	3,003	-	3,003	9,042	15,790	-6,748	(6,039)	(15,790)	9,751	62%
Bylaw	48,194	44,719	3,475	30,914	78,960	-48,046	17,280	(34,241)	51,521	150%
TOTAL PROTECTIVE SERVICES	\$ 61,142	\$ 54,190	\$ 6,952	\$ 71,226	\$ 141,758	-\$ 70,532	-\$ 10,084	-\$ 87,568	\$ 77,484	88%
Municipal Planning	5,188	7,719	- 2,531	104,903	175,505	- 70,602	(99,715)	(167,786)	68,071	41%
Economic Development	-	5,850	- 5,850	63,104	89,415	- 26,311	(63,104)	(83,565)	20,461	24%
TOTAL PLANNING & DEVELOPMENT	\$ 5,188	\$ 13,569	-\$ 8,381	\$ 168,007	\$ 264,920	-\$ 96,913	-\$ 162,819	-\$ 251,351	\$ 88,532	35%
Public Works - Roads	9,212	7,888	1,324	249,613	342,916	- 93,303	(240,401)	(335,028)	94,627	28%
Storm Sewer & Drain	-	-	-	14,330	27,697	-13,367	(14,330)	(27,697)	13,367	48%
Water	434,039	406,358	27,681	313,991	445,217	-131,226	120,048	(38,859)	158,907	409%
Sewer	256,070	253,179	2,891	193,786	280,286	-86,500	62,284	(27,107)	89,391	330%
Garbage	66,672	72,692	- 6,020	80,495	91,658	-11,163	(13,823)	(18,966)	5,143	27%
Cemetery	13,250	5,542	7,708	6,697	7,215	-518	6,553	(1,674)	8,227	492%
TOTAL PUBLIC WORKS	\$ 779,243	\$ 745,659	\$ 33,584	\$ 858,912	\$ 1,194,989	-\$ 336,077	-\$ 79,669	-\$ 449,330	\$ 369,661	82%
FCSS	33,643	34,422	- 779	45,061	47,645	- 2,584	(11,418)	(13,222)	1,804	14%
TOTAL FCSS	\$ 33,643	\$ 34,422	-\$ 779	\$ 45,061	\$ 47,645	-\$ 2,584	-\$ 11,418	-\$ 13,222	\$ 1,804	14%
Parks	79,101	77,255	1,846	90,109	109,764	- 19,655	(11,008)	(32,509)	21,501	66%
Arena	115,911	182,254	- 66,343	162,767	217,546	- 54,779	(46,856)	(35,292)	(11,564)	33%
Recreation	173,858	174,450	- 592	77,955	181,501	- 103,546	95,903	(7,050)	102,953	1460%
TOTAL REC & COMMUNITY SERVICE	\$ 368,870	\$ 433,959	-\$ 65,089	\$ 330,831	\$ 508,810	-\$ 177,979	\$ 38,039	-\$ 74,851	\$ 112,890	151%
Library	-	-	-	54,080	57,546	- 3,466	(54,080)	(57,546)	3,466	6%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 54,080	\$ 57,546	-\$ 3,466	-\$ 54,080	-\$ 57,546	\$ 3,466	6%
Total Excl. General Municipal	\$ 1,252,116	\$ 1,284,966	-\$ 32,850	\$ 1,965,578	\$ 2,705,048	-\$ 739,470	-\$ 713,462	-\$ 1,420,082	\$ 706,620	50%
Total Incl. General Municipal	\$ 3,451,521	\$ 3,554,399	-\$ 102,878	\$ 2,172,806	\$ 3,026,856	-\$ 854,050	\$ 1,278,715	\$ 527,543	\$ 751,172	142%

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

Council Report

Date: September 21st – October 18th, 2022

Department: Operations (Public Works and Parks)

Submitted by: Jodi Brown, Town Manager/Terry Doerkson, Operations Supervisor

CAPITAL PROJECTS

- Meeting with Associated Engineering on Friday, October 14th, 2022, to review the deficiencies that need to be corrected for 46th street and 2023 projects.
- Investigation of costs for proposed 2023 capital budget.

SIDEWALKS

- Four sidewalk repair projects were completed this month (needed to be done prior to winter).

EQUIPMENT/VEHICLES

- Annual inspection of the lift truck completed.
- Tires replaced on the skid steer.

CEMETERY

- Met with the Communities in Bloom (CiB) group regarding placement of the historical plough display. The original chosen location will not work due to proximity to a power pole. In consultation with the CiB representatives, a new location was found at the entrance to the old cemetery on the opposite side of the road (southside). A cement base will be installed next spring for the plough. Town staff will prepare the site for the cement base prior to the winter season.

WATER

- Annual fall hydrant inspection and winterization is planned for next week.

SEWER

- Sewer flushing was completed last week.
- Crucial repairs to the alarm system at the lift stations were completed.

STAFF

- Participated in the All Staff Meeting on October 12th
- Met with Corporate Services Manager to develop proposed 2023 operating and capital budgets.
- Recruited a temporary, casual labourer to assist with snow removal during the winter months.

OTHER

- Staff installed the new video surveillance equipment in the Town Office.
- Staff purchased new, safety equipment for gas detection when working in areas of high risk for dangerous gases (i.e. wet wells).
- The speed sign on 54th Avenue (Lillian Schick Road) is missing. Staff have replaced the sign.
- Staff have initiated a new process to provide the traffic speed sign data to both our bylaw services and the RCMP every month.
- New gate has been ordered, one call requirements completed, install expected soon.
- New “caution” signs were placed near the Dark Sky trail (sloped area); staff have submitted a crossing agreement request to ATCO regarding the possibility of paving of the area.

MEETINGS

September 20 th :	Regular Council Meeting
September 27 th :	Management Meeting
October 06 th :	Special Meeting (Budget Workshop)
October 12 th :	All Staff Meeting
October 14 th :	Associated Engineering (Road Projects)

Council Report

Date: October 18, 2022
Reporting Period: September 15/22 to October 13/22
Department: Planning and Development
Submitted by: Dianne Allen

ECONOMIC DEVELOPMENT

Brock Boards

Brock Boards has created advertising for the portable sign to be placed on the boulevard facing Highway 28. This signage will be double-faced providing advertising for those travelling on the service road (refer attachment).

Electric Vehicle Chargers

Dandelion Renewables was on site Oct 3/22 determining the six level two chargers are all operational, with breakers turned off till electrical inspection is complete and signage installed.

To note, the three - level 2 chargers at Town Office require a service upgrade from 22.4kW to 31kW. There is no customer distribution contribution charge for this project (pole mount transformer and transformer pole). Upgrade cost is calculated in the billing for service at an approximate increase of \$49.76 per month, dependent on consumption.

Retailer costs may decrease dependent on “Power Plus” tendering directly to the provider, with additional solar farm credit generated per month, decreasing service upgrade costs. The initial project communication and site inspection, Dandelion Renewables noted there may be service upgrades required.

The level three charger is off the production line and being shipped to Dandelion Renewables. Signage is being worked on and will be installed at the same time as the level three charger.

Municipal Development Plan

Municipal Planning Services is compiling the 20 survey responses received and will be providing a short summary of information collected, including recommendations arising from the responses.

PLANNING AND DEVELOPMENT

737 Enterprises Ltd.

Progress continues on the property across from Town office, with development permits approved for the Liquor Store and the Daycare.

On October 12/22, 737 Enterprises notified Town Office that the dump trailer locked and secured on the property was stolen, containing siding and other building materials. RCMP have been notified.

Plan 1854KS Parcel C – East

A Development Agreement has been drafted by the Town's Legal Counsel and forwarded to Hellinga Development Company Ltd. for review and signature.

4907-51 Ave

A development agreement has been drafted by the Town's Legal Counsel with pending revisions to be made prior to sending to owner of property.

4.59 Acres – Town Owned Land

Signage has been constructed by Public Works and placed on the 4.59-acre land location indicating land is for sale (refer attachment).

5028-47th Ave (Gasland Property)

Reclamation is being completed as per Phase 11 Environmental Site Assessment report initiated by Gasland.

Investment and Development

- Lease space available
- Modify a duplex into a four plex

BYLAW COMPLAINTS / CONERNS

File: 71097-00760

Dog attack on human and dog - \$1000 violation ticket issued. Offender pleaded not guilty with file going to trial October 11/22. Trial concluded with a guilty verdict and \$1000 fine to be paid within one year. Total legal costs incurred by the Town on this file \$5677.47.

File: 71097-0074

Dog attack on dog - \$1000 violation ticket issued. Offender pleaded not guilty with file going to trial November 8/22.

Complaints

- Vicious Barking Dog
- Number of dogs on premises
- Squirrels
- Encroaching trees

Peace Officer Enforcement Services

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

September 2022 – Bon Accord Citation Report

September 2022 – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
2	0	2	3	1	3	This Period
16	1	7	45	41	25	YTD

MEETINGS / EVENTS ATTENDED / EDUCATION

- Manager Meetings
- Council Meetings / Council Connect
- Municipal Planning Services – discussions, review permits, compliance certificates, new applications
- Developer Discussions – existing and potential new developments
- Stakeholders / Residents – development questions, inquiries and concerns
- Bylaw Enforcement – discussions
- AUMA Conference
- Inspections Group – discussions
- Brownlee LLP - discussions

Dianne Allen

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

**5.59 Acres Prime Residential Land
Adjacent from School**

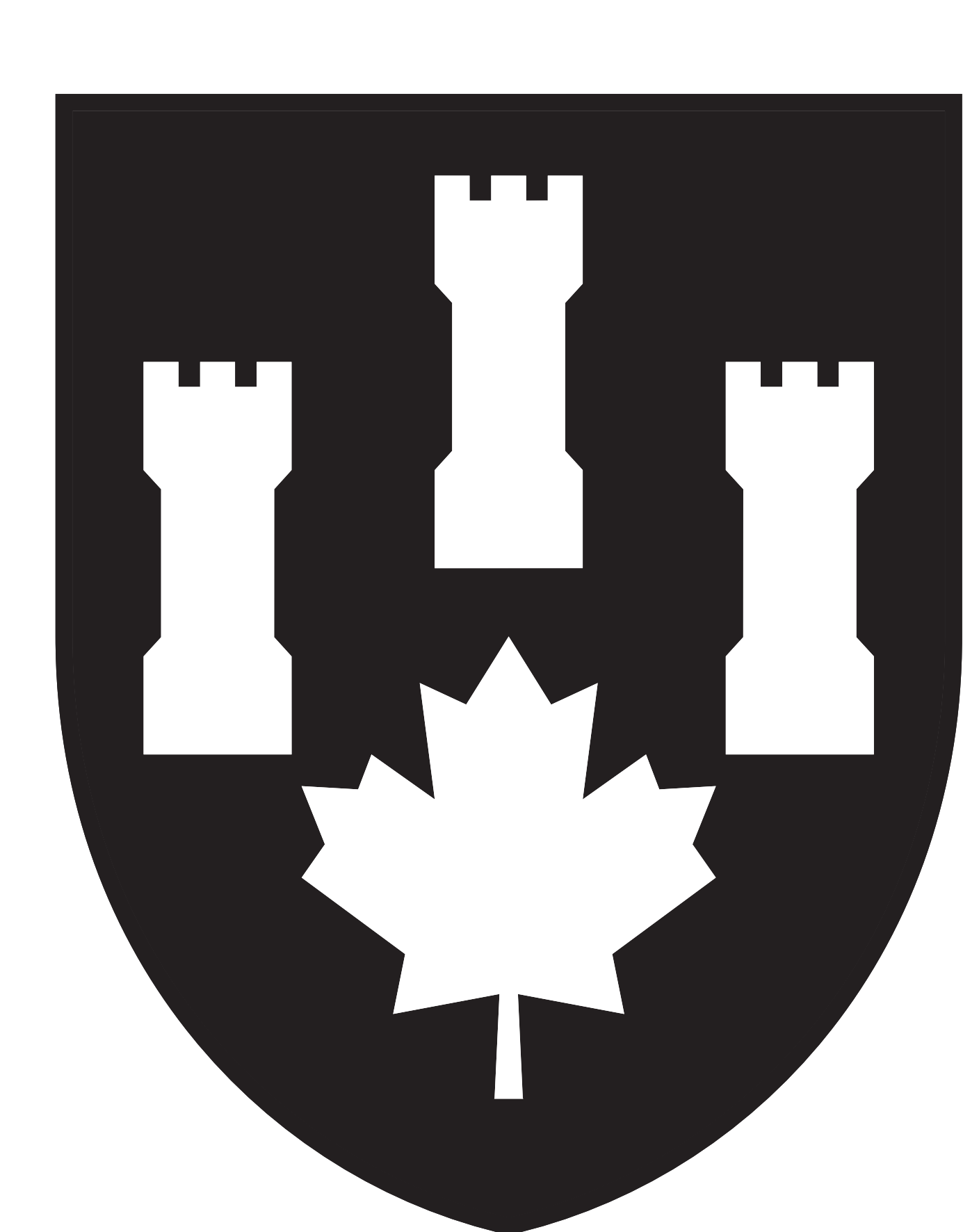
FOR SALE



Town of
Bon Accord
building for tomorrow

780-921-3550

Town Office



Town of
Bon Accord
building for tomorrow

**4.59 Acres Prime Residential
LAND FOR SALE**

780.921.3550

TOWN OFFICE

Sturgeon County

BON ACCORD CITATION REPORT SEPTEMBER 2022 Statistics from: 9/1/2022 12:00:00AM to 9/30/2022 11:59:00PM

Citation Printout Report by Violation

Total Citations of (ROR S.37(A) FAIL TO OBEY S/SIGN BEFORE ENTERING INTER): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 1
Total Mandatory Appearances: 0

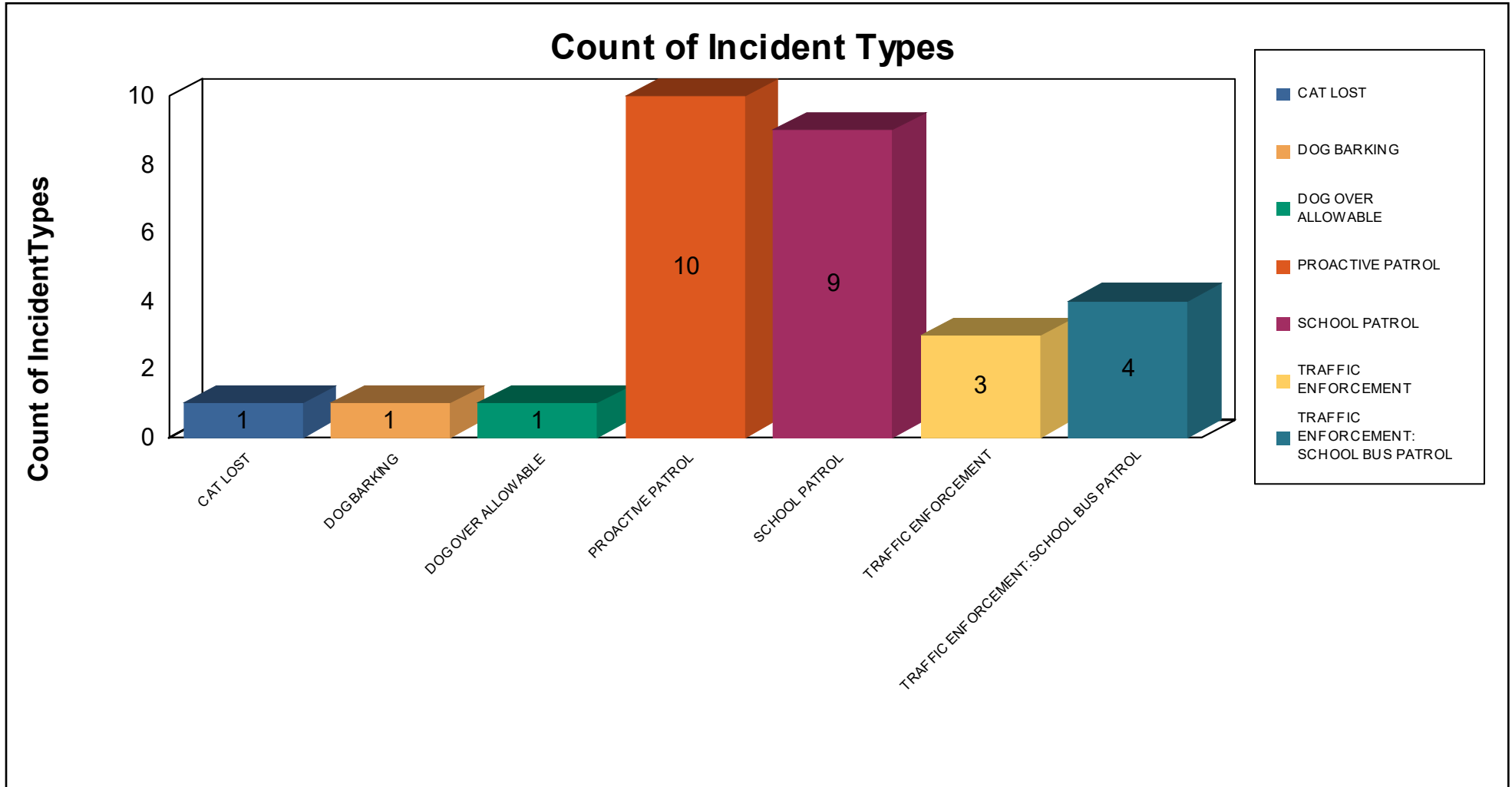
Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 8
Total Mandatory Appearances: 0

Total Citations of (TSA S.65(1)(C) OWNER OPERATE M.V. NOT IN GOOD WORKING ORDER/COMP): 1
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: **11**
Total Fine Amounts Reported: **\$2388.00**
Total Money Collected:
Total Money Still Due: **\$2388.00**
Total Mandatory Appearances: **0**

Incident Report



CAT LOST: 1 3%

Incident Report

DOG BARKING: 1 3%

DOG OVER ALLOWABLE: 1 3%

PROACTIVE PATROL: 10 34%

SCHOOL PATROL: 9 31%

TRAFFIC ENFORCEMENT: 3 10%

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 4 14%

Grand Total: 100.00% Total # of Incident Types Reported: 29

Council Report

Date: October 18th, 2022

Reporting Period: September 21st – October 18th, 2022

Department: Town Manager

Submitted by: Jodi Brown

Action Item List Enclosed

COMMUNITY, SAFETY, AND COLLABORATION

Library Board

Administration met with the Chair of the Library Board and representatives from the Public Library Services branch regarding the Town's Library Board Bylaw and current agreements with the library. Both the Library Board Bylaw (2003) and the agreements need to be updated. The meeting was very helpful and informative in the process to update the bylaw. Both the Library Board Bylaw and the associated agreements will be coming forward to Council at the next Council Briefing Committee Meeting.

Joint Use Agreement:

Administration and Councillor Larson will be meeting with the Joint Use Committee (Principals of both schools, Town representatives and the School Board Trustee) in late October.

The Municipal Government Act now requires Joint Use Agreements to include information on land use planning. Administration is working on the development of a new agreement to meet these requirements that will need to be renegotiated with the school board and Council.

Citizens on Patrol

I will be meeting with the Citizen on Patrol representative this month to discuss the funding granted in 2018.

Town Traffic Sign (Bylaw and RCMP Collaboration)

We are pleased to report that we have resumed the practice of forwarding the data from the digital speed sign to the RCMP and bylaw services each month. The Public Works team are to be commended for taking this initiative to ensure that the data is reported to local enforcement to support community safety.

November Coffee with a Cop Session:

The next Coffee with a Cop session is scheduled for November 25th from 9-11 AM. I have also invited the Community Liaison Officer to attend and Sgt. Lew Simms.

Participation in the September Coffee with a Cop session was very good. The November session will be advertised on the Town sign by the Community Hall and circulated via the library in addition to our other communication mediums (social media and website).

INFRASTRUCTURE:

Road Projects:

I met with Associated Engineering and our Operations Manager on October 14th to ensure that the deficiencies related to the 46th street are addressed and also to confirm planning for the 2023 road projects.

Arena Projects:

As this is a major project, I have been assisting the Recreation and Community Services Manager with the on-going project planning and grant applications.

Ice Plant Replacement:

I met with the Federation of Canadian Municipalities (FCM) grant representative to discuss other options for funding the arena projects on October 13th. I was advised that the application process for the federal grants is approximately 6 months. Hence, due to the urgent nature of replacing the ice plant and the deadlines for completing the ice plant project required for the MCCAC funding (\$472, 500), this grant will not be a good fit for this project.

Other Arena Upgrades:

The FCM grant programs may be a good fit for the other arena projects (new arena floor, dasher board system, building envelope upgrades, new roof). I have forwarded the engineering report and environmental impact analysis information completed by Associated Engineering for review to determine if these projects will meet the grant requirement of 30% GHG reduction.

Sponsorship and Donations:

We have met with the Legislative Services and Communications Coordinator to start planning the naming rights, sponsorship and donations information packages for industry and business partners that may be willing to support the upgrade projects. The Recreation and Community Services Manager will be part of the team working on this project. The information package and related policy documents will be coming forward to Council in the new year.

IDENTITY

Dark Sky Designation

The Economic Development and Planning Manager, the Legislative Services Coordinator and the Recreation and Community Services Manager are working together on the public engagement plan and survey regarding the retention of the Dark Sky designation. This information will be coming forward to Council.

SERVICE EXCELLENCE

All Staff Meeting: October 12th, 2022

Staff met to review/discuss current and upcoming projects, outcomes of Council meetings, new health and safety initiatives, the 2023 budget proposal, Christmas schedule planning, and

feedback was requested on the proposed employment policy that will be coming to Council for review. Ideas for future team building are being considered.

Council Workshop:

Administration has created a proposed agenda with potential speakers for presentation to Council at the October 18th Council Meeting. The potential speakers have been contacted for availability and costs. Administration has also researched a potential Council Workshop Policy to be brought forward at the October Briefing Committee meeting.

MEETINGS

- Sept. 21 – Sept. 23: Alberta Municipalities Fall Convention
- Sept. 26: Sturgeon Region Emergency Management Program Agency Mtg
- Sept. 27: Management Team Meeting
- Sept. 29: Joint Use Agreement Seminar (LGAA)
- Oct. 04: Organizational Meeting and Regular Council Meeting
- Oct. 06: Special Meeting: Budget Workshop
- Oct. 06: Half Day Council Orientation Session (new Councillor)
- Oct. 11: Meeting with Municipal Affairs Library Services Branch
- Oct. 12: All Staff Meeting
- Oct. 13: Community Buildings Retrofit Grant Program Mtg
- Oct. 13: Local Gov't Administrators Workshop (online)
- Oct. 14: Meeting with Associated Engineering Re: Road Projects

ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
Veteran's Memorial Park Committee New bylaw	In-Progress Staff meet with the volunteer representative to start working on the bylaw
Orientation and Council Workshop (Schedule Orientation with Councillor Larson and plan workshop for October)	In-Progress Oct. 06 th completed Oct. 17 th second half of training
Annual Council Workshop to be planned for October	In-Progress Proposed dates and agenda will be brought forward at the October 18 Council Meeting
Administration to contact the City of St. Albert for more information regarding the Non-Resident Recreational Fees ICF agreement	In-Progress Administration has forwarded an email to the city contacts provided; waiting for a response.
Brock Boards Signage Parcel near LS For Sale	Sign has been ordered and will be placed once received.

Administration to contact the Northeast Water Services Commission to inquire if the North Saskatchewan Watershed Alliance is involved in this organization.	In-Progress—information will be brought to Council at the October 18 th RCM
Citizens on Patrol Funding Contact Legal and Gibbons COP groups	In-Progress Contacted the remaining group representative and a meeting will be scheduled in late October.
Response to Naramata, BC Re: Dark Sky Designation Report	In-Progress
Purchase and install of new security gate for PW shop.	In-Progress Gate has been ordered, one call complete and install will take place soon
Administration to find out more information about the membership in the Alberta Industrial Heartland Association	In- Progress
Town Manager to initiate negotiations with Sturgeon County for additional funds for arena projects	In - Progress
Dark Sky Designation Public Participation Plan and Survey	In- Progress Public Participation Plan and Proposed Survey on the Oct. 18 th agenda.
Communities in Bloom Project at the Cemetery	Location confirmed/installation next spring (install concrete base)
OHV Vehicle Survey Question	Future Survey

ACTION ITEM LIST: COMPLETED

- ✓ Victim Services Advocacy Letter has been signed by Mayor Holden and sent to Minister Shandro (attached)
- ✓ Support Letter for the Town of Redwater Re: Electoral Boundaries (attached)
- ✓ Advocacy Letter for Library Funding (attached)
- ✓ Email sent to Sturgeon Region Partnership with resolution to continue the SRP Committee, reassess after one year, and further to revise the Terms of Reference to state that meetings will take place on a quarterly basis.

September 16, 2022

The Honourable Tyler Shandro
Minister of Justice and Solicitor General
204, 10800 – 97 Avenue
Edmonton, AB T5K 2B6

VIA EMAIL ministryofjustice@gov.ab.ca

Re: Victim Services Redesign

Dear Minister Shandro:

At the Regular Bon Accord Council Meeting on September 6, 2022, Council and Administration listened with shock and disappointment as the Executive Director of Sturgeon Victim Services, Elisabeth Melvin, presented a heartfelt call to action in response to proposed upcoming changes to the Victim Services Units in Alberta. Although the proposed Zonal model would unify policies, procedures, and bylaws and ensure a fair pay grid, the concerns far outweigh the benefits.

We believe that the proposed Zonal model provides insufficient support for trauma victims. This model will not allow for proper support for sudden deaths (like farming accidents in our rural area), accidental structure fires, domestic disputes, and suicides. Trauma has long-term, lasting effects on mental health. Clear direction in terms of local counselling and additional supports like food and financial barriers, homelessness, and childcare is imperative during and after trauma.

This support is lead from the heart by volunteers. We have heard there is a possibility that volunteers will be eliminated in the new model, and we hope this is not the case. The low turnover rate for volunteers bolsters community spirit and reinforces the care that Program Managers put into dispatching calls; always ensuring volunteers are sent in teams of two and directing more complex calls to paid staff. Volunteers also alleviate expenses and ensure paid employees avoid burnout and achieve a healthy work/life balance.

We've heard the phrase "you cannot give from an empty cup," and the health of Victim Services' dedicated caregivers must be monitored effectively to ensure their cup is filled. The implementation of a Centralized Professional Support Services Team (CPSS) for each Zone would replace Unit management and move it to an offsite location which will not allow for adequate monitoring.

Additionally, the Zonal model moves governance from the Board to a CPSS team, leaving long-term, dedicated employees with a 12-16 month in-the-dark waiting period to



determine if the newly proposed position of "caseworker" provides promise of a comparable role. But not to be mistaken, the concern expressed is not that of a disgruntled employee – rather it is of disappointment, confusion, and abandonment. The Zonal model will not only eliminate the autonomy each of the 62 Units are afforded, but it will also assuredly extinguish the passion that every Victim Services employee and volunteer has devoted themselves to building with the current model.

Changes may be necessary, but at what expense? Mental health for victims of trauma? The disregard of dedicated, life-long community volunteer advocates and Victim Services employees? Victim Services will continue to answer the calls of all Albertans in their most vulnerable moments for as long as they are able, but will you, Minister Shandro, answer theirs?

Sincerely,

Brian Holden
Mayor
Town of Bon Accord





October 13, 2022

VIA EMAIL: AB@redecoupage-federal-redistribution.ca

Federal Electoral Boundaries
Commission for Alberta
PO Box 45062
Calgary, AB T2L 1Y4

RE: Town of Redwater Federal Electoral Boundary Changes

Federal Electoral Boundaries Commission:

As part of the Sturgeon River-Parkland electoral boundary, the Town of Bon Accord was approached by the Town of Redwater to support their request to remain in the Sturgeon River-Parkland boundary.

The proposed new boundaries put the Town of Redwater in the Lakeland riding, thus removing the Town from the Sturgeon River-Parkland riding. Redwater is concerned that the riding boundaries may negatively impact representation of the industrial heartland community due to excessive travel required for the Lakeland MP and conflicting political and economic priorities between the two MPs that will oversee the Sturgeon Region, as Redwater is in Sturgeon County.

The Town of Bon Accord encourages community connections and recognizes that our relationship with our neighbours is key to orchestrating ongoing changes throughout our region. As such, we support Redwater's position to remain in the Sturgeon River-Parkland riding.

Respectfully,

Brian Holden
Mayor
Town of Bon Accord



October 13, 2022

VIA EMAIL minister.municipalaffairs@gov.ab.ca

The Honourable Ric McIver
Minister of Municipal Affairs
320 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Re: Library Funding

Dear Minister McIver:

Our regional Northern Lights Library System (NLLS) recently brought to Council's attention the inadequate funding model provided by the province for our system and by extension our municipal library.

NLLS's letter calls for a more appropriate determination of funding that is not based solely on population but considers too the cost of inflation. Rural populations can stagnate or even decrease over time, but costs for programs, services and daily operations continue to increase.

Rising costs are inevitable, however, provincial funding has not increased since the 0.10 cent per resident increase in 2015. For a population such as Bon Accord with 1529 residents, this amounts to an increase of \$152.90. A 2.0% increase is hardly sustainable considering Alberta's Consumer Price Index (CPI) is up 6.0% with a national average up 7.0%¹. Meeting the costs of inflation should be the bare minimum.

This lack of funding leaves municipalities to cover the shortfalls. After seven years, it's time for the province to pick up the slack so municipalities are not left to choose between providing essential services to residents and funding provincial responsibilities.

We support the NLLS in asking the province to secure the longevity of our libraries by committing to moderate funding increases consistent with rising costs of inflation. Let's work together to ensure our libraries remain fundamental, free sources for knowledge and creativity that truly benefit all Albertans.

Sincerely,

Brian Holden
Mayor
Town of Bon Accord

CC:

Greg Smith, Chief of Staff for Ric McIver, Minister of Municipal Affairs greg.smith@gov.ab.ca
Vicky Lefebvre, Board Chair, Northern Lights Library System jmacdonald@nlls.ab.ca

Dale Nally, MLA, Morinville – St. Albert Morinville.StAlbert@assembly.ab.ca

Sources:

¹ Consumer Price Index Change. Economic Dashboard, September 20, 2022.
<https://economicdashboard.alberta.ca/ConsumerPriceIndexChange#type>.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 18, 2022
Presented by:	Lila Quinn, Recreation and Community Services Manager
Title:	Dark Sky Community Survey
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

During the September 20th, 2022 Regular Council Meeting:

COUNCILLOR LARSON MOVED THAT Council directs administration to develop a public engagement plan to determine the level of resident interest in continuing to maintain the Dark Sky designation.

Carried Unanimously Resolution #22-395

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has developed a short survey to seek input from Bon Accord residents with regards to the continuation of the Dark Sky designation.

The Town's Public Participation Policy requires that administration present public participation plans to Council for approval.

The public participation plan is as follows:

- ✓ Survey: enclosed for reference

- ✓ Distribution:
 - An online survey on the Town website
 - Hard copies available at the Town Office
 - Hard copies to the Bon Accord Library

- ✓ Advertising:
 - Town newsletter, social media, and website

STRATEGIC ALIGNMENT

Priority 3: Infrastructure

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

COSTS/SOURCES OF FUNDING

Annual Budget

RECOMMENDED ACTION (by originator)

Choose one of the following options:

1. That Council approves the Dark Sky Survey as presented and circulated.
2. That Council approves the public participation plan for the Dark Sky survey.
3. That Council direct administration to....

2022 DARK SKY DESIGNATION SURVEY

Submission Deadline: November xx, 2022 at 4 p.m.

In 2015, Bon Accord became the first international Dark Sky Community in Canada.

1. Did you know the Town of Bon Accord is a Dark Sky Community?

- Yes
- No

2. Do you find value in this designation?

- Yes
- No

3. Do you want to continue with this designation?

- Yes
- No

Other Comments:

THANK YOU!

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	October 18 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Council Annual Workshop
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

During the September 06th, 2022 Regular Council Meeting,

COUNCILLOR MAY MOVED THAT Council direct administration to work on planning a workshop retreat for October.

CARRIED UNANIMOUSLY Resolution # 22-368

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Proposed Dates: (Location: Council Chambers)

There are few remaining October dates available. Administration recommends planning the workshop for November. (October 28th is the only possibility). November Dates: Friday, November 04 or Friday, November 18/22.

Annual Council Workshop Proposal:

Time: 8:30 AM – 4:15 PM

Time	Topic	Presenter	Estimated Cost
Breakfast 8:30 – 9:00 AM			\$30
9 – 9:30 AM	Recorded Votes	Municipal Affairs	0
9:30 – 11:30 AM	Council Procedures	Presenter AMA or Alternate	\$850 Max.
Lunch 11:30 – 12:15 PM			\$80
Afternoon Sessions			
12: 15 – 1: 15 PM	PW Presentation (Snow Removal)	Town Manager Public Works	0
1:15 – 3:15 PM	Annual Review of Strategic Plan	Town Manager	0

3:30 – 4:15 PM	Municipal Development Plan Update	Municipal Planning Services	Included in MDP update costs

Note:

- Breakfast (light continental) and Lunch to be provided (\$110 estimated)
- Council may wish to consider other topics or presenters.
- Suggested speakers are dependent on availability and confirmed costs.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

\$1000 (allocation in 2022 Operating Budget)

RECOMMENDED ACTION (by originator)

1. That Council direct administration to plan the annual Council Workshop on _____ (date) from _____ (time) and further that Council approves the agenda as presented or as amended (list amendments).
2. That Council direct administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 18, 2022
Presented by:	Falon Fayant, Corporate Services Manager
Title:	2023 Draft Operating & Capital Budget
Agenda Item No.	6.3

BACKGROUND/PROPOSAL

A Draft 2023 Operating and Capital budget was presented to Council and accepted as information at the Special Meeting of Council on October 6, 2022.

The budget presentation prepared for the October 18, 2022 Regular Meeting of Council has minimal changes. They include:

- Changes in the Alberta School Requisition – a decrease in the amount collected.
- Adjustments within Economic Development and Planning to training and contracted services.
- Adjustments to Capital projects to include Sidewalk Replacement Program, the removal of 53 Avenue road project, an increase to the Ice Plant Arena Project, as well as restructuring of revenue – which available grants and reserves pay for which projects.

The projected budget has been prepared using a combination of historical values and projected based upon historical analysis of the department areas as well as actual projections based upon quotes and agreements.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Per the MGA, Council is required to pass a budget for the upcoming fiscal year by December 31, 2022. Council must also approve three-year operating plans and five-year capital plans. These plans, unlike the budget, are for strategic purposes only and do not need to balance. Once Council further deliberates the operating and capital budget, the plans can then be built and presented.

Council could elect to pass an interim budget by December 31, 2022, and then bring the budget back for final deliberations early next year. An additional year must be added to plans should Council choose to pass an interim budget. A final budget must be approved prior to passing next years taxation bylaw, which is typically passed March-April.

Should Council choose to pass a final budget by December 31, 2022, the budget can be revisited for amendments in the new year once tax assessment and levy information becomes available.

STRATEGIC ALIGNMENT

Priority #1 Economy – The Town of Bon Accord is committed to achieving steady growth through residential, commercial, and industrial development.

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

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

Priority #4 Identity – Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

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

COSTS/SOURCES OF FUNDING

Annual Budget

RECOMMENDED ACTION (by originator)

One of the following:

THAT ... Council approves the 2023 Operating and Capital budget as presented, and directs administration to bring the Water, Wastewater, and Waste Collection Bylaws to Council with the changes represented within the budget.

THAT ... Council directs administration to make the following adjustments to the 2023 operating and capital budget [*list adjustments*] and bring back to Council with the changes.



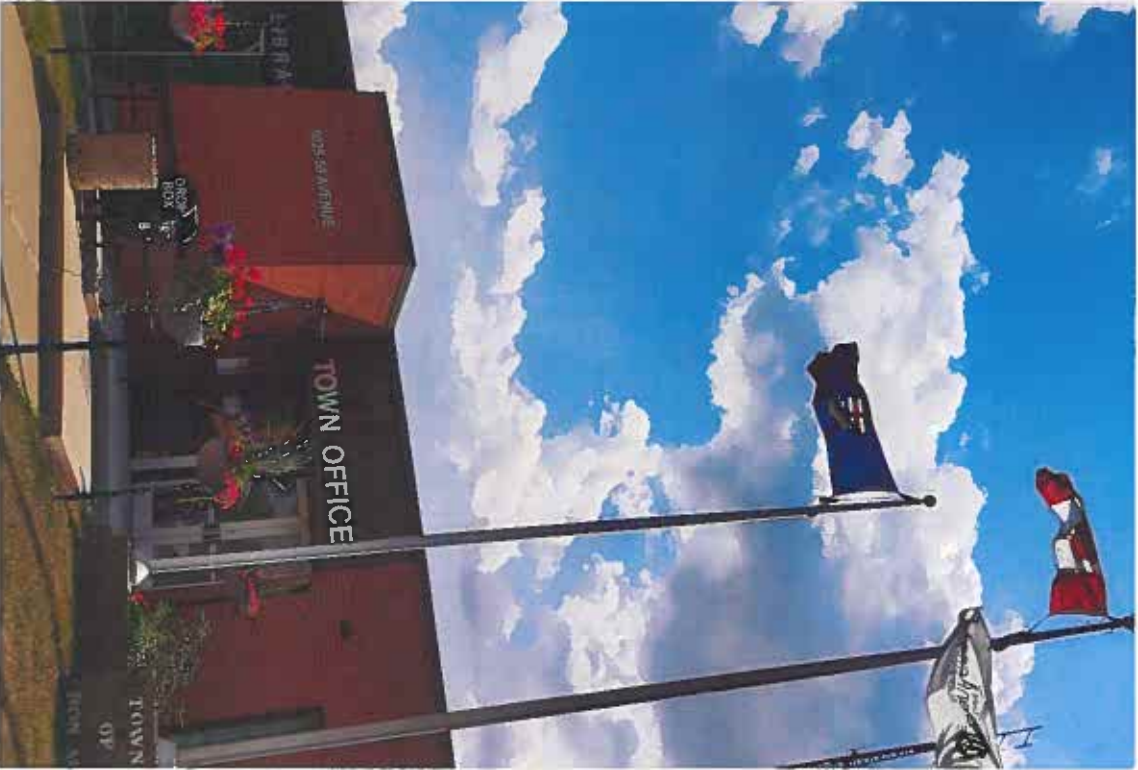
2023 Draft Operating & Capital Budget
Regular Council Meeting - October 18, 2022

Topics

- Budget Overview
- Council
- Administration
- Protective Services
- Public Works
- Economic Development & Planning
- Recreation & Community Services
- Taxation
- Capital
- Total Budget by Object
- Appendices – Total Budget by Department



BUDGET OVERVIEW



2023 Budget Overview

2023 Overview
Budgeted Operating Revenue: \$3,939,009
Budgeted Operating Expenses: \$3,939,009
Municipal Taxation: \$2,029,237

2022 Overview
Budgeted Operating Revenue: \$3,795,883
Budgeted Operating Expenses: \$3,795,883
Municipal Taxation: \$1,993,624

**\$143,126 (3.77% increase over 2022 budget)
Projected Increase to Municipal Levy: 2.3%**

BUDGET OVERVIEW



2023 Budget Overview

The projected tax levy increase of 2.3% is calculated using the assumption that assessment values will stay the same. Historically, assessment values decreased by an average of 2% every year between 2017-2021, and then they jumped by an increase of 3% for 2022.

Every additional budget increase by approximately \$15,500 will result in an additional 1% tax levy increase.

BUDGET OVERVIEW



2023 Budget Overview

In Review: Budget Challenges & Drivers

- Rising inflations costs for goods and services, including increased fuel prices.
- Recovery from two years of zero increases to taxation revenue and lower franchise fees due to COVID.
- Increase of Policing costs - \$88 K in 2023, increasing by an average of 44% every year since 2020.
- Aging infrastructure and long-term strategy to mitigate – proactive versus reactive.
- Reduction in Provincial grant funding (MSI).
- Strive to maintain service levels.

COUNCIL

Budget Includes:

- Increase to Council fees of 1.5% cost-of-living adjustment
- Training EOEP Courses – 2 per Councillors
- No change to per diem fees budgets
- Golf tournaments – Redwater, Gibbons, Sturgeon County (2 Councillors each)
- AMA Spring Conference – All
- AMA Fall Conference – All
- FCM Conference – 2 Councillors
- ACCPA Conference – 2 Councillors
- Spring Municipal Leaders Caucus – All
- Parades – Redwater, Gibbons, Legal, Morinville, St. Albert
- Parade Candy
- Coffee with a Cop Session
- Community Connections Supplies
- Trinus IT





Town of Bon Accord
COUNCIL
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
Total Revenue	-		

Expenses:			
COUNCIL - FEES & PER DIEMS	80,324	\$ 75,085.00	7%
COUNCIL - TRAINING & OTHER	10,590	\$ 16,000.00	-34%
STAFFING COSTS - TRAINING & OTHER	6,825	\$ 4,000.00	71%
CONTRACTED SERVICES & RENTALS	4,562	\$ 4,560.00	0%
GOODS & SUPPLIES	3,100	\$ 3,500.00	-11%
INSURANCE	1,200	\$ 1,224.00	-2%
MEMBERSHIP & REGISTRATION	10,865	\$ 10,000.00	9%
Total Expenses	117,466	114,369	3%

Balance	-	117,466	-	114,369	3%
		0.00			



Town of Bon Accord
ELECTION
Operating Budget - By Object

	Budget	Budget	Variance %
	Operating 2023	Operating 2022	
Revenue:			
Total Revenue	-	-	#DIV/0!

Expenses:			
CONTRACTED SERVICES & RENTALS	500	1,500	-67%
GOODS & SUPPLIES	1,500	1,000	50%
MEMBERSHIP & REGISTRATION	-	2,000	-100%
PROFESSIONAL FEES	-	1,000	-100%
Total Expenses	2,000	5,500	-64%

Balance	-	2,000	-	5,500	-64%
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0.00

ADMINISTRATION

Budget Includes:

- Revenue – fees for tax certificates, landfill permits, NSF fees, summer student grant, EV charging revenue
- Staff training and conferences – increase knowledge and collaboration opportunities
- Postage and copies, office equipment leases and office supplies including continuation of office furniture upgrades
- Utilities – cell phones, office phones, power, and gas
- Audit services
- Assessment services
- EV Charging stations maintenance fees
- Cleaning services
- Software annual fees
- Building maintenance – includes duct and carpet cleaning





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

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	3,615	4,000	-10%
GRANTS	1,500	-	#DIV/0!
Total Revenue	5,115	4,000	28%

Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	330,686	298,570	11%
STAFFING COSTS - TRAINING & OTHER	11,737	9,560	23%
CONTRACTED SERVICES & RENTALS	74,978	74,917	0%
GOODS & SUPPLIES	13,008	13,850	-6%
INSURANCE	18,000	18,301	-2%
MEMBERSHIP & REGISTRATION	9,080	7,056	29%
OTHER - FINANCE CHARGES	3,645	6,000	-39%
POSTAGE & COPIES	2,700	2,300	17%
PROFESSIONAL FEES	41,192	38,240	8%
REPAIRS & MAINTENANCE	9,850	5,000	97%
UTILITIES	7,486	7,681	-3%
DEBENTURES	6,296	6,821	-8%
AMORTIZATION	30,000	30,000	0%
TRANSFER TO RESERVES	10,000	10,000	0%
Total Expenses	568,658	528,296	8%

Balance	-	563,543	-	524,296	7%
		0.00			

FIRE



Budget Includes:

- Fire hall rental from Sturgeon County Agreement
- Fire services fees paid to Sturgeon County
- Fire hall telephone and internet
- Parkland County dispatch fees \$2.13 per capita 1529
- Building maintenance
- Power and gas utility allocation
- Fire transfer to reserves

PRIORITY #2: THE RESIDENTS OF BON ACCORD LIVE IN A SAFE, CONNECTED, AND ATTRACTIVE COMMUNITY.



Town of Bon Accord
FIRE
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	9,661	9,471	2%
Total Revenue	9,661	9,471	2%
Expenses:			
CONTRACTED SERVICES & RENTALS	32,575	32,201	1%
REPAIRS & MAINTENANCE	1,500	1,000	50%
UTILITIES	1,905	3,806	-50%
TRANSFER TO RESERVES	10,000	10,000	0%
Total Expenses	45,980	47,007	-2%
Balance	- 36,319	- 37,536	-3%

0.00

EMERGENCY MANAGEMENT



Budget Includes:

- Mileage and subsistence allowance for SREMP courses
- SREMP Membership
- Safety supplies – first aid kit and AED maintenance, supplies for Safety Corners in each department.

PRIORITY #2: THE RESIDENTS OF BON ACCORD LIVE IN A SAFE, CONNECTED, AND ATTRACTIVE COMMUNITY.



Town of Bon Accord
EMERGENCY MANAGEMENT
Operating Budget - By Object

	DRAFT Budget	Budget	Variance %
Operating 2023 Operating 2022			
Revenue:			
Total Revenue	-	-	

Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	9,522	10,449	-9%
STAFFING COSTS - TRAINING & OTHER	250	-	#DIV/0!
CONTRACTED SERVICES & RENTALS	-	3,500	-100%
FUEL	-	-	#DIV/0!
GOODS & SUPPLIES	600	250	140%
MEMBERSHIP & REGISTRATION	5,747	5,747	0%
Total Expenses	16,119	19,946	0

Balance	-	16,119	-	19,946	-	0
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0.00

BYLAW SERVICES



Budget Includes:

- Revenue: Fines distribution fees from the province, pet licenses, portion of the MSI Operating Grant
- RCMP Police Funding
- Bylaw services agreement with Sturgeon County
- Pet tag supplies

PRIORITY #2 THE RESIDENTS OF BON ACCORD LIVE IN A SAFE, CONNECTED, AND ATTRACTIVE COMMUNITY.



Town of Bon Accord
BYLAW
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	3,050	3,500	-13%
GRANTS	42,042	41,219	2%
Total Revenue	45,092	44,719	1%
Expenses:			
CONTRACTED SERVICES & RENTALS	129,885	99,739	30%
GOODS & SUPPLIES	160	-	#DIV/0!
Total Expenses	130,045	99,739	30%

Balance	-	84,953	-	55,020	54%
		0.00			

STORM



Budget Includes:

- Supplies for storm culverts and maintenance
- Transfer to reserves for storm management

PRIORITY #3 INFRASTRUCTURE THE TOWN OF BON ACCORD IS MAINTAINING AND IMPROVING ALL INFRASTRUCTURE IN A FISCALLY RESPONSIBLE MANNER.



Town of Bon Accord
STORM
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
Total Revenue	-	-	

Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	18,173	17,761	2%
FUEL	-	400	-100%
GOODS & SUPPLIES	1,000	1,000	0%
AMORTIZATION	10,000	10,000	0%
TRANSFER TO RESERVES	18,594	15,825	17%
Total Expenses	47,767	44,986	6%

Balance	-	47,767	-	44,986	6%
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0.00

ROADS

Budget Includes:

- Portion of MSI Operating Grant
- Grader and loader training, safety training
- Utilities – telephone, power, gas
- Allocation for office equipment leases
- Dust control and road sweeping
- Asphalt patching and curb painting, Spray patching and crackseal, gravel
- Equipment and vehicle maintenance – snow blades, equipment repairs, etc.
- Sand and salt
- Safety PPE
- Fuel
- Transfer to capital for equipment purchases
- Transfer to reserves



PRIORITY #3 INFRASTRUCTURE: THE TOWN OF BON ACCORD IS MAINTAINING AND IMPROVING ALL INFRASTRUCTURE IN A FISCALLY RESPONSIBLE MANNER.



Town of Bon Accord
ROADS
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	-	1,000	-100%
GRANTS	8,800	8,964	-2%
Total Revenue	8,800	9,964	-12%
Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	141,477	147,428	-4%
STAFFING COSTS - TRAINING & OTHER	3,000	3,000	0%
CONTRACTED SERVICES & RENTALS	72,313	78,300	-8%
FUEL	33,114	26,181	26%
GOODS & SUPPLIES	37,465	43,500	-14%
INSURANCE	12,463	13,113	-5%
MEMBERSHIP & REGISTRATION	-	1,000	-100%
POSTAGE & COPIES	675	-	#DIV/0!
REPAIRS & MAINTENANCE	14,500	14,700	-1%
UTILITIES	55,049	60,473	-9%
DEBENTURES	18,886	20,462	-8%
AMORTIZATION	190,000	190,000	0%
TRANSFER TO CAPITAL	20,000	-	#DIV/0!
TRANSFER TO RESERVES	25,000	25,000	0%
Total Expenses	623,942	623,157	0%
Balance	-	615,142	-
	0.00	613,193	0%

WATER



Budget Includes:

- Revenue: Sales of water, no rate increase as proposed to board of Capital Region Northeast Water Services Commission, portion of the MSI Operating Grant
- Training courses and seminar for Water and Wastewater certification CEU's.
- Utilities – telephone, power, gas
- Munsight GIS services
- Office equipment lease allocations
- Parts for repairs and maintenance, water meter maintenance
- Transfer to reserves, including utility capital rate rider

PRIORITY #3 INFRASTRUCTURE: THE TOWN OF BON ACCORD IS MAINTAINING AND IMPROVING ALL INFRASTRUCTURE IN A FISCALLY RESPONSIBLE MANNER.



Town of Bon Accord
WATER
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	557,043	504,331	10%
GRANTS	8,800	8,964	-2%
Total Revenue	565,843	513,295	10%
Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	112,745	116,044	-3%
STAFFING COSTS - TRAINING & OTHER	5,205	3,400	53%
CONTRACTED SERVICES & RENTALS	54,550	59,000	-8%
FUEL	-	4,800	-100%
GOODS & SUPPLIES	19,328	20,000	-3%
INSURANCE	6,725	7,075	-5%
MEMBERSHIP & REGISTRATION	857	500	71%
OTHER - UTILITY SUPPLY PURCHASES	217,000	218,167	-1%
POSTAGE & COPIES	675	1,700	-60%
UTILITIES	4,379	4,776	-192%
BAD DEBITS	1,000	-	#DIV/0!
DEBENTURES	106,394	106,917	0%
AMORTIZATION	120,000	120,000	0%
TRANSFER TO RESERVES	23,594	20,000	18%
Total Expenses	663,694	682,379	-3%

Balance	-	97,851	-	169,084	-42%
	0.00				

SEWER

Budget Includes:

- Revenue – sewer sales increase of \$0.05 rate flow-through from ACRWC
- Operator training for water/wastewater certification
- Utilities – telephone, water, gas
- Munisight GIS allocation
- Main and service line inspection and repair
- Camera lines and re-line
- Wet well cleaning
- Office equipment lease allocation
- Supplies for repair and maintenance, gas monitors and calibration
- Transfer to reserves, including funds from new capital rate rider





Town of Bon Accord
SEWER
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	340,346	319,805	6%
Total Revenue	340,346	319,805	6%
Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	88,276	91,586	-4%
STAFFING COSTS - TRAINING & OTHER	3,500	3,400	3%
CONTRACTED SERVICES & RENTALS	57,616	61,000	-6%
FUEL	-	2,250	-100%
GOODS & SUPPLIES	7,328	10,000	-27%
INSURANCE	2,300	2,400	-4%
MEMBERSHIP & REGISTRATION	-	400	-100%
OTHER - UTILITY SUPPLY PURCHASES	135,000	135,826	-1%
POSTAGE & COPIES	675	1,700	-60%
UTILITIES	2,145	5,021	-57%
DEBENTURES	18,886	20,462	-8%
AMORTIZATION	82,000	82,000	0%
TRANSFER TO RESERVES	23,594	20,000	18%
Total Expenses	421,320	436,045	-3%
Balance	-	80,974	-30%
	0.00	116,240	

GARBAGE

Budget Includes:

- Garbage collection sales – reduced due to landfill
- Office equipment lease allocation
- Contract charges for waste collection
- Landfill charges



PRIORITY #3 INFRASTRUCTURE THE TOWN OF BON ACCORD IS MAINTAINING AND IMPROVING ALL INFRASTRUCTURE IN A FISCALLY RESPONSIBLE MANNER.



Town of Bon Accord
GARBAGE
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	84,321	91,822	-8%
Total Revenue	84,321	91,822	-8%
Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	18,733	18,540	1%
CONTRACTED SERVICES & RENTALS	406	1,000	-59%
GOODS & SUPPLIES	178	400	-56%
OTHER - UTILITY SUPPLY PURCHASES	99,000	94,139	5%
POSTAGE & COPIES	675	1,500	-55%
UTILITIES	101	200	-50%
Total Expenses	119,093	115,779	3%
Balance	-	34,772	-
		23,957	45%

0.00

CEMETERY



Budget includes:

- Western Canada Cemetery Association and conference
- Maintenance and repairs for the cemetery
- Parts and supplies

PRIORITY #3 INFRASTRUCTURE: THE TOWN OF BON ACCORD IS MAINTAINING AND IMPROVING ALL INFRASTRUCTURE IN A FISCALLY RESPONSIBLE MANNER.

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

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	8,000	7,000	14%
Total Revenue	8,000	7,000	14%
Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	6,580	6,854	-4%
CONTRACTED SERVICES & RENTALS	2,946	500	489%
GOODS & SUPPLIES	1,000	1,000	0%
REPAIRS & MAINTENANCE	-	760	-100%
AMORTIZATION	250	250	0%
Total Expenses	10,776	9,364	15%
Balance	-	2,776	17%
	0.00	2,364	

PARKS

Budget Includes:

- Revenue: portion of the Sturgeon Recreation Grant and Canada Summer Jobs grant for summer parks staff, user fees for ball and soccer. Includes a transfer from reserves (Sturgeon Recreation Operating Reserve) to cover ball diamond and soccer field operations.
- Training and conferences – Alberta Recreation Facilities Personnel
- Office equipment lease allocation
- Soccer line painting and railings on the bleachers at ball diamond
- Portable toilet rentals
- Fuel
- Parts and supplies for parks maintenance – dog pickup bags, baseball field chalk etc.



PRIORITY #3 INFRASTRUCTURE: THE TOWN OF BON ACCORD IS MAINTAINING AND IMPROVING ALL INFRASTRUCTURE IN A FISCALLY RESPONSIBLE MANNER.

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

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	950	-	#DIV/0!
TRANSFER FROM RESERVES	1,300	-	#DIV/0!
GRANTS	54,528	77,255	-29%
Total Revenue	56,778	77,255	-27%
Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	114,791	109,586	5%
STAFFING COSTS - TRAINING & OTHER	422	1,000	-58%
CONTRACTED SERVICES & RENTALS	13,822	13,363	3%
FUEL	3,500	3,500	0%
GOODS & SUPPLIES	10,050	10,500	-4%
MEMBERSHIP & REGISTRATION	448	700	-36%
DEBENTURES	5,781	-	#DIV/0!
Total Expenses	148,813	138,649	7%

Balance	-	92,035	-	61,394	50%
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ECONOMIC DEVELOPMENT

Budget Includes:

- Trade advertising opportunity with Mix 107.9
- Chamber of Commerce, golf tournament, regional breakfast, and conference networking opportunities
- Go East Publication
- Office equipment allocations
- Printing of developer packages and brochures
- Revision/update of Economic Development Strategy
- Utilities allocation – telephone, power, gas
- *Removed: Training courses – Economic Development Alberta*
- *Decrease to contracted services – until further information is known about developable lands (e.g., annexed lands) the value required is difficult to estimate.*



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

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	5,850	5,850	0%
Total Revenue	5,850	5,850	0%
Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	70,630	67,111	5%
STAFFING COSTS - TRAINING & OTHER	3,000	4,750	-37%
CONTRACTED SERVICES & RENTALS	14,882	10,750	38%
GOODS & SUPPLIES	357	500	-29%
MEMBERSHIP & REGISTRATION	5,000	16,000	-69%
POSTAGE & COPIES	1,000	1,000	0%
PROFESSIONAL FEES	10,850	10,850	0%
UTILITIES	4,711	1,985	137%
Total Expenses	110,430	112,946	-2%
Balance	-	104,580	-2%
		0.00	
		107,096	

MUNICIPAL PLANNING



Budget Includes:

- Revenue for compliance certificates, development permits, business license renewals
- Training opportunities – applied land use courses
- Networking – urban development and planning seminars
- Office equipment lease and supplies allocation
- Utilities allocation – telephone, power
- Advertising for land availability and marketing the Town
- Legal for development agreements, contracts, bylaw enforcement
- Municipal Planning Services

PRIORITY #1 ECONOMY: THE TOWN OF BON ACCORD IS COMMITTED TO ACHIEVING STEADY GROWTH THROUGH RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL DEVELOPMENT.

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

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	7,500	9,750	-23%
Total Revenue	7,500	9,750	-23%
Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	70,630	67,111	5%
STAFFING COSTS - TRAINING & OTHER	1,000	2,750	-64%
CONTRACTED SERVICES & RENTALS	65,882	64,070	3%
GOODS & SUPPLIES	428	400	7%
MEMBERSHIP & REGISTRATION	2,016	2,000	1%
PROFESSIONAL FEES	15,000	15,000	0%
UTILITIES	961	550	75%
DEBENTURES	12,592	69,810	-82%
Total Expenses	168,509	221,691	-24%
Balance	-	161,009	-24%
	0.00	211,941	

FCSS

Budget Includes:

- Revenue includes user fees from summer programs and the FCSS grant
- Training – food handling course
- FCSS conference for learning and networking opportunities
- Office equipment lease allocation
- Advertising for programs and events
- Home Alone & Babysitting course
- Utilities – telephone, gas and power allocation
- Summer programs – supplies and staffing
- Block party program
- Volunteer appreciation
- Community Grant program
- *Moved Communities in Bloom judging to recreation*





Town of Bon Accord
FCSS
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	1,800	500	260%
GRANTS	44,481	42,981	3%
Total Revenue	46,281	43,481	6%

Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	52,832	33,183	59%
STAFFING COSTS - TRAINING & OTHER	2,300	3,000	-23%
CONTRACTED SERVICES & RENTALS	10,865	14,100	-23%
GOODS & SUPPLIES	19,033	3,500	444%
INSURANCE	300	300	0%
MEMBERSHIP & REGISTRATION	1,637	1,600	2%
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRANT	2,950	2,500	18%
POSTAGE & COPIES	338	1,000	-66%
UTILITIES	2,801	1,000	180%
Total Expenses	93,056	60,183	55%

Balance	-	46,775	-	16,702	180%
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0.00

RECREATION

Budget Includes:

- Revenue: Sturgeon Recreation Grant funding allocation, pickleball user fees, donations for Music in the Park and Karing for Kids
- Office equipment lease allocation
- Utilities – telephone, power, gas
- Advertisements for programs and events
- Flags maintenance
- Music in the Park
- Harvest Days fireworks and parade float
- Canada Day celebrations
- Large item pickup
- Town wide cleanup
- Flowers and winter décor
- Transfer to reserves for capital (\$50,000 from Recreation Grant, \$50,000 from the town.





Town of Bon Accord
RECREATION
Operating Budget - By Object

	DRAFT Budget	Budget	Variance %
	Operating 2023	Operating 2022	
Revenue:			
USER FEES	1,350	800	69%
DONATIONS	3,000	3,000	0%
GRANTS	174,239	170,651	2%
Total Revenue	178,589	174,451	2%

Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	74,495	72,866	2%
STAFFING COSTS - TRAINING & OTHER	1,260	1,500	-16%
CONTRACTED SERVICES & RENTALS	28,694	28,138	2%
GOODS & SUPPLIES	8,270	16,360	-49%
MEMBERSHIP & REGISTRATION	1,050	400	163%
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRANTS	8,978	9,000	0%
POSTAGE & COPIES	338	400	-16%
UTILITIES	233	600	-61%
TRANSFER TO RESERVES	100,000	100,000	0%
Total Expenses	223,318	229,264	-3%

Balance	-	44,729	-	54,813	-18%
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ARENA

Budget Includes:

- Revenue: ice rentals, Sturgeon Recreation Funding grant allocation, transfer from Sturgeon Recreation funding operating reserve for Zamboni maintenance
- Utilities – telephone, power, gas
- Alberta Boilers Safety Association and Alberta Recreation Facility memberships
- Start-up costs and annual ice maintenance fee
- Zamboni parts and maintenance
- Duct cleaning
- Office equipment lease and supplies allocation
- Debiture increase – projected for ice plant project
- *Decreased transfer to capital for purchase of 200 chairs, use Sturgeon Reserve funding instead.*



PRIORITY #3 INFRASTRUCTURE: THE TOWN OF BON ACCORD IS MAINTAINING AND IMPROVING ALL INFRASTRUCTURE IN A FISCALLY RESPONSIBLE MANNER.



Town of Bon Accord
ARENA
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
USER FEES	160,000	160,000	0%
TRANSFER FROM RESERVES	4,900	-	#DIV/0!
GRANTS	84,845	55,587	53%
Total Revenue	249,745	215,587	16%
Expenses:			
STAFFING - WAGES & CONTRIBUTIONS	220,195	168,529	31%
STAFFING COSTS - TRAINING & OTHER	422	-	#DIV/0!
CONTRACTED SERVICES & RENTALS	62,777	57,200	10%
FUEL	-	150	-100%
GOODS & SUPPLIES	1,000	8,500	-88%
INSURANCE	13,113	13,113	0%
MEMBERSHIP & REGISTRATION	574	795	-28%
UTILITIES	21,539	19,686	9%
DEBENTURES	59,421	6,820	771%
TRANSFER TO CAPITAL	-	-	#DIV/0!
Total Expenses	379,041	274,793	38%
Balance	-	129,296	118%

0.00

LIBRARY



Budget Includes:

- Northern Lights Library System per capita fees
- Grant to the library
- Lighting retrofit for portion of Fortis grant (if granted)
- Building maintenance and insurance allocation
- Utilities – power and gas



Town of Bon Accord
LIBRARY
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
Total Revenue	-		

Expenses:			
CONTRACTED SERVICES & RENTALS	1,000	-	#DIV/0!
INSURANCE	2,855	2,464	16%
MEMBERSHIP & REGISTRATION	10,922	12,000	-9%
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRANTS	41,500	41,500	0%
UTILITIES	1,084	1,582	-31%
Total Expenses	57,361	57,546	0%

Balance	-	57,361	-	57,546	0%
		0.00			

TAXATION

Budget Includes:

- Revenue: Municipal tax levy, franchise fees, investments and bank interest, penalties
- Alberta School requisition
- Homeland Housing requisition





Town of Bon Accord
TAXATION
Operating Budget - By Object

	DRAFT Budget Operating 2023	Budget Operating 2022	Variance %
Revenue:			
TAXATION (INCLUDING REQUISITIONS)	2,066,237	2,018,511	2%
FRANCHISE FEES	240,851	239,922	0%
INVESTMENTS	20,000	11,000	82%
GRANTS	-		
Total Revenue	2,327,088	2,269,433	3%
Expenses:			
TAXATION REQUISITIONS	423,871	406,494	4%
OTHER - FINANCE CHARGES/DEBENTURES	-	-	#DIV/0!
Total Expenses	423,871	406,494	4%
Balance	1,903,217	1,862,939	2%

0.00

CAPITAL

Changes to the capital budget from the previous presentation, include the following:

- Increase to the project cost for 48th Street and 51^A Avenue
- Remove 53rd Avenue
- Sidewalk replacement program
- Increase to the Arena Ice Plant project by \$65,000 for the purchase of an adiabatic condenser.
 - An adiabatic condenser is higher quality, uses little to no water, and carries a lower ammonia charge, which increases the safety feature.
- Revenue – which grants, and reserves are being used to fund which expenses (reallocation based on available funding).





Town of Bon Accord
CAPITAL
Budget 2023

DRAFT Budget	
Capital 2023	
Revenue:	
ROADS	
Canada Community Building Fund Carry-forward	\$ 87,284.00
Canada Community Building Grant Fund 2023 (1)	\$ 15,000.00
MSI 2023 (2)	\$ 57,716.00
Transfers to capital (taxation):	
Roads for Ventrac and Snowblower/sweeper attachment	\$ 20,000.00
PARKS	
Transfer from Sturgeon Recreation Fund - Capital Reserve	\$ 60,000.00
ARENA	
MCCAC Grant - Ice Plant Project	\$ 472,500.00
Debenture - Ice Plant Project	\$ 749,600.00
Transfer from Sturgeon Recreation Fund - Capital Reserve	\$ 20,000.00
Transfer from Sturgeon Recreation Fund - Capital Reserve	\$ 18,208.00
Canada Community Building Grant Fund 2023 (1)	\$ 65,000.00
Total Revenue	\$ 1,565,308.00

Expenses:	
ROADS	
Ventrac Cab	\$ 12,000.00
Snowblower/sweeper attachment	\$ 8,000.00
48th Street & 51 A Avenue (3)	\$ 145,000.00
Sidewalk Replacement	\$ 15,000.00
PARKS	
Centennial Park Equipment	\$ 30,000.00
Springbrook Park - Swing	\$ 30,000.00
ARENA	
Ice Plant Project	\$ 1,287,100.00
Ice sprayer	\$ 14,000.00
Floor scrubber	\$ 6,000.00
Chairs - (200 qty) + dollies	\$ 18,208.00
Total Expenses	\$ 1,565,308.00
Balance	\$ -

- (1) Canada Community Building Fund
Estimated to be \$91,627 for 2023; remaining carry-forward = \$11,626
- (2) Municipal Sustainability Initiative Fund
Estimated to be \$182,309 for 2023; remaining carry-forward = \$124,593
- (3) At this time, the cost for the road project includes an estimate of the additional engineering and material testing/geotechnical cost



Town of Bon Accord
Summary By Object

	DRAFT Budget Operating 2023	Final Budget Operating 2022	Variance %
Revenue:			
TAXATION (INCLUDING REQUISITIONS)	2,066,237	2,018,511	2%
FRANCHISE FEES	240,851	239,922	0%
INVESTMENTS	20,000	11,000	82%
USER FEES	1,183,486	1,117,829	6%
DONATIONS	3,000	3,000	0%
TRANSFER FROM RESERVES	6,200	-	#DIV/0!
GRANTS	419,235	405,621	3%
Total Revenue	3,939,009	3,795,883	4%

Expenses:				
TAXATION REQUISITIONS	423,871	406,494		4%
COUNCIL - FEES & PER DIEMS	80,324	75,085		7%
COUNCIL - TRAINING & OTHER	10,590	16,000		-34%
STAFFING - WAGES & CONTRIBUTIONS	1,329,765	1,225,618		8%
STAFFING COSTS - TRAINING & OTHER	38,921	36,360		7%
CONTRACTED SERVICES & RENTALS	628,253	603,838		4%
FUEL	36,614	37,281		-2%
GOODS & SUPPLIES	123,805	134,260		-8%
INSURANCE	56,956	57,990		-2%
MEMBERSHIP & REGISTRATION	48,195	60,198		-20%
OTHER - FINANCE CHARGES	3,645	6,000		-39%
OTHER - UTILITY SUPPLY PURCHASES	451,000	448,132		1%
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRAN	53,428	53,000		1%
POSTAGE & COPIES	7,076	9,600		-26%
PROFESSIONAL FEES	67,042	65,090		3%
REPAIRS & MAINTENANCE	25,850	21,460		20%
UTILITIES	93,636	107,360		-13%
BAD DEBTS	1,000	-		#DIV/0!
DEBENTURES	228,256	231,292		-1%
AMORTIZATION	432,250	432,250		0%
TRANSFER TO CAPITAL	20,000	-		#DIV/0!
TRANSFER TO RESERVES	210,782	200,825		5%
Total Expenses	4,371,259	4,228,133		3%
Total Expenses excluding amortization	3,939,009	3,795,883		4%
Balance after adjustments (Excluding Amortization)	-	432,250	-	

“Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success.”

-Picasso





Town of Bon Accord
DRAFT Summary of All Departments
Operating Budget 2023

	DRAFT Budget Operating 2023	Final Budget Operating 2022	Variance \$	Variance %
Revenue:				
Taxation	\$ 2,327,088	\$ 2,269,433	\$ 57,655	3%
Council	\$ -	\$ -	\$ -	#DIV/0!
Election	\$ -	\$ -	\$ -	#DIV/0!
Administration	\$ 5,115	\$ 4,000	\$ 1,115	28%
PROTECTIVE SERVICES				
Fire	\$ 9,661	\$ 9,471	\$ 190	2%
Emergency Management	\$ -	\$ -	\$ -	#DIV/0!
Bylaw	\$ 45,092	\$ 44,719	\$ 373	1%
PUBLIC WORKS				
Storm	\$ -	\$ -	\$ -	#DIV/0!
Roads	\$ 8,800	\$ 9,964	\$ (1,164)	-12%
Water	\$ 565,843	\$ 513,295	\$ 52,548	10%
Sewer	\$ 340,346	\$ 319,805	\$ 20,541	6%
Garbage	\$ 84,321	\$ 91,822	\$ (7,501)	-8%
Cemetery	\$ 8,000	\$ 7,000	\$ 1,000	14%
Parks	\$ 56,778	\$ 77,255	\$ (20,477)	-27%
PLANNING & DEVELOPMENT				
Economic Development	\$ 5,850	\$ 5,850	\$ -	0%
Planning & Development	\$ 7,500	\$ 9,750	\$ (2,250)	-23%
RECREATION & COMMUNITY SERVICES				
FCSS	\$ 46,281	\$ 43,481	\$ 2,800	6%
Recreation	\$ 178,589	\$ 174,451	\$ 4,138	2%
Arena	\$ 249,745	\$ 215,587	\$ 34,158	16%
Library	\$ -	\$ -	\$ -	#DIV/0!
Total Revenue	\$ 3,939,009	\$ 3,795,883	\$ 143,126	3.77%

Expenses:									
Taxation	\$	423,871	\$	406,494	\$	17,377			4%
Council	\$	117,466	\$	114,369	\$	3,097			3%
Election	\$	2,000	\$	5,500	\$	(3,500)			-64%
Administration	\$	568,658	\$	528,296	\$	40,362			8%
PROTECTIVE SERVICES									
Fire	\$	45,980	\$	47,007	\$	(1,027)			-2%
Emergency Services	\$	16,119	\$	19,946	\$	(3,827)			-19%
Bylaw	\$	130,045	\$	99,739	\$	30,306			30%
PUBLIC WORKS									
Storm	\$	47,767	\$	44,986	\$	2,781			6%
Roads	\$	623,942	\$	623,157	\$	785			0%
Water	\$	663,694	\$	682,379	\$	(18,685)			-3%
Sewer	\$	421,320	\$	436,045	\$	(14,725)			-3%
Garbage	\$	119,093	\$	115,779	\$	3,314			3%
Cemetery	\$	10,776	\$	9,364	\$	1,412			15%
Parks	\$	148,813	\$	138,649	\$	10,164			7%
PLANNING & DEVELOPMENT									
Economic Development	\$	110,430	\$	112,946	\$	(2,516)			-2%
Planning & Development	\$	168,509	\$	221,691	\$	(53,182)			-24%
RECREATION & COMMUNITY SERVICES									
FCSS	\$	93,056	\$	60,183	\$	32,873			55%
Recreation	\$	223,318	\$	229,264	\$	(5,946)			-3%
Arena	\$	379,041	\$	274,793	\$	104,248			38%
Library	\$	57,361	\$	57,546	\$	(185)			0%
Total Expenses (including amortization)	\$	4,371,259	\$	4,228,133	\$	143,126			3.39%

Amortization:									
Administration	\$	30,000	\$	30,000	\$	-			0%
Storm	\$	10,000	\$	10,000	\$	-			0%
Roads	\$	190,000	\$	190,000	\$	-			0%
Water	\$	120,000	\$	120,000	\$	-			0%
Sewer	\$	82,000	\$	82,000	\$	-			0%
Cemetery	\$	250	\$	250	\$	-			0%
Arena									
Total Amortization	\$	432,250	\$	432,250	\$	-			0%
Total Expenses (excluding amortization)	\$	3,939,009	\$	3,795,883	\$	143,126			3.77%
Balance (excluding amortization)	\$	0	\$	-	\$	0		#DIV/0!	

Balance Excluding Taxation	\$	(1,903,217)	\$	(1,862,939)	\$	(40,278)			2.2%
Transfer to Reserves:									
Administration	\$	10,000	\$	10,000	\$	-			0%
Fire	\$	10,000	\$	10,000	\$	-			0%
Storm	\$	18,594	\$	15,825	\$	2,769			17%
Roads	\$	25,000	\$	25,000	\$	-			0%
Water	\$	23,594	\$	20,000	\$	3,594			18%
Sewer	\$	23,594	\$	20,000	\$	3,594			18%
Recreation & Parks	\$	100,000	\$	100,000	\$	-			0%
Total Transfer to Reserves	\$	210,782	\$	200,825	\$	9,957			5%

	2022 tax Actual FINAL	\$	1,993,624
	2023 tax budgeted	\$	2,029,237
\$ increase		\$	35,613
% increase			2%

includes requisitions and police funding



Town of Bon Accord
DRAFT Summary NET
Operating Budget 2023

	DRAFT Net Budget Operating 2023	FINAL Net Budget Operating 2022	Variance \$	Variance %
Taxation	\$ 1,903,217.00	\$ 1,862,939.00	\$ 40,278.00	2%
Council	\$ (117,466.20)	\$ (114,369.00)	\$ (3,097.20)	3%
Election	\$ (2,000.00)	\$ (5,500.00)	\$ 3,500.00	-64%
Administration	\$ (563,542.66)	\$ (524,296.00)	\$ (39,246.66)	7%
PROTECTIVE SERVICES				
Fire	\$ (36,319.00)	\$ (37,536.00)	\$ 1,217.00	-3%
Emergency Services	\$ (16,118.82)	\$ (19,946.00)	\$ 3,827.18	-19%
By/Law	\$ (84,953.00)	\$ (55,020.00)	\$ (29,933.00)	54%
PUBLIC WORKS				
Storm	\$ (47,766.75)	\$ (44,986.00)	\$ (2,780.75)	6%
Roads	\$ (615,142.13)	\$ (613,193.00)	\$ (1,949.13)	0%
Water	\$ (97,851.30)	\$ (169,084.00)	\$ 71,232.70	-42%
Sewer	\$ (80,974.27)	\$ (116,240.00)	\$ 35,265.73	-30%
Garbage	\$ (34,772.24)	\$ (23,957.00)	\$ (10,815.24)	45%
Cemetery	\$ (2,776.28)	\$ (2,364.00)	\$ (412.28)	17%
Parks	\$ (92,035.24)	\$ (61,394.00)	\$ 30,641.24	50%
PLANNING & DEVELOPMENT				
Economic Development	\$ (104,579.52)	\$ (107,096.00)	\$ 2,516.48	-2%
Planning & Development	\$ (161,008.52)	\$ (211,941.00)	\$ 50,932.48	-24%
RECREATION & COMMUNITY SERVICES				
FCSS	\$ (46,774.94)	\$ (16,702.00)	\$ (30,072.94)	180%
Recreation	\$ (44,729.18)	\$ (54,813.00)	\$ 10,083.82	-18%
Arena	\$ (129,295.74)	\$ (59,206.00)	\$ (70,089.74)	118%
Library	\$ (57,360.92)	\$ (57,546.00)	\$ 185.08	0%
Total NET (including amortization)	\$ (432,250)	\$ (432,250)	\$ 0.28	0%
Amortization:				
Administration	\$ 30,000.00	\$ 30,000.00	\$ -	0%
Storm	\$ 10,000.00	\$ 10,000.00	\$ -	0%
Roads	\$ 190,000.00	\$ 190,000.00	\$ -	0%
Water	\$ 120,000.00	\$ 120,000.00	\$ -	0%
Sewer	\$ 82,000.00	\$ 82,000.00	\$ -	0%
Cemetery	\$ 250.00	\$ 250.00	\$ -	0%
Arena	\$ -	\$ -	\$ -	0%
Total Amortization	\$ 432,250.00	\$ 432,250.00	\$ -	0%
Total NET (excluding amortization)	\$ 0	\$ -	\$ 0	#DIV/0!

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 18, 2022
Presented by:	Jodi Brown, Town Manager
Title:	North Saskatchewan Watershed Alliance Contribution Request
Agenda Item No.	6.4

BACKGROUND/PROPOSAL

During the September 20th Regular Council Meeting,

COUNCILLOR LARSON MOVED THAT Council direct administration to notify the North Saskatchewan Watershed Alliance that Council will take their request for donation for \$764.50 under consideration during 2023 budget deliberations AND FURTHER THAT administration look into the involvement of this organization with our water and wastewater commissions.

In favour: Mayor Holden, Councillor Bidney, Councillor Larson, Councillor May
Opposed: Deputy Mayor Laing

CARRIED Resolution 22-404

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration contacted the Capital Region Northeast Water Commission. They are not involved with this organization at this time. They do not receive any funding or provide any funding to this organization.

Administration has contacted the Capital Region Wastewater Commission regarding their involvement (if any) with the North Saskatchewan Water Shed Alliance and is waiting for a response.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

2023 Operating Budget

Contribution Request: \$764.50

RECOMMENDED ACTION (by originator)

1. That Council direct administration to....

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 18, 2022
Presented by:	Lila Quinn, Recreation and Community Services Manager
Title:	Community Services Advisory Board Appointment Extension
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

The Community Services Advisory Board Bylaw 2021–07 was enacted on June 15th, 2021. This bylaw is enclosed for reference (Section 4 Membership and Section 5 Terms of Office).

Appointment of Community Services Advisory Board is listed below as per August 17, 2021 Council Meeting, Resolution 21-264.

Name	Position	Term	End Date
Brenda Gosbjorn	Member at Large	two-year term	August 17 th , 2023
Anita van der Leek	Member at Large	two-year term	August 17 th , 2023
Shannon Loehr	Seniors Representative	two-year term	August 17 th , 2023
Christina Romanowski	Rural Representative	two-year term	August 17 th , 2022
Kaylna Romanowski	Youth Representative	one-year term	August 17 th , 2022

Christina Romanowski and Kalyna Romanowski have expressed interest in extending their terms on the Community Services Advisory board for another year as per attached email from Brenda Gosbjorn, Chairperson.

Administration has requested written responses from the board members seeking re-appointment, confirming their intention to continue serving on the board for another term. The written submissions will be provided at the October 18th Regular Meeting of Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Community Services Advisory Board currently has three vacant positions: two members at large, and one youth representative.

Without the extension of the two current positions the Community Services Advisory Board would not have sufficient members to continue.

Administration will continue to seek new members to fill all vacant positions on the Community Services Advisory Board through advertising in our newsletter, on our website, and on our Facebook page.

STRATEGIC ALIGNMENT

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following options:

1. That Council appoints Kalyna Romanowski for another one-year term as the youth representative on the Community Services Advisory Board (Term date to end August 17, 2023)
2. That Council appoints Christina Romanowski as the Rural Representative for a two-year term on the Community Services Advisory Board (Term date to end August 17, 2024)
3. That Council directs administration to....

rscmanager

From: Brenda Gosbjorn <bgosbjorn@yahoo.com>
Sent: October 7, 2022 11:18 AM
To: rscmanager
Subject: CSAB board members

Please be advised that Christina Romanowski and Kalyna Romanowski have expressed interest in extending their terms on the Community Services Advisory Board.

Their current terms expired in August. We are requesting an extension to August 2023.

Thank you for your consideration on this matter

Kindest Regards,

Brenda Gosbjorn,
Chairperson, CSAB

Excerpt from Bylaw 2021-07

**TOWN OF BON ACCORD
BYLAW 2021-07
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

- f) “Council” shall mean the Council of the Town of Bon Accord.
- g) “Manager” shall mean the Recreation and Community Services Manager.
- h) “Municipality” shall mean the Town of Bon Accord.

3. PURPOSE

- a) The Board shall act in an advisory role subject to the general policies of the Town, within an approved budget, for all matters pertaining to Community Services programs and events.
- b) The Board is to stimulate and promote citizen awareness of Community Services programs and events.

4. MEMBERSHIP

- a) The Board shall consist of up to nine (9) members to be appointed by resolution of Council.
- b) Membership shall include:
 - i. One (1) member of Council who shall be appointed annually at the Organizational Meeting of Council.
 - ii. Up to eight (8) members from the community at large representing a cross section of varied backgrounds of the community.
- c) Within the eight (8) members of the community at large the board shall endeavor to include the following representation:
 - i. One (1) member from the rural Bon Accord community residing within Sturgeon County Division V.
 - ii. Two (2) youth members residing within the Town of Bon Accord or Sturgeon County (Division V) 14 to 18 years of age and attending Junior or Senior High School.
 - iii. One (1) Seniors’ representative (defined as an adult 60 years of age or older) residing within the Town of Bon Accord
- d) Except for the rural member from Sturgeon County Division 5 and the youth members (both of whom may reside in the Town of Bon Accord or Sturgeon

**TOWN OF BON ACCORD
BYLAW 2021-07
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

County Division 5), all other Board Members must reside in the Town of Bon Accord.

- e) The Manager shall attend all Board meetings and shall act in an advisory capacity to the Board without voting privilege.
- f) Board Members shall not be an employee of the Town of Bon Accord.

5. TERMS OF OFFICE

- a) Council member appointments shall be determined by the Council at their annual organizational meeting.
- b) Youth members shall be appointed for a one (1) year term. The term of any youth members appointed to the Board shall not exceed three (3) consecutive, one (1) year terms.
- c) The term of office of the remaining community appointments to the Board shall be for a period of two (2) years in length. The term of any community member appointed to the Board shall not exceed three (3) consecutive, two-year terms.
- d) Upon this Bylaw taking effect, the terms of office excluding Council and youth members, shall be adjusted so that a rotation can be established. Appointments to the Board shall be staggered with three (3) Board Members having 2-year terms and three (3) Board Members having one (1) year terms.
- e) In the event of a vacancy occurring prior to the completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full-term appointment.
- f) Membership shall be subject to annual review by Council.
- g) Council, by resolution, may dissolve the Board at any time, and this relieves all Board Members of their appointment to the Board.

6. RESIGNATIONS AND TERMINATIONS

- a) Any Board Member may resign from the Board at any time upon sending written notice to Council to that effect.
- b) Council may request the resignation of any Board Member at any time prior to the expiry of the member's term of office.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 18, 2022
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Fortis Alberta Franchise Fee 2023
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

The Fortis Alberta Franchise agreement allows for a yearly review of the franchise fee rate. The Town is required to notify Fortis of changes by November 10th. To change the rate fee, the resulting impact for residents must be advertised within the local newspaper for two consecutive weeks, prior to notifying Fortis of any changes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The franchise fee is currently set at 19% and the cap is 20%. Attached to this RFD is a pdf of the franchise fees in other municipalities across Alberta.

At the October 5, 2021, Regular Meeting of Council:

DEPUTY MAYOR MAY MOVED THAT Council directs Administration to decrease the Fortis Franchise Fee for 2022 to 19%. IN FAVOUR: Councillor Holden, Deputy Mayor May, Councillor Laing, and Mayor Mosychuk. OPPOSED: Councillor Bidney

At the franchise fee rate of 19%, the forecasted revenue for the Town for 2023 is \$142,814. [19% of \$751,653].

Forecasted distribution tariff revenue for 2023 is \$751,653. This revenue is subject to change dependent on a few different factors such as fluctuations in the number of customer sites, the electricity usage in the area, and changes to the transmission rate.

Maintaining the franchise fee rate at 19% allows the Town to maintain our expected revenue sources. Decreasing the rate would result in either having to increase the tax levy or decrease service levels to account for the lost revenue. Increasing the rate would result in financial impact to the residents and is not recommended at this time.

STRATEGIC ALIGNMENT

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

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

COSTS/SOURCES OF FUNDING

Annual budget

RECOMMENDED ACTION (by originator)

THAT ...Council supports no change of Fortis franchise fees for 2023.

Or

THAT ...Council directs administration...

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	14%	2022/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	15%	2022/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	13%	2022/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2022/04/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	13%	2013/01/01	04-0378	Larkspur	3%	2020/04/01
02-0088	Didsbury	17%	2016/01/01	01-0200	Leduc	16%	2014/01/01
02-0091	Drayton Valley	10%	2016/01/01	02-0202	Legal	15%	2021/01/01
03-0093	Duchess	15%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0208	Longview	17%	2017/01/01
03-0096	Edberg	13%	2021/01/01	03-0209	Lougheed	5%	2016/01/01
03-0097	Edgerton	15%	2022/01/01	02-0211	Magrath	10%	2021/01/01
02-0100	Edson	4.75%	2020/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0215	Mayerthorpe	11%	2022/01/01
03-0112	Foremost	7%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0115	Fort Macleod	15%	2018/10/01	02-0218	Milk River	12%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0219	Millet	16%	2019/01/01
02-0124	Gibbons	10%	2013/01/01	03-0220	Milo	20%	2017/01/01
03-0128	Glenwood	5%	2022/04/01	02-0224	Morinville	20%	2013/07/01
04-0129	Golden Days	0%	2017/01/01	04-0230	Nakamun Park	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	02-0232	Nanton	9%	2019/01/01
04-0134	Grandview	0%	2016/01/01	02-0236	Nobleford	0%	2013/10/01
04-0138	Gull Lake	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0143	Hardisty	9.50%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
02-0148	High River	20%	2015/07/01	02-0239	Olds	15%	2019/01/01
03-0149	Hill Spring	5%	2014/01/01	02-0240	Onoway	10%	2022/01/01
02-0151	Hinton	11.73%	2022/01/01	04-0374	Parkland Beach	0%	2015/01/01
03-0152	Holden	4%	2016/01/01	02-0248	Penhold	19%	2014/01/01
03-0153	Hughenden	5%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0250	Pincher Creek	13%	2017/01/01
02-0180	Innisfail	15%	2021/04/01	04-0253	Point Alison	0%	2017/01/23
03-0182	Irma	20%	2015/01/01	04-0256	Poplar Bay	0%	2016/01/01
02-0183	Irricana	0%	2013/10/01	02-0257	Provost	20%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0261	Raymond	16%	2022/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0265	Redwater	8%	2022/04/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0266	Rimbey	20%	2022/01/01
04-0187	Kapasiwin	0%	2018/04/01	02-0268	Rocky Mtn House	12%	2017/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0270	Rockyford	5%	2015/04/01	04-0371	Whispering Hills	5%	2016/10/01
03-0272	Rosemary	14.50%	2020/01/01	02-0350	Whitecourt	3.32%	2021/01/01
04-0273	Ross Haven	0%	2016/01/01	04-0354	Yellowstone	3%	2016/01/01
03-0276	Ryley	3%	2016/01/01				
04-0279	Seba Beach	4%	2014/01/01				
02-0280	Sedgewick	9%	2020/01/01				
04-0283	Silver Sands	3%	2018/01/01				
04-0369	South Baptiste	0%	2005/05/01				
04-0288	South View	3%	2019/01/01				
01-0291	Spruce Grove	20%	2016/01/01				
01-0292	St. Albert	10%	2021/01/01				
03-0295	Standard	0%	2015/01/01				
02-0297	Stavely	6%	2021/01/01				
03-0300	Stirling	12%	2019/01/01				
02-0301	Stony Plain	20%	2013/01/01				
09-0302	Strathcona County	0%	TBD				
02-0303	Strathmore	20%	2020/07/01				
03-0304	Strome	9%	2022/01/01				
02-0307	Sundre	10%	2020/01/01				
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	15%	2019/01/01				
02-0311	Taber	18%	2020/07/01				
02-0315	Thorsby	20%	2014/01/01				
02-0318	Tofield	5%	2015/01/01				
02-0321	Turner Valley	10%	2017/01/01				
04-0324	Val Quentin	0%	2016/01/01				
02-0326	Vauxhall	8%	2022/01/01				
02-0331	Viking	8%	2013/01/01				
02-0333	Vulcan	20%	2013/10/01				
03-0364	Wabamun	10%	2017/01/01				
02-0335	Wainwright	11%	2020/04/01				
07-0159	Waterton Park	8%	2018/10/01				
03-0338	Warburg	10%	2015/01/01				
03-0339	Warner	5%	2021/01/01				
04-0344	West Cove	0%	2018/01/01				
02-0345	Westlock	14.75%	2022/01/01				
01-0347	Wetaskiwin	13.80%	2020/01/01				

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	October 18, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Notice of Motion: Engine Retarder Breaks – Highway 28
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Councillor Larson brought forward a Notice of Motion at the October 4, 2022, Regular Meeting of Council regarding the use of engine retarder breaks on Highway 28.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor Larson’s Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

Please be advised that I, Timothy Larson, Councillor, Town of Bon Accord, intend to bring forward a Notice of Motion at the October 18th Regular Meeting of Council. The purpose of this motion is to ask administration to research the possibility for action concerning vehicle owners who use their brake retarder or j-brake through town (Highway 28) at all hours of the day disturbing the Quality of life of Bon Accord citizens. To be including to the October 18, 2022, Regular Meeting of Council.

A handwritten signature in cursive script, appearing to read "Tim Larson".

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 18, 2022
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Personal Information Bank (PIB) Policy
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

In the course of business, the Town may gather personal information from individuals to provide services, make decisions and support its operations, programs, and activities. Examples include forms for program registration, utility and tax accounts, complaints, and inquiries to name a few.

Section 87.1 of the Freedom of Information and Protection of Privacy (FOIP) Act requires all public bodies to have a directory of Personal Information Banks (PIBs) and make it available to the public. A PIB lists the type of personal information held by the Town which provides the following information:

- the title or name of department or employee responsible for a PIB,
- the location of the PIB,
- what kind of personal information is contained in the PIB,
- what categories of individuals the information pertains to,
- why the information is collected and how it is used or disclosed, and
- the legal authority for the collection of the information.

A PIB does *not* provide access to an individual's records – it only contains the items indicated above.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As a public body, the Town of Bon Accord is required to fulfill certain obligations in accordance with the FOIP Act. The Town takes the privacy of individuals seriously. Compliance with current legislation will ensure PIBs are available and monitored in a consistent and transparent manner.

The Town currently has no policy in place. Enacting such a policy will ensure the Town is compliant with current legislation.

STRATEGIC ALIGNMENT

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

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

1. That Council approve the Personal Information Bank (PIB) Policy as presented and circulated.
2. That Council approve the Personal Information Bank (PIB) Policy with the following amendments....
3. That Council direct administration to...

PERSONAL INFORMATION BANK (PIB)

SECTION: Administration

DEPARTMENT: Administration / Public Works / Finance / Recreation and Community Services

COUNCIL APPROVAL DATE: [DATE HERE]

POLICY STATEMENT

The Town of Bon Accord will develop and maintain a Personal Information Bank (PIB) and manage this information with the utmost responsibility and care.

PURPOSE

To govern the collection, use, and disclosure of all Personal Information of Individuals who interact with the Town, regardless of whether the information is held in paper, electronic, or digital form, in accordance with the FOIP Act.

SCOPE

This policy will pertain to all Individuals whose Personal Information is collected by the Town.

DEFINITIONS

“Consent” means a deliberate and free act of the mind; an act of reason accompanied by deliberation. Written or verbal Consent is required for the collection, use or disclosure of an Individual’s Personal Information.

“FOIP Act” means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended from time to time.

“FOIP Coordinator” means the Individual delegated to the responsibility for the overall management of the Freedom of Information and Protection of Privacy function for the Town.

“Individual” means a person who is single distinct human being and does not include other juristic persons such as incorporated organizations.

“Personal Information” means recorded information about an identifiable Individual, including, but not limited to:

- a) the Individual’s name, home or business address or home or business telephone number;
- b) the Individual’s race, national or ethnic origin, colour or religious or political beliefs or association;
- c) the Individual’s age, sex, marital status or family status;
- d) an identifying number, symbol or other particular assigned to the Individual;
- e) information about the Individual’s health and health care history, including information about a physical or mental disability;
- f) information about the Individual’s educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- g) anyone else’s opinions about the Individual; and
- h) the Individual’s personal views or opinions, except if they are about someone else.

“Personal Information Bank (PIB)” means a collection of Personal Information that is organized or retrievable by the name of an Individual or by an identifying number, symbol or other particular assigned to an Individual.

“Town” means all departments which make up the Town of Bon Accord, as well as any Board, Commission or Committee established by Council.

BACKGROUND

The Town may gather Personal Information from Individuals to provide services, make decisions and support its operations, programs, and activities.

Section 87.1 of the FOIP Act requires all public bodies to have a directory of PIBs and make it available to the public. A PIB lists the type of Personal Information held by the Town which provides the following information:

- a) the title or name of department or Employee responsible for a PIB,
- b) the location of the PIB,
- c) what kind of Personal Information is contained in the PIB,
- d) what categories of Individuals the information pertains to,
- e) why the information is collected and how it is used or disclosed, and
- f) the legal authority for the collection of the information.

A PIB does not provide access to an Individual's records.

RESPONSIBILITIES

Town Manager:

1. Delegate authority to manage the PIB in accordance with the FOIP Act.

FOIP Coordinator:

1. Manage the PIBs and ensure that an annual review of the PIBs is conducted and the directories updated as required.
2. Handle FOIP application requests made to the Town.
3. Respond to privacy breaches.
4. Identify what information is held by the Town.
5. Identify what information is made available publicly, without making a formal FOIP request.

GENERAL PRINCIPLES

1. The Personal Information described in PIBs has been used, is being used or is available for an administrative purpose.
2. The PIB describes how Personal Information is collected, used, disclosed, retained and/or disposed of in the administration of the Town's program or

activity.

3. **Accountability:** The Town is responsible for Personal Information under its custody and control and shall designate an Individual or Individuals who are accountable for the Town's compliance with the FOIP Act.
4. **Identifying Purposes:** The purposes for which Personal Information is collected, shall be identified by the Town at or before the time the information is collected.
5. **Consent:** The knowledge and Consent of the Individual are required for the collection, use or disclosure of Personal Information, unless authorized under the FOIP Act or by law.
6. **Limiting Collection:** The collection of Personal Information shall be limited to that which is necessary for the purposes identified by the Town. Information shall be collected by fair and lawful means.
7. **Limiting Use, Disclosure, and Retention:** Personal Information shall not be used or disclosed for purposes other than those for which it was collected, except with the Consent of the Individual or as required by law. Personal Information shall be retained only as long as necessary for fulfilment of those purposes.
8. **Accuracy:** Personal Information shall be as accurate, complete, and up to date as is necessary for the purposes for which it is to be used.
9. **Safeguards:** Personal Information shall be protected by security safeguards appropriate to the sensitivity of the information.
10. **Openness:** The Town shall make specific information about its policies and practices relating to the management of Personal Information readily available to Individuals.
11. **Individual Access:** Upon request to the FOIP Coordinator, an Individual may be informed of the existence, use and disclosure of their Personal Information and

may be given access to that information. An Individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

- 12. Exceptions to Disclosure:** The FOIP Coordinator may refuse to disclose an Individual's Personal Information protected under Part 1, Division 2 of the FOIP Act.

DRAFT

TOWN OF BON ACCORD

Mayor's Report – September 15 – October 12, 2022

- September 15, 2022 Attended Sturgeon Region Partnership dinner meeting. There was much discussion about a re-establishment of the Regional Partnership. There needs to be some changes to the Terms of Reference before actually moving forward. (There was also a lengthy discussion regarding RCMP vs APPS. There was a strong majority in the room against any transition from RCMP).
- September 20, 2022 Chaired Regular Meeting of Council
- September 20, 2022 Travel day to Calgary for the Association of Alberta Municipalities Conference.
- September 21, 22, 23 Attended Association of Alberta Municipalities Conference. This was a great three days of learning and networking. I participated in two interesting workshops. #1 Council's Leadership Style and the Impact on Organizational Culture and Economic Environment and #2 Tips and Tools For Effective Council Meeting Participation. Lots of good information from both workshops.
- Notes: (Unfortunately, I became ill after the conference but fortunately I was the only one from Bon Accord who did. I missed all workshops and meetings for the balance of this reporting period). It feels like I have turned the corner and will be OK to attend all meetings moving forward from now. I didn't realize how much I would miss being with and working with Council and Administration. It will be good to see everyone at our next event.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Deputy Mayor Report – for Sept 15 – Oct 12, 2022

- Sept 15, 2022 Attended Alberta Industrial Heartland Association (AIHA) convention. ACRWC is a partner of AIHA. It was exciting to hear of all the future development plans the various stakeholders are planning in this area. We need to explore any possible involvement.
- Sept 16, 2022 Also attended the Sturgeon Regional Partnership dinner meeting. Attended the Alberta Capital Region Wastewater Commission meeting in Morinville. We discussed the draft strategic plan. The finalized plan will be presented in October. A debenture maximum of \$12,000,000.00 was approved for the Parkland Gravity System Rehabilitation Phase I. We also toured the Morinville Wet Weather facility.
- Sept 20, 2022 Attended the Regular Meeting of Council.
- Sept 21-23, 2022 Attended the Alberta Municipalities Association (new name) convention. I attended education sessions on Affordable and Seniors Housing Priorities and Innovative Wastewater Infrastructure Upgrades. It was good to hear the panel discussions and participate in the resolutions. It was also nice to be back to in person events – networking is also a big part of these events.
- Oct 4, 2022 Attended the Organizational Meeting and am happy to remain on Homeland Housing and ACRWC again. I am also honoured to be Deputy Mayor for the next coming year. I then attended and chaired the Regular Meeting of Council.
- Oct 5, 2022 I attended Health Minister Copping’s Engagement tour. We broke into several smaller groups and we examined:
- 1) What is our healthcare system doing right
 - 2) What challenges currently exist within our healthcare system
 - 3) How can we better address those challenges
 - 4) What can you do to improve the provision of healthcare in your community
- Oct 6, 2022 Attended and chaired the Special Meeting of Council (budget meeting).

Note: Any additional information for report

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councilor Report – for the period of September 14 – October 13, 2022

September 15	Meet the community night
September 20	Attended Regular Meeting of council
September 21	Attended Alberta Municipalities Conference in Calgary
Sept 22-23	“ “
October 4	Attended the Organizational Meeting and Regular Meeting of council
October 6	Attended the Budget Workshop in chambers

Note:

Lacey Laing
Councilor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for September 14- October 12

September 15,2022 Meet the Community Night/Council Community Connections.
It was a great opportunity to meet other organizations in the community and the public. I believe this is a benefit to the council and community. Anything that give people a chance to connect is good for the community.

September 20,2022 Attended Regular Meeting of Council

October 4,2022 Attended Organizational Meeting

October 4,2022 Attended Regular Meeting of Council

October 6,2022 Attended Orientation Educational session
This was a very informative educational session. This was a benefit for not only me but the council. I believe it is in the towns best interest to have the councillor educated. Councillors all should have the same Training.

October 6,2022 Attended Budget Workshop (Special Meeting)

Note: Just want to say welcome back Brian its good to see you well

Timothy LARSON
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

September 13, 2022-October 12,2022

September 13 Attended FCSS Meeting.
Have not yet attended as of writing this report so please look at their report for more information.

September 15 Attended Sturgeon Regional Partnership Meeting.

September 20 Attended Regular Meeting of Council.

September 21 Attended AUMA Virtually.

September 22 Attended AUMA Virtually.

September 23 Attended AUMA Virtually.

October 4 Attended Regular Meeting of Council.

October 6 Attended Budget Workshop.

Notes:

Tanya May
Councillor
Town of Bon Accord



4924 - 47 Street | Box 397 • Redwater, AB T0A 2W0
Phone: 780-942-3519 • Fax: 780-942-4321
www.redwater.ca

October 4, 2022

McIver, Ric, Honourable
Minister of Municipal Affairs
Office of the Minister Municipal Affairs
320 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

sent via email: minister.municipalaffairs@gov.ab.ca

RE: Library Funding

Dear Minister McIver;

While we thank the Minister for the ongoing support of libraries in our province by providing consistent funding, the Town of Redwater is concerned that the current funding model does not accurately meet the ongoing demands faced by our local libraries and regional systems. As a member of Northern Lights Library System, it has been brought to our attention that the current funding model does not accurately reflect the populations they serve and has not been increased since 2015. Not only are the rural municipalities underrepresented, but the meager increase also offered in 2015 does not even come close to meeting inflation.

The current funding model means that communities are left to foot the bill for the increased costs of operating libraries. Despite facing a variety of the same fiscal realities, municipalities have raised their contributions by 29 cents/resident when the province has only increased by 10 cents/resident. With rising inflation, libraries are required to use more funds towards essential services, such as wages, heat and electricity, that would have previously been available for additional services and programs for the community.

We strongly believe that library services are essential to the quality and standard of life for all Albertans; providing key resources that breathe life into communities culturally, socially and educationally. Our library, and others, are vital hubs, providing our communities with important resources and programming ranging from job seeking, early literacy, ESL and high-speed internet services. These resources result in increased access to education and services that may not be available in many rural areas.

Therefore, the Town of Redwater supports Northern Lights Libraries Systems request of updating the population list used to calculate library funding and increasing per capita library funding to a level that reflects inflationary cost increases since 2015. It is our opinion that these



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www.redwater.ca

much-needed updates would restore the value of this system to the Province and enable libraries to plan ahead and meet the changing service needs of Albertans.

Sincerely,

A handwritten signature in blue ink, which appears to read 'David McRae', is written over a faint, larger version of the signature.

David McRae
Mayor Town of Redwater

CC: James McDonald, Northern Lights Library System (NLLS)
NLLS Members



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

AR52406

October 11, 2022

His Worship Brian Holden
Mayor, Town of Bon Accord
bholden@bonaccord.ca

Dear Mayor Holden:

Thank you for your correspondence regarding Alberta's review of provincial policing. Over the past few months, I have been meeting with municipal and Indigenous leaders as well as other stakeholders to discuss the prospect of transitioning to an Alberta provincial police. At this time, I am writing to provide greater clarity on a number of issues.

First of all, let me state unequivocally that this review is in no way a reflection of the men and women who serve in the Royal Canadian Mounted Police (RCMP). Albertans are justifiably proud and grateful for the RCMP and their proud history of serving our province.

Alberta's existing contract for providing province-wide policing lies with the federal government not with the RCMP. This is an important distinction, as our concerns are with the federal contract, which, over the years, has prevented successive governments from significantly improving policing at a local level. These concerns include:

- Limited civilian oversight and governance structure. Since the RCMP is governed by federal legislation, regulations, and policy, Alberta can only go so far to improve governance in Alberta without the federal government's willingness to listen and act accordingly.
- Recruitment and detachment staffing remains a problem for Alberta, especially in rural areas. Decisions about recruiting, staffing, and transfers are all done at a national level. Alberta's needs take a back seat, when weighed against the needs of other provinces.
- Training is done out-of-province and is not Alberta-focused. Alberta is different from other parts of Canada, and the training our provincial police officers receive should reflect this difference.

- The federal government uses a national forensic laboratory system. This system prioritizes processing only the most serious criminal forensic evidence and rarely processes evidence for offences like property crime. Alberta needs its own forensic laboratory system so all forensic evidence is processed.
- The federal government unilaterally signed a multi-year collective agreement that resulted in dramatic increases to costs for municipalities. While Alberta's government supports efforts to compensate RCMP officers fairly, the provincial government and municipalities who contract with the RCMP were not allowed to participate at the negotiating table. Alberta needs a model that puts Albertans in control of critical decisions about policing in the province.

Additionally, it is well known that the federal government is reconsidering its commitment to contract policing in the future. In 2021, the Canadian Parliament released a report which found that the RCMP's contract policing role makes it difficult for the RCMP to focus on front-line community policing while at the same time providing national police services. The federal government has also pointed out the escalating cost of RCMP contract policing, and the Prime Minister's recent mandate letter to the minister responsible for the RCMP includes direction to conduct an assessment of RCMP contract policing in consultation with provinces, territories, municipalities, and Indigenous communities. Please see the following link for more information on the federal government's view: <https://www.publicsafety.gc.ca/cnt/trnsprnc/brfng-mtrls/trnstn-bndrs/20191120/013/index-en.aspx>.

That is why there has been a national conversation taking place about the future of contract policing. The provinces of New Brunswick, Nova Scotia, and Saskatchewan have all announced plans to examine provincial policing models. In spring of this year, a British Columbia (BC) committee of politicians from all parties, unanimously recommended that BC replace the RCMP with a new provincial police service. At the municipal level, Surrey BC is in the process of transitioning from the RCMP to their own municipal police and several municipalities in the Maritimes are also considering a change.

Our government believes that a provincial police, no longer fettered by bureaucratic management in Ottawa, could be more responsive to Albertans. Alberta Justice and Solicitor General contracted with PricewaterhouseCoopers (PwC) Canada to develop the Alberta Provincial Police Transition Study. The provincial policing model presented in this report addresses the long-standing challenges associated with contract policing and provides Alberta with options that would:

- Increase the number of front-line police officers and civilian specialists serving our communities and enhance detachment staffing levels;
- Incorporate dedicated mental health nurses and social workers into the police service to divert individuals, who are experiencing mental illness and addiction issues, away from the justice system;

- Rebalance provincial police officer deployment towards rural communities and reduce the number of provincial police officers deployed in headquarters or administrative roles. An Alberta police service would provide a new ‘minimum viable’ detachment size of ten police officers. This would increase overall staffing levels by sixty-five per cent in forty-two detachments located in smaller rural communities.
- Reduce transfers of officers in and out of communities, and increase police knowledge of local public safety issues;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Utilize existing provincial government resources to make the provincial police more cost-effective;
- Maintain and support our independent municipal police services by exploring new opportunities to work together to keep Albertans safe; and
- Support the critical work undertaken by First Nations police services and continue to lobby the federal government to expand these services to other First Nations who desire their own policing services.

It is clear that Albertans greatly value the work of front-line RCMP members and civilian employees and the role that they have in Alberta’s communities. Should Alberta decide to adopt a provincial policing model, Alberta’s government would welcome as many RCMP members and civilian staff to transfer into a provincial police as is practicable. We would ensure that RCMP members who choose to transfer to an Alberta police service would not face negative financial consequences from their desire to continue serving Albertans. This means that we would actively lobby the federal government to support RCMP pay, benefits, and pension portability between the RCMP and any potential Alberta police service.

The ultimate goal, however, of a potential provincial police is to improve service levels and address crime. In this regard, the exploration of a potential Alberta provincial police would align with work already undertaken by this government to strengthen Alberta’s justice system. The Government of Alberta has:

- Invested up to \$20 million over four years to expand drug treatment courts. Drug treatment courts aim to reduce the number of crimes motivated by drug addiction;
- Invested \$207 million over five years for a new Red Deer Justice Centre, with thirteen other court facilities across Alberta having been upgraded over the last few years;
- Hired 50 new Crown prosecutors and additional support staff to ensure excellence in prosecutions;
- Created the Rural Alberta Provincial Integrated Defence (RAPID) Response to allow provincial peace officers to respond to a wider range of calls;
- Allocated additional funding to the Alberta Law Enforcement Response Teams (ALERT) to combat organized crime, illegal guns, and gangs;
- Committed to expand Indigenous policing by funding 15 new police officers for the Blood Tribe, Tsuut’ina Nation, and Lakeshore Regional police services;

- Committed to provide a new Community Policing Grant to assist Indigenous and municipal communities in preparing a business case for their own stand-alone police service or a regional equivalent;
- Committed to upholding firearms policies and governance measures that protect Albertans, and deter illegal gun crime rather than persecuting law-abiding citizens; and
- Created an Alberta Parole Board to make parole decisions and effectively address repeat offenders and parolees responsible for crime in rural areas of our province.

Since making the commitment at the spring 2022 conventions of both Rural Municipalities of Alberta and Alberta Municipalities to consult with municipalities on provincial policing, I have met with hundreds of municipal leaders to answer questions as well as provide more detail on the rationale for Alberta's consideration of an Alberta Police Service. I recognize that you may wish to have additional discussions and I welcome the opportunity to meet with Town of Bon Accord at your earliest convenience to discuss the government's exploration of an Alberta Police Service. If your municipality would like to schedule a meeting on this topic, please contact my office at ministryofjustice@gov.ab.ca or 780-427-2339.

Although no decisions have been made on whether Alberta will transition to an Alberta police service, the following link provides more information about the opportunities that a new Alberta police service could bring. <https://www.futureofabpolicing.ca>.

Alberta's government is continuing to listen to a wide variety of viewpoints on this topic. Thank you again, for taking the time to write. Perspectives such as yours are an important way for the provincial government to understand how we can ensure that all Albertans feel safe, secure, and protected in their communities, no matter where they live.

Sincerely,



Honourable Tyler Shandro, KC, ECA
Minister

cc: Honourable Ric McIver, ECA
Minister of Municipal Affairs



Royal Canadian Legion
Gibbons Branch #226
Box 309
Gibbons, Alberta
T0A 1N0

October 13, 2022

Town of Bon Accord
Box 68
Gibbons, Alberta
T0A 1N0

Dear Mayor Holden:

Remembrance Day is fast approaching and the Gibbons Legion will be holding their service at the Gibbons Community Cultural Centre 5111 – 51 Street at 10:50 on November 11, 2022.

We would like to invite you or your delegate to participate in our Service of Remembrance by laying a wreath on behalf of the Town of Bon Accord. We also invite you to be on the reviewing stand. We request that you please be at the Legion Hall 5027 – 50 Street, Gibbons at 10:30 a.m. and you will be escorted to the reviewing stand. After the service you are invited to the Legion for refreshments. Entertainment is being provided during the afternoon for your enjoyment.

Please notify me if you are available to participate in our Remembrance Day activities. My number is 780-996-1202.

Yours truly,

Louise Bauder

Louise Bauder
Poppy & Remembrance Chairman



Notice of Motion:

I councilor Lacey Laing, bring forward a “Notice of Motion”, regarding Springbrook park (purple park), can we research a plan to raise funds, including using Community building futures tax fund. Basically, make a budget and set a plan/ goal to bring forward to fruition.

Collaboration with Sturgeon County.

We need to investigate options of what we can do to help bring inclusion to our community,

This item is to be brought forward at the next council meeting November 1, for Council consideration and review.

Lacey Laing
Councilor
Town of Bon Accord