

Town of Bon Accord
AGENDA
Regular Council Meeting
November 15, 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. Regular Meeting of Council; November 1, 2022 (enclosure)

4. DELEGATION – CLOSED SESSION

4.1. 8:45 a.m. Helinga Development Company Ltd. – *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body*

5. DEPARTMENTS REPORT

5.1. November 2022 (enclosure)

6. UNFINISHED BUSINESS

6.1. 3-Year Operating Plans and 5-Year/10-Year Capital Plans (enclosure)

6.2. Council Workshop Agenda (enclosure)

7. NEW BUSINESS

7.1. Notice of Motion: Springbrook Park (enclosure)

7.2. Sturgeon Victim Services Board (enclosure)

7.3. New CRASC Membership Application (enclosure)

8. BYLAWS/POLICIES/AGREEMENTS

BYLAWS

8.1. Capital Borrowing Bylaw 2022-19 – Bon Accord Arena Ice Plant Project – First Reading (enclosure)

POLICIES

8.2. Town Facilities Hours of Operation and Location Policy (enclosure)

8.3. Rescinding Outdated Policies (enclosure)

8.4. Policy Review - New Business Welcome 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 Fox Creek – Sturgeon Victim Services (enclosure)

ACTION REQUIRED

11.2. Morinville X-Ray Services (enclosure)

12. NOTICE OF MOTION

13. CLOSED SESSION

13.1. Helinga Development Company Ltd. – *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body*

13.2. Joint Use Agreement – *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body*

13.3. Arena Concession Agreement – *FOIP Act 24(1)(c) – Advice from officials*

14. ADJOURNMENT

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

COUNCIL

PRESENT

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

REGRETS

Councillor Lacey Laing

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Dianne Allen – Economic Development and Planning Manager
Terry Doerkson – Operations Supervisor
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER

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

ADOPTION OF AGENDA

MAYOR HOLDEN MOVED THAT Council add item 6.4 Ice Plant Project Request for Proposal Project to the November 1, 2022 agenda and postpone item 7.1 Notice of Motion: Springbrook Park until the next meeting.

CARRIED UNANIMOUSLY RESOLUTION 22-462

COUNCILLOR LARSON MOVED THAT Council adopt the November 1, 2022 agenda, as amended.

CARRIED UNANIMOUSLY RESOLUTION 22-463

PROCLAMATIONS: MONTH OF NOVEMBER

Family Violence Prevention Month

COUNCILLOR MAY MOVED THAT Council accept the proclamation for Family Violence Prevention Month as information.

CARRIED UNANIMOUSLY RESOLUTION 22-464

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – October 18, 2022

COUNCILLOR LARSON MOVED THAT Council adopt the minutes of the October 18, 2022 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-465

**Town of Bon Accord
Regular Meeting of Council Minutes
November 1, 2022 7:00 p.m.
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Council Briefing Meeting Minutes – October 26, 2022

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the minutes of the October 26, 2022 Council Briefing Meeting as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-466

DELEGATION

Brenda Gosbjorn – Bon Accord Library Board Budget

COUNCILLOR MAY MOVED THAT Council accepts the delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 22-467

UNFINISHED BUSINESS

Amendment to Council Appointments – Homeland Housing

DEPUTY MAYOR BIDNEY MOVED THAT Council approves the amendment to the 2022-2023 Council Appointments to Boards, Commissions and Committees as presented, and changes to the Sturgeon Regional Partnership Committee including replacing “Lacey Laing” with “Deputy Mayor” in the Alternate column and adding “Town Manager” under the Staff column.

CARRIED UNANIMOUSLY RESOLUTION 22-468

Alberta Industrial Heartland Association

COUNCILLOR LARSON MOVED THAT Council accepts this report as information.

CARRIED UNANIMOUSLY RESOLUTION 22-469

City of St. Albert Invitation: Non-Resident User Fees

COUNCILLOR LARSON MOVED THAT Council direct administration to submit an expression of interest in establishing an Inter-municipal Collaboration Framework agreement with the City of St. Albert to waive non-resident fees for Bon Accord residents using recreational facilities or accessing recreational programs in St. Albert.

CARRIED UNANIMOUSLY RESOLUTION 22-470

Ice Plant Project Request for Proposal

COUNCILLOR LARSON MOVED THAT Council accept the report as information.

CARRIED UNANIMOUSLY RESOLUTION 22-471

NEW BUSINESS

Holiday Hours

COUNCILLOR MAY MOVED THAT Council approves Option 1, Stat holidays, and additional holiday closure from December 26th to January 2nd inclusive, with extra advertisement with the on call information.

CARRIED UNANIMOUSLY RESOLUTION 22-472

**Town of Bon Accord
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James MacDonald and Vicky Lefebvre – NLLS

COUNCILLOR MAY MOVED THAT Council accepts the delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 22-473

Council Community Connections: December 2022

COUNCILLOR MAY MOVED THAT Council directs administration to plan and advertise the Council Community Connections public engagement session on Wednesday, December 7, 2022 from 6 p.m. – 8 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-474

Mayor Holden called a short recess at 8:09 p.m.

Mayor Holden called the meeting back to order at 8:13 p.m.

BYLAWS/POLICIES/AGREEMENTS

Council Workshop Policy

COUNCILLOR LARSON MOVED THAT Council approve the Council Workshop Policy as presented and circulated.

CARRIED UNANIMOUSLY RESOLUTION 22-475

Employment Policy

DEPUTY MAYOR BIDNEY MOVED THAT Council approve the Employment Policy as presented and circulated.

CARRIED UNANIMOUSLY RESOLUTION 22-476

Organizational Chart Policy

COUNCILLOR MAY MOVED THAT Council approve the Organizational Chart Policy including the amended Organizational Chart as presented and circulated.

CARRIED UNANIMOUSLY RESOLUTION 22-477

WORKSHOPS|MEETINGS|CONFERENCES

FCSSAA Annual Conference

COUNCILLOR LARSON MOVED THAT Council approve Councillor May's registration and related expenses for the 2022 FCSSAA Conference.

CARRIED UNANIMOUSLY RESOLUTION 22-478

CLOSED SESSION

Hellinga Development Company Ltd. FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss *Hellinga Development Company Ltd. FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body* at 8:38 p.m.

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CARRIED UNANIMOUSLY RESOLUTION 22-479

COUNCILLOR MAY MOVED THAT Council come out of closed session at 9:13 p.m.
CARRIED UNANIMOUSLY RESOLUTION 22-480

***Hellinga Development Company Ltd. FOIP Act 24(1)(c) – Advice from officials
and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public
body***

DEPUTY MAYOR BIDNEY MOVED THAT Council accepts this report as information and directs administration to contact Hellinga Development Ltd. communicating:

- As per Schedule “D” – Additional Provisions, the Developer will be responsible for the costs related to the removal of the water main meter from the road access to the new development; and
- As per Schedule “F” – Security, the Developer is required to provide 100% of total Municipal Improvements as described in the Development Agreement.

CARRIED UNANIMOUSLY RESOLUTION 22-481

ADJOURNMENT

The November 1, 2022 Regular Meeting of Council adjourned at 9:17 p.m.

Mayor Brian Holden

Jodi Brown, CAO

News | Projects | Events

News

- First poppy presentation to Mayor Holden by Rtd. Sgt. Darren Longstaff of the Gibbons Legion on October 27th
- Electric Vehicle chargers are installed at the Town Office and Arena with operation of chargers commencing upon completion of signage installation.
- 4.59 acre parcel adjacent to Lilian Schick School is now advertised on the billboard adjacent Hwy. 22, with two calls received inquiring about the land.
- Regional Council Orientation to be held November 17 in Bon Accord.

Projects

- Continuing to work on funding for the Ice Plant Replacement Project and other Arena upgrade projects.

Events

- Remembrance Day Ceremony
- The Halloween Howl was held on Monday, October 31 from 4:00 – 6:00 p.m. at Town Office, 49 children attended this event.
- Regional Council Orientation session planned for November 17th from 2 pm – 5 pm in Bon Accord with 5 participating municipalities
- Council Annual Workshop to be held on November 28th

Key Meetings

- Oct 18 – Remembrance Day Planning Meeting with Gibbons Legion & Bon Accord Church
- Oct 18 – Regular Council Meeting
- Oct 20 – North Central Emergency Social Services
- Oct 25 – Sturgeon Adult Learning
- Oct 26 – STARTEC Refrigeration Services
- Oct 28 – Citizens on Patrol Meeting
- Nov 2 – Lillian Schick School Meeting re: partnerships and community use
- Nov 4 – Federation of Canadian Municipalities Grant Program Meeting
- Nov 4 – Leadership Meeting

Conferences and Training

- ICS 200 Training: Recreation and Community Services Manager, Administration and Community Services Assistant
- Council Orientation: Town Manager and Councillor Larson
- FCSS Outcomes Measures Refresher Training
- Alberta Recreation & Parks Association Conference and Energize Workshop

Department Highlights

Administration | Town Manager

- New Council Workshop Policy researched, drafted and approved
- New Organizational Chart Policy including Organizational Chart drafted and approved
- New Personal Information Bank Policy approved
- New Video Surveillance Policy approved and new signage ordered for Town facilities
- Annual Council Workshop planned with special guest speakers (Parliamentarian Todd Brand and Kevin Millar of Municipal Affairs)

Community Services

- Assisted Golden Gems in applying for New Horizon for Senior's Grant for a new furnace for the Jewel Box
- Planning Remembrance Day Ceremony – November 11
- Planning Winter Wonderland – December 3
- Working on Arena Ice Plant Operating Policy
- Working on Concession Agreement
- Applied for Heritage Grant for Canada Day 2023 Celebrations; if successful we will receive up to \$6,878 for our Canada Day celebrations.
- Approximately, 91% of total available ice time at the Arena has been filled for the season.

Corporate Services

- Working on Operating 3-year plan, 5-year capital plan, 10-year capital plan and presentation (presented Nov 15 RCM)
- Health and Safety policy and standard operating procedures are in development/review
- Prepared draft Purchasing Policy and Payment Methods Policy
- Interim audit is scheduled for the week of November 21st (1-2 days)
- Full audit scheduled for February 22, 2023
- 92% of taxes collected compared to 92% at this time last year
- Penalty of 15% will apply to all outstanding balances after December 31st.

Department Highlights

Planning | Economic Development | Bylaw

- Development Agreements have been issued to Helinga Development and one other development company for review and signature
- Business license renewal letters will be mailed out December 1/22 to renew business licenses for 2023
- Mighty Business Breakfast Bash held on October 14 was a great success in celebrating small businesses in the Region
- Environmental remediation has been completed on the Gasland highway frontage property
- Trial date has been set for November 8 regarding a dog bite resulting in a fine of \$1000
- Stolen trailer of a developer was recovered and returned by RCMP with no damages incurred
- November 30 will be my last day, wish everyone and the Town continued success! Thanks for a great five years!

Operations | Public Works

- Lift stations serviced and inspected
- Ice melt ordered for the winter season (2 skids)
- Fleet outfitted and ready for winter maintenance
- Alleys have been graded and tree pruning to clear the path for snow removal completed
- New security gate installed at PW Yard
- First coal shipment purchased in many years for the open of grave sites at the cemetery during the winter months (15 years plus since last purchase)
- 30 KM speed signs replaced (one went missing/a few others were in poor condition)
- 46th Street Project: further deficiencies identified
- Fortis completing utility infrastructure upgrades on Highway 28 starting Nov 19 (no power to Town Highway sign on east entrance for 2-3 days)

Attachments

- Monthly Action List Report (Town Manager)
- Monthly Variance Report (Corporate Services)
- Monthly Bylaw Services Report (Sturgeon County Bylaw Services)

Town Manager Action List

Date: November 15th, 2022
Reporting Period: October 19th – November 14th, 2022
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
Veteran's Memorial Park Committee New bylaw	In-Progress Draft finalized and forwarded to the Veteran's Park volunteers for review
Regional New Councillor Orientation	Planned for Nov. 17th from 2 pm – 5 pm 5 participating municipalities
Annual Council Workshop	Scheduled for November 28th Final Agenda Approval: Nov. 15 th RCM
Citizens on Patrol Funding	COP funding to be returned Contacted Legal and Gibbons, waiting for response
Town Manager to initiate negotiations with Sturgeon County for additional funds for arena projects	In Progress Contacted via email October 26 th 2 nd Email sent November 04th
Dark Sky Designation Public Participation Plan and Survey	In- Progress Survey to be circulated November 12 th - November 25 th , 2022
Communities in Bloom Project at the Cemetery	Location confirmed/installation next spring (install concrete base)
OHV Vehicle Survey Question	Future Survey Discuss at Council Workshop on November 28th

ACTION ITEM LIST: COMPLETED

- New Councillor Internal Orientation Completed (Oct. 06th and Oct. 17th)
- Industrial Heartland Membership information provided to Council
- 4.9 Acre Parcel at Lillian Schick advertised as directed
- Naramata BC contacted and referred to other Dark Sky communities
- North Saskatchewan Watershed Alliance donation request declined as directed
- Councillor May registered for the FCSSAA Conference
- Advertising for Christmas Office Closures completed including information on bulk water services, utility bill payments and tax payments during the closure.
- Concession Services Agreement finalized
- Sent expression of interest to the City of St. Albert regarding the non-residential user group fees established through an inter-municipal collaboration framework agreement

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

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2022
Reporting period: up to November 4, 2022

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,231,526	2,269,433	- 37,907	207,228	338,745	- 131,517	2,024,298	1,930,688	93,610	5%
TOTAL MUNICIPAL	\$ 2,231,526.00	\$ 2,269,433.00	-\$ 37,907.00	\$ 207,228.00	\$ 338,745.00	-\$ 131,517.00	\$ 2,024,298	\$ 1,930,688	\$ 93,610	5%
Election	-	-	-	1,227	4,583	- 3,356	(1,227)	(4,583)	3,356	73%
Council	-	-	-	88,332	95,308	- 6,976	(88,332)	(95,308)	6,976	7%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 89,559	\$ 99,891	-\$ 10,332	-\$ 89,559	-\$ 99,891	\$ 10,332	10%
Administration	4,918	3,333	1,585	393,426	415,246	- 21,820	(388,508)	(411,913)	23,405	6%
TOTAL ADMINISTRATION	\$ 4,918	\$ 3,333	\$ 1,585	\$ 393,426	\$ 415,246	-\$ 21,820	-\$ 388,508	-\$ 411,913	\$ 23,405	6%
Fire Services	9,945	9,471	474	31,600	47,007	-15,407	(21,655)	(37,536)	15,881	42%
Emergency Services	3,003	-	3,003	9,138	16,621	-7,483	(6,135)	(16,621)	10,486	63%
Bylaw	48,728	44,719	4,009	30,914	83,116	-52,202	17,814	(38,397)	56,211	146%
TOTAL PROTECTIVE SERVICES	\$ 61,676	\$ 54,190	\$ 7,486	\$ 71,652	\$ 146,745	-\$ 75,093	-\$ 9,976	-\$ 92,555	\$ 82,579	89%
Municipal Planning	5,423	739,375	- 733,952	120,852	184,742	- 63,890	(115,429)	554,633	(670,062)	121%
Economic Development	5,850	5,850	-	76,846	94,121	- 17,275	(70,996)	(88,271)	17,275	20%
TOTAL PLANNING & DEVELOPMENT	\$ 11,273	\$ 745,225	-\$ 733,952	\$ 197,698	\$ 278,863	-\$ 81,165	-\$ 186,425	\$ 466,362	-\$ 652,787	140%
Public Works - Roads	9,212	8,303	909	277,039	360,964	- 83,925	(267,827)	(352,661)	84,834	24%
Storm Sewer & Drain	-	-	-	20,416	29,155	-8,739	(20,416)	(29,155)	8,739	30%
Water	475,208	427,745	47,463	398,087	468,649	-70,562	77,121	(40,904)	118,025	289%
Sewer	284,324	266,504	17,820	212,412	295,038	-82,626	71,912	(28,533)	100,445	352%
Garbage	73,798	76,518	- 2,720	90,053	96,482	-6,429	(16,255)	(19,964)	3,709	19%
Cemetery	13,250	5,833	7,417	7,156	7,595	-439	6,094	(1,762)	7,856	446%
TOTAL PUBLIC WORKS	\$ 855,792	\$ 784,904	\$ 70,888	\$ 1,005,163	\$ 1,257,883	-\$ 252,720	-\$ 149,371	-\$ 472,979	\$ 323,608	68%
FCSS	45,506	36,234	9,272	51,405	50,153	1,253	(5,899)	(13,918)	8,019	58%
TOTAL FCSS	\$ 45,506	\$ 36,234	\$ 9,272	\$ 51,405	\$ 50,153	\$ 1,253	-\$ 5,899	-\$ 13,918	\$ 8,019	58%
Parks	83,976	77,255	6,721	95,091	115,541	- 20,450	(11,115)	(38,286)	27,171	71%
Arena	158,718	188,920	- 30,202	186,102	228,996	- 42,894	(27,384)	(40,076)	12,692	32%
Recreation	173,858	174,450	- 592	85,090	191,053	- 105,963	88,768	(16,603)	105,371	635%
TOTAL REC & COMMUNITY SERVICE	\$ 416,552	\$ 440,626	-\$ 24,074	\$ 366,283	\$ 535,590	-\$ 169,307	\$ 50,269	-\$ 94,964	\$ 145,233	153%
Library	-	-	-	53,750	57,546	- 3,796	(53,750)	(57,546)	3,796	7%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 53,750	\$ 57,546	-\$ 3,796	-\$ 53,750	-\$ 57,546	\$ 3,796	7%
Total Excl. General Municipal	\$ 1,395,717	\$ 2,064,513	-\$ 668,796	\$ 2,228,936	\$ 2,841,917	-\$ 612,981	-\$ 833,219	-\$ 777,404	-\$ 55,815	7%
Total Incl. General Municipal	\$ 3,627,243	\$ 4,333,946	-\$ 706,703	\$ 2,436,164	\$ 3,180,662	-\$ 744,498	\$ 1,191,079	\$ 1,153,284	\$ 37,795	3%

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

Comments & Variance Explanations:

Municipal --> Return on Investments (interest received from the bank) is over budget by \$25,693. Last ASFF withdrawal is in December.

Council --> Council is projected to be on par or under budget. Fees and per diems are still being posted, as well as the Council Workshop costs will be forthcoming

Election --> This is under budget due to Town staff running the by-election

Administration --> Projected to be on par with budget by year end.

Protective Services --> Fire hall door springs require repair, \$1,000. RCMP Police funding invoice to be accrued for year end. Will not receive until spring 2023.

Planning & Development --> Expected to be on par with budget by year end. Costs still coming in for MDP Review.

Public Works --> Sidewalk repairs completed; snow removal has \$9,732 budget remaining mainly used for fuel expenses. Cemetery sales over budget, both plots and open/close fees.

FCSS --> Expect to be on par with budget. Slight over budget on this report due to timing.

Community Services --> Expected to be on par or under budget by year end.

Sturgeon County

BON ACCORD CITATION REPORT OCTOBER 2022 Statistics from: 10/1/2022 12:00:00AM to 10/31/2022 11:59:00PM

Citation Printout Report by Violation

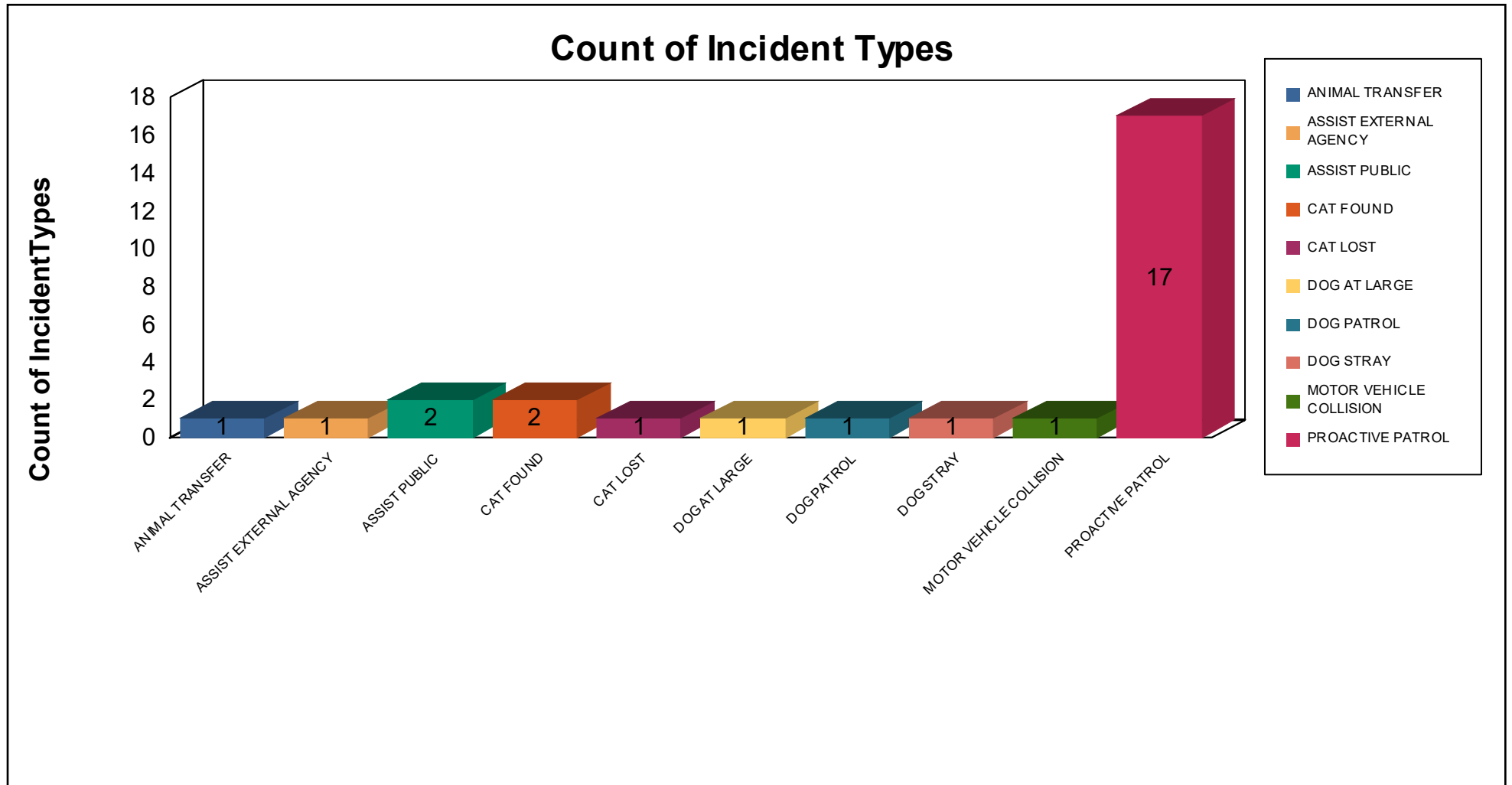
Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 2
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 1
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: 3
Total Fine Amounts Reported: \$0.00
Total Money Collected:
Total Money Still Due: \$0.00
Total Mandatory Appearances: 0

Incident Report

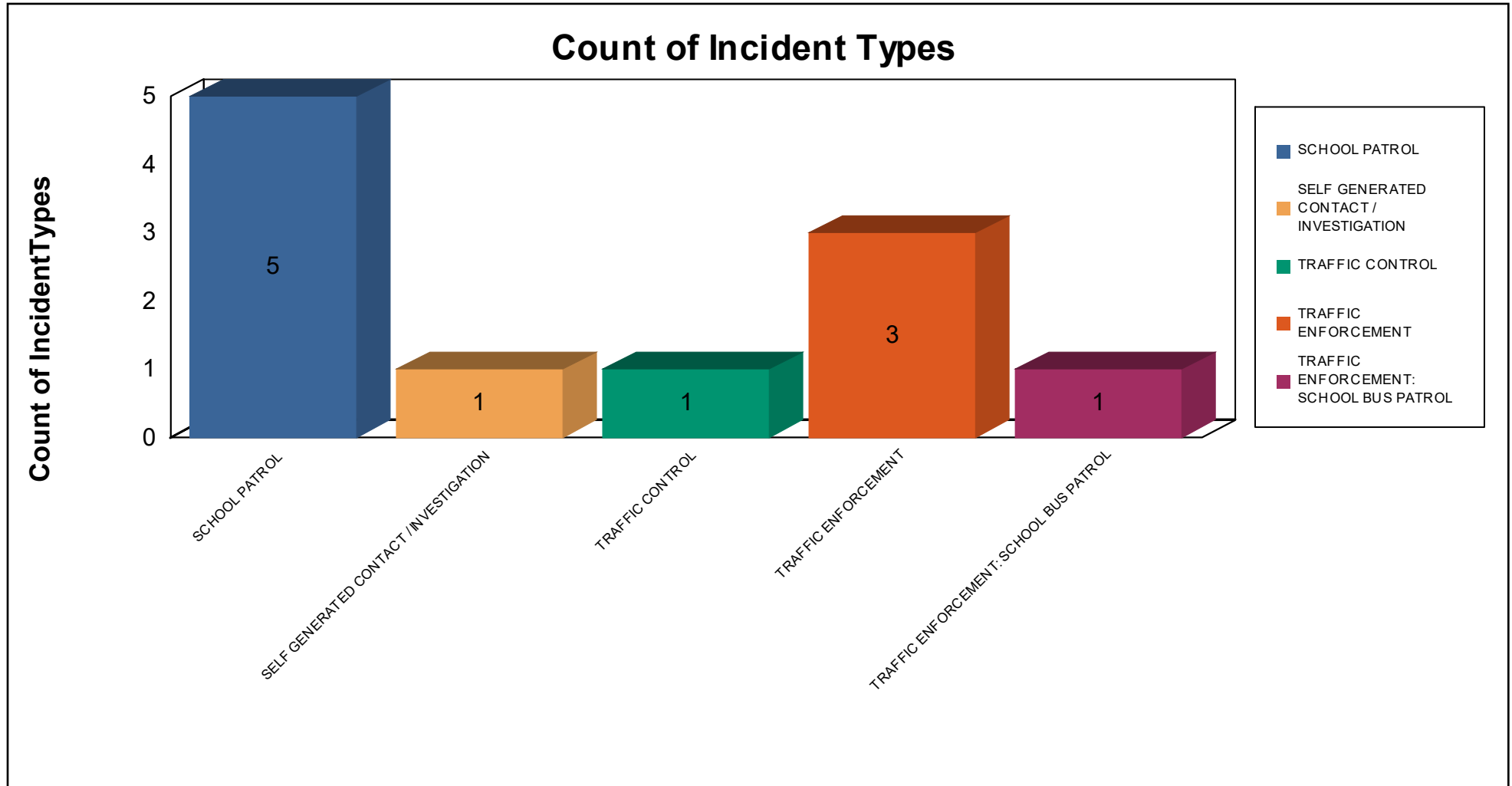


ANIMAL TRANSFER: 1 3%

Incident Report

ASSIST EXTERNAL AGENCY: 1	3%
ASSIST PUBLIC: 2	5%
CAT FOUND: 2	5%
CAT LOST: 1	3%
DOG AT LARGE: 1	3%
DOG PATROL: 1	3%
DOG STRAY: 1	3%
MOTOR VEHICLE COLLISION: 1	3%
PROACTIVE PATROL: 17	44%

Incident Report



SCHOOL PATROL: 5 13%

SELF GENERATED CONTACT / INVESTIGATION: 1 3%

TRAFFIC CONTROL: 1 3%

TRAFFIC ENFORCEMENT: 3 8%

Incident Report

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 1 3%

Grand Total: 100.00% Total # of Incident Types Reported: 39

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 15, 2022
Presented by:	Falon Fayant, Corporate Services Manager
Title:	3-Year Operating Plans and 5-Year/10-Year Capital Plans
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

Council approved the 2023 Operating and Capital Budget at the October 18, 2022 Regular Meeting of Council.

As part of the budgeting process, Council must accept 3-year operating plans and 5-year capital plans as information. Administration has also presented a 10-year capital plan for Council's review.

The purpose of financial planning is to forecast what the situation for the community may look like for the near future. It also aids the Town's asset management program.

The plans are not set in stone and can, and likely will, change as we move forward. This is the reason Council is to accept them as information rather than approve them.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The financial plans are not required to balance, however for the purposes of illustrating exactly how everything is affected, administration has balanced the plans.

A 3% inflation increase per year has been applied to applicable areas for each department. Some revenue and expenses that have agreements or purchase contracts in place are either maintained at the same rate or increased as per the agreement.

Inflation in Alberta has been slowly declining, and some reports project that levels of inflation will return to more normal increases (2.5-3%) throughout 2023 and into 2024. However, these numbers may not be exact, and the picture of the economy may be different in the future.

Key Factors Affecting the Plans:

- The main factor affecting the plans for all departments/areas is inflation. A rate of 3% affects all departments.
- A 1.5 % cost-of-living adjustment and merit increases affects all departments per year including Council fees.

- Water, sewer, and storm show a small increase yearly for the capital rate rider affecting both revenue and reserve transfers.
- The parks department includes planning to replace the 7 poles at Veteran's Park.
- The arena department includes a plan to utilize the operating reserve from the Sturgeon Recreation Grant, as well as complete the operational aspects of work required from the Associated Engineering study.

The offset of increasing expenses is to increase the revenue required from taxes unless other revenue sources (user fees, grants) were to increase. The numbers represented in the Taxation section are for information only to demonstrate what tax revenue would be required to balance the plans, and the resulting percentage tax increase. These values are not being recommended, simply shown for information and planning purposes.

The capital plans list the infrastructure that the Town needs to consider for upgrades and the costs of those upgrades. Having these plans is part of the Town's asset management program and allows the Town to be proactive versus reactive – planning for the maintenance of key infrastructure and how to pay for it versus waiting until an emergency arises and having no way of paying for failed infrastructure.

STRATEGIC ALIGNMENT

Values Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

Choose one of the following:

1. THAT ... Council accepts the 3-Year Operating Plan, the 5-Year Capital Plan, and the 10-Year Capital Plan as information.
2. THAT ... Council accepts the 3-Year Operating Plan, the 5-Year Capital Plan, and the 10-Year Capital Plan as information and directs Administration to schedule a Budget Workshop to further review the plans.

3-Year Operating Plans and 5- Year & 10-Year Capital Plans





Content

3-Year Operating Plans

5-Year Capital Plan

10-Year Capital Plan



The operating plans and the capital plans represent Council's Strategic Plan and provide a snapshot of each upcoming year.

The plans take into consideration the maintenance of current service levels, inflation, and aging infrastructure.

The plans can demonstrate revenue shortfalls and allow for mitigation planning as decisions are made.



Town of
Bon Accord
building for tomorrow

3-Year Operating Plans

Council - Overview

Budget Includes:

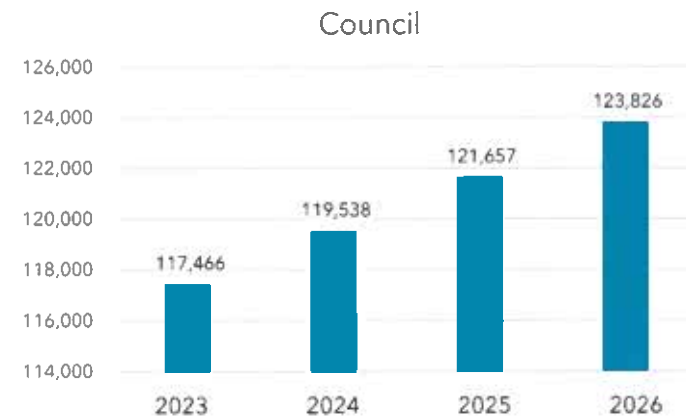
- Fees and per diems
- Training EOEP Courses
- Golf tournaments – Redwater, Gibbons, Sturgeon County
- AMA Conference
- FCM Conference
- ACCPA Conference –
- Spring Municipal Leaders Caucus
- Parades – Redwater, Gibbons, Legal, Morinville, St. Albert
- Parade Candy
- Coffee with a Cop Session
- Community Connections Supplies
- Trinus IT



Council

- + The Council plan includes a projected increase of 1.5% each year in Council fees for a Cost-of-Living allowance.
- + The following Council expenses projected a 3% inflation increase per year:
 - + Council training
 - + Mileage & subsistence
 - + Memberships & Registrations
 - + Council Workshop
 - + Insurance
 - + Contracted Services (IT support)
 - + Council supplies including parade candy, Community Connections supplies etc.
- + Per diem fees are not increased over the 3-year plan.
- + Election fees are not increased over the 3-year plan.

Expenses





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

	Budget Operating 2023	Plan Operating 2024	Plan Operating 2025	Plan Operating 2026
Revenue:				
Total Revenue	-	-	-	-

Expenses:				
COUNCIL - FEES & PER DIEMS	80,324	81,281	82,253	83,239
COUNCIL - TRAINING & OTHER	10,590	10,908	11,235	11,572
STAFFING COSTS - TRAINING & OTHER	6,825	7,030	7,241	7,458
CONTRACTED SERVICES & RENTALS	4,562	4,699	4,840	4,985
GOODS & SUPPLIES	3,100	3,193	3,289	3,387
INSURANCE	1,200	1,236	1,273	1,311
MEMBERSHIP & REGISTRATION	10,865	11,191	11,527	11,872
Total Expenses	117,466	119,538	121,657	123,826

Balance	-	-	-	-
	0.00	0.00	0.00	0.00

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

	Budget Operating 2023	Plan Operating 2024	Plan Operating 2025	Plan Operating 2026
Revenue:				
Total Revenue	-	-	-	-

Expenses:				
CONTRACTED SERVICES & RENTALS	500	500	500	500
GOODS & SUPPLIES	1,500	1,500	1,500	1,500
MEMBERSHIP & REGISTRATION	-	-	-	-
PROFESSIONAL FEES	-	-	-	-
Total Expenses	2,000	2,000	2,000	2,000

Balance	- 2,000	- 2,000	- 2,000	- 2,000
	0.00	0.00	0.00	0.00

Administration - Overview

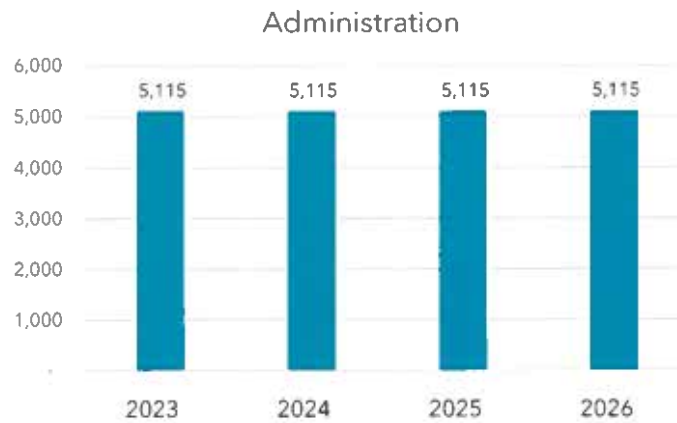
Budget Includes:



- 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
- 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

Administration

Revenues



Expenses



Administration

Revenues

- + Revenues are not projected to increase unless the user fees or the number of users are increased.
- + Fees for service include:
 - Tax Certificate - \$35 (includes GST)
 - Tax Searches - \$15 (includes GST)
 - Landfill Permit Replacement Cards - \$25
 - NSF Fees - \$25
 - EV Charging Revenue - Projected for total of \$500

Expenses

- + Expenses are projected to increase by an estimated 3% inflation per year unless there is an agreement or contract in place (e.g., Postage machine and copier rentals, cleaning services, IT services, etc.)
- + Wages and salaries are estimated to increase by the cost-of-living adjustment of 1.5% and merit adjustments per year.
- + Debentures are projected to remain the same per year.
- + Transfers to reserves for the solar farm are projected at \$10,000 per year.

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

	Budget Operating 2023	Plan Operating 2024	Plan Operating 2025	Plan Operating 2026
Revenue:				
USER FEES	3,615	3,615	3,615	3,615
GRANTS	1,500	1,500	1,500	1,500
Total Revenue	5,115	5,115	5,115	5,115

Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	332,814	346,126	359,971	374,370
STAFFING COSTS - TRAINING & OTHER	11,737	12,089	12,452	12,825
CONTRACTED SERVICES & RENTALS	74,980	77,124	79,332	81,606
GOODS & SUPPLIES	13,008	13,398	13,800	14,214
INSURANCE	18,000	18,540	19,096	19,669
MEMBERSHIP & REGISTRATION	9,080	9,352	9,633	9,922
OTHER - FINANCE CHARGES	3,645	3,754	3,867	3,983
POSTAGE & COPIES	2,700	2,781	2,864	2,950
PROFESSIONAL FEES	41,192	42,428	43,701	45,012
REPAIRS & MAINTENANCE	9,850	10,146	10,450	10,763
UTILITIES	7,486	7,582	7,682	7,784
DEBENTURES	6,296	6,296	6,296	6,296
AMORTIZATION	30,000	30,000	30,000	30,000
TRANSFER TO RESERVES	10,000	10,000	10,000	10,000
Total Expenses	570,787	589,617	609,144	629,395

Balance	- 565,672	- 584,502	- 604,029	- 624,280
	0.00	0.00	0.00	0.00

Protective Services

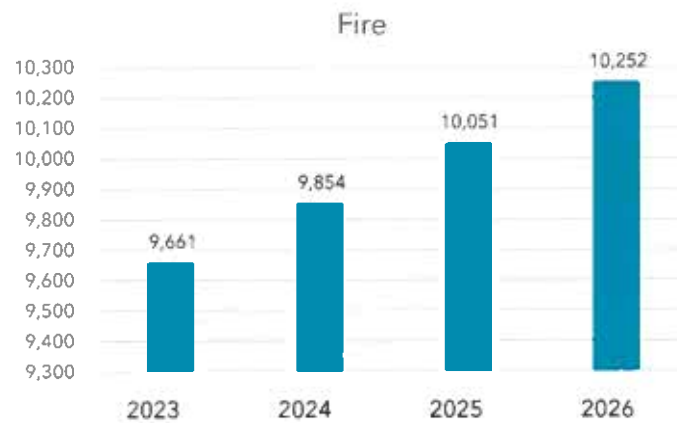
Budget Includes:

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

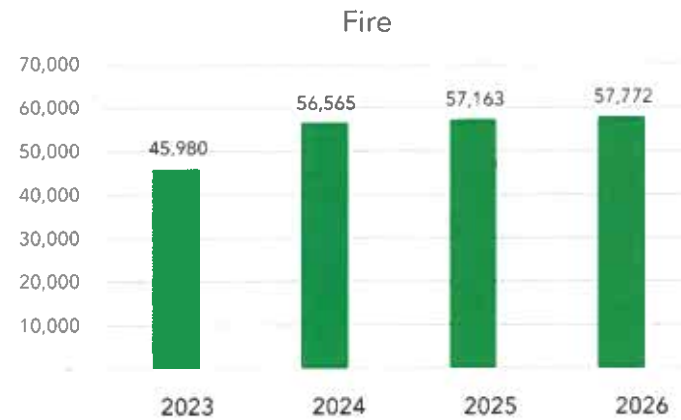


Fire Services

Revenues



Expenses



Fire Services

Revenues

- + Per the agreement, the fire hall rental/facility use charges revenue will increase each year by 2% or the CPI rate, whichever is greater.
- + The fire services agreement ends 2026.

Expenses

- + Per the agreement, the fees for service will increase by 2% or the CPI rate, whichever is greater.
- + Other expenses are projected to maintain a 0% increase, however building maintenance could require an increase due to aging infrastructure.
- + Transfers to fire reserves are increased from \$10,000 per year to \$20,000 for the fire hydrant replacement program.

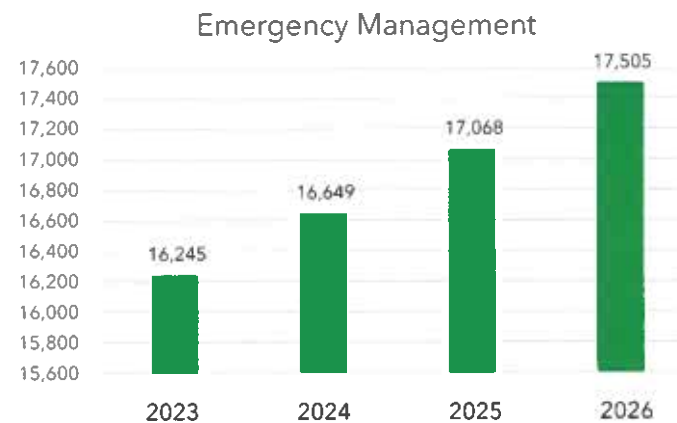
**Town of Bon Accord
FIRE
Operating Budget - By Object**

	Budget Operating 2023	Plan Operating 2024	Plan Operating 2025	Plan Operating 2026
Revenue:				
USER FEES	9,661	9,854	10,051	10,252
Total Revenue	9,661	9,854	10,051	10,252
Expenses:				
CONTRACTED SERVICES & RENTALS	32,575	33,160	33,758	34,367
REPAIRS & MAINTENANCE	1,500	1,500	1,500	1,500
UTILITIES	1,905	1,905	1,905	1,905
TRANSFER TO RESERVES	10,000	20,000	20,000	20,000
Total Expenses	45,980	56,565	57,163	57,772
Balance	- 36,319	- 46,711	- 47,111	- 47,519
	0.00	0.00	0.00	0.00

Emergency Management

- + Revenues for Emergency Management are nil.
- + Should an emergency arise, there could be transfers from reserves if necessary.
- + Emergency situations may result in eligibility for potential grants, should a related grant be available.
- + Membership in the regional emergency partnerships is projected to remain at 0% increase for the purpose of these plans.
- + Other expenses such as first aid and emergency preparedness supplies are increased by a 3% inflation rate.

Expenses



Town of Bon Accord
EMERGENCY MANAGEMENT
Operating Budget - By Object

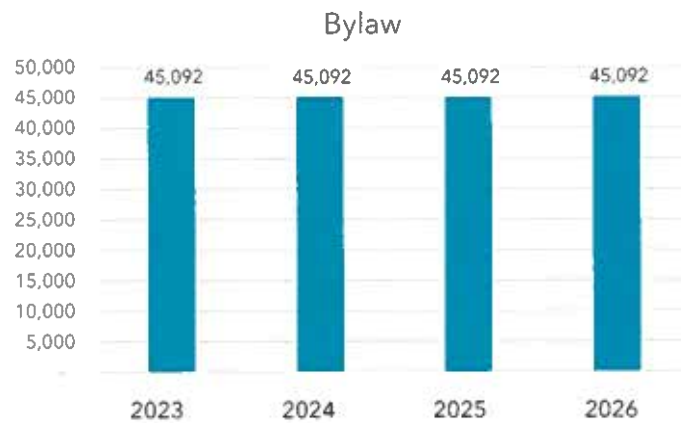
	Budget Operating 2023	Plan Operating 2024	Plan Operating 2025	Plan Operating 2026
Revenue:				
Total Revenue	-	-	-	-

Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	9,648	10,034	10,435	10,852
STAFFING COSTS - TRAINING & OTHER	250	250	250	250
CONTRACTED SERVICES & RENTALS	-	-	-	-
FUEL	-	-	-	-
GOODS & SUPPLIES	600	618	637	656
MEMBERSHIP & REGISTRATION	5,747	5,747	5,747	5,747
Total Expenses	16,245	16,649	17,068	17,505

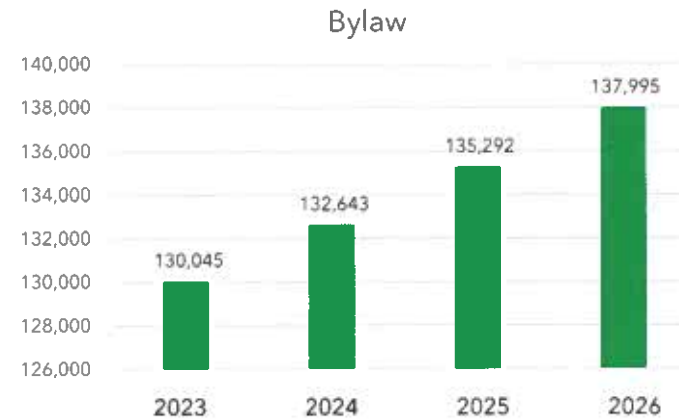
Balance	- 16,245	- 16,649	- 17,068	- 17,505
	0.00	0.00	0.00	0.00

Bylaw Services

Revenues



Expenses



Bylaw Services

Revenues

- + Most of the revenue for bylaw services is the MSI Operating grant to offset the costs of service; given the uncertainty of grant dollars year over year, this value is projected at no change.
- + Other revenue within bylaw services includes pet licenses and fines distribution - this is also projected at no change unless the fees for service or number of users increase, or the distribution of fines increases.
- + Current pet license rates are:
 - Annual license - \$35
 - Lifetime license - \$100

Expenses

- + The enforcement services agreement expires in 2026.
- + Per the agreement, each year the rates for services shall increase by 2% or the CPI whichever is greater.
- + For the purposes of this plan, a 2% increase has been used.
- + Bylaw services also includes the RCMP police funding charge. Updates have not been received by the government as to what the costs are projected to be; as such 2023 rates are used for the purpose of these plans.

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

	Budget Operating 2023	Plan Operating 2024	Plan Operating 2025	Plan Operating 2026
Revenue:				
USER FEES	3,050	3,050	3,050	3,050
GRANTS	42,042	42,042	42,042	42,042
Total Revenue	45,092	45,092	45,092	45,092
Expenses:				
CONTRACTED SERVICES & RENTALS	129,885	132,483	135,132	137,835
GOODS & SUPPLIES	160	160	160	160
Total Expenses	130,045	132,643	135,292	137,995
Balance	- 84,953	- 87,551	- 90,200	- 92,903
	0.00	0.00	0.00	0.00

Storm - Overview

Budget Includes:



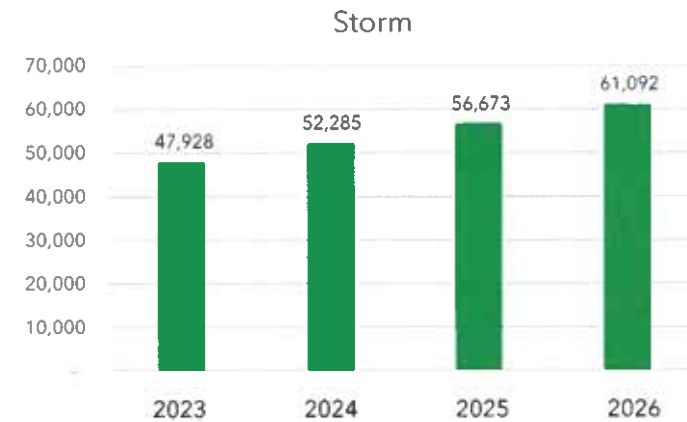
- Supplies for storm culverts and maintenance
- Transfer to reserves for storm management



Storm

- + Storm revenues are nil though transfers from reserves can be used to cover expenses should a situation arise.
- + The budget for storm includes a projected increase each year to wages and salaries with 1.5% cost-of-living and merit adjustments.
- + A 3% inflation increase for supplies is projected each year.
- + The transfers to reserves shows an increase each year from the capital rate rider.

Expenses



Town of Bon Accord
STORM
Operating Budget - By Object

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
Total Revenue	-	-	-	-

Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	18,334	19,067	19,830	20,623
FUEL	-	-	-	-
GOODS & SUPPLIES	1,000	1,030	1,061	1,093
AMORTIZATION	10,000	10,000	10,000	10,000
TRANSFER TO RESERVES	18,594	22,188	25,782	29,376
Total Expenses	47,928	52,285	56,673	61,092

Balance	- 47,928	- 52,285	- 56,673	- 61,092
	0.00	0.00	0.00	0.00

Roads - Overview

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



Roads

Revenues



Expenses



Roads

Revenues

- + Revenue includes a portion of the MSI Operating Grant; given the uncertainty of grant dollars, this value has remained unchanged for the purposes of the 3-year plan.

Expenses

- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Other expenses include a 3% inflation increase each year.
- + Some expenses such as office equipment rentals remain unchanged due to price contracts.
- + The transfer to reserves remains consistent at \$25,000, and a transfer to capital at \$20,000 each year.

Town of Bon Accord
ROADS
Operating Budget - By Object

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
USER FEES	-	-	-	-
GRANTS	8,800	8,800	8,800	8,800
Total Revenue	8,800	8,800	8,800	8,800

Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	142,652	148,358	154,292	160,464
STAFFING COSTS - TRAINING & OTHER	3,000	3,090	3,183	3,278
CONTRACTED SERVICES & RENTALS	72,313	74,476	76,704	78,998
FUEL	33,114	34,107	35,131	36,185
GOODS & SUPPLIES	37,465	38,589	39,747	40,939
INSURANCE	12,463	12,837	13,222	13,619
MEMBERSHIP & REGISTRATION	-	-	-	-
POSTAGE & COPIES	675	675	675	675
REPAIRS & MAINTENANCE	14,500	14,935	15,383	15,845
UTILITIES	55,049	55,099	55,150	55,203
DEBENTURES	18,886	18,886	18,886	18,886
AMORTIZATION	190,000	190,000	190,000	190,000
TRANSFER TO CAPITAL	20,000	20,000	20,000	20,000
TRANSFER TO RESERVES	25,000	25,000	25,000	25,000
Total Expenses	625,117	636,052	647,372	659,092

Balance	- 616,317	- 627,252	- 638,572	- 650,292
	0.00	0.00	0.00	0.00

Water - Overview

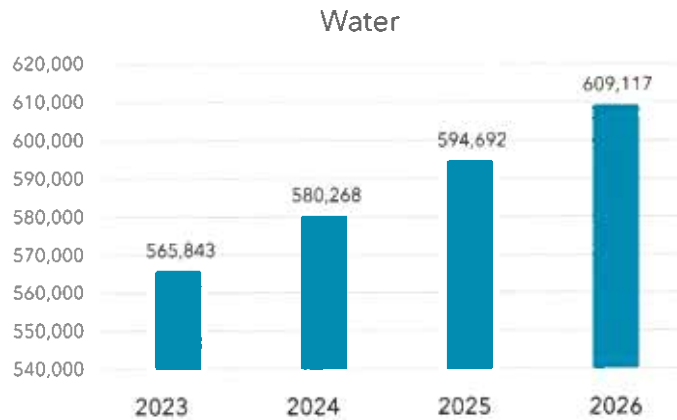
Budget Includes:



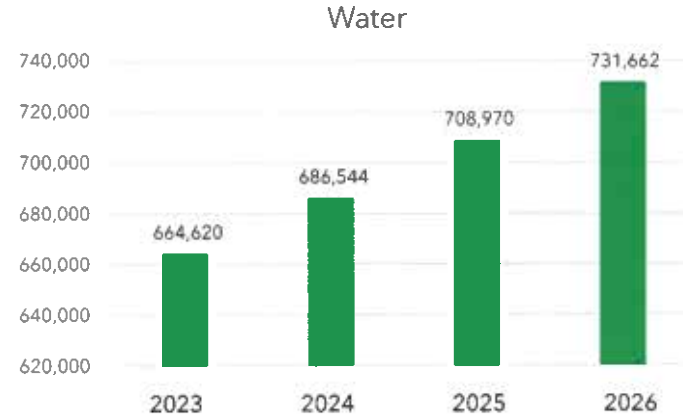
- Utilities - telephone, power, gas
- Munisight GIS services
- Office equipment lease allocations
- Parts for repairs and maintenance, water meter maintenance
- Transfer to reserves, including utility capital rate rider
- Revenue: Sales of water
- Training courses and seminar for Water and Wastewater certification CEU's.

Water

Revenues



Expenses



Water

Revenues

- + Revenue increases are projected with the estimated increase from the Capital Region Northeast Water Services commission increases of \$0.09 per year.
 - The rate is projected not to increase for 2023, but this is not likely sustainable for future years given inflation.
- + Revenue is also increased by the projected increase in the capital rate rider (transferred to reserves).
- + Other revenue includes connection fees and penalties.
- + The bulk water station revenue is projected to increase by the \$0.09 rate increase, based on 2022 consumption.
- + Revenue is calculated based on 2022 consumption.

Expenses

- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Other expenses include a 3% inflation increase each year.
- + Water purchases is increased by \$0.09 estimated rate increase per year and is based upon 2022 usage.
- + Transfers to reserves increase each year due to the capital rate rider increase.

Town of Bon Accord
WATER
Operating Budget - By Object

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
USER FEES	557,043	571,468	585,892	600,317
GRANTS	8,800	8,800	8,800	8,800
Total Revenue	565,843	580,268	594,692	609,117
Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	113,671	118,218	122,946	127,864
STAFFING COSTS - TRAINING & OTHER	5,205	5,361	5,522	5,688
CONTRACTED SERVICES & RENTALS	54,550	56,174	57,847	59,571
FUEL	-	-	-	-
GOODS & SUPPLIES	19,328	19,908	20,505	21,120
INSURANCE	6,725	6,927	7,135	7,349
MEMBERSHIP & REGISTRATION	857	883	909	936
OTHER - UTILITY SUPPLY PURCHASES	217,000	228,000	239,237	250,465
POSTAGE & COPIES	675	675	675	675
UTILITIES	- 4,379	- 4,184	- 3,983	- 3,776
BAD DEBTS	1,000	1,000	1,000	1,000
DEBENTURES	106,394	106,394	106,394	106,394
AMORTIZATION	120,000	120,000	120,000	120,000
TRANSFER TO RESERVES	23,594	27,188	30,782	34,376
Total Expenses	664,620	686,544	708,970	731,662
Balance	- 98,777	- 106,276	- 114,278	- 122,545
	0.00	0.00	0.00	0.00

Sewer - Overview

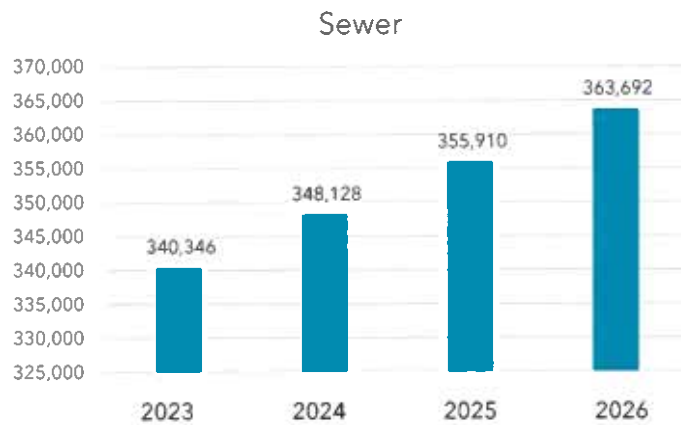
Budget Includes:

- Revenue - sewer sales
- 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

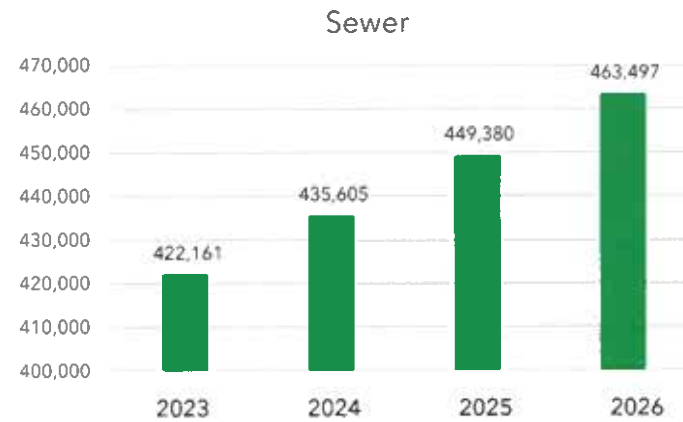


Sewer

Revenues



Expenses



Sewer

Revenues

- + Revenue increases are projected with the estimated increase from the Alberta Capital Region Wastewater Commission by \$0.05 each year.
- + Other revenue includes connection fees and penalties.
- + Revenue is also increased by the projected increase in the capital rate rider (transferred to reserves).
- + Revenue is calculated based on 2022 consumption.

Expenses

- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Other expenses include a 3% inflation increase each year.
- + Sewer usage costs is increased by \$0.05 estimated rate increase per year and is based upon 2022 usage.
- + Transfers to reserves increase each year due to the capital rate rider increase.

Town of Bon Accord
SEWER
Operating Budget - By Object

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
USER FEES	340,346	348,128	355,910	363,692
Total Revenue	340,346	348,128	355,910	363,692

Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	89,117	92,682	96,389	100,245
STAFFING COSTS - TRAINING & OTHER	3,500	3,605	3,713	3,825
CONTRACTED SERVICES & RENTALS	57,616	59,332	61,100	62,921
FUEL	-	-	-	-
GOODS & SUPPLIES	7,328	7,548	7,774	8,008
INSURANCE	2,300	2,369	2,440	2,513
MEMBERSHIP & REGISTRATION	-	-	-	-
OTHER - UTILITY SUPPLY PURCHASES	135,000	139,050	143,222	147,518
POSTAGE & COPIES	675	675	675	675
UTILITIES	2,145	2,270	2,399	2,531
DEBENTURES	18,886	18,886	18,886	18,886
AMORTIZATION	82,000	82,000	82,000	82,000
TRANSFER TO RESERVES	23,594	27,188	30,782	34,376
Total Expenses	422,161	435,605	449,380	463,497

Balance	- 81,815	- 87,477	- 93,470	- 99,805
	0.00	0.00	0.00	0.00

Garbage - Overview

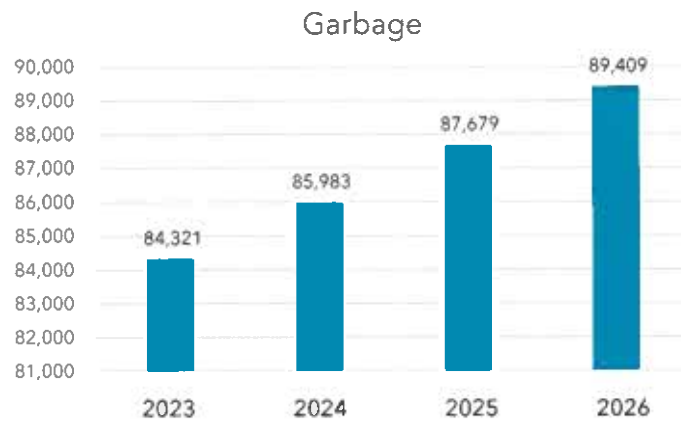
Budget Includes:

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

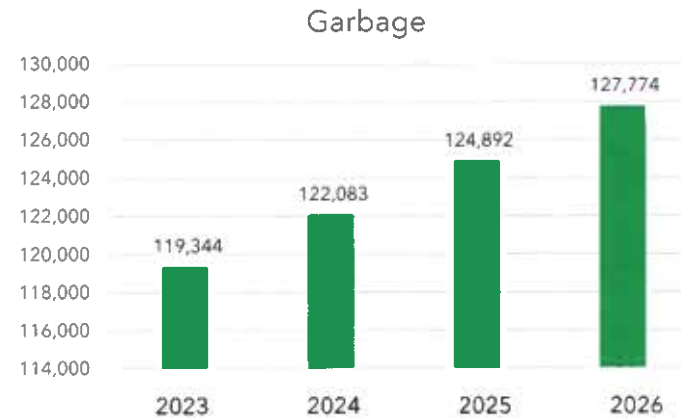


Garbage

Revenues



Expenses



Garbage

Revenues

- + Revenue increases are projected with the estimated increase from GFL Environmental Services based on a 2% increase per year.
- + Revenue also includes a portion of penalties from the utility billing.

Expenses

- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Office equipment rentals are not increased due to contracted pricing.
- + Costs are projected to increase by inflation for GFL and the Roseridge Landfill.

Town of Bon Accord
GARBAGE
Operating Budget - By Object

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
USER FEES	84,321	85,983	87,679	89,409
Total Revenue	84,321	85,983	87,679	89,409
Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	18,984	19,743	20,533	21,354
CONTRACTED SERVICES & RENTALS	406	406	406	406
GOODS & SUPPLIES	178	178	178	178
OTHER - UTILITY SUPPLY PURCHASES	99,000	100,980	103,000	105,060
POSTAGE & COPIES	675	675	675	675
UTILITIES	101	101	101	101
Total Expenses	119,344	122,083	124,892	127,774
Balance	- 35,023	- 36,100	- 37,213	- 38,365
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Cemetery - Overview

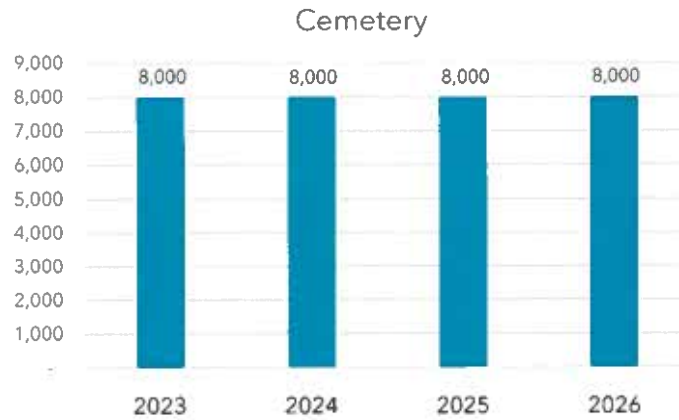
Budget Includes:

- Wages & salaries allocation
- Western Canada Cemetery Association and conference
- Maintenance and repairs for the cemetery
- Parts and supplies
- Plot and open and close sales

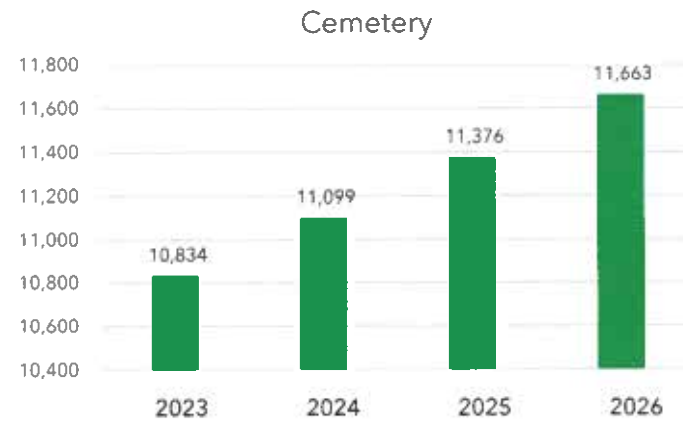


Cemetery

Revenues



Expenses



Cemetery

Revenues

- + Revenue is projected to remain unchanged over the plans. Revenue is affected by the fees for cemetery services and the usage, which can be unpredictable.
- + Fees for the cemetery include:
 - Plots - \$250-850 (include cremation plots and regular plots)
 - Open & Close fees - \$350-650 (depends upon regular or cremation and winter or summer)
 - Columbarium Niche - \$950, open \$150
 - Cost increases by \$450 for a weekend or holiday burial.

Expenses

- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Other expenses are projected for no increases; cemetery expenses other than labour are minimal.
 - Costs for labour can be increased by weekend or holiday burials, typically higher in winter due to the thawing of the ground.

Town of Bon Accord
CEMETERY
Operating Budget - By Object

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
USER FEES	8,000	8,000	8,000	8,000
Total Revenue	8,000	8,000	8,000	8,000
Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	6,638	6,903	7,180	7,467
CONTRACTED SERVICES & RENTALS	2,946	2,946	2,946	2,946
GOODS & SUPPLIES	1,000	1,000	1,000	1,000
REPAIRS & MAINTENANCE	-	-	-	-
AMORTIZATION	250	250	250	250
Total Expenses	10,834	11,099	11,376	11,663
Balance	- 2,834	- 3,099	- 3,376	- 3,663
	0.00	0.00	0.00	0.00

Parks - Overview

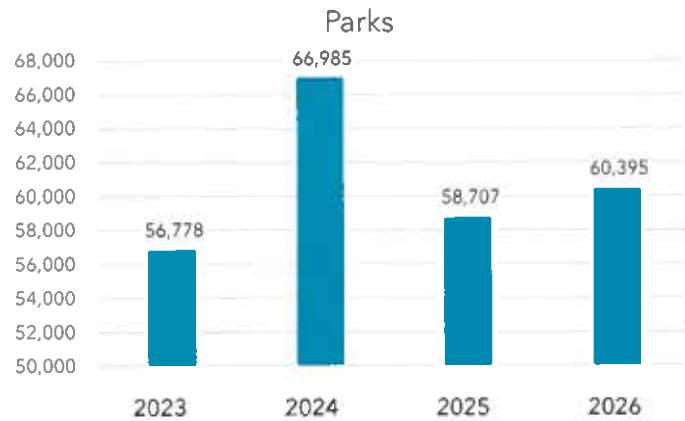
Budget Includes:

- Revenue: portion of the Sturgeon Recreation Grant and Canada Summer Jobs grant for summer parks staff, user fees for ball and soccer. Transfers from reserves.
- 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.

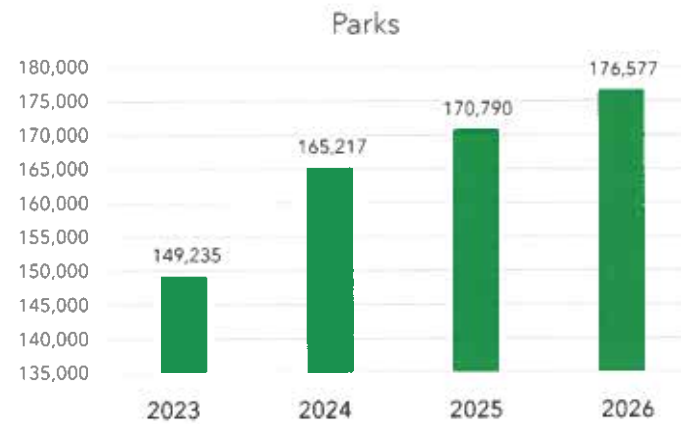


Parks

Revenues



Expenses



Parks

Revenues

- + Revenue is projected to transfer \$8,616 from reserves in 2024 for flag poles at Veterans' Park.
- + Increase of 2% for the allocated Sturgeon Recreation Grant (agreement indicates 2% or CPI, whichever is greater).
- + Other revenue includes baseball and soccer field rental fees and the Canada Summer Jobs Grant, both projected to remain unchanged.

Expenses

- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Expenses include a transfer to capital for \$8,616 towards flag poles in 2024.
- + Projection includes transferring \$2,000 to reserves every year for flag and flagpole replacement/maintenance.

Town of Bon Accord
PARKS
Operating Budget - By Object

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
USER FEES	950	950	950	950
DONATIONS	-	-	-	-
TRANSFER FROM RESERVES	1,300	9,916	-	-
GRANTS	54,528	56,119	57,757	59,445
Total Revenue	56,778	66,985	58,707	60,395
Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	115,212	119,821	124,614	129,598
STAFFING COSTS - TRAINING & OTHER	422	435	448	461
CONTRACTED SERVICES & RENTALS	13,822	14,147	14,481	14,825
FUEL	3,500	3,605	3,713	3,825
GOODS & SUPPLIES	10,050	10,352	10,662	10,982
MEMBERSHIP & REGISTRATION	448	461	475	489
DEBENTURES	5,781	5,781	5,781	5,781
TRANSFER TO RESERVES	-	2,000	2,000	2,000
Total Expenses	149,235	165,217	170,790	176,577
Balance	- 92,457	- 98,232	- 112,082	- 116,182
	0.00	0.00	0.00	0.00

Development & Planning - Overview

Budget Includes:

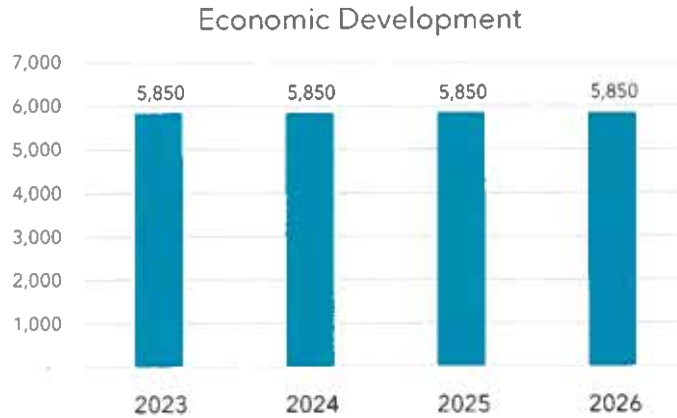
- Trade advertising opportunity with Mix 107.9
- Training courses - Economic Development Alberta
- Chamber of Commerce, golf tournament, regional breakfast, and conference networking opportunities
- Go East Publication
- Office equipment allocations
- Printing of developer packages and brochures
- Revision/update of Economic Development Strategy
- Utilities allocation - telephone, power, gas



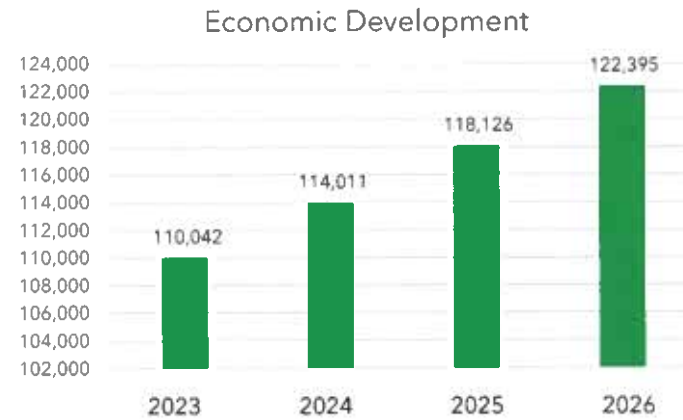
- Revenue for compliance certificates, development permits, business license renewals
- Networking - urban development and planning seminars
- Office equipment lease and supplies allocation
- Utilities allocation - telephone, power
- Advertising for land availability and marketing the Town
- Legal for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

Economic Development

Revenues



Expenses



Economic Development

Revenues

- + Revenue is the value of the advertising trade with Mix 107.9, projected to continue unchanged through to 2026.
- + This revenue is offset by an expense of the same value.

Expenses

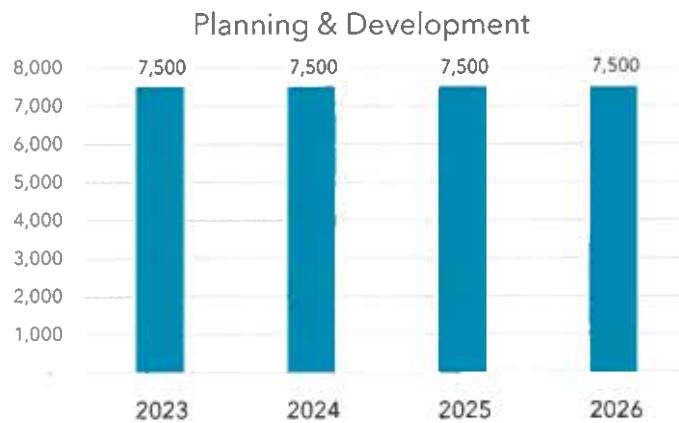
- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Other expenses are projected for a 3% inflationary increase for each year.

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

	Budget Operating 2023	Plan Operating 2024	Plan Operating 2025	Plan Operating 2026
Revenue:				
USER FEES	5,850	5,850	5,850	5,850
Total Revenue	5,850	5,850	5,850	5,850
Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	70,242	73,052	75,974	79,013
STAFFING COSTS - TRAINING & OTHER	3,000	3,090	3,183	3,278
CONTRACTED SERVICES & RENTALS	14,882	15,311	15,753	16,209
GOODS & SUPPLIES	357	368	379	390
MEMBERSHIP & REGISTRATION	5,000	5,150	5,305	5,464
POSTAGE & COPIES	1,000	1,030	1,061	1,093
PROFESSIONAL FEES	10,850	11,176	11,511	11,856
UTILITIES	4,711	4,834	4,962	5,093
Total Expenses	110,042	114,011	118,126	122,395
Balance	- 104,192	- 108,161	- 112,276	- 116,545
	0.00	0.00	0.00	0.00

Municipal Planning

Revenues



Expenses



Municipal Planning

Revenues

- + Revenue includes compliance and development certificates, permit fees, and business licenses. These values are not projected to change unless fees or usage changes.
- + The costs for planning services include:
 - Compliance Certificate - \$100 or \$150 for rush
 - Development Permits - range from \$50-200 for residential, commercial, renovations, decks/fences, garages, etc.

Expenses

- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Contracted services has a projected decrease in 2024, as the MDP should be concluded.
- + Other expenses are projected for a 3% inflationary increase for each year.

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

	Budget Operating 2023	Plan Operating 2024	Plan Operating 2025	Plan Operating 2026
Revenue:				
USER FEES	7,500	7,500	7,500	7,500
Total Revenue	7,500	7,500	7,500	7,500
Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	70,242	73,052	75,974	79,013
STAFFING COSTS - TRAINING & OTHER	1,000	1,030	1,061	1,093
CONTRACTED SERVICES & RENTALS	65,882	54,919	55,043	55,170
GOODS & SUPPLIES	428	441	454	468
MEMBERSHIP & REGISTRATION	2,016	-	-	-
PROFESSIONAL FEES	15,000	15,450	15,914	16,391
UTILITIES	961	961	961	961
DEBENTURES	12,592	12,592	12,592	12,592
Total Expenses	168,121	158,444	161,998	165,687
Balance	- 160,621	- 150,944	- 154,498	- 158,187
	0.00	0.00	0.00	0.00

FCSS - Overview

Budget Includes:

- Revenue includes user fees from summer programs and the FCSS grant
- Training
- FCSS conference for learning and networking opportunities
- Office equipment lease allocation
- Advertising for programs and events



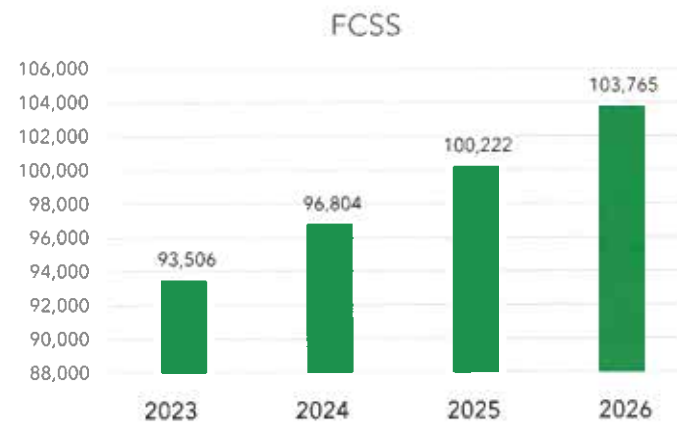
- Home Alone & Babysitting course
- Utilities – telephone, gas and power allocation
- Summer programs – supplies and staffing
- Block party program
- Volunteer appreciation
- Community Grant program

FCSS

Revenues



Expenses



FCSS

Revenues

- + Revenue includes the FCSS grant, with no projected changes.
- + Other revenues are summer programs fees and the Canada Summer Jobs Grant.

Expenses

- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Other expenses are projected for a 3% inflationary increase for each year.



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

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
USER FEES	1,800	1,800	1,800	1,800
GRANTS	44,481	44,481	44,481	44,481
Total Revenue	46,281	46,281	46,281	46,281
Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	53,282	55,413	57,630	59,935
STAFFING COSTS - TRAINING & OTHER	2,300	2,369	2,440	2,513
CONTRACTED SERVICES & RENTALS	10,865	11,161	11,466	11,780
GOODS & SUPPLIES	19,033	19,604	20,192	20,798
INSURANCE	300	309	318	328
MEMBERSHIP & REGISTRATION	1,637	1,686	1,737	1,789
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRANT	2,950	3,039	3,130	3,224
POSTAGE & COPIES	338	338	338	338
UTILITIES	2,801	2,885	2,972	3,061
Total Expenses	93,506	96,804	100,222	103,765
Balance	- 47,225	- 50,523	- 53,941	- 57,484
	0.00	0.00	0.00	0.00

Recreation - Overview

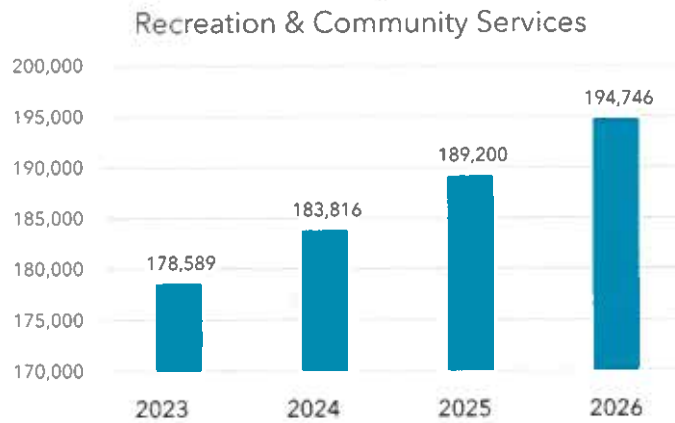
Budget Includes:

- 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

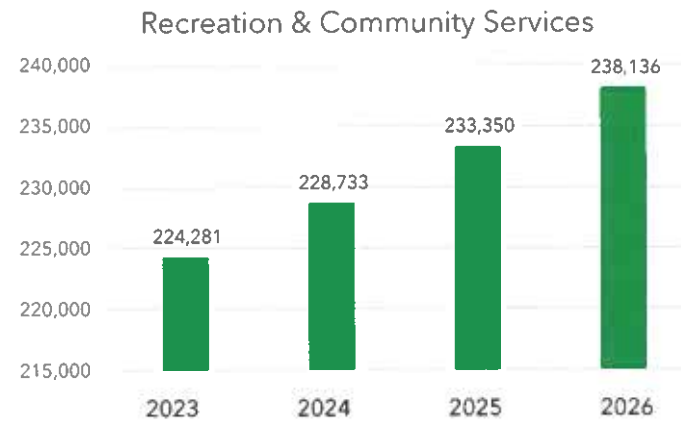


Recreation

Revenues



Expenses



Recreation

Revenues

- + Revenue includes the allocation of the Sturgeon Recreation Grant - projected to increase by 2% or CPI, whichever is greater.

Expenses

- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Other expenses are projected for a 3% inflationary increase for each year.

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

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
USER FEES	1,350	1,350	1,350	1,350
DONATIONS	3,000	3,000	3,000	3,000
GRANTS	174,239	179,466	184,850	190,396
Total Revenue	178,589	183,816	189,200	194,746
Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	75,458	78,476	81,615	84,880
STAFFING COSTS - TRAINING & OTHER	1,260	1,298	1,337	1,377
CONTRACTED SERVICES & RENTALS	28,694	29,535	30,400	31,292
GOODS & SUPPLIES	8,270	8,518	8,774	9,037
MEMBERSHIP & REGISTRATION	1,050	1,082	1,114	1,147
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRANTS	8,978	9,247	9,525	9,811
POSTAGE & COPIES	338	338	338	338
UTILITIES	233	240	247	255
TRANSFER TO RESERVES	100,000	100,000	100,000	100,000
Total Expenses	224,281	228,733	233,350	238,136
Balance	- 45,692	- 44,917	- 44,150	- 43,390
	0.00	0.00	0.00	0.00

Arena - Overview

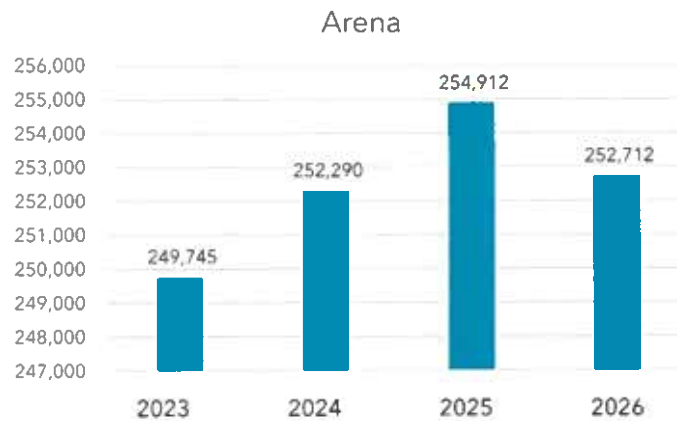
Budget Includes:



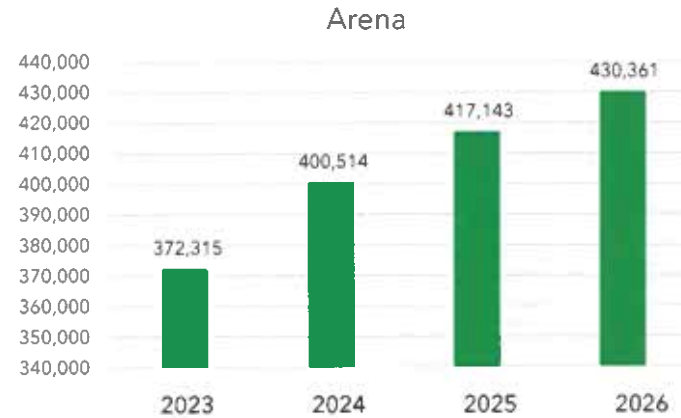
- Revenue: ice rentals, Sturgeon Recreation Funding grant allocation, transfer from Sturgeon Recreation funding operating reserve
- Utilities - telephone, power, gas
- Alberta Boilers Safety Association and Alberta Recreation Facility memberships
- Start-up costs and annual ice maintenance fee
- Zamboni parts and maintenance
- Duct cleaning
- Office equipment lease and supplies allocation
- Debenture - projected for ice plant project

Arena

Revenues



Expenses



Arena

Revenues

- + Revenue includes transfers from the Sturgeon Recreation Fund operating grant reserve of \$4,900 per year for 2024 and 2025.
- + The Sturgeon Recreation Grant funding is expected to increase yearly by 2% or CPI, whichever is greater.
- + Revenue also includes the sale of ice time.

Expenses

- + Expenses include wages and salaries increased by the 1.5% cost-of-living and merit adjustments each year.
- + Other expenses are projected for a 3% inflationary increase for each year.
- + Contracted services includes:
 - 2024: Convert ice plant to storage, clean rust on the roof, replace the DHW storage tank in the mechanical roof, replace 2 DHW circulation pumps, wire brush/seal corrugated panels at pipe penetrations, repair chipped foundation, wire brush/seal corrugated panels at foundation under bleachers (Total \$17,000)
 - 2025: Replace corroded/damaged grilles & diffusers, replace furnace, replace entrance pad, seal foundation cracks (Total \$12,500)
 - 2026: Replace electrical switches and receptacles. (Total \$4,000)

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

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
USER FEES	160,000	160,000	160,000	160,000
TRANSFER FROM RESERVES	4,900	4,900	4,900	-
GRANTS	84,845	87,390	90,012	92,712
Total Revenue	249,745	252,290	254,912	252,712
Expenses:				
STAFFING - WAGES & CONTRIBUTIONS	213,470	222,009	230,889	240,124
STAFFING COSTS - TRAINING & OTHER	422	435	448	461
CONTRACTED SERVICES & RENTALS	62,777	81,660	88,610	91,768
FUEL	-	-	-	-
GOODS & SUPPLIES	1,000	1,030	1,061	1,093
INSURANCE	13,113	13,506	13,912	14,329
MEMBERSHIP & REGISTRATION	574	591	608	627
UTILITIES	21,539	21,862	22,195	22,537
DEBENTURES	59,421	59,421	59,421	59,421
Total Expenses	372,315	400,514	417,143	430,361
Balance	- 122,570	- 148,223	- 162,231	- 177,648
	0.00	0.00	0.00	0.00

Library - Overview

Budget Includes:



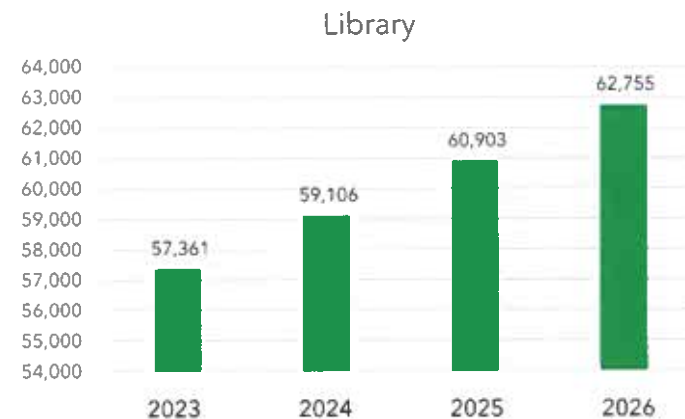
- Northern Lights Library System per capita fees
- Grant to the library
- Lighting retrofit for portion of Fortis grant (if granted)
- Building maintenance and insurance allocation
- Utilities – power and gas



Library

- + The library has no incoming revenue. Grant funding is received for libraries from the Government as well as Sturgeon County; this payment goes directly to the library and is not through the Town.
- + Expenses for the NLLS membership and the Town contribution to library is projected for a 3% inflationary increase per year.
- + The Power allocation is not expected to change. Gas has a projected increase of 3%.
- + Insurance has a projected increase of 3%.

Expenses



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

	Budget Operating 2023	Plan Operating 2024	Plan Operating 2025	Plan Operating 2026
Revenue:				
Total Revenue	-	-	-	-
Expenses:				
CONTRACTED SERVICES & RENTALS	1,000	1,030	1,061	1,093
INSURANCE	2,855	2,941	3,029	3,120
MEMBERSHIP & REGISTRATION	10,922	11,250	11,587	11,935
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRANTS	41,500	42,745	44,027	45,348
UTILITIES	1,084	1,141	1,199	1,259
Total Expenses	57,361	59,106	60,903	62,755
Balance	- 57,361	- 59,106	- 60,903	- 62,755
	0.00	0.00	0.00	0.00

Taxation - Overview

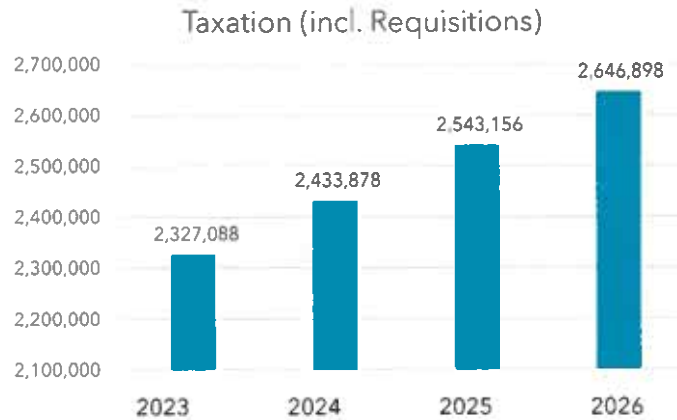
Budget Includes:

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



Taxation

Revenues



Expenses

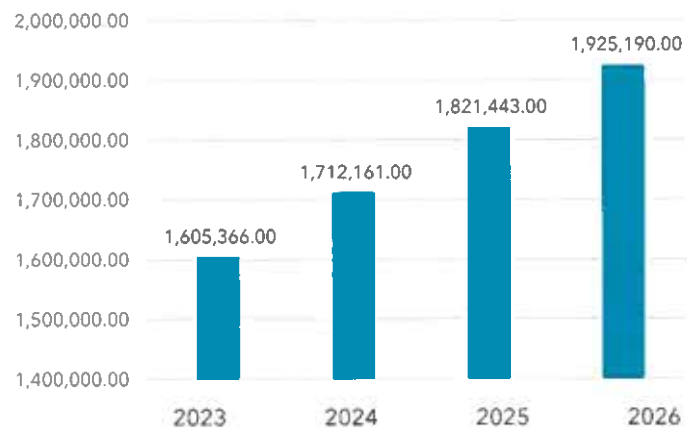


Town of Bon Accord
TAXATION
Operating Budget - By Object

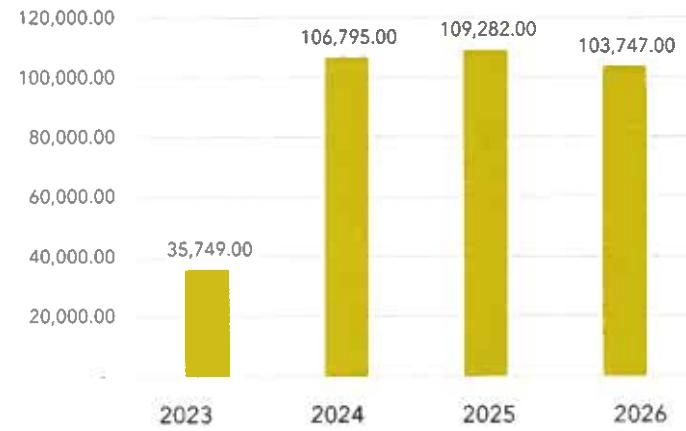
	DRAFT Budget Operating 2023	Budget Operating 2024	Budget Operating 2025	Budget Operating 2026
Revenue:				
TAXATION (INCLUDING REQUISITIONS)	2,066,237	2,173,032	2,282,314	2,386,061
FRANCHISE FEES	240,851	240,851	240,851	240,851
INVESTMENTS	20,000	20,000	20,000	20,000
GRANTS	-	-	-	-
Total Revenue	2,327,088	2,433,883	2,543,165	2,646,912
Expenses:				
TAXATION REQUISITIONS	423,871	436,587	449,685	463,175
OTHER - FINANCE CHARGES/DEBENTURES	-	-	-	-
Total Expenses	423,871	436,587	449,685	463,175
Balance	1,903,217	1,997,296	2,093,480	2,183,737
	0.00	0.00	0.00	0.00

Taxation

Municipal Levy

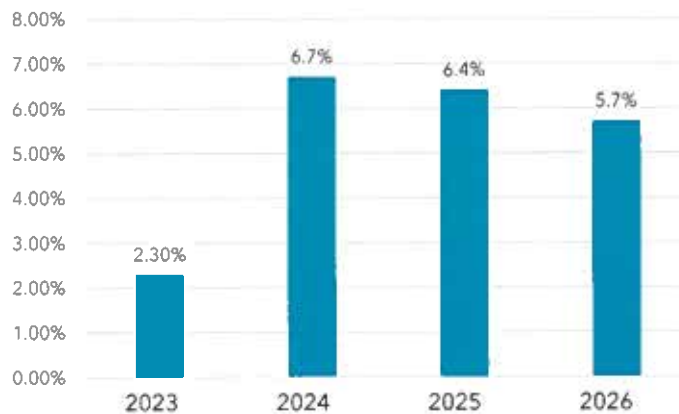


Projected Increase Per Year



Taxation

Projected Municipal Tax Levy Increase



- + The projected figures are not values that are being recommended at this time.
- + Projected municipal tax levies are based on 2022 assessment values.
- + Projection is based on assessment values and other revenues (i.e., User fees/franchise fees/operating grants) remaining the same, but expenses continuing to rise due to inflation, maintenance and capital requirements.

Taxation

- + The previous two slides indicate why preparing the 3-year operating plans are important.
 - Council can see the projected rise of inflation over time and the impact to the revenue requirements and municipal tax levies.
 - The plans can be an opportunity to prepare for the future - making decisions today knowing what the outcome for the next three years may look like.

Town of Bon Accord Summary By Object

	Budget	Plan	Plan	Plan
	Operating 2023	Operating 2024	Operating 2025	Operating 2026
Revenue:				
TAXATION (INCLUDING REQUISITIONS)	2,066,237	2,173,032	2,282,314	2,386,061
FRANCHISE FEES	240,851	240,851	240,851	240,851
INVESTMENTS	20,000	20,000	20,000	20,000
USER FEES	1,183,486	1,207,549	1,231,647	1,255,785
DONATIONS	3,000	3,000	3,000	3,000
TRANSFER FROM RESERVES	6,200	14,816	4,900	-
GRANTS	419,235	428,598	438,243	448,176
Total Revenue	3,939,009	4,087,846	4,220,955	4,353,873

Expenses:				
TAXATION REQUISITIONS	423,871	436,587	449,685	463,175
COUNCIL - FEES & PER DIEMS	80,324	81,281	82,253	83,239
COUNCIL - TRAINING & OTHER	10,590	10,908	11,235	11,572
STAFFING - WAGES & CONTRIBUTIONS	1,329,763	1,382,953	1,438,271	1,495,802
STAFFING COSTS - TRAINING & OTHER	38,921	40,081	41,276	42,507
CONTRACTED SERVICES & RENTALS	628,255	649,063	669,380	686,273
FUEL	36,614	37,712	38,844	40,009
GOODS & SUPPLIES	123,805	127,434	131,172	135,022
INSURANCE	56,956	58,665	60,425	62,237
MEMBERSHIP & REGISTRATION	48,195	47,392	48,641	49,928
OTHER - FINANCE CHARGES	3,645	3,754	3,867	3,983
OTHER - UTILITY SUPPLY PURCHASES	451,000	468,030	485,458	503,043
OTHER - LIBRARY GRANT & OTHER COMMUNITY GRAN	53,428	55,031	56,682	58,382
POSTAGE & COPIES	7,076	7,187	7,301	7,419
PROFESSIONAL FEES	67,042	69,053	71,125	73,259
REPAIRS & MAINTENANCE	25,850	26,581	27,333	28,108
UTILITIES	93,636	94,697	95,789	96,915
BAD DEBTS	1,000	1,000	1,000	1,000
DEBENTURES	228,256	228,256	228,256	228,256
AMORTIZATION	432,250	432,250	432,250	432,250
TRANSFER TO CAPITAL	20,000	28,616	28,616	28,616
TRANSFER TO RESERVES	210,782	233,564	244,346	255,128
Total Expenses	4,371,259	4,520,096	4,653,205	4,786,124
Total Expenses (including amortization)	3,939,009	4,087,846	4,220,955	4,353,874
Balance after adjustments (Excluding Amortization)	0	0	0	0

Town of Bon Accord

Summary of All Departments

2024 - 2026 Forecast by Department

	Budget Operating 2023	Plan Operating 2024	Plan Operating 2025	Plan Operating 2026
Revenue:				
Taxation (incl. Requisitions)	2,327,088	2,433,883	2,543,165	2,646,912
Council	-	-	-	-
Election	-	-	-	-
Administration	5,115	5,115	5,115	5,115
Fire	9,661	9,854	10,051	10,252
Emergency Management	-	-	-	-
Bylaw	45,092	45,092	45,092	45,092
Storm	-	-	-	-
Roads	8,800	8,800	8,800	8,800
Water	565,843	580,268	594,692	609,117
Sewer	340,346	348,128	355,910	363,692
Garbage	84,321	85,983	87,679	89,409
Cemetery	8,000	8,000	8,000	8,000
Parks	56,778	66,985	58,707	60,395
Economic Development	5,850	5,850	5,850	5,850
Planning & Development	7,500	7,500	7,500	7,500
FCSS	46,281	46,281	46,281	46,281
Recreation & Community Services	178,589	183,816	189,200	194,746
Arena	249,745	252,290	254,912	252,712
Library	-	-	-	-
Total Revenue	3,939,009	4,087,846	4,220,955	4,353,873
				Page 78

Expenses:				
Taxation (Requisitions)	423,871	436,587	449,685	463,175
Council	117,466	119,538	121,657	123,826
Election	2,000	2,000	2,000	2,000
Administration	570,787	589,617	609,144	629,395
Fire	45,980	56,565	57,163	57,772
Emergency Management	16,245	16,649	17,068	17,505
Bylaw	130,045	132,643	135,292	137,995
Storm	47,928	52,285	56,673	61,092
Roads	625,117	636,052	647,372	659,092
Water	664,620	686,544	708,970	731,662
Sewer	422,161	435,605	449,380	463,497
Garbage	119,344	122,083	124,892	127,774
Cemetery	10,834	11,099	11,376	11,663
Parks	149,235	165,217	170,790	176,577
Economic Development	110,042	114,011	118,126	122,395
Planning & Development	168,121	158,444	161,998	165,687
FCSS	93,506	96,804	100,222	103,765
Recreation & Community Services	224,281	228,733	233,350	238,136
Arena	372,315	400,514	417,143	430,361
Library	57,361	59,106	60,903	62,755
Total Expenses	4,371,259	4,520,096	4,653,205	4,786,124
Balance	- 432,250	- 432,250	- 432,250	- 432,250
				Page 79

Transfer to Reserves:				
Administration	10,000	10,000	10,000	10,000
Fire	10,000	20,000	20,000	20,000
Storm	18,594	22,188	25,782	29,376
Roads	25,000	25,000	25,000	25,000
Water	23,594	27,188	30,782	34,376
Sewer	23,594	27,188	30,782	34,376
Parks	-	2,000	2,000	2,000
Recreation & Community Services	100,000	100,000	100,000	100,000
Total Transfer to Reserves	210,782	233,564	244,346	255,128
Amortization:				
Administration	30,000	30,000	30,000	30,000
Storm	10,000	10,000	10,000	10,000
Roads	190,000	190,000	190,000	190,000
Water	120,000	120,000	120,000	120,000
Sewer	82,000	82,000	82,000	82,000
Cemetery	250	250	250	250
Total Amortization	432,250	432,250	432,250	432,250
Balance after adjustments (Amortization)	0	0	0	0

check

- 0 - 0 - 0 0

Previous Year Budget	\$ 1,993,623.73	\$2,029,237.00	\$2,136,032.00	\$2,245,314.00
Current Year Budget	\$2,029,237.00	\$2,136,032.00	\$2,245,314.00	\$2,349,061.00
increase	35,613	106,795	109,282	103,747
% increase	1.79%	5.26%	5.12%	4.62%



5-Year & 10-Year Capital Plans



10-Year Capital Plan

5-Year Capital Plan 2024-2028

		Current Budget Year	10-Year Capital Plan 2024-2033										
		Projected Cost	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Notes - Reference # Below													
PUBLIC WORKS MOBILE EQUIPMENT													
1	Ventrac Cab		12,000										
2	Snowblower/sweeper attachment		8,000										
3	Ramvac 3600 CM - Trailer Mount	145,000					7,000						
4	2009 Bobcat A300 Skidsteer w/ attachments	85,000		70,000									
5	Crafco Magnum Injector Patcher	75,000											
6	Dynapac CC10 Drum Roller	42,993											
7	2011 Kubota Tractor F3680	40,334											
8	John Deere 1145 Tractor	36,000											
9	Indoor Station Compressor	19,312					20,000						
10	Alumin Shoring System	12,000											
11	John Deere Motor Grader 672G	247,550											
12	2013 Caterpillar 303.5E	41,810											
13	Manhole Unihoist	9,000											
14	Trailer ABU	5,965											
15	4500Z Ventrac Mower (Kubota Motor) & Attachments	49,984											
16	Ventrac 4500Z	22,900											
17	John Deere 324L Wheel Loader	130,000											
TOTALS		\$ 962,848	\$ 20,000	\$ 70,000	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS VEHICLES													
18	GMC 1500												
19	2009 Felling Trailer												
20	Ford F550												
21	Chevrolet/Silverado versalift aerial device												
22	International 4700 Sand Truck	120,000											
23	Dodge/Ram 1500 - On call vehicle (2016)						30,000						
24	Dodge Ram 1500 - used in parades (2014)												
25	Chevrolet/Silverado 1500												
26	International Durastar MDS SS Body												
TOTALS		\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

[illegible]

5-Year Capital Plan 2024-2028

	Projected Cost	Current	10-Year Capital Plan 2024-2033									
		Budget Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
		2023										
ARENA												
66 Ice Sprayer	14,000	14,000										
67 Floor Scrubber	6,000	6,000										
68 200 Chairs and dolly included	18,208	18,208										
69 Arena Upgrades:												
<i>Immediate Priority:</i>	2,182,000											
New Ice Surface and dasher boards	1,070,000		1,070,000									
Replace Ice Plant Skid, condenser, piping	1,000,000	1,287,100										
Fire dampers on duct penetrations, sleeves etc.	12,000		12,000									
Parking Lot Grading	100,000		10,000									
<i>High Priority:</i>	1,347,000											
New Building Envelope	500,000			500,000								
New Roof	200,000			200,000								
Exterior Doors	17,500			17,500								
Bleachers	60,000			60,000								
Skate Flooring	30,000			30,000								
Dressing Rooms	60,000			60,000								
Main Floor Washroom	10,000			10,000								
Vestibule	10,000			10,000								
Concrete slab around ice slab	50,000			50,000								
Protective guards for luminaire in rink	13,000			13,000								
Replace Main Electrical Panels	65,000			65,000								
Replace 4 Electrical Panels	59,000			59,000								
Replace ATS	13,000			13,000								
EXIT Lighting	13,000			13,000								
Modify emergency loads/add zone sensing panel	26,000			26,000								
DHW Heater - Zamboni room	5,000			5,000								
Ice Plant Furnace	5,000			5,000								
CO/Nox Detectors	15,000			15,000								
Arena Unit Heaters	8,000			8,000								
Arena Tube Heaters	10,000			10,000								
DHW Heaters - Mechanical Room	10,000			10,000								
Heating - Stairwell and Service Rooms	7,500			7,500								
Plumbing Fixtures	40,000			40,000								
Natural Gas Piping	25,000			25,000								
Furnaces - Mechanical Room & Zamboni room	15,000			15,000								
Distribution Piping	50,000			50,000								
Kitchen Exhaust Fan; Make-up air Unit	20,000			20,000								
Concrete Repairs - partial depth	10,000			10,000								

Medium Priority:	248,000											
Lighting	20,000				20,000							
Wiring - new ice plant	20,000				20,000							
Emergency Lights	8,000				8,000							
Wiring for mechanical equipment	65,000				65,000							
CCTV System	65,000				65,000							
Security Intrusion System	35,000				35,000							
Arena Exhaust Fans and Louvre Actuators	12,000				12,000							
Exhaust Fans - Main Locker Rooms/Washroom	5,000				5,000							
Roof Access Hatch - light guage steel frame	8,000				8,000							
Millwork - Concession Area	10,000				10,000							
Low Priority:	35,000											
Plumbing Fixtures - Mezzanine	25,000					25,000						
Corrugated Metal Sheeting - Building	10,000					10,000						
TOTALS	\$ 3,850,208	\$ 1,325,308	\$ 1,092,000	\$ 1,347,000	\$ 248,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes

- 1 Purchase in 2023
- 2 Purchase in 2023
- 3 Ramvac - insured for \$145,000; replace pump in 2027
- 4 Trade in 2024
- 5 This equipment is in good condition, last longer than 10-year plan
- 6 This equipment is used once or twice a year; last longer than 10-year plan
- 7 Phase out this equipment by 2027 - have two ventrac mowers; could replace with a third ventrac or fine-cut mower if necessary
- 8 This equipment should be sold - list price \$2,500
- 9 Replace in 2027
- 10 This equipment should never need to be replaced
- 11 This equipment should last longer than 10-year plan
- 12 This equipment should last longer than 10-year plan
- 13 This equipment should last longer than 10-year plan
- 14 This equipment should last longer than 10-year plan
- 15 Fairly new piece of equipment, should last longer than 10-year plan
- 16 Fairly new piece of equipment, should last longer than 10-year plan
- 17 Fairly new piece of equipment, should last longer than 10-year plan
- 18 Not replaced in 10-year plan
- 19 Not replaced in 10-year plan
- 20 Not replaced in 10-year plan
- 21 Not replaced in 10-year plan

- 22 Used to haul snow; not replaced in 10-year plan
- 23 Replace and downgrade to vehicle used for parades
- 24 Starting to rust
- 25 Not replaced in 10-year plan
- 26 Used to haul snow; not replaced in 10-year plan
- 27 Sewer line repair - line 48th street, 52nd avenue, 2nd section of 49th avenue lined
- 28 Three main water pumps - have all been rebuilt, need to be rebuilt again
- 29 This under review; existing engineering studies
- 30 This under review; existing engineering studies
- 31 Pumps themselves should be good for another 20 years (40 year lifespan) PW has an annual maintenance program.
- 53 Public Works building - current building has no sewer or plumbing
- 69 Arena upgrades - based on Associated Engineering study

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 15 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Council Workshop Agenda
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

During the November 01st, 2022 Regular Meeting of Council,

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to plan the annual Council Workshop on a date to be determined, subject to availability of the speaker and Council, from 8:30 a.m. – 4:15 p.m. AND FURTHER THAT Council approves the agenda as presented.

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

Opposed: Councillor May

Resolution # 22-442

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has finalized plans for the annual Council Workshop to be held on November 28th in Council Chambers.

The final agenda is enclosed and includes a presentation by consultant Todd Brand (Parliamentarian) on Council Procedures and Kevin Miller (Municipal Affairs) on recorded votes.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

\$1000 plus cost of light snacks and lunch.

RECOMMENDED ACTION (by originator)

That Council accepts the Council Workshop agenda scheduled on November 28th as information.

That Council directs administration to..

Town of Bon Accord
Annual Council Workshop
Date: November 28th, 2022
Time: 8:30 AM – 4:30 PM
Location: Council Chambers

Part A. Educational Sessions (Closed)

Time	Speaker	Topic
8:30 AM – 9:00 AM	Town Manager Legislative Services/ Communication Coordinator	Team Building Session
9:00 AM – 11:00 AM	Todd Brand (Parliamentarian) Break: Mid-Point of presentation	Council Procedures (Virtual Presentation)
11:00 AM – 11:15 AM	Break	
11:15 AM – 11:45 AM	Kevin Miller (Municipal Affairs)	Recorded Votes (Virtual Presentation)
11:45 AM - Noon	Town Manager/Council	Annual Report Template
Noon – 12:30 PM	Lunch: Subway	

Part B. Open Sessions (Live Streamed)

Time	Speaker	Topic
12:30 PM – 1:15 PM	Town Manager Operations Supervisor	Snow Removal Stormwater Management
1:15 PM – 1:30 PM	Break	
1:30 PM – 3:00 PM	Leadership Team	Annual Review of Strategic Plan Department Presentations Community Survey
3:00 – 3:15 PM	Break	
3:15 PM – 4:00 PM	Town Manager/Council	Performance Measurement Tool
4:00 PM – 4:30 PM	Council	Council Chambers Set-Up

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 15, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Notice of Motion: Springbrook Park
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Councillor Laing brought forward a Notice of Motion at the October 18, 2022, Regular Meeting of Council regarding Springbrook Park.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor Laing'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....



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

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	November 15, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Sturgeon Victim Services Board
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

Sturgeon Victim Services has requested Council participation as a delegate on the Sturgeon Victim Services (SVS) board. Please see attached letter and policy from the SVS board for full details.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As per the policy:

- The Mayor recommends to Council a Council member for appointment to the SVS board.
- Appointments are annual.
- Meetings are held on the 2nd Tuesday of each month with a break in the summer. Attendance at additional meetings for budget, annual general, and special events is voluntary.
- A Staff Liaison is optional. This person would be appointed by the Town Manager and have voting rights on the board. Due to existing staff commitments, administration recommends that only a Council member be appointed to the SVS board.

The 2022-2023 Council Committee Appointments chart is attached for reference.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Priority #2: Community

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

Priority #5: Collaboration

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

COSTS/SOURCES OF FUNDING

Per diems and mileage as per the Council Remuneration policy.

RECOMMENDED ACTION (BY ORIGINATOR)

Please choose one of the following:

1. THAT Council appoint [name of Council member] to the Sturgeon Victim Services board for the 2022-2023 term, and direct administration to update the 2022-2023 Council Committee Appointments chart accordingly.
2. THAT Council directs administration to...



Town of Bon Accord
5025 50 Avenue
Bon Accord, AB
T0A 0K0

Dear Chief Administrative Officer Jodi Brown,

Sturgeon Victim Services is seeking a Council Delegate from Bon Accord Town Council.

Our agency has been serving residents of your municipality for over 30 years. We support persons impacted by crime and traumatic events. We work in partnership with Morinville RCMP and respond 24 hours a day, 7 days a week at the request of Morinville RCMP. In addition to crisis support our staff works closely with Family Community Support Services, Child and Family Services and Crown Prosecution Services to provide information and programming to persons in your community.

Our group of volunteer Advocates and Board Members are integral to Sturgeon Victim Services impact and longevity in the community. We want your engagement and collaboration with our program. Council participation on the Sturgeon Victim Services Board provides an opportunity for two-way communication of community and Council perspectives on policy issues and issues that impact people in the community in the interest of community wellbeing.

The professional connection requires a collaborative effort in the following ways:

1. Investing in Community Services
 - a. Program development & service delivery
2. Building Non-profit capacity
 - a. Address emerging social issues
3. Co-designing Program and Policies
 - a. Non-profits, municipalities, and First Nations collaborate to design new policies and programs.
4. Engaging Communities and Community Wellbeing
 - a. Municipalities and First Nations communities may rely on non-profits to help local governments provide diverse services and programs that contribute to community wellbeing.

The Council Delegate commitment is one monthly meeting on the 2nd Thursday of each month. We break in the summer months. Additional participation is voluntary for budget, Annual general meetings, or special events. Our Relationship Between Non-profits and Municipal Government and First Nations policy is attached for your viewing.

To assign a Council Delegate to Sturgeon Victim Services, please contact:

Elisabeth Melvin
Executive Director
780-939-1656
emelvin@sturgeonvictimservices.com

Municipal Council Participation on Sturgeon Victim Services Board

Municipal governments establish committees, boards and commissions under the Municipal Government Act and municipal bylaws. Council participation on the SVS Board provides an opportunity for two-way communication of community and Council perspectives on policy issues and issues that impact people in the community in the interest of community wellbeing.

Relationship Between Non-profits and Municipal Government

Non-profit organizations have a positive role on our communities, and they play an important role in identifying local voices for decision-makers. Municipalities rely on the non-profit sector to deliver community services to citizens. The non-profit sector is an important partner in identifying and responding to emerging community issues. Non-profit organizations ensure that residents and local voices are heard by policymakers in local governments.

Municipalities and non-profit organizations collaborate and support communities in multiple ways. Non-profits and municipalities collaborate in four ways:

1. Investing in Community Service

Municipalities deliver effective programs and services in targeted areas, develop and advance strategies, and construct and manage assets.

2. Building Non-profit Capacity

Municipalities provide funding to non-profits to strengthen their organizational effectiveness, increase their programs' impact, and address emerging social issues and trends that impact residents in the municipality.

3. Co-Designing Programs & Policies

Non-profits and municipalities collaborate to design new policies and programs.

4. Engaging Communities and Community Wellbeing

Municipalities may rely on non-profits to help local governments provide diverse services and programs that contribute to community wellbeing.

Policy Statement:

The Municipalities may assign a member of Council or staff as a Liaison, Council Delegate, or Board Appointee to the Sturgeon Victim Services (SVS) Board when the group's mandate is aligned with Council's Strategic Plan and goals.

Purpose:

To establish guidelines of interaction of members of Council and/or staff with SVS, and to clarify their roles and responsibilities in support of the organization.

1. Appointments

As an outside agency to that of the Municipality, participants roles may vary and are determined by applicable legislation and/or the terms of reference.

- a. Board Appointee - Council Delegate (voting), appointed by individual Municipal Councils.
- b. Staff Liaison (voting), appointed by individual Municipal CAO

1.1 Appointments – Members of Council

The mayor, of a specific municipality, will bring forward recommendations to Council respecting Council member appointment to SVS.

1.2 Appointment Duration

Appointments are generally annual and are approved by Council as required.

1.3 Confirmation of Appointments

The Corporate Officer of the municipality, or delegate thereof, will provide confirmation of the appointment to SVS.

2. Roles and Responsibilities

2.1 Board Appointees

A member of Council will be appointed as a Board Appointee of SVS Board of Directors to bring a Council perspective to the meetings and facilitate a clear and open dialogue between Council and SVS.

A member of Council or staff that is appointed to SVS Board of Directors will participate fully on the Board of Directors. There is no conflict for a Council member who is appointed to sit on such a Board who then participates in debates and discussions at the Council table about the municipalities continuing involvement in such a regional function or any other debate related to Council's involvement with SVS.

However, while a member of Council is appointed to SVS to facilitate ongoing communication between Council and SVS on matters of mutual interest, Council Delegates will attend SVS's meetings as a voting board member. Council Delegates should not participate in any voting if there is a conflict of interest. It is recommended that Council Delegates provide a Council update and participate in any relevant agenda items.

Council Delegates must not participate at meetings, or portions thereof, that deal with personnel, legal matters or other confidential matters such as negotiations with their respective or other municipalities in the region. Doing so may put the Council Delegate and/or the Municipality in a position of conflict with respect to matters that come before Council having to do with SVS.

Council Delegates must not make commitments on behalf of the Municipality that are not in alignment with Council's Strategic Plan or already covered by policy or a previously approved standard of service. It is recommended that the Council Delegate should respond to requests by passing them to their CAO to

delegate to the appropriate senior staff member and follow up on the outcome and response to the request, per the municipality's policies and process.

At their discretion, Council Delegates will provide a verbal update regarding the SVS at a regular Council meeting.

2.2 Staff Liaisons

Staff Liaisons, should one be appointed by their respective municipality, are voting members. The Staff Liaison may participate in discussions and provide their expertise but should not participate at meetings that deal with personnel, legal matters or other confidential matters such as negotiations with the Municipality.

2.3 Meeting Attendance

Members of Council and staff are requested to attend all meetings for which they are appointed and are to notify the meeting organizer and make arrangements for their alternate to attend (if applicable) when they are unable to attend.

COMMITTEE	REP	FREQUENCY	STAFF	ALTERNATE
Alberta Capital Region Wastewater Commission	Lynn Bidney	Once / month 3rd Friday (Day)		
B.A.C.S. & Lilian Schick Joint-Use*	Timothy J. Larson	Once per quarter (Day)	Recreation & Community Services Manager & Town Manager	Lacey Laing
Bon Accord Public Library *	Tanya May Lacey Laing	Once per month – 2nd Tuesday (evening)		N/A
Northern Lights Library System	Tanya May	Quarterly (Saturday (Day) in Elk Point)		Lacey Laing
Capital Region Assessment Services Commission	Tanya May		Town Manager	All of Council
Capital Region Northeast Water Services Commission	Timothy J. Larson	Quarterly (Day)		Brian Holden
Community Services Advisory Board*	Tanya May	Once per Quarter	Recreation & Community Services Manager	Lacey Laing
Edmonton Salutes Committee (effective July 28, 2014)	Lacey Laing	Once per month		Tanya May
Homeland Housing Board*	Lynn Bidney	Last Thursday of each month (Day)		
Intermunicipal Collaboration Framework (ICF) Committee (and IDP – Intermunicipal Development Plan)	Lacey Laing Lynn Bidney Brian Holden	Quarterly /Daytime	Town Manager	
Intermunicipal Subdivision & Development Appeal Board*	Brian Holden (until next general election)		Town Manager, as required	
Municipal Emergency Advisory Committee	All of Council	Once per year (Day)	DEM & DDEM	
Northern Mayor's Caucus	Mayor	Once/quarter		Deputy Mayor
Regional Emergency Advisory Committee	Timothy J. Larson	Once per quarter (Day)		All of Council
Rosieridge Waste Management Services	Mayor	Once / month 2nd Thursday (Evening)		Deputy Mayor
Sturgeon Regional Partnership Committee	Mayor		Town Manager	Deputy Mayor
Veterans' Memorial Park Committee	Timothy J. Larson Tanya May		Recreation & Community Services Manager	

*Indicates Public Members at large also appointed or approved by Council

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 15, 2022
Presented by:	Jodi Brown, Town Manager
Title:	New CRASC Membership Application
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

The Capital Region Assessment Services Commission (CRASC) has requested that Council review the Summer Village of Sunset Point's membership application.

Section 6.2 of the CRASC bylaw "Process for Adding members":

Upon the Board's review and determination that a Membership Application should be forwarded for consideration, the Board shall send the same to each Member for their respective approval. A simple majority of the Members, as evidenced by a certified council resolution from each Member, shall be sufficient to support the Membership Application and admit the Proposed Member as a new Member of the Commission.

This means the proposed membership must be forwarded to members for approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Since the Town of Bon Accord is a member of CRASC and has a Council representative for CRASC (Councillor Tanya May), Bon Accord Council is required to vote on this matter.

Please see attached the municipal profile for the Summer Village of Sunset Point for Council's consideration.

CRASC's board of directors has provided tentative approval of Sunset Point's membership at the October 14, 2022, board meeting.

CRASC's contracted assessor, KCL Consulting, has also provided tentative approval to provide assessment services commencing 2023.

If in favour, the verbiage required, as per CRASC, is provided in resolution #1.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

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

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Please choose one of the following:

1. THAT Council approves the Summer Village of Sunset Point to become a member of the Capital Region Assessment Services Commission commencing 2023.
2. THAT Council does not approve the Summer Village of Sunset Point to become a member of the Capital Region Assessment Services Commission commencing 2023.



Location and History Profile

Created on 9/23/2022 12:47:41PM

Summer Village of Sunset Point

Municipal Code: 0308

Location Description

[View Location Map](#) (url to the pdf location map)

Twp	Rge	Mer	Longitude	Latitude
54	3	W5	114°21'	53°42'

Rural neighbour: Lac Ste. Anne County

Incorporation History

[Municipal Boundary Document Search](#) (url to search results page of Annexation PDF's)

Status:	Summer Village	Effective Date:	January 01, 1959
Authority:	Ministerial Order	Authority Date:	January 21, 1959
Gazette:	Jan 31, 1959, p. 162		
Comments:	Lands withdrawn from the Municipal District of Lac Ste. Anne No. 93 and erected as the Summer Village of Sunset Point.		



Contacts Profile

Created on 9/23/2022 12:50:36PM

Summer Village of Sunset Point

Municipal Code: 0308

Web Site: www.sunsetpoint.ca

Email: office@sunsetpoint.ca

Hours of Operation:

9.30am-2:30pm Tue-Thur

Mayor

Gwen Jones

Email: gwen.jones@sunsetpoint.ca

Councillors

Riley Ekins

Keir Packer

Chief Administrative Officer

Matthew Ferris

Email: office@sunsetpoint.ca

MLA & Constituency

Shane Getson, Lac Ste. Anne-Parkland

PO BOX 596
Alberta Beach, AB T0E 0A0
Phone: 780-665-5866
Fax: 780-967-5651

Summer Village of Sunset Point

Municipal Code:0308

Membership in regional services commissions

Highway 43 East Waste Commission

TriVillage Regional Sewage Services Commission

West Inter Lake District Regional Water Services Commission

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Population			169	169	169
Total Full-Time Municipal Positions	1	1	1	1	1
Total Area of Municipality (Hectares)	106.0	106.0	106.0	98.0	98.0
Number of Hamlets (Specialized Municipalities & Municipal Districts Only)					
Length of all Open Roads Maintained (Kilometers)	5.00	5.00	5.00	5.00	5.00
Water Mains Length (Kilometers)					
Wastewater Mains Length (Kilometers)	4.00	4.00	4.00	4.00	4.00
Storm Drainage Mains Length (Kilometers)					
Number of Residences (Summer Villages Only)	364	364	364	364	364
Number of Dwelling Units	153	153	153	153	153

The Municipal Profiles are a compilation of statistical, financial, and other information about municipalities in the Province of Alberta. The information is based on reports submitted and data made available to Alberta Municipal Affairs as of today. The Ministry is not responsible for the accuracy of the information. Users are encouraged to verify the accuracy of the information contained in the Municipal Profiles before relying on it.

Summer Village of Sunset Point

Municipal Code: 0308

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Assets			
Cash and Temporary Investments	\$568,451	\$635,306	\$836,621
Taxes & Grants in Place of Taxes Receivable			
Current	18,969	22,702	20,745
Arrears	13,268	3,474	19,198
Allowance	0	0	0
Receivable From Other Governments	147,802	101,755	8,512
Loans Receivable	0	0	0
Trade and Other Receivables	1,399	1,399	61,695
Debt Charges Recoverable	0	0	0
Inventories Held for Resale			
Land	0	0	0
Other	0	0	0
Long Term Investments	0	0	0
Other Current Assets	17,175	0	0
Other Long Term Assets	0	0	0
Total Financial Assets	\$767,064	\$764,636	\$946,771
Liabilities			
Temporary Loans Payable	\$0	\$0	\$0
Payable to Other Governments	0	0	0
Accounts Payable & Accrued Liabilities	100,494	59,505	29,674
Deposit Liabilities	0	0	1,108
Deferred Revenue	367,441	428,705	591,000
Long Term Debt	0	0	0
Other Current Liabilities	0	3,023	0
Other Long Term Liabilities	0	0	0
Total Liabilities	\$467,935	\$491,233	\$621,782
Net Financial Assets (Net Debt)	\$299,129	\$273,403	\$324,989
Non-Financial Assets			
Tangible Capital Assets	\$1,318,158	\$1,033,181	\$838,982
Inventory for Consumption	0	0	0
Prepaid Expenses	0	0	199
Total Non-Financial Assets	\$1,318,158	\$1,033,181	\$839,181
Accumulated Surplus	\$1,617,287	\$1,306,584	\$1,164,170

Summer Village of Sunset Point

Municipal Code: 0308

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Accumulated Surplus			
Unrestricted Surplus	177,347	151,621	197,146
Restricted Surplus	121,782	121,782	128,042
Equity in Tangible Capital Assets	1,318,158	1,033,181	838,982
	<u>2021</u>	<u>2020</u>	<u>2019</u>
Debt Limit Information			
Debt limit	919,362	767,406	783,045
Actual debt	0	0	0
Debt servicing limit	153,227	127,901	130,508
Actual servicing	0	0	0
Education Taxes	167,592	161,651	162,879

Summer Village of Sunset Point

Municipal Code: 0308

Property Tax Rates (expressed in mills)

2021	<u>Residential/ Farmland</u>	<u>Non-Residential</u>
Municipal Tax Rate	5.7253	5.7253
Education - Alberta School Foundation Fund Tax Rate	2.4425	2.4425
Allowance For Non-Collection of Requisitioned Taxes	0	0
Seniors Lodge Accommodation Tax Rate	0.2135	0.2135
2020	<u>Residential/ Farmland</u>	<u>Non-Residential</u>
Municipal Tax Rate	4.9120	4.9120
Education - Alberta School Foundation Fund Tax Rate	2.5597	5.1320
Allowance For Non-Collection of Requisitioned Taxes	0	0
Seniors Lodge Accommodation Tax Rate	0.2138	0.2138
2019	<u>Residential/ Farmland</u>	<u>Non-Residential</u>
Municipal Tax Rate	4.8452	4.8452
Education - Alberta School Foundation Fund Tax Rate	2.5737	3.6700
Allowance For Non-Collection of Requisitioned Taxes	0	0
Seniors Lodge Accommodation Tax Rate	0.2064	0.2064

Summer Village of Sunset Point

Municipal Code: 0308

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Equalized Assessment			
Residential	\$65,210,082	\$63,135,181	\$63,370,381
Farmland	0	0	0
Non-residential	0	0	0
Non-residential linear	174,030	174,930	173,160
Non-residential railway	0	0	0
Non-res. co-generating M&E	0	0	0
Machinery and equipment	0	0	0
Total	<u>\$65,384,112</u>	<u>\$63,310,111</u>	<u>\$63,543,541</u>

Equalized municipal tax rates*	0.0053	0.0054	0.0053
---------------------------------------	--------	--------	--------

* The formula is to divide prior year's Municipal Property Taxes by current year's Total Equalized Assessment

Assessment Statistics

Total assessment services cost	\$9,930	\$9,940	\$9,500
Number of Asst. Complaints Heard by Assessment Review Board	0	0	0

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 15, 2022
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Capital Borrowing Bylaw 2022-19 – Bon Accord Arena Ice Plant Project
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Municipal Borrowing Bylaw 2022-19 gives the Town authorization to borrow the sum of \$633,700 for the Bon Accord Arena Ice Plant Project. This project was approved in the 2023 Capital Budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Total project costs are estimated to be \$1,471,200. Grant funds available for this project are \$472,500 from the Municipal Climate Change Action Centre and \$65,000 from the Canada Community Building Fund Grant; use of both grants is per the approved 2023 capital budget. The project will also use \$300,000 of reserves from the Sturgeon Recreation Grant funding.

At the time of preparing this RFD, the terms and interest available for borrowing are:

Option #1: Term of the loan is not to exceed TEN (10) years at a rate of interest of 4.78%. Payments would be \$80,458 per year. The total cost of borrowing would be \$170,877.

Option #2: Term of the loan is not to exceed FIFTEEN (15) years at a rate of interest of 5%. Payments would be \$60,554 per year. The total cost of borrowing would be \$274,601.

Option #3: Term of the loan is not to exceed TWENTY (20) years a rate of interest of 5.15%. Payments would be \$51,129 per year. The total cost of borrowing would be \$388,865.

At the time of calculating the debenture repayments for the budget, the interest rates were different for each term, therefore the budgeted payment for 2023 is \$53,125.

Borrowing Bylaw 2022-19 has been prepared using Option #3 as the payment amount is close to the budgeted amount for 2023.

Consideration should be kept in mind that at the actual date of borrowing, the interest rates may change. Therefore, the Bylaw references approving an interest rate 'not to exceed 8%'. For purposes of illustrating how interest rates have been affected by the current economy, the debenture interest rate for the water reservoir is 3.023% (signed in 2017) and the debenture interest rate for the solar farm is 1.592% (signed in 2020).

To apply to ACFA for borrowing, Council must give the borrowing bylaw first reading. Following this first reading, the bylaw must be advertised for two weeks, followed by a fifteen-day petition period. Once the petition period is over, Council can then give the Bylaw second and third reading. The Bylaw is considered valid thirty days after it has been passed and an application can then be submitted to ACFA.

STRATEGIC ALIGNMENT

Priority #3 Infrastructure:

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

Values Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

2023 Budget

RECOMMENDED ACTION (by originator)

One of the following:

THAT ... Council gives first reading to Bylaw 2022-19 Municipal Borrowing Bylaw – Capital – Arena.

THAT ... Council gives first reading to Bylaw 2022-19 Municipal Borrowing Bylaw – Capital – Arena with the following amendments: [list]

THAT... Council directs administration....

TOWN OF BON ACCORD
BYLAW – 2022-19
MUNICIPAL BORROWING BYLAW – CAPITAL-ARENA

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$633,700 FOR THE PURPOSE OF THE BON ACCORD ARENA ICE PLANT PROJECT.

WHEREAS the Council of Town of Bon Accord (hereinafter called the "Municipality") has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize financing, undertaking, and completion of upgrades to the Bon Accord Arena, specifically the installation of a new ice plant.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$1,471,200 and the Municipality estimates the following grants and contributions will be applied to the project:

Provincial Grants	\$472,500
Federal Grants	\$65,000
Municipal Reserves	\$300,000
Debenture(s)	\$633,700
TOTAL COST	\$1,471,200

In order to complete the project it will be necessary for the Municipality to borrow the sum of \$633,700 for a period not to exceed TWENTY (20) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or more than TWENTY (20) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2021 is \$1,552,824 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project complies with all *Acts* and *Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of the Bon Accord Arena Ice Plant Project, the sum of SIX-HUNDRED THIRTY-THREE THOUSAND AND SEVEN HUNDRED DOLLARS (\$633,700) is to be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of \$633,700 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the installation of the arena ice plant.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payment of combined principal and interest installments not to exceed TWENTY (20) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority, or another authorized financial institution, on the date of the borrowing, and not to exceed EIGHT (8) percent.
4. The Municipality shall levy and raise each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by the bylaw.
7. This bylaw comes into force on the date it is passed.

**TOWN OF BON ACCORD
BYLAW – 2022-19
MUNICIPAL BORROWING BYLAW – CAPITAL-ARENA**

READ A FIRST TIME THIS 15TH Day of November 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A SECOND TIME

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A THIRD TIME

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented by:	Jodi Brown (Town Manager)
Title:	Town Facilities Hours of Operation and Location Policy
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

The Town currently has a Town Hours Policy (enclosed for reference).

Administration is bringing forward several recommended amendments to this policy due to the recent approval of the new Employment Policy and the requirement in the Municipal Government Act to name the municipal office as noted below:

At the November 1, 2022 RMC:

DEPUTY MAYOR BIDNEY MOVED THAT Council approve the Employment Policy as presented and circulated. Carried resolution # 22-476

Section 16 of this policy includes a listing of Statutory Holidays recognized by the Town (excerpt attached).

Additionally, in accordance with section 204 of the Municipal Government Act, Council must name a place as its municipal office. At the June 18, 2019 RMC:

COUNCILLOR MAY MOVED THAT Council name Town of Bon Accord Town Office at 5025 – 50 Avenue at Bon Accord, Alberta as the municipal office as per MGA section 204. Carried resolution #19-171

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending the following changes to the existing Town Hours Policy (please see attached):

Title Change:

- The policy has been renamed as the Town Facilities Hours of Operation and Location Policy.

Addition of Town Facility Locations and Hours of Operation:

- Although the location of the municipal office was established via Council resolution in 2019 (as shown above), administration recommends that the municipal office

location is named in policy rather than having to search Council minutes to verify that this requirement in the MGA has been done.

- Secondly, for consistency, the physical location of all publicly accessible Town facilities in addition to hours of operation for each facility have been included in the policy.

Addition of Facility Closure Regulations

- Section 16 of the recently approved Employment Policy lists the annual statutory holidays recognized by the Town of Bon Accord. Therefore, the listing of statutory holidays in the Town Hours policy is redundant. As such, administration has amended the policy to remove this list.
- Additional amendments include the closure of the Town office for training, staff meetings, or emergencies as approved by the Town Manager.

Summary:

- These recommended changes ensure Bon Accord facility patrons and residents receive a high standard of service delivery, openness and accountability and aligns with Council's Strategic Plan values as noted below.

STRATEGIC ALIGNMENT

Values Statement: Transparency

Open and accountable to our residents and encourage open communication.

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.

Values Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

1. THAT Council approve the amendments to the Town Facilities Hours of Operation and Location Policy as presented and circulated.
2. THAT Council direct administration to...

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: Administration

POLICY RESOLUTION NO.: 96.283

SUBJECT: TOWN HOURS

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL:

Regular Meeting of Council – July 2, 1996

Regular Meeting of Council – March 6, 2007

Regular Meeting of Council – December 4, 2018

PURPOSE AND INTENT: To establish a policy that ensures consistency of Town hours on a yearly basis.

POLICY STATEMENT: The Administration/ Public Works/ Parks hours are set as follows:

8:00am – 4:00pm Monday to Friday

(Closed 12:00 noon to 12:30 PM for lunch break)

Exceptions as follows:

1. New Year's Day
2. Family Day
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Canada Day
7. Civic Holiday
8. Labor Day
9. Thanksgiving Day
10. Remembrance Day
11. Christmas Day
12. Boxing Day
13. Any other times that council decides to close by Resolution and at the discretion of the CAO for staff training, staff functions, etc. Changes to be posted on the Town Office door.

Excerpt from Employment Policy

[Appendix 15 - Direct Deposit Enrollment Form \(for payroll deposit\)](#)

15. TIMESHEETS

All employees are required to complete a pay period timesheet using the prescribed form. All timesheets shall be submitted no later than four (4) days prior to the scheduled payday per the yearly payroll calendar.

[Appendix 16 – Timesheet Template](#)

16. STATUTORY HOLIDAYS

The Town shall recognize the following days as statutory holidays:

- New Year's Day
- Alberta Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Heritage Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

And any other day designated by the Government of Alberta or the Town Council.

TOWN FACILITIES: HOURS OF OPERATION AND LOCATION

SECTION: Administration

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: [DATE]

POLICY STATEMENT

The Town of Bon Accord strives for the highest standard of service delivery, openness, accountability, and governance. The operational hours, facility closure regulations, and locations set in this policy support these organizational values and align with the Town's strategic plan.

PURPOSE

This policy establishes the location, operational hours, and facility closure regulations for Town facilities.

SCOPE

This policy applies to the Town Office, arena, and public works office.

DEFINITIONS

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

"Town" means the Town of Bon Accord.

"Town Office" means the municipal office.

"Town Manager" means the Chief Administrative Officer or designate.

HOURS OF OPERATION, LOCATION AND CLOSURE REGULATIONS:**1. Town Office**

- a. Location: 5025 50th Avenue Bon Accord, Alberta

- b. Hours of Operation: 8:00 a.m. – 4:00 p.m. Monday through Friday
- c. Closed daily for lunch between 12:00 – 12:30 p.m.
- d. Closed on statutory holidays and annually on the following days:
 - i. Easter Monday
 - ii. Heritage Day
 - iii. Boxing Day
- e. Closed on any other day approved by Council.
- f. The Town Office may be closed at any time for the following reasons as approved by the Town Manager:
 - i. Emergencies
 - ii. Staff meetings
 - iii. Staff training
 - iv. Town events
- g. The Town will provide advance notice to the public, where possible, prior to closure.

2. Arena

- a. Location: 4812 52 Street Bon Accord, Alberta
- b. Hours of Operation: Operational hours shall be determined based on ice bookings; program needs and maintenance requirements or emergencies.

3. Public Works Office

- a. Location: 4724 57 Street Bon Accord, Alberta
- b. Hours of Operation: Due to the nature of public works operations, visits are by appointment only.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 15, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Rescinding Outdated Policies
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

Administration is reviewing existing policies for consistency, clarity, and alignment with current processes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In an effort to keep the Town's policies up-to-date and consistent, administration recommends that Council rescind the following policies for the reasons noted below:

Acknowledgements or Messages of Congratulations Policy (attached)

- This policy was first approved in 1995 and last reviewed in 2005. The recently passed Community Service Appreciation Award policy (attached) provides for a more thorough process regarding community awards.

Council Appointed Volunteer Boards and Committees Remuneration Policy (attached)

- This policy was approved in 2010 and updated in 2014. It provides for the compensation of members at large who sit on committees of Council. Currently, the Community Services Advisory Board is the only board this policy might apply to, however, in its policy statement, this board is expressly excluded from the policy. Further, the very nature of volunteerism implies the absence of compensation.

Seniors and Handicapped Transportation Van Drivers Policy (attached)

- The Town no longer owns a van for these purposes.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

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

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT Council rescind the Acknowledgements or Messages of Congratulations policy.

Resolution #2:

THAT Council rescind the Council Appointed Volunteer Boards And Committees Remuneration policy.

Resolution #3:

THAT Council rescind the Seniors and Handicapped Transportation Van Drivers policy.

ACKNOWLEDGEMENTS OR MESSAGES OF CONGRATULATIONS

Resolution #. 95.319

Date Passed: July 18, 1995

Effective Date: July 18, 1995

Reviewed: No Changes - May 17, 2005

Bylaw(s): None

Purpose: To establish a policy on acknowledgements or messages of congratulations.

To establish a policy on acknowledgements or messages of congratulations.

Policy Statement:

1. Upon request, plaques, or a written message from the Mayor will be presented by the Town on special occasions.
2. Recipients must be residents of the Town of Bon Accord or have made a significant contribution to the community.
3. Special occasions to be determined by the Mayor, i.e. anniversaries, special events, etc.

COMMUNITY SERVICES APPRECIATION AWARD POLICY

SECTION: Administration/Council

DEPARTMENT: Recreation and Community Services

COUNCIL APPROVAL DATE: December 2, 1997

POLICY STATEMENT:

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

PURPOSE:

To establish the criteria for the Community Service Appreciation Award.

SCOPE

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

DEFINITIONS

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

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

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

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

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

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

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

“Town” means the Town of Bon Accord.

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

I. RESPONSIBILITIES

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

II. COMMUNITY SERVICES APPRECIATION AWARD ELIGIBILITY AND CRITERIA

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

III. PROCEDURES

1. Nomination forms are available at the Town office and on the municipal website.
2. Nominations will be accepted on an on-going basis.
3. Nominations shall be made in writing on an approved Nomination form.
4. Nominations must be submitted annually on or before February 28 or 29.

IV. SELECTION

1. All eligible nominations will be reviewed by Council.

2. The decision of Council will be final.

V. COMMUNITY SERVICE APPRECIATION AWARD OPTIONS

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

VI. COMMUNITY SERVICES APPRECIATION AWARD PRESENTATION

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

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: Council

POLICY NO.: 07.153

SUBJECT: COUNCIL APPOINTED VOLUNTEER BOARDS AND COMMITTEES
REMUNERATION

RESPONSIBLE AUTHORITY: Administration Department - Finance

REVIEWED & APPROVED BY COUNCIL:

Updated - January 19, 2010 – Resolution #10.33

Updated - November 4, 2014 – Resolution #14.271

PURPOSE AND INTENT: Handling of expenditures of Council appointed Boards and Committees.

POLICY STATEMENT: Members of the public-at-large who are appointed by Council to volunteer Boards and Committees will be reimbursed for approved expenses.

Excluded from this process will be: Library Board, Community Services Board and Economic Development Committee; or any other Council appointed Boards and Committees with their own budget process.

PROCEDURES

1. This policy be reviewed as needed.
2. To constitute a meeting, it must be called by the Chairperson of the Council appointed board, commission or committee, or in the Chairperson's absence, by the designate or Chief Administrative Officer.
3. That remuneration for Expenses acquired through attendance at approved Conventions, Seminars, Conferences, Workshops and Meetings will be as follows:
 - Registration fees;
 - Accommodation;
 - Use of private vehicle (compensation will be paid based on mileage and will reflect the current Provincial Government Rates) or actual public transportation costs;

- Meals and subsistence to a maximum of \$100.00 per day with receipts, inclusive of gratuities;
- Members incurring meal costs while attending meetings within or outside the town shall be paid the following meal allowance if actual expense receipts are not available:
 - a) Breakfast \$15.00
 - b) Lunch \$20.00
 - c) Supper \$25.00
- Parking fees will be covered (requires receipts or proof of purchase).

SENIORS AND HANDICAPPED TRANSPORTATION VAN DRIVERS POLICY

Resolution #. 95.46
97.057
06.197

Date Passed: February 7, 1995
February 4, 1997
October 3, 2006

Effective Date: October 3, 2006

Reviewed: October 3, 2006

Bylaw(s): None

Policy Statement:

1. All drivers must hold a valid Province of Alberta Class 4, 2 or 1 Driver's License.
2. All drivers must be approved by the members of the Bon Accord Seniors and Handicapped Transportation Committee. Once receiving approval of this committee the names of the drivers be submitted to Town Council to be ratified.
3. All drivers must submit an updated driver's abstract every 2 years, to be approved by the Chief Administrative Officer.
4. All drivers must submit a Criminal Record Check abstract.
5. That the list of approved drivers be limited to a maximum of 10.
6. Council must be notified when approved drivers are withdrawn from the list of available drivers.
7. That administration for the Town of Bon Accord will advise the Bon Accord Seniors and Handicapped Transportation Committee of any problems or concerns regarding approved drivers, should they arise.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 15, 2022
Presented by:	Dianne Allen, Manager Planning & Development
Title:	Policy Review – Business Welcome Policy
Agenda Item No.	8.4

BACKGROUND/PROPOSAL

Administration is reviewing existing policies for consistency, clarity, and alignment with current processes reflecting business of the day.

On July 4, 2017, Council approved the Business Welcome Policy, Resolution #17-152.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The purpose of this policy was to establish guidelines and procedures to provide a standard welcome package for new business. The initial concept was thoughtful, but not applicable due to:

- Procedure involved very onerous
- No additional value to the business
- Low numbers of new business

The Town of Bon Accord office is very welcoming to new business. The interaction with office staff promotes a positive, welcoming environment for individuals seeking to set up a business. Direct communication provides that value and support effectively. The Town's website provides a platform to highlight and promote business services, inclusive of free advertising on the electronic commercial sign.

These are effective and efficient ways to welcome business that works well.

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Priority #1: Economy

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

Priority #2: 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

N/A

RECOMMENDED ACTION (by originator)

Please choose one of the following options:

1. THAT Council rescind the Business Welcome Policy.
2. THAT Council direct administration to...

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: Administration

POLICY NO.: 17-152

SUBJECT: BUSINESS WELCOME POLICY

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL:

July 4, 2017 Resolution 17-152

PURPOSE AND INTENT: The purpose of this policy is to establish guidelines and procedures to provide a standard welcome package for new business.

POLICY STATEMENT: New Business coming to the Town of Bon Accord must be welcomed and appreciated within the community, as supported by Council and Administration. This policy is intended to provide this support which will include a procedure for welcoming New Businesses.

TOWN OF BON ACCORD*Mayor's Report – October 12 – November 8, 2022*

October 14, 2022	Attended Mighty Business Breakfast Bash in Gibbons. This event did not focus on Elected Officials. It was focused on local businesses and gave many great points on successfully growing your business. It was good to see all of Bon Accord Council there. It showed that we are all in support of our local businesses.
October 18, 2022	Attended Regular Meeting of Council
October 26, 2022	Attended Council Briefing Committee Meeting
October 27, 2022	Participated in First Poppy Presentation Ceremony. Darren Longstaff, President of the Bon Accord / Gibbons Legion presented first poppies to both Dan Deck (Mayor of Gibbons) and myself.
October 29, 2022	Attended Roseridge Planning Session. This should be the last session to wrap up the commission's Strategic Plan. Brad Kotowich, Principal, Focused Leadership Group Ltd. Helped us to take a deep dive into the future of Roseridge. Quite an interesting process. A process that we may be able to draw from during the next review of our Strat Plan.
October 31, 2022	Participated in Halloween Howl event at Town Office. Not as many children as last year but a lot of fun just the same. Seeing all of the kids and parents in their costumes, especially a big bunny from the BA office was quite memorable.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD*Deputy Mayor Report – for October 13 – November 9, 2022*

October 14, 2022	Attended the Big Business Breakfast and information session. The presentation was very interesting. If predictions hold true, the world of retail and business as we know it is going to change dramatically. Technology is the new reality!
October 18, 2022	Attended Regular Meeting of Council.
October 21, 2022	Attended the ACRWC meeting. The Strategic Plan was approved for implementation. A budget primer was provided to the Board, the full budget will be presented at the November meeting.
October 26, 2022	Attended the Community Justice Centre discussion. The premise is that most of the crimes, especially property crimes, are being committed by individuals who are driven by homelessness, food insecurity, addiction and mental health needs. If given the proper supports in the community, these criminals could become productive members of society and the crime rate would decrease. Sadly, there was really no mention of where these funds and support will come from. Further discussion pointed out that there is a real need for funding. Example, an individual requiring housing is provided \$350.00 for rent and \$350.00 for damage deposit.
October 27, 2022	Also attended the Council Briefing Committee. Attended the Homeland Housing Board meeting. St. Albert City Council has approved the transfer of City-owned lands in the downtown core to Homeland Housing. This will be used to support the development of approximately 120 mixed income units to support the housing needs of low and moderate income individuals, seniors and families. The budget will be presented in November. The increase in heating costs, food and insurance is a real challenge to preparing the budget. In the lodge program, most seniors are on a fixed income and rent is geared to income, therefore the residents rent can not be increased to recover the added costs.
October 31, 2022	Participated in handing out goodie bags to children at the Halloween Howl.
November 1, 2022	Attended the Regular Meeting of Council.
Note:	Any additional information for report

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councilor Report – for the period of October 14- November 9, 2022

- October 14 Might Business Breakfast Bash in Gibbons, This was a great resource for local businesses and sharing information that is vital for growing businesses. The speaker talked about vital parts of business now and in the future. Businesses now need to have an online presence and to embrace technology.
- October 18 Regular Meeting of Council
- October 22 Attended Redwater Chamber of Business, Award Ceremony. If we have any businesses interested in joining the Chamber, Redwater or Morinville both have great resources for small businesses including Health Benefits buy in.
- October 28 Edmonton Salutes Meeting, highlighted a feature on the society for soldiers called No Soldier stands alone, an organization designed to purchase two tickets, including spouse tickets to events that soldiers may not be otherwise able to attend. They have purchased two for an upcoming function in the area.

Note:

Lacey Laing

Councilor

Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – for October 13- November 09

October 14, 2022	Mighty Business Breakfast for Small Business Week. It was a great opportunity to meet other councillors who were also interested in how to help business in an era of web media other ideas to promote business 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.
October 17, 2022	Attended the second part Orientation Educational session This was a very informative educational session
October 18, 2022	Attended Regular Meeting of Council
October 26, 2022	Community Justice Center It was a very good session I liked the way they are trying to bring together organization such as justice, health, mental health, addictions, employment, education, and social services under one roof to address the root causes of crime, break the cycle of offending and improve public safety and community wellbeing. I'm not to sure how some of this applies to us when allot of the crime in Bon Accord comes from outside the town?
October 26, 2022	Council Briefing meeting
November 1, 2022	Attended Regular Meeting of Council

Timothy LARSON
Councillor
Town of Bon Accord



TOWN OF BON ACCORD

October 12 – November 9, 2022

October 17 Bon Accord Library Meeting.

Make sure to grab some stocking stuffers or a cash calendar to help support our library.

October 18 Regular Meeting of Council.

October 19 CRASC 2022 Annual General Meeting.

Change to permit Fee Billings.

This new structure would eliminate the requirement of the municipality to track the various permit types and any additional time cross referencing with our assessor. The timing would remain as quarterly invoicing. New permit fees based on parcel count.

October 26 Council Briefing Meeting.

October 31 Halloween Event at Town Office.

November 1 Regular Meeting of Council.

Notes:

Tanya May

Councilor
Town of Bon Accord



October 19, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General, Deputy House Leader
Office of the Minister
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
ministryofjustice@gov.ab.ca

RE: Victim Services Redesign

Dear Minister Shandro,

The Town of Fox Creek has recently become aware of the proposed Victim Services Redesign and is greatly concerned about the negative impacts it would have on our community. Losing the incredibly valuable service the Victim Services Unit provides our residents to a centralized area, would prove to be detrimental.

We realize efforts and resources were put into the MLA review; however, we strongly believe conversations and discussions should have been held with municipalities and Victim Services Units while putting this plan together. Municipal consultation should have been considered an integral component of a redesign.

Potential negative effects could leave our community and its people without the much-needed resources and support the Victim Services Unit provides. In rural Alberta, Victim Services Staff are as critical as First Responders and their ground zero efforts are invaluable. The proposed areas in the redesign are incredibly large, we are very concerned about where our services would be provided from, and the amount of time victims would have to wait to receive such valuable services. We have been made aware that it is being proposed to replace 17 police-based Victim Services Units in Western Alberta with one board that will more than likely be based in an Urban Center. Once again, Rural Albertans will be the one's to suffer from the decisions made by the Government. Rural Alberta has different needs than urban centers, one's that often do not go hand in hand with the needs of our urban neighbours. We firmly believe that these needs should be addressed in the proposed redesign.

We have also been informed that in the proposal is the loss of support for non-criminal trauma. Victim Services Units work closely and collaboratively with local RCMP to handle any trauma that requires support. Not all trauma involves a criminal nature, and often these traumas are felt throughout a close-knit community. We are a small community, one where people know each other, look out for each other, and support each other. I am sure you can imagine how a tragedy can very quickly touch the lives of many in Rural Alberta. In a community that has lost many of its previously supported programs, having the support of the Victim Services Unit is more valuable now than ever and once again, the loss of this support or change of how the support is being offered will have huge negative impacts.

Our Victim Services Unit is a non-profit unit serving victims of trauma by offering information and referrals to agencies or programs and helping with court preparation. Our advocates are volunteers having experience in dealing with trauma, shock and unexpected loss, who, in the middle of the night, get up to deal with people at the worst time in their lives who need support immediately. The people offering these supports are local. They are part of the fabric that makes up the Community that we love and the ones that support us in times of need. Centralizing these services means we lose the people who know the ins and outs of how Rural Alberta Works, the people who spend time caring about their neighbours, and dedicate countless hours to keeping them safe, checking in on them and being the olive branch they need.

Our Victim Services Unit has not received any funding increases since 2008 yet have still managed to fully service and support victims of crime. Additional fundraising is done throughout the year to support victims of non-criminal trauma to fill the void in our communities and now this would end under the proposed redesign.

The Town of Fox Creek agrees with Woodlands County's suggestion of looking at a Crown model (Alberta Crown prosecution office zones). This would increase the areas of service, but not as drastically as the current proposal and we believe these smaller areas could be managed more effectively allowing rural communities' voices to be heard and considered.

We sincerely hope that the province delays moving forward with the current redesign proposal and stops to consult with the municipalities and current Victim Services Units. This is an opportunity to build and create a better plan that will benefit all Albertans and Victim Services Units throughout the Province.

Sincerely,

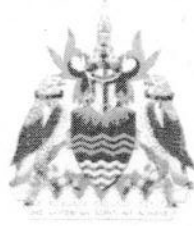


Sheila Gilmour

Mayor

sheila@foxcreek.ca

cc: The Honourable Danielle Smith, Premier of Alberta
Arnold Viersen, MP, Peace River – Westlock
Todd Loewen, MLA, Central Peace – Notley
Alberta Municipalities Members
Tina Prodaniuk, Program Manager - Eagle Tower Victim Services



October 6, 2022

The Honourable Jason Copping
Minister of Health
423 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
Sent by email to health.minister@gov.ab.ca

Re: Morinville X-ray machine

Dear Minister Copping:

In follow-up to the letter we sent to your office in March 2022, the Morinville Clinic has been without a functioning x-ray machine since February 2020. The clinic is a valuable asset in our community, providing greatly needed testing facilities with a comprehensive range of routine and specialized lab testing and clinical consultations for residents in Morinville, Sturgeon County, as well as members of Alexander First Nation. In recognition of its critical value, we were most appreciative about the quick reversal of the decision to close the clinic. However, there is more to be done. To be providing the fulsome services originally intended for the site, we require a fully functioning x-ray machine.

Morinville has a population of 10,578 (April 2020), with 10.47% of the population being 65 years or older. Morinville's continuing care facilities include Lions Manor, Aspen House, and Heritage Place Senior Citizen's Lodge, and many of these seniors lack the means to commute for x-ray services.

We are a rapidly growing community. In a statement by Alberta Health Services (AHS), rural healthcare remains a priority and will continue to work with local partners and community members to develop long term, sustainable plans for health services that meet community needs. We continue to advocate for fair and reasonable access to quality healthcare with Morinville and surrounding communities' growing population and demographic needs.

Although I have not heard from you at this point, the community and Town Council remain committed to finding a solution to this issue. I look forward to hearing from you.

Sincerely,

Simon Boersma, Mayor

Cc: Mr. Mauro Chies, Interim Alberta Health Services President and Chief Executive Officer
Dale Nally, Associate Minister of Natural Gas & Electricity, MLA Morinville - St. Albert
Morinville Town Council

An Alberta Capital Region Community



ALBERTA
HEALTH

*Office of the Minister
MLA, Calgary - Varsity*

OCT 19 2022

AR 205676

His Worship Simon Boersma
Mayor, Town of Morinville
10125 100 Ave
Morinville AB T8R 1L6
mayor@morinville.ca

Dear Mayor Boersma:

Thank you for your follow-up letter. I understand Alberta Health staff contacted Honourable Dale Nally, MLA, Morinville-St. Albert, regarding your concerns about X-ray services in Morinville. I apologize for the delay in my reply.

I recognize your concerns about local access to this equipment. The provision of X-ray services in Morinville ended in 2020 due to the equipment's end of life. Alberta Health Services (AHS) understands the importance of access to health care but needs to ensure health services are provided in a safe, efficient, and sustainable manner that utilizes limited staff and health care resources most effectively for Albertans. AHS continues to work with Alberta Health on service planning and equipment replacement priorities. As you may know, all other services provided at the Morinville Clinic remain open and operating as usual.

Please note that residents of Morinville can continue to access general X-ray services at MIC Summit Centre or the Sturgeon Regional Hospital in St. Albert, which is 18 kilometres and a 15-minute drive away. Additionally, for residents living in communities surrounding Morinville, there are X-ray services available in several locations less than an hour away, including in Edmonton, Red Water, Fort Saskatchewan, Stony Plain, Westlock, and Barrhead.

Thank you again for writing and supporting the health and well-being of Morinville residents.

Sincerely,

Jason Copping
Minister of Health

cc: Honourable Ric McIver, ECA, Minister of Municipal Affairs