

**Town of Bon Accord  
AGENDA  
Regular Council Meeting  
November 16, 2021 8:30 a.m.  
Virtual Meeting  
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 2, 2021 (enclosure)
- 4. DELEGATION**
  - 4.1. James MacDonald – Northern Lights Library System 8:40 a.m. (enclosure)
  - 4.2. Damin Massicotte – Trinus 9:10 a.m.
  - 4.3. Sgt. Chris Palfy – Morinville RCMP 9:35 a.m. (enclosure)
- 5. DEPARTMENT REPORTS**
  - 5.1. Community Services (enclosure)
  - 5.2. Finance (enclosure)
  - 5.3. Operations (PW) (enclosure)
  - 5.4. Planning and Economic Development (enclosure)
  - 5.5. Chief Administrative Officer (CAO) (enclosure)
- 6. ACTION ITEM LIST**
  - 6.1. Action Item List to November 2, 2021 (enclosure)
- 7. UNFINISHED BUSINESS**
  - 7.1. Council Laptop and Tablet Discussion (enclosure)
  - 7.2. Wetland Study (enclosure)
- 8. NEW BUSINESS**
  - 8.1. 2022 Budget Presentation (enclosure)
  - 8.2. Municipal Development Plan (MDP) (enclosure)
- 9. BYLAWS/POLICIES/AGREEMENTS – NONE**
- 10. WORKSHOPS/MEETINGS/CONFERENCES – NONE**
- 11. COUNCIL REPORTS**
  - 11.1. Mayor Holden (enclosure)
  - 11.2. Deputy Mayor Laing (enclosure)
  - 11.3. Councillor Bidney (enclosure)
  - 11.4. Councillor May (enclosure)
  - 11.5. Councillor Roemer (enclosure)

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**November 16, 2021 8:30 a.m.**  
Virtual Meeting

Live Streamed on Bon Accord YouTube Channel

**12. CORRESPONDENCE**

12.1. Town of Gibbons – Board Appointments (enclosure)

12.2. North Parkland Power – Congratulatory Letter (enclosure)

**13. NOTICE OF MOTION – NONE**

**14. CLOSED SESSION**

14.1. Sturgeon County Request re: Bulk Water Services – *FOIP Act 21(1)(b) –  
Disclosure harmful to intergovernmental relations*

**15. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
November 2, 2021 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**PRESENT  
COUNCIL**

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

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Falon Fayant – Corporate Finance Officer  
Mark Prutchick – Operations Manager  
Jessica Caines – Executive Assistant

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

MAYOR HOLDEN MOVED THAT Council adopt the agenda for the November 2, 2021 Regular Meeting of Council to add item 3.3 Introduction of Mark Prutchick – Operations Manager, item 7.3 Name Badges, item 10.3 Letter from Mr. Dane Lloyd M.P. for Sturgeon River-Parkland, item 10.4 Invitation from Alberta Health Services, and item 11.2 Sturgeon County Request re: Bulk Water Services – FOIP Act – 21(1)(b) Disclosure harmful to intergovernmental relations.

**CARRIED UNANIMOUSLY RESOLUTION 21-336**

COUNCILLOR MAY MOVED THAT Council adopt the November 2, 2021 agenda, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 21-337**

**INTRODUCTION OF MARK PRUTCHICK – OPERATIONS MANAGER**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – October 5, 2021***

COUNCILLOR BIDNEY MOVED THAT the minutes of the October 5, 2021 Regular Meeting of Council be adopted, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-338**

***Organizational Meeting of Council Minutes – October 25, 2021***

MAYOR HOLDEN MOVED THAT the minutes of the October 25, 2021 Organizational Meeting of Council be adopted, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 21-339**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
November 2, 2021 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**ACTION ITEM LIST**

COUNCILLOR BIDNEY MOVED THAT Council accepts the Action item list to October 25, 2021, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-340**

**UNFINISHED BUSINESS**

***Hosting Munis 101 and Registration***

DEPUTY MAYOR LAING MOVED THAT Council direct administration to register Councillors Cory Roemer and Tanya May for Munis 101 in Blackfalds on December 11 and 12, 2021.

**CARRIED UNANIMOUSLY RESOLUTION 21-341**

DEPUTY MAYOR LAING MOVED THAT costs for hotel and per diem spending also be approved for Munis 101, as required.

**CARRIED UNANIMOUSLY RESOLUTION 21-342**

**NEW BUSINESS**

***Council Laptop and Tablet Quotes***

COUNCILLOR BIDNEY MOVED THAT Council defer the decision of replacing computers and research extending the MSP agreement.

**CARRIED UNANIMOUSLY RESOLUTION 21-343**

***Christmas Hours***

DEPUTY MAYOR LAING MOVED THAT Council approve option 3: Town office closure for full days on December 24, 27, 28, and January 3 and a half day on December 31 to recognize statutory holidays.

**CARRIED UNANIMOUSLY RESOLUTION 21-344**

***Name Badges***

COUNCILLOR MAY MOVED THAT Council direct administration to order five new name badges as follows: silver name badge with reduced Town of Bon Accord logo at the top with "Town of Bon Accord" written under the logo, then Councillor name below, then title below.

**CARRIED UNANIMOUSLY RESOLUTION 21-345**

**WORKSHOPS| MEETINGS|CONFERENCE**

***FCSS Conference***

COUNCILLOR MAY MOVED THAT Council approve Deputy Mayor Laing and Councillor May to attend the FCSS Virtual Conference on December 2 and 3, 2021.

**CARRIED UNANIMOUSLY RESOLUTION 21-346**

Mayor Holden called a short recess at 8:33 p.m.

**Town of Bon Accord  
Regular Meeting of Council Minutes  
November 2, 2021 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

Mayor Holden called the meeting back to order at 8:39 p.m.

**CORRESPONDENCE**

***AUMA Municipal Environmental Award Attendees  
Gibbons Remembrance Day Ceremony  
Letter from Mr. Dane Lloyd M.P. for Sturgeon River-Parkland  
Invitation from Alberta Health Services***

COUNCILLOR BIDNEY MOVED THAT Council accept the correspondence, as presented.  
**CARRIED UNANIMOUSLY RESOLUTION 21-347**

**CLOSED SESSION**

***Waste Collection Services Contract – FOIP Act 16(1)(a)(ii), (b), and (c) – Disclosure harmful to business interests of a third party  
Sturgeon County Request re: Bulk Water Services – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations***

COUNCILLOR BIDNEY MOVED THAT Council go into closed session at 8:49 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 21-348**

*DEPUTY MAYOR LAING MOVED THAT COUNCIL come out of Closed Session at 9:59 p.m.*

**CARRIED UNANIMOUSLY RESOLUTION 21-349**

***Waste Collection Services Contract – FOIP Act 16(1)(a)(ii), (b), and (c) – Disclosure harmful to business interests of a third party***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to renew the waste collection contract with GFL Environmental Inc. for a 5-year term in the amount of \$ 63,446 with a 2% annual increase.

**CARRIED UNANIMOUSLY RESOLUTION 21-350**

***Sturgeon County Request re: Bulk Water Services – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations***

DEPUTY MAYOR LAING MOVED THAT administration move forward, as discussed, with a letter to Mayor Hnatiw.

**CARRIED UNANIMOUSLY RESOLUTION 21-351**

**ADJOURNMENT**

DEPUTY MAYOR LAING MOVED THAT the November 2, 2021 Regular Meeting of Council adjourn at 10:02 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 21-352**

---

Mayor Brian Holden

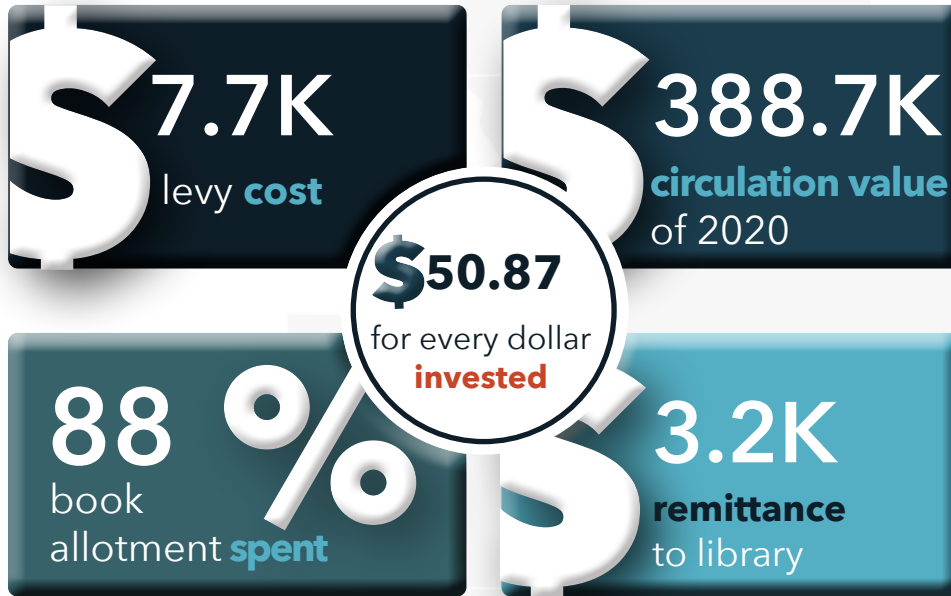
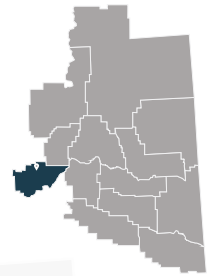
---

Jodi Brown, CAO

# VALUE STATEMENT 2021

TOWN OF BON ACCORD | POPULATION 1,488

This value statement highlights the benefits of belonging to Northern Lights Library System. It is a snapshot of the health of your library and the value of your investment. For questions or concerns please contact James MacDonald, Executive Director, (780)-545-5072 or jmacdonald@nlls.ab.ca



## BON ACCORD PUBLIC LIBRARY



### NLLS REPRESENTATIVE

TANYA MAY

### BOARD CHAIR

PEGGY TENEYCKE

### LIBRARY MANAGER

JOYCE CURTIS-BONARDI

### NLLS CONSULTANT

MICHELLE TERRISS

**\$238.00**

Consulting Value for 7 HelpDesk tickets

**\$837.00**

Technical Support and Infrastructure support

**\$201.88**

Bulk Purchasing from NLLS

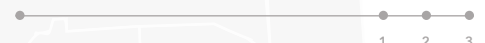
## ENGAGEMENT



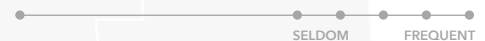
NLLS Representative Meeting Attendance



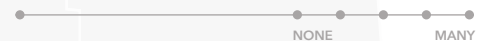
LMC Attendance



Coffee Chat Attendance



Number of Conference Attendee(s)



**5,251**

items borrowed from other libraries

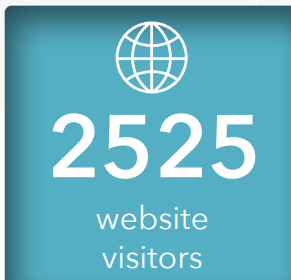
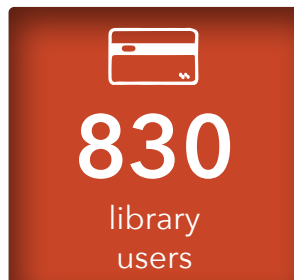
**4,140**

items lent to other libraries

**\$2,714.18**

**\$2,896.00**

SAVED VIA ACQUISITIONS CATALOGUING & PROCESSING

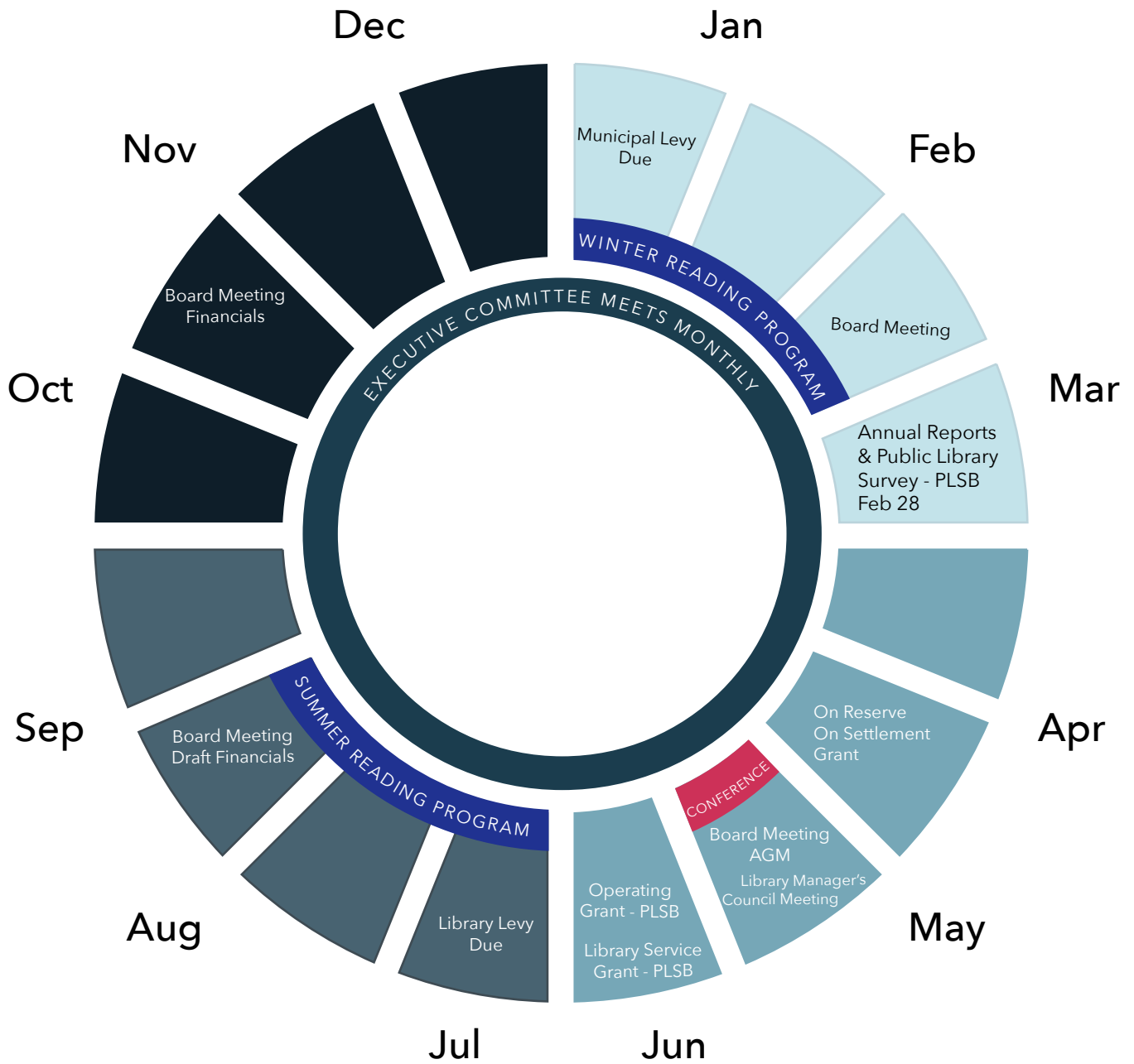


HOW STATS ARE CALCULATED



SEE OUR FULL SERVICE CATALOGUE

# YEARLY CALENDAR





October 29, 2021

S/Sgt. Chris Palfy  
Detachment Commander  
Morinville, Alberta

Dear Mayor Holden,

The Alberta RCMP remains committed to strengthening partnerships with the communities it serves. In light of municipal elections that took place on October 18<sup>th</sup> in communities across Alberta, I offer my sincerest congratulations to you and your elected council. Whether or not there are new faces within your executive council, my commitment to you and your team remains unwavering. As the Chief of Police for your community, please reach out to me directly if you require anything to bring your team up to speed.

Please find attached the quarterly Community Policing Report that covers the July 1<sup>st</sup> to September 30<sup>th</sup>, 2021 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Morinville Detachment. As part of maintaining engagement with the Albertans we serve, this quarterly report reinforces our commitment to communicate the work we do to ensure community safety. This reporting along with your valued feedback will allow us to assess and enhance our policing service to ensure we are meeting your needs on an ongoing basis.

In addition to sharing quarterly updates on community-identified policing priorities through this reporting, I remain available to discuss business and program planning processes to further optimize our services to address the priorities that are important to you.

Congratulations once again, and please feel free to contact me if you have any questions or concerns.

S/Sgt Chris Palfy  
Detachment Commander  
Morinville RCMP





## Morinville Provincial Detachment Crime Statistics (Actual) Q2: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

October 6, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		1	0	0	0	1	0%	N/A	0.0
Robbery		4	2	0	0	1	-75%	N/A	-0.8
Sexual Assaults		4	4	7	11	8	100%	-27%	1.5
Other Sexual Offences		1	4	5	0	3	200%	N/A	0.0
Assault		48	49	49	42	45	-6%	7%	-1.3
Kidnapping/Hostage/Abduction		1	2	2	2	0	-100%	-100%	-0.2
Extortion		0	1	1	0	0	N/A	N/A	-0.1
Criminal Harassment		12	10	15	13	10	-17%	-23%	-0.1
Uttering Threats		10	15	8	19	19	90%	0%	2.2
<b>TOTAL PERSONS</b>		<b>81</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>7%</b>	<b>0%</b>	<b>1.2</b>
Break & Enter		39	46	29	36	40	3%	11%	-0.8
Theft of Motor Vehicle		47	41	45	33	39	-17%	18%	-2.4
Theft Over \$5,000		11	7	5	5	7	-36%	40%	-1.0
Theft Under \$5,000		91	83	59	61	62	-32%	2%	-8.0
Possn Stn Goods		32	35	22	48	34	6%	-29%	1.7
Fraud		12	26	17	13	20	67%	54%	0.3
Arson		3	3	2	5	2	-33%	-60%	0.0
Mischief - Damage To Property		0	0	28	56	54	N/A	-4%	16.4
Mischief - Other		96	100	44	37	39	-59%	5%	-17.7
<b>TOTAL PROPERTY</b>		<b>331</b>	<b>341</b>	<b>251</b>	<b>294</b>	<b>297</b>	<b>-10%</b>	<b>1%</b>	<b>-11.5</b>
Offensive Weapons		3	10	2	20	13	333%	-35%	3.0
Disturbing the peace		18	11	10	13	15	-17%	15%	-0.4
Fail to Comply & Breaches		27	12	16	19	18	-33%	-5%	-1.1
<b>OTHER CRIMINAL CODE</b>		<b>12</b>	<b>16</b>	<b>12</b>	<b>10</b>	<b>17</b>	<b>42%</b>	<b>70%</b>	<b>0.4</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>60</b>	<b>49</b>	<b>40</b>	<b>62</b>	<b>63</b>	<b>5%</b>	<b>2%</b>	<b>1.9</b>
<b>TOTAL CRIMINAL CODE</b>		<b>472</b>	<b>477</b>	<b>378</b>	<b>443</b>	<b>447</b>	<b>-5%</b>	<b>1%</b>	<b>-8.4</b>

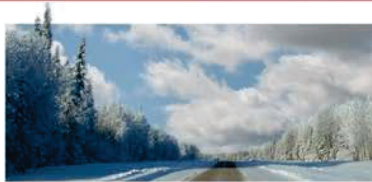


## Morinville Provincial Detachment Crime Statistics (Actual) Q2: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

October 6, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Possession		7	6	2	4	6	-14%	50%	-0.4
Drug Enforcement - Trafficking		1	2	1	2	1	0%	-50%	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>8</b>	<b>9</b>	<b>3</b>	<b>6</b>	<b>7</b>	<b>-13%</b>	<b>17%</b>	<b>-0.5</b>
Cannabis Enforcement		0	0	1	1	0	N/A	-100%	0.1
Federal - General		5	4	1	2	2	-60%	0%	-0.8
<b>TOTAL FEDERAL</b>		<b>13</b>	<b>13</b>	<b>5</b>	<b>9</b>	<b>9</b>	<b>-31%</b>	<b>0%</b>	<b>-1.2</b>
Liquor Act		4	5	14	11	6	50%	-45%	1.0
Cannabis Act		0	0	4	5	0	N/A	-100%	0.5
Mental Health Act		20	27	40	44	55	175%	25%	8.7
Other Provincial Stats		57	55	46	79	67	18%	-15%	4.4
<b>Total Provincial Stats</b>		<b>81</b>	<b>87</b>	<b>104</b>	<b>139</b>	<b>128</b>	<b>58%</b>	<b>-8%</b>	<b>14.6</b>
Municipal By-laws Traffic		3	2	4	0	2	-33%	N/A	-0.4
Municipal By-laws		16	14	26	27	26	63%	-4%	3.3
<b>Total Municipal</b>		<b>19</b>	<b>16</b>	<b>30</b>	<b>27</b>	<b>28</b>	<b>47%</b>	<b>4%</b>	<b>2.9</b>
Fatals		1	2	2	3	3	200%	0%	0.5
Injury MVC		20	13	10	16	18	-10%	13%	-0.1
Property Damage MVC (Reportable)		78	74	81	48	72	-8%	50%	-3.8
Property Damage MVC (Non Reportable)		14	25	17	17	10	-29%	-41%	-1.6
<b>TOTAL MVC</b>		<b>113</b>	<b>114</b>	<b>110</b>	<b>84</b>	<b>103</b>	<b>-9%</b>	<b>23%</b>	<b>-5.0</b>
Roadside Suspension - Alcohol (Prov)		0	0	0	0	17	N/A	N/A	3.4
Roadside Suspension - Drugs (Prov)		0	0	0	0	2	N/A	N/A	0.4
<b>Total Provincial Traffic</b>		<b>303</b>	<b>981</b>	<b>1,065</b>	<b>847</b>	<b>827</b>	<b>173%</b>	<b>-2%</b>	<b>91.4</b>
<b>Other Traffic</b>		<b>3</b>	<b>10</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.4</b>
<b>Criminal Code Traffic</b>		<b>33</b>	<b>39</b>	<b>42</b>	<b>71</b>	<b>39</b>	<b>18%</b>	<b>-45%</b>	<b>4.4</b>
<b>Common Police Activities</b>									
False Alarms		146	106	42	42	27	-82%	-36%	-30.2
False/Abandoned 911 Call and 911 Act		28	52	34	47	59	111%	26%	5.7
Suspicious Person/Vehicle/Property		167	142	171	138	130	-22%	-6%	-7.8
Persons Reported Missing		24	11	17	13	16	-33%	23%	-1.4
Search Warrants		2	0	1	5	0	-100%	-100%	0.1
Spousal Abuse - Survey Code (Reported)		65	63	54	70	59	-9%	-16%	-0.5
Form 10 (MHA) (Reported)		0	0	2	3	7	N/A	133%	1.7



## RCMP Provincial Policing Report

<b>Detachment</b>	Morinville Provincial
<b>Detachment Commander</b>	S/Sgt. Chris PALFY
<b>Quarter</b>	Q2 2021
<b>Date of Report</b>	2021-10-29

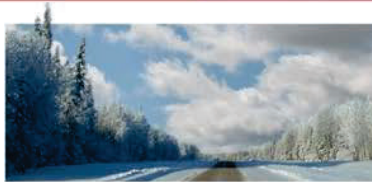
### Community Consultations

Date	Attendee(s)	Notes
2021-08-10	PALFY, Alexander Council	Council Meeting to discuss initiatives
2021-08-17	PALFY, Bon Accord Council	Regular Meeting of Council Quarterly Report
2021-08-25	PALFY, Gibbons Council	Regular Meeting of Council to Discuss Initiatives
2021-09-02	PALFY	Community Crime Prevention Meeting with MADU and NALLY



## Community Priorities

<p><b>Priority 1</b></p>	<p>Crime Reduction - Prevent and Reduce Property Crime</p>
<p><b>Current Status &amp; Results</b></p>	<p>Lock it Or Lose It - 27 Total Activities (Vehicle checks, education opportunities) 85% Compliance            Active Patrol Hours - 4246 Hours spend patrolling hot spot locations, close to double of previous estimate.            PDC - 21% usage - down from last quarter, attributed to watch shortages, leave, and summer occurrences.</p> <p>Morinville RCMP is beginning implementation of the Data To Action(D2A) program, aimed at targetting property crime and select person crime rates.</p>
<p><b>Priority 2</b></p>	<p>Contribute to Employee Wellness and Respectful Workplace</p>
<p><b>Current Status &amp; Results</b></p>	<p>Members and Town Employees teamed up to build coffee/picnic enclosure in the rear of the detachment. It was a fun day of team and fence building, leaving a lasting mark on the detachment for years to come. In August, Management sponsored a brisket smoke at the rear of the detachment, and town employees were invited for lunch.</p> <p>"A" (Cpl. Febbaro) held a watch BBQ in August.            "B" watch (Cst. McKee) held a get together for Cst. Labonte's transfer in Sept.            "C" watch (Cst. Brown) hosted a open house &amp; BBQ at his residence in July.            "D" watch (Cst. Dufour) hosted a birthday get together for Cst. Humen</p>
<p><b>Priority 3</b></p>	<p>Communicate Effectively- Build and Maintain positive relationships with the community</p>
<p><b>Current Status &amp; Results</b></p>	<p>Substantial improvement from the 1st Q on Business Drop Ins. Tracking method have been employed on the watch activity reports. 4 watches have a combined total of 57 business drop ins. It accounts for the towns of Gibbons, Bon Accord, Morinville, &amp; Legal. Moving forward into the next quarter, a focus will also include, towns of Cardiff, &amp; Alexander FN.</p> <p>During the 2nd Q there were a combined total from the watches of 5 school drop ins. Cst. Tailfeathers have been instrumental in having contact/ attendance with the Morinville &amp; Sturgeon County School. She has made several presentations at those schools. Given the province wide COVID restrictions being brought back in at Mid-September it minimized the opportunity for Drop Ins.</p>



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

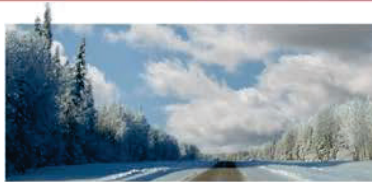
Category	July - September			January - December		
	2020	2021	% Change Year-over-Year	2019	2020	% Change Year-over-Year
<b>Total Criminal Code</b>	443	447	1%	1,537	1,598	4%
<i>Persons Crime</i>	87	87	0%	316	307	-3%
<i>Property Crime</i>	294	297	1%	1,072	1,082	1%
<i>Other Criminal Code</i>	62	63	2%	149	209	40%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	71	39	-45%	165	204	24%
<i>Provincial Code Traffic</i>	847	827	-2%	4,238	2,721	-36%
<i>Other Traffic</i>	12	0	-100%	48	25	-48%
<b>CDSA Offences</b>	6	7	17%	20	20	0%
<b>Other Federal Acts</b>	9	9	0%	36	32	-11%
<b>Other Provincial Acts</b>	139	128	-8%	369	470	27%
<b>Municipal By-Laws</b>	27	28	4%	62	73	18%
<b>Motor Vehicle Collisions</b>	84	103	23%	533	475	-11%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

No Significant Change Year over year, though Mornville Provincial detachment remains one of the higher crime areas in the District. Data To Action program is expected to significantly impact these rates.

Sexual offences was a significant driver of persons crime, and has been for the entire year. A study on the trend was completed, and specific contributors identified. An action plan will be developed for 4th quarter implementation.



## Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	15	17	1	0
Detachment Support	5	3	0	2

<sup>2</sup> Data extracted on September 30th, 2021 and is subject to change over time.

<sup>3</sup> Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup> Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

Police Officers - Of the 15 established positions, there are 17 working officers with 1 on medical leave. This position has been backfilled to ensure coverage. 2 positions have 2 officers assigned to each.

Detachment Support - Of the 5 established positions, there are 3 working support staff and 2 vacant positions.

## Quarterly Financial Drivers

Nothing of Note

# Council Report

---

**Date:** November 16, 2021

**Reporting Period:** October – November 2021

**Department:** Recreation and Community Services

**Submitted by:** Lila Quinn

---

Thank-you to all the Bon Accord staff and Council for welcoming me to the team and helping me settle into my new position with the Town. I am very excited to work with this strong dynamic team!

## RECREATION AND PARKS

### SKATEBOARD PARK

- Waiting to hear if we are successful at securing the Alberta Blue Cross Healthy Communities Grant which will enable us to complete Phase II of the Skateboard Park upgrade project.

### ARENA

- Working with the Community League to finalize the Arena Service Agreement between the Town and the Community League. We will take over scheduling of ice time in January but they will continue to operate the concession.
- Working with Municipal Climate Change Action Centre to process our first 50 percent rebate back on the initial \$20,000 spent for the Engineering Study. Unfortunately, we have been put on a wait list for the remaining 50 percent due to high demand. As funding is in high demand and the program operates on a first come, first served basis, the second 50 percent is subject to funding being available.

## COMMUNITY EVENTS/PROGRAMS

### TOOLS FOR SCHOOLS:

- Dropped off 10 backpacks filled with supplies to each of our two local schools October 14.

### HALLOWEEN HOWL: OCTOBER 29, 2021

- Organized this event in the parking lot of the Town Office from 4:00-6:00 p.m. It was a great success with 154 children attending as well as many parents/guardians. Thank you to staff and council for attending and helping with set-up/take-down and handing out goodie bags. The event was well received and was a great opportunity for Council and Staff to connect with the community.

**REMEMBRANCE DAY: NOVEMBER 11, 2021**

- This event was a huge success thanks to the tremendous support we have received from the Community! Thank you to all who attended and helped with this event.

**NEXT MONTH: WINTER WONDERLAND DECEMBER 4, 2021**

- This event is in the planning stages. We are looking for COVID friendly suggestions.

**COMMUNITY PROGRAMS: 2022****BABYSITTER/HOME ALONE COURSES:**

- An interest list is on our website. Interest in these two programs has been very high to date, hence I will be working on scheduling the programs in the new year.

**PICKLE BALL PROGRAM:**

- I will be contacting the principal of Lillian Schick School in the new year to confirm if the school will be allowing community programs to take place in the school given the continued uncertainty about COVID-19 in school environments. I have been in contact with the volunteer that coordinates the program and she has returned the equipment and school keys to our office to be inspected and sanitized.

**BOARDS AND COMMITTEES:****COMMUNITY SERVICES BOARD:**

- Attended an on-line meeting October 21 where a new Board Chair (Brenda Gosbjorn) and Vice Chair (Anita Van der Leek) were elected. We are recruiting for vacant positions - two members at large and one youth representative.

**RECREATION TRANSITION GROUP:**

- Attended two on-line meetings October 14 and November 10.
- These meetings are attended by all of the Community Services managers in the Sturgeon region (Bon Accord, Legal, Morinville, Sturgeon County, Redwater, and Gibbons). The purpose of the Recreation Transition Group Meetings (RTG) is to make recommendations to the Sub-regional CAO Group on how to identify, implement, and monitor a system to track resident usage at sub-regional recreation amenities relative to the recreational cost sharing agreement with Sturgeon County.

**STURGEON ADULT LEARNING COUNCIL:**

- Attended two on-line meetings October 26 and November 5.
- November meeting was a needs assessment which is part of a study that is conducted by NorQuest on behalf of Advanced Education.



## **TRAINING**

### **ALBERTA PARKS & RECREATION CONFERENCE**

- Attended the virtual conference November 2, 3, 4

## **ADDITIONAL MEETINGS**

### **ELECTION: OCTOBER 18**

- Worked at the voting station at Town Office.

### **ARENA INTERVIEWS: NOVEMBER 1**

- Conducted interviews with arena staff for positions of Part Time Facility Monitor and Part Time Rink Attendant.
- A new Rink Attendant was hired and began work November 6.
- We still have two positions open for Facility Monitors. The security company hired in October will continue to provide service until Facility Monitors are in place.

## **INTERNATIONAL DARK SKY ANNUAL REPORT**

- Completed and submitted the International Dark Sky Community Annual Report October 25.

## **TOWN OF BON ACCORD COMMUNITY GRANT**

- Reviewed two final reports submitted from the Community Church and the Communities in Bloom Committee.

**COUNCIL REPORT  
FINANCE  
OCTOBER 2021**

**GENERAL MUNICIPAL**

A 6% penalty was applied on current outstanding taxes after September 30, collecting just under \$5k. Currently, the Town has collected 91% of current outstanding taxes. Last year, at this time, the Town had collected 87% of current outstanding taxes. The TIPPS program remains steady.

In June of this year, an auditor from Municipal Affairs contacted the Town about conducting an audit of our tax assessments and notices. Administration received the Detailed Assessment Audit report and found that the Town is meeting all the legislated standards. There were five recommendations for the upcoming assessment year, and administration responded to the document indicating how and when we will meet these recommendations. The following recommendations were detailed in the report:

1. Appoint an individual to the position of municipal assessor – in previous years the Town has appointed Tanmar Consulting Inc. however per legislation only an *individual* has the appropriate qualifications. At the October 25, 2021, Organizational Meeting, Council appointed Mike Krim as the Town's assessor.
2. Include in the assessment notice the proper assessment class or classes of the property as outlined in MGA section 297(1).
3. Mail the assessment notice at least 7 days prior to the Notice of Assessment date.
4. Include in the assessment notice, statements indicating that an assessed person is entitled to see or receive sufficient information about the person's property in accordance with MGA section 299 /300 and specifying the procedures and timelines to request the assessment information.
5. For income producing properties, it is recommended that the assessor attempt to increase the response rate to RFI's by sending follow up requests with added personal contact for those property owners that do not respond. - The assessor will endeavor to follow up on the non-residential RFIs where there is no response received.

It was also advised for the Town to develop a formal MGA section 299/300 request form and process to ensure appropriate handling of a formal request.

These recommendations will be addressed with the preparation of the 2022 Combined Assessment and Tax notices and followed in future years as well.

The report has been attached for Council's review.

Election costs consisted of mainly advertising and supplies as well as a large portion of administration time leading up to and during the election. There is no allocation of salary and wages to the election specific accounts. Some final invoices may still be expected for supplies.

#### **ADMINISTRATION**

Administration revenue is slightly higher than budgeted. The majority of this revenue is from tax certificates. Administration expenses are expected to be on par with budget at year end.

#### **PROTECTIVE SERVICES**

The fire hall rental payment has been received from Sturgeon County for the 2021 year. The invoice for the fire services agreement has been paid, as well as the third quarter bylaw enforcement services invoice. The RCMP police funding invoice has been received and paid.

#### **PUBLIC WORKS**

The portion of MSI operating funding allocated to roads and water in the budget has been received and recorded. Water revenue is slightly over-budget; bulk water sales are approximately \$2.7k under expected budget to date. Sewer revenue is on par with budget. Garbage revenue is slightly higher than budget, due to landfill usage. Cemetery is over budget by \$5.8k. Public works expenses for roads, garbage, and cemetery are expected to be close to budget by year end. Water and sewer may be slightly over-budget due to an increase in unexpected repairs for cc valves.

#### **ECONOMIC DEVELOPMENT**

Municipal planning revenue for licenses and permits and business licenses are slightly over budget. Economic development revenue includes the trade in advertising with Mix 107.9, the revenue value of \$5,850 is offset by the matching expense of \$5,850 to properly record the transaction. Expenses for economic development are expected to be under budget; municipal planning contracted services includes an expenditure allocation for an offsite levy study not yet conducted.

## RECREATION & COMMUNITY SERVICES

FCSS budgeted revenue for the FCSS grant is \$42,481 and the Town receives a monthly payment of \$3,540. Expenses for FCSS are expected to be within budget. Wages and salaries were not budgeted for FCSS in 2021, and those funds were shifted to contracted services due to the intended restructure of the department. Currently, there are expenditures for wages and salaries for applicable work being completed by administration staff, but this will be offset by the spending not falling within contracted services.

Parks revenue includes the allocated funding from the Sturgeon Recreation Agreement. Expenses for parks are under budget for the year.

Currently, the majority of arena revenue includes the funding received from the Sturgeon Recreation Agreement and the MOST grant for Covid related lost revenue. Expenses for the arena are expected to be under budget, due to the arena being closed for part of year because of Covid.

Recreation programs revenue includes the remaining portion of the Sturgeon Recreation grant which is \$134,584. Music in the Park expenditures were \$10,435. Programs are expected to be under budget for the year, mainly due to pandemic restrictions.

## CAPITAL PROJECTS

JD 324L Wheel Loader – Total Project Expenses: \$81,016 (Budget \$65,000; *included a sale of the tractor to offset costs – tractor not yet sold*)

Wetlands Study – Total Project Expenses *to date*: \$57,900 (Budget \$70,000)

Geotech Road Study — Total Project Expenses: \$17,000 (Budget \$15,000)

Road Rehabilitation — Total Project Expenses *to date*: \$480,057 (Budget \$571,589)

Skateboard Park — Total Project Expenses: \$52,713 (Budget up to \$56,000)



# Detailed Assessment Audit Report

Assessment Year 2020 / Tax Year 2021

**Town of Bon Accord**

*Alberta* 

Assessments must be equitable to ensure a fair distribution of municipal property tax and provincial education tax. The assessment audit program's focus is to promote assessment equity within a municipality and between municipalities throughout Alberta by auditing and reporting on assessment performance and advancing best practices.

### **Detailed Audit Program**

Detailed audits combine the factual, results-oriented ratio study with a more investigative, process-oriented procedural audit to determine if assessments meet valuation and administration standards reasonably expected of Alberta municipal assessment programs. As well as market value assessments, detail audits may review property classified as farm land and machinery & equipment assessed at regulated rates that cannot be monitored by ratio studies.

Assessment Audit is tasked with administering the audit program. Each year a number of detailed audits are scheduled. These audits can be initiated by a municipal request or by Minister's initiative. An audit can be specific to a municipality or can be based on property a group encompassing multiple municipalities.

### **Tax Programs and Assessment Audit**

**Grants and Education Property Tax Branch**

**Municipal Assessment and Grants Division**

**Municipal Affairs**

**15th Floor, Commerce Place**

**10155 102 Street**

**Edmonton AB T5J 4L4**

**P: 780-422-7125**

DRAFT

# Contents

.....	<b>3</b>
<b>EXECUTIVE SUMMARY .....</b>	<b>4</b>
Overview .....	4
Introduction	4
Objective of the Audit	4
Scope of the Audit	4
Distribution of Assessment by Property Type	5
Finding of Audit	7
Compliance with Legislation Requirements	7
Best Practice Recommendations	7
Municipal Response	8
<b>PERFORMANCE REVIEW .....</b>	<b>9</b>
Sold Parcel Reconciliation	9
Sales Verification	9
Ratio Studies	11
Ratio Study Results	11
Valuation of Similar Property	14
Market Value Assessments	15
<b>PROCEDURAL REVIEW.....</b>	<b>18</b>
Property Inventory	18
Sufficient and Accurate Property Information	18
Property Characteristics at Date of Sale	19
Special Purpose Property	20
Regulated Property	20
<b>ADMINISTRATIVE REVIEW.....</b>	<b>21</b>
<b>ADDENDUM.....</b>	<b>25</b>

# EXECUTIVE SUMMARY

## Overview

### Introduction

Municipalities prepare assessments in accordance with Part 9 of the Municipal Government Act (MGA) and the regulations. Assessment audits are performed under the authority of section 22 of the Matters Relating to Assessment and Taxation Regulation, 2018 by assessment auditors appointed by the Minister of Municipal Affairs. The Detailed Assessment Audit Manual guides the auditors' work. This report is intended to be read in conjunction with the Detailed Assessment Audit Manual. The manual is meant for use by auditors to facilitate a consistent approach to detailed audits, or can be used by municipalities as a self-review tool.

### Objective of the Audit

The objective of this detailed audit is to provide an unbiased opinion as to the quality of the municipality's assessment roll for the 2021 tax year. The opinion is based on a review of assessment performance by measuring the degree to which assessments meet regulated quality standards, and a review of procedures and administration of the municipality's assessment program. The audit also provides a means to identify and reinforce strengths in a municipality's assessment program and to identify where opportunities exist to improve assessments or assessment administration.

The audit meets this objective by providing brief findings and conclusions for individual tasks meeting best practice guidelines and/or legislative requirements as outlined in the Detailed Assessment Audit Manual. For tasks not meeting legislative or best practice requirements and requiring a recommendation, the auditor provides more detail and explanation of findings supporting conclusions.

### Scope of the Audit

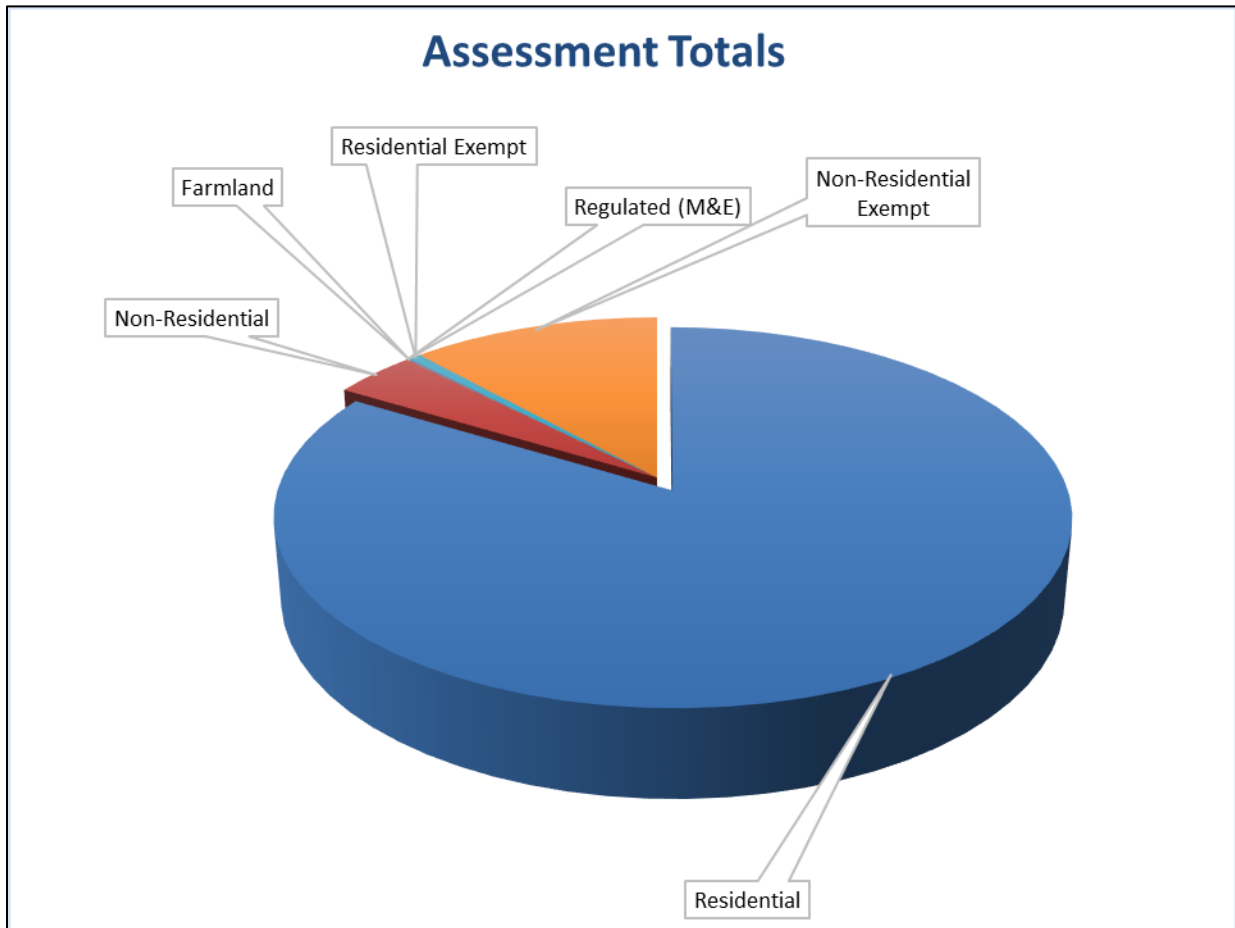
This detail assessment audit reviews assessment performance for all properties the municipality is legislatively required to prepare assessments for, as well as administrative review. Ratio studies serve as the primary tool for the objective evaluation and measurement of mass appraisal performance. The procedural review focuses on assessment preparation and involves a pool of sample properties for testing.

The following topics are out of scope for this audit:

- provincial and municipal tax policy,
- equalized assessment and education requisition policy,
- business assessment and taxation provisions in Part 10 of the Act other than those for property tax, and
- property assessments completed by the provincial assessor.

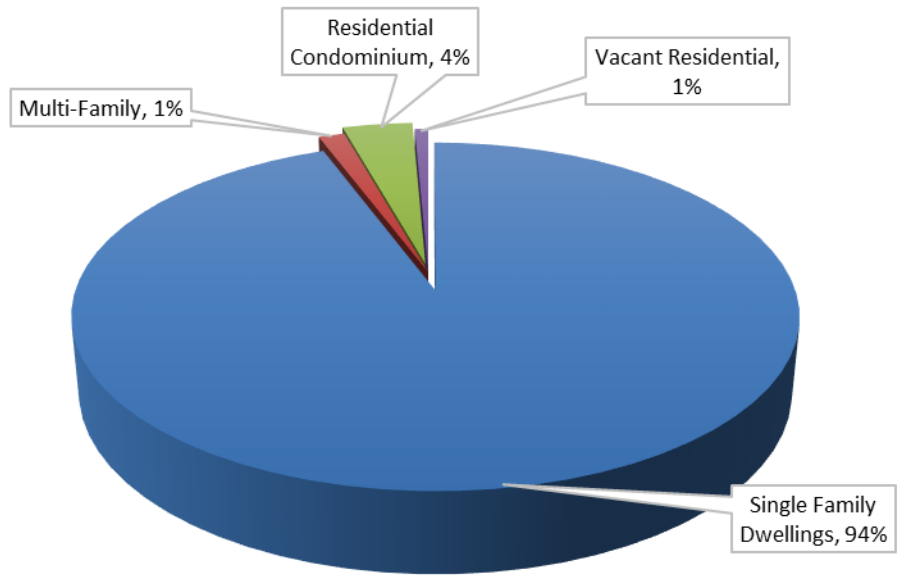


## Distribution of Assessment by Property Type

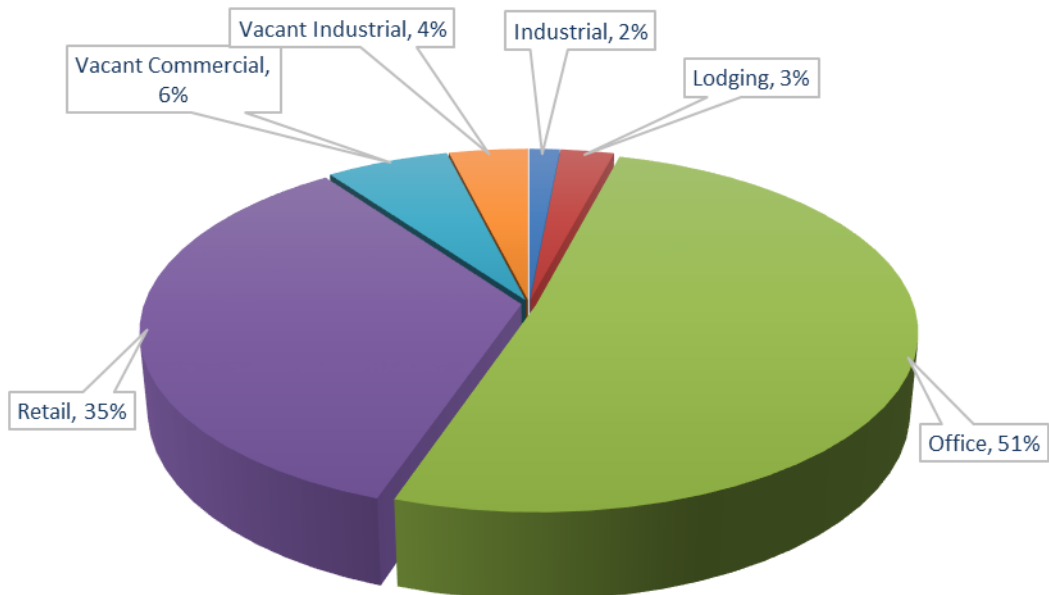


Property	Parcel Count	Total Assessment
Residential	585	134,919,560
Non-Residential	20	6,387,470
Regulated (M&E)	1	44,810
Farmland	10	162,300
Residential Exempt	12	979,090
Non-Residential Exempt	45	18,904,800
<b>Totals</b>	<b>673</b>	<b>161,398,030</b>

## Residential Assessment



## Non - Residential Assessment



## Finding of Audit

In our opinion, the Town of Bon Accord, in preparing its assessment roll for the 2021 tax year, meets virtually all of legislated standards. Most aspects of procedures and practices used in preparation of property assessments meet assessment best practices.

In addition, an administrative review of the municipality's management of the assessment program finds legislative requirements have been met for the administration of bylaws, assessment rolls, notices, complaints and public relations.

This report contains five recommendations requiring action in the upcoming assessment year.

### Recommendations:

#### Compliance with Legislation Requirements

The municipality must:

- Appoint an individual to the position of municipal assessor
- Include in the assessment notice the proper assessment class or classes of the property as outlined in MGA section 297(1).
- Mail the assessment notice at least 7 days prior to the Notice of Assessment date
- Include in the assessment notice, statements indicating that an assessed person is entitled to see or receive sufficient information about the person's property in accordance with MGA section 299 /300 and specifying the procedures and timelines to request the assessment information.

#### Best Practice Recommendations

Request for Information (RFI):

For income producing properties, it is recommended that the assessor attempt to increase the response rate to RFI's by sending follow up requests with added personal contact for those property owners that do not respond.

#### Observations

It is advisable for the municipality to develop a formal MGA section 299/300 request form and process to ensure appropriate handling of a formal request.

## Acknowledgements

Cooperation received from the assessor and administration staff at the Town of Bon Accord is appreciated. We received all information, reports and explanations required to conduct the audit in a timely fashion.

## Next Steps

The assessor and the chief administrative officer were asked to respond to the conclusions and recommendations contained in this report, indicating the actions that will be taken to address the recommendations and the timeframe in which the actions will be completed. Such action demonstrates a commitment toward continued improvement of assessment practices and administration; and contributes to enhancing assessment quality across the province.

A follow-up audit will be conducted in 2022 to evaluate progress on actions taken by the municipality in addressing recommendations contained in the report.

## Assessor's Response

The assessor will endeavor to follow up on the non-residential RFIs where there is no response received

## Municipal Response

Thank you for the return of this report to ensure that our municipality is following the legislation and best practices in reference to our Combined Assessment and Tax Notices.

The following items will be completed as detailed below with the timelines as noted:

- **Appoint an individual to the position of municipal assessor – At the Organizational Meeting of Council on October 25, 2021, Council made the motion to appoint Mike Krim of Tanmar Consulting Inc. as the Town's auditor. The motions will continue to appoint an individual at each subsequent organizational meeting of Council every year.**
- **Include in the assessment notice the proper assessment class or classes of the property as outlined in MGA section 297(1). – This requires an adjustment to the way our software system prints the tax notices and will be updated for the 2022 Combined Assessment and Tax Notices to be printed and mailed for April 30, 2022. Once these descriptions are updated within our system, they will continue to print as such for each future tax year.**
- **Mail the assessment notice at least 7 days prior to the Notice of Assessment date – the proper date will be noted for the 2022 Combined Assessment and Tax Notices to be printed and mailed for April 30, 2022. Administration will ensure the proper date for each future tax year.**
- **Include in the assessment notice, statements indicating that an assessed person is entitled to see or receive sufficient information about the person's property in accordance with MGA section 299 /300 and specifying the procedures and timelines to request the assessment information. – For the 2022 Combined Assessment and Tax Notices to be mailed on April 30, 2022, Administration will include an appropriate statement as per the above note and continue to follow this practice for each future tax year.**
  - **It is advisable for the municipality to develop a formal MGA section 299/300 request form and process to ensure appropriate handling of a formal request. – Administration will develop a form by April 30, 2022, in time for the mailing of the Combined Assessment and Tax Notices.**

# PERFORMANCE REVIEW

A performance based review provides direct evidence of valuation accuracy and uniformity of properties assessed at market value.

## Sold Parcel Reconciliation

Using *Land Titles Office* data, Assessment Audit reviews whether the assessor is reporting the appropriate number of sales to ASSET. A review is also conducted to identify if the assessor is including all *good* sales as valid for statistical review.

Analysis indicates the assessor reports nearly all of the *Land Titles Office* transactions requiring verification (3 years preceding July 1, 2020).

## Sales Verification

Assessors are expected to screen land titles transactions and assign *sales verification codes* indicating whether the sale is representative of market value and can be used in market analysis and ratio studies, or whether the sale is not representative and is invalid.

The following table summarizes the assessor's verification coding.

Used In Audit Flag	Sales Verification Description	Verification Code	Property Type						Total
			SFD	RC	VR	RET	VCOM	LOD	
Yes	Good sale	8001	84	2	7	1			94
	Non-Arm's Length	8002	3						3
<b>Yes Total</b>			<b>87</b>	<b>2</b>	<b>7</b>	<b>1</b>			<b>97</b>
No	Non-Arm's Length	8002	26	2		1	1	1	31
	Foreclosure	8008	4						4
<b>No Total</b>			<b>30</b>	<b>2</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>35</b>
<b>Total</b>			<b>117</b>	<b>4</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>132</b>

The auditor reviewed samples of registration documents of included and excluded sales and finds that the assessor has coded and used the sales appropriately. It does not appear there is any motivation driving which sales are excluded, and the assessor appears to be using discretion appropriately. Hence, the subsequent auditor ratio study will use the assessor's sales set.

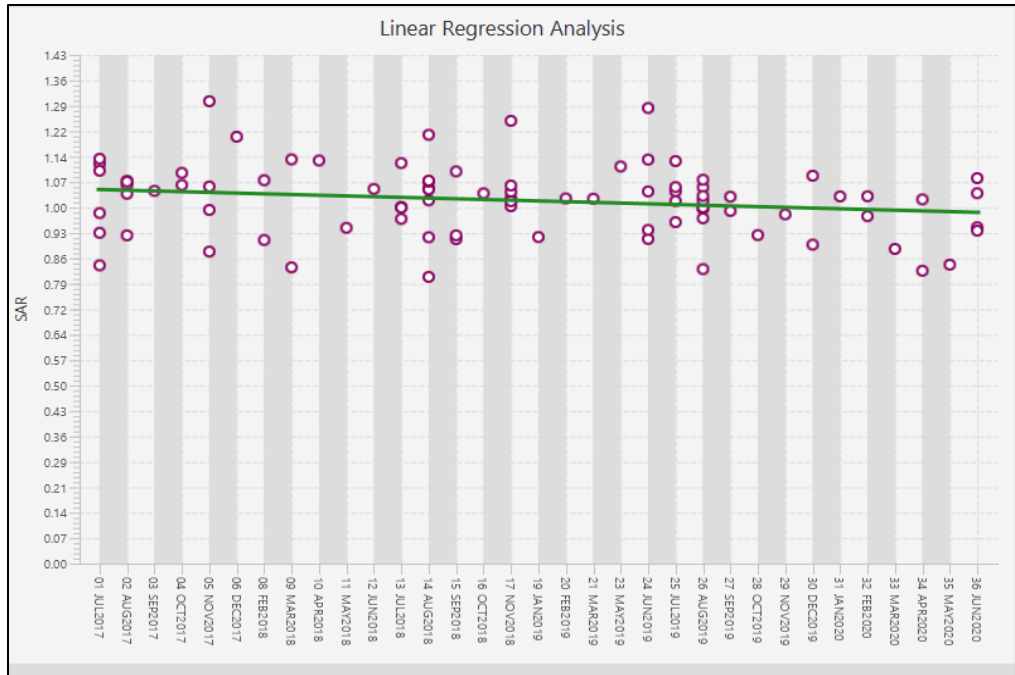
## Time Adjustments

The *Matters Relating to Assessment and Taxation Regulation, 2018* (MRAT) states the preparation of any assessment in accordance with the MGA must be an estimate of value on July 1 of the assessment year. In other words, sale prices need adjustment to account for value changes between the sale date and July 1, 2020 (valuation date for 2021 tax year). If the time adjustment is understated, the overall assessment level calculations are higher than they would be otherwise. Conversely, if the time adjustment were overstated, the assessment level calculations would be lower.

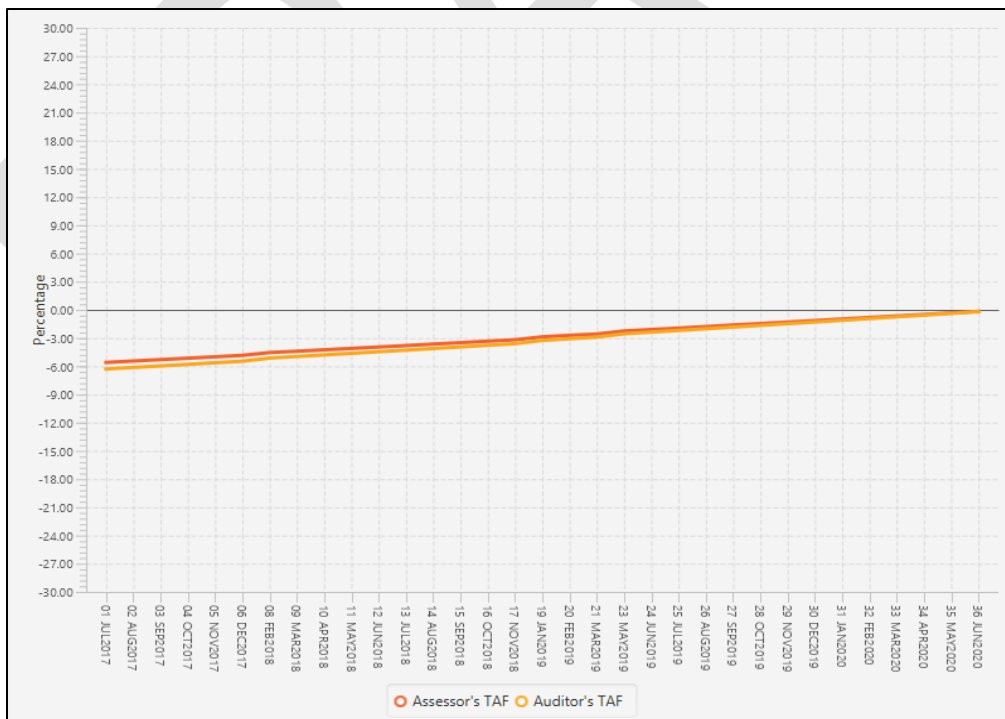
Assessment levels are used to calculate equalized assessment (EA); inaccurate assessment levels affect EA, which can then affect education tax requisitions, cost-sharing agreements, and grant funding formulas.

To establish a trend to determine if adjustments due to changes in the market are warranted, arm's length sales for a three-year period were analyzed. This was only performed for the single-family group (SFD) since other property groups do not have enough sales in order to arrive at a reliable conclusion.

The auditor conducted an independent time adjustment study and compared the results with that of the assessor's. The graph below is a scatter plot of single-family dwelling (SFD) sales over the period from July 2017 to June 2020.



Using linear regression, it was established that the SFD market has a downward trend for the past three years. Of note, the results of the auditor's time adjustment analysis is very close to that of the assessor's. These are illustrated in the following graph:



## Conclusion

The time adjustment factors developed by the assessor for the SFD group, which has sufficient sales for analysis, are in line with the factors resulting from the auditor's time adjustment analysis. Differences, if present, are minimal. The proceeding ratio study will use the assessor's time adjustment factors.

## Other Sale Price Adjustments

Occasionally, other adjustments are employed (chattels for example). For single family dwelling (SFD) in particular, these types of adjustments should rarely be used. The assessor has not applied any other adjustments to sale prices in the submission to ASSET.

## Ratio Studies

Market value assessments must meet median assessment ratio and coefficient of dispersion standards. Performance-based review (ratio studies) provide direct evidence of valuation accuracy and uniformity of properties assessed at market value. Ratio studies are an essential tool for objective evaluation and measurement of mass appraisal performance.

Various statistical studies were undertaken to review quality and uniformity of assessments within the assessment roll. Conclusions are made when a sample size is 15 or more of sold properties within a particular stratum for the preceding three years. If the sample is less than 15 but more than five; and, if the sales are judged representative of the population, some weight may be accorded to results. The Matters Relating to Assessment and Taxation Regulation, 2018 sets forth requirements for assessment quality and uniformity. Statistical testing measures whether standards are met. For any stratum, median assessment ratio and corresponding coefficient of dispersions (COD) must be within the following ranges:

Property Type	Median Assessment Ratio (ASR)	Coefficient of Dispersion (COD)
Property containing 1, 2 or 3 dwelling units	0.950 – 1.050	0 – 15.0
All other property	0.950 – 1.050	0 – 20.0

## Ratio Study Results

Residential Properties	Parcel Count	Sales Count	Median ASR	COD
Residential Single Family Dwellings (SFD)	519	87	0.979	7.0
Residential Vacant (VR)	14	7	0.965	8.6
Residential Condominium (RC)	50	2	1.008	4.4

Non Residential	Parcel Count	Sales Count	Median ASR	COD
Commercial Retail (RET)	17	1	0.960	0.0

The median ASR and COD are within the regulated standard

**Ratio Study: Single Family Dwelling (SFD) Stratified**

There were sufficient sales transactions over the 3-year analysis period in the SFD property use group to conduct a further review based on various strata as presented in the following table. In all cases, results are within the regulated standards:

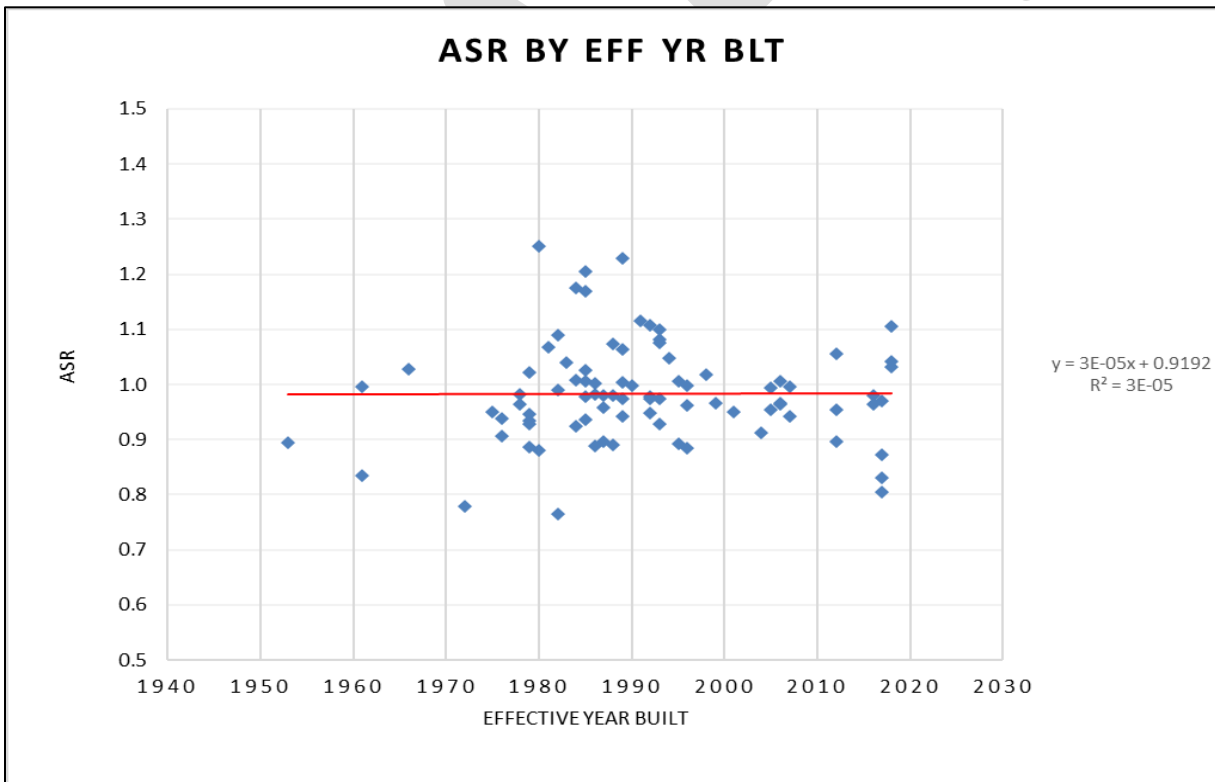
By Neighborhood:

Neighbourhood Name	Parcel Count	Sales Count	Median ASR	COD
10-Residential	131	20	0.974	9.1
11-Residential	147	18	0.993	7.0
12-Residential	152	27	0.981	6.6
14-Residential - Spruce Meadow Lane	34	6	0.953	2.9
15-Residential - Bon Acres	41	15	0.964	5.8

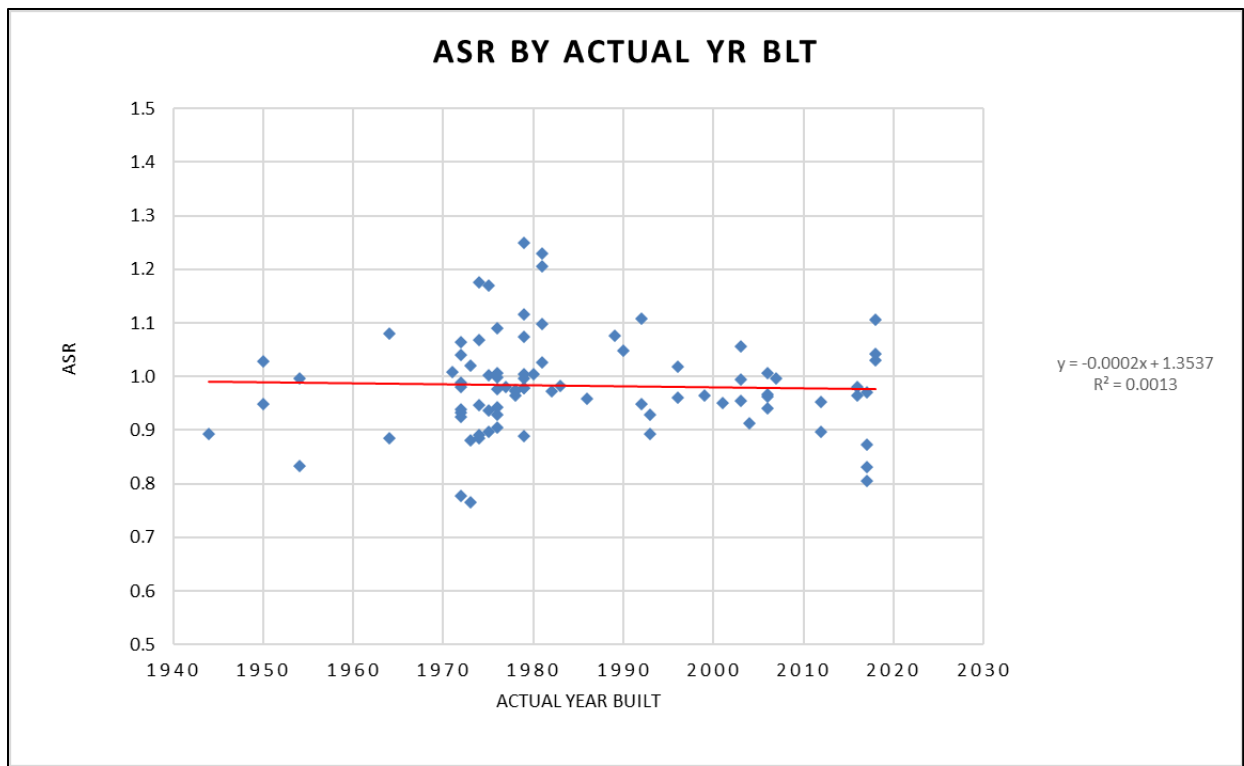
The auditor also conducted analyses by comparing various strata to determine if any trends emerge.

By Age:

The following two graphs shows that plotting SFD ASRs by Effective Year Built and Actual Year Built did not show any trend, indicating that assessment levels between age groups are uniform.

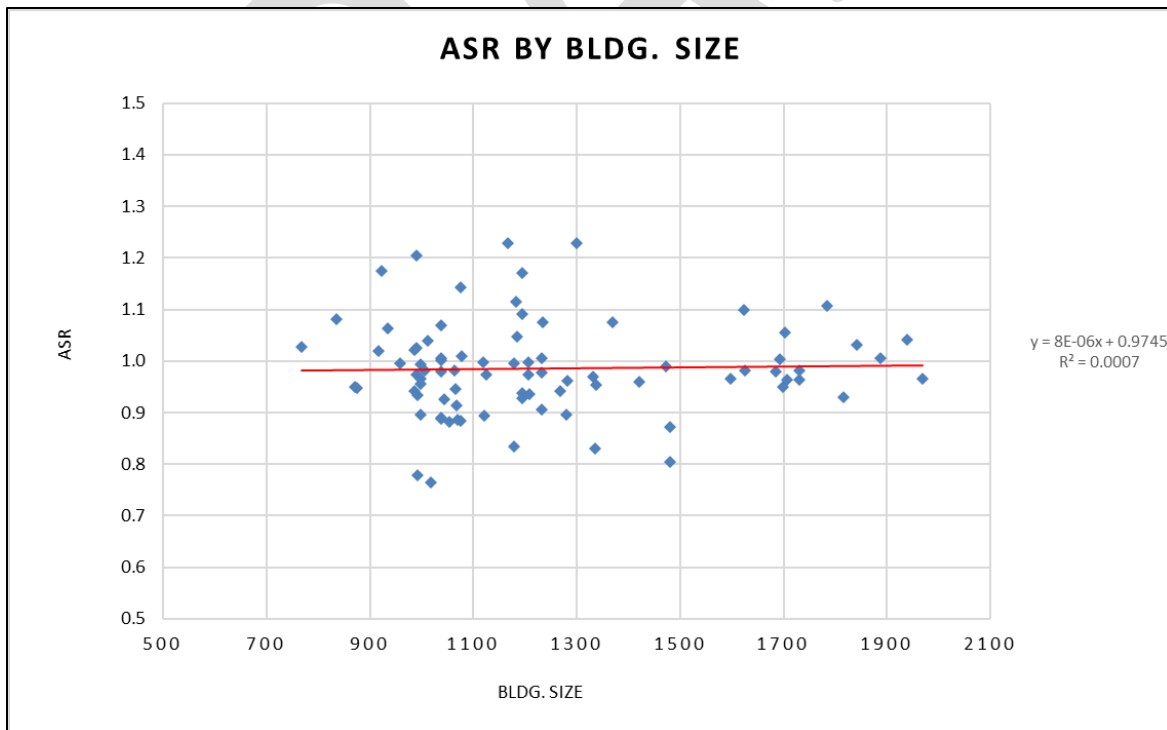






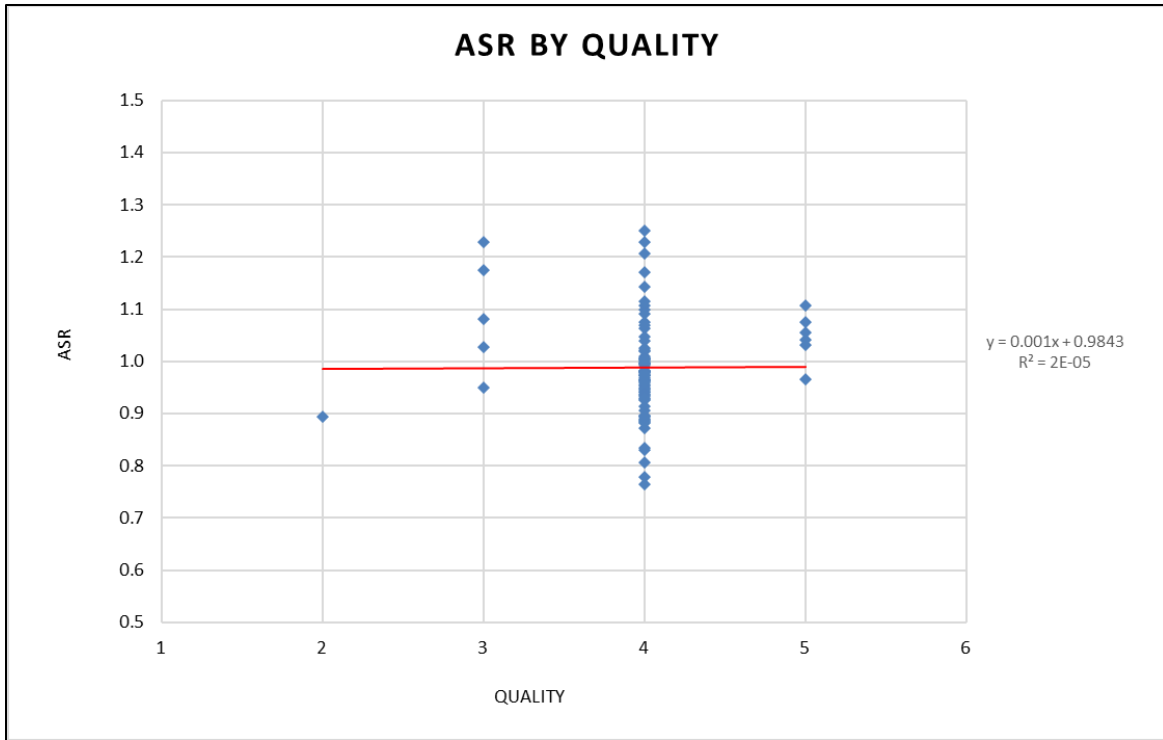
By Building Size:

The following graph has a flat trend line showing that properties with differing building sizes are assessed at a consistent level



**By Quality**

Most of the houses in Bon Accord are assigned with quality rating of 04 (Average). The flat trend line indicates that assessment levels across quality ratings are consistent.



## Valuation of Similar Property

### Sold vs: Unsold Analysis

The objective of ratio studies is to determine appraisal performance for the population of properties; that is, both *sold* and *unsold* parcels. If sold parcels are selectively reassessed based on their sale prices, assessment values in ratio studies are not representative of the total population and may distort ratio study results.

### Findings:

Assessment Audit reviews the sold sample, and the unsold population to determine if their change (or shift) in assessment from the previous year is similar. A substantially greater year-over-year change in assessment of sold properties, in comparison to unsold properties, can be an indication of selective re-assessment. For audit purposes, if there are differences of greater than 5% between sold and unsold properties, they are flagged for review. The results are as follows.

Property Type	Number of Sold	Number of Unsold	Median Sold % Asmnt Change	Median Unsold % Asmnt Change	Difference in Median % Asmnt Change
SFD	87	395	-3.04	-3.46	0.42
RC	2	44	-4.28	-4.33	0.06
VR	7	10	-5.79	-5.87	0.08
RET	1	13	0.00	-0.75	0.75

The above results show that sold and unsold properties are being assessed similarly.

**Conclusion:**

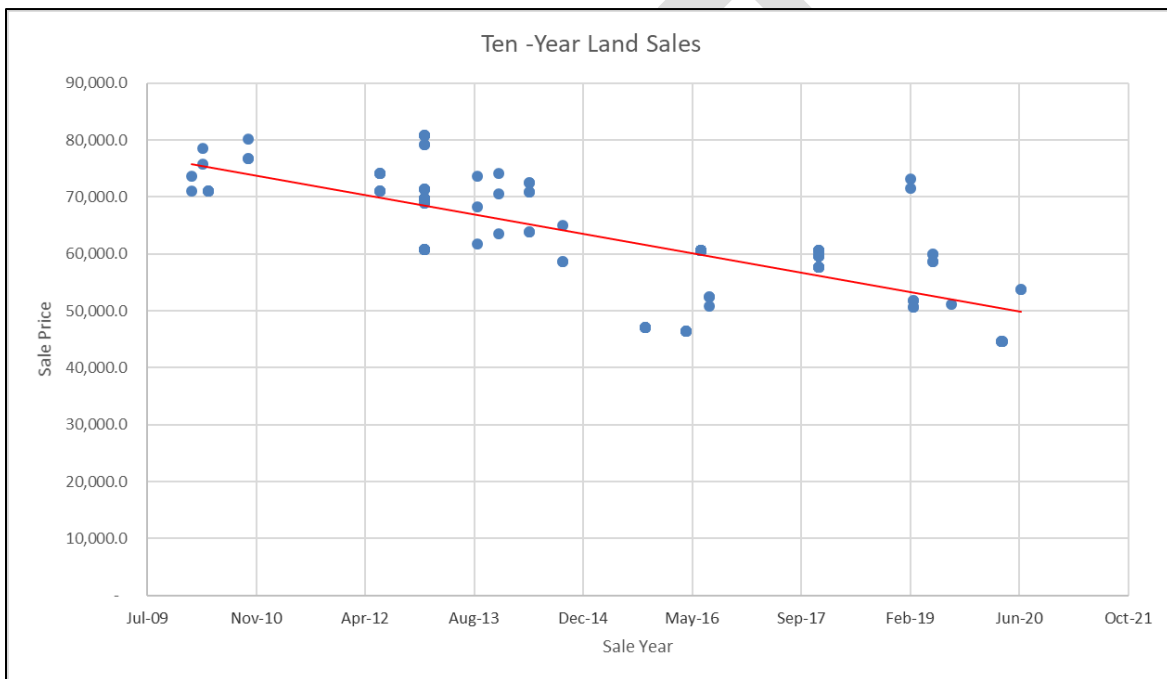
As a whole, based on preceding statistical tests and property viewing, sold and unsold property are being assessed similarly and meet with best practices

**Market Value Assessments**

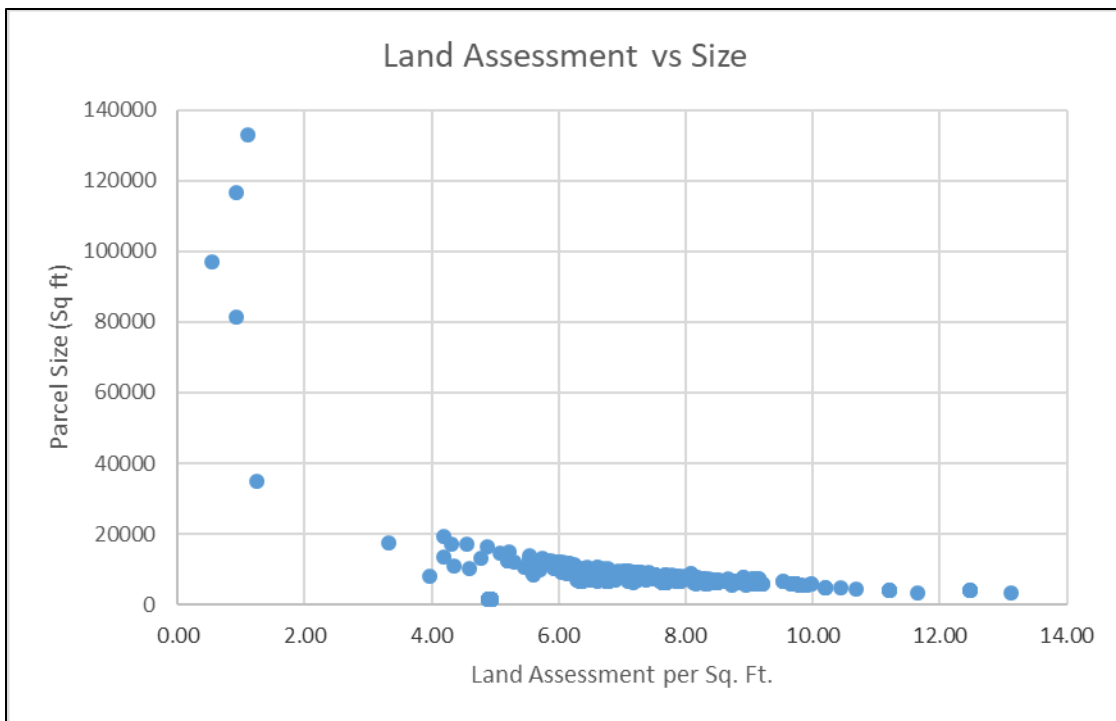
**Vacant Land**

Normal practice would be for the assessor to review sales from the past three to five years to derive table-driven, square foot rates (and constants). However, there are only seven vacant land sales in the past three years.

Since there are so few sales, the auditor reviewed sales in Bon Accord spanning ten years. The chart below shows that for the past ten years, land value is going down. Median sale price for this period is \$60,600. The current median vacant land assessment is \$55,900.



Land assessments are also analyzed to determine whether land rates applied are following the economy of scale:



The land assessment model reasonably reflects the principle of *diminishing returns*, where larger lots are worth more, but at a declining unit (sq.ft.) rate. Adjustments to the base pricing schedule are limited to inferior *shape* or *Development Restrictions*. The resulting assessments are found to meet reasonable practice pending more sales activity.

**Recommendations:**

No recommendations are offered.

**Residential Property**

Residential includes single family (SFD), RC (residential condominiums), multi-family (MF), and vacant residential (VR).

For these property types, there are two valuation methods used in Alberta; the sales comparison, and market-modified cost approaches. Sales comparison requires a sufficient mass of similar sales to invoke unit rates for modelling purposes, and is rarely used in small municipalities.

The assessor reasonably chooses the income approach for rental MF properties and the market-modified cost approach for improved residential. The biggest steps within the cost approach are land valuation, estimating replacement cost new, deducting depreciation, and reconciling (modifying) to limited sales data.

The audit process also relies on property viewing. The auditor viewed, by exterior observation, a sample of improved properties. The process considers application of the cost approach to *sold v. unsold* properties, various architectural styles, ages, locations, qualities, and lot sizes. The review process checks if application of cost new, market modifiers, quality ratings, depreciation, and land value are consistent with similar properties. The review also checks the inventory of structures (dwellings, garages, sizes, carports, decks, fireplaces, etc.). Many of the assessment records have inspection notes from recent years. No material discrepancies between observation and assessment record were identified. Direct observation confirms the assessment record reflects changes in property data (building permits, additions/deletions).

**SFD Conclusion:**

Ratio study results for Single Family Dwellings (SFD) are within quality standards. Upon direct viewing, sale prices v. assessments make logical, intuitive sense.

**Recommendations:**

No recommendations are offered

**Non-Residential (NR)**

*Non-residential* includes Industrial (IND), Retail (RET), Office (OFF), Vacant Commercial (VCOM), Vacant Industrial (VIND), and Special Purpose (SPEC).

There are three valuation approaches: sales comparison, income, and cost. Any of the three approaches to value may have applications for non-residential property. Sales comparison requires a sufficient number of similar sales to determine unit rates for modelling purposes and is rarely used for non-residential in small municipalities

The income approach is based on the premise property values are expressed as a price-earnings multiple of typical rent. The assessor correctly used the income approach for income producing properties. Request for information (RFI) is being sent out although the response rate is low; the assessor indicated that he would endeavor to make follow ups to improve the rate of response from property owners.

Income approach calculations were examined; valuation parameters reviewed for reasonableness and compared to market rates used in comparable municipalities. The auditor finds the valuation parameters used by the assessor are reasonable.

For owner occupied industrial and publicly owned special purpose properties, the assessor reasonably used the Marshall and Swift (M&S) costing manual, which is integrated into their CAMA system. M&S calculations were reviewed and found to be reasonable.

**Non-Residential Conclusion**

The assessor's application of the income and cost approaches for non-residential property meets with best practices.

**Recommendations:**

Request for Information (RFI):

For income producing properties, it is recommended that the assessor attempt to increase the response rate to RFI's by sending follow up requests with added personal contact for those property owners that do not respond.

# PROCEDURAL REVIEW

## Property Inventory

Process-oriented procedural reviews focus on how assessments are prepared and whether legislative requirements are met, valuation regulations are adhered to, appropriate manuals used, and if professional standards and guidelines are followed.

### All Assessable Property Assessed:

The municipality must prepare an assessment annually for every assessable property in the municipality except linear and *Designated Industrial Property*.

<b>Task Reviewed</b>		<b>Findings Yes/No</b>	<b>Comments</b>
Assessable properties are assessed	Required by MGA s.285	Yes	
New and/or partially completed improvements assessed	Required by MGA s.291	Yes	

## Sufficient and Accurate Property Information

<b>Data Element Reviewed</b>	<b>Reference</b>	<b>Findings</b>	<b>Comments</b>
Legal description	Required by MGA s.293(3)	Yes	All parcels requiring legal descriptions are entered in the CAMA (Computer Assisted Mass Appraisal) system and report to ASSET.
Parcel size	Required by MGA s.293(3)	Yes	All parcels have reported sizes
Improvement(s) size	Required by MGA s.293(3)	Yes	Most improvement sizes appear to be reported. There are some that appear to be institutional properties and properties that do not have an improvement size.
Improvement(s) with standard M/Q/S classification	Required by MGA s.293(3)	Yes	All but two have M/Q/S (Model/Quality/Structure) identified in the roll submission.
Improvement(s) year built	Required by MGA s.293(3)	Yes	All but 2 parcels are recorded without the year built.
PUC (Predominant Use Code)	Required by MGA s.292(3)	Yes	Every parcel has a PUC.
Location Characteristics	Required by MGA s.293(3)	Yes	
Inspection Date	Required by MGA s.293(2)	Yes	There are 10 parcels with no inspection records (Inspection Year 1900). These are mostly publicly owned properties
LINC #'s	Required by MGA s.293(2)	Yes	There is a linc number reported for all property. There are 10 roll numbers that have a false linc number (999999999), however, these are mobile homes.
Improvement(s) Condition code	Required by MGA s.293(3)	Yes	2 parcels require Improvement Condition Codes,

Data Element Reviewed	Reference	Findings	Comments
Details of Accessory Improvements if applicable.	Required by MGA s.293(3)	Yes	Separate cost approach or income approach calculations and details retained in CAMA system.
Land Use (zoning) Bylaw code	Required by MGA s.293(3)	Yes	All reported.
Farm Land net productivity factors	Required by AR 203/2017	Yes	Sampled parcels have productivity and unit cost factors in the CAMA system.
Farm Land cost factors	Required by AR 203/2017	Yes	
Income approach parameters	Required by AR 203/2017	Yes	

## Inspection Cycle

The MGA, Regulations, Guidelines and assessment texts identify required data elements and the importance of accurate information. Accurate information is essential in selecting the appropriate valuation standard and class for tax rates. The IAAO recommends that property characteristics data should be continually updated in response to changes brought about by new construction, remodeling, demolition or destruction and that every property be re-inspected once every 4 to 6 years. The auditor reviewed the inspection coding as submitted into ASSET.

Inspection Year	Door	Drive-By	Exterior	Survey	MLS	Telephone	GIS	NAA	Total	Percent
No Record								18	18	3%
Prior to 2017		27							27	4%
2017	1	88							89	13%
2018	3	83	3		21				110	17%
2019	1	137	1			1	1		141	21%
2020		14	1	84	81	1			181	27%
2021		84	3		6	1			94	14%
Total	5	433	8	84	108	3	1	0	660	

The above table shows that the majority of inspections were completed by doing either drive-by inspections or information from Multiple Listing Services (MLS). It also shows that 93% of the properties have some kind of inspection in the last 6 years, which adheres to best practices.

## Property Characteristics at Date of Sale

### Findings and Conclusions:

Property characteristics at sale date may be different from characteristics as of December 31 in a subsequent assessment year (condition date). According to IAAO texts and the *Property Assessment in Alberta Handbook*, assessors should preserve a “snapshot” of property details at sale date so prices and property characteristics match, and ratio studies not distorted.

The assessor’s computer assisted mass appraisal (CAMA) system tracks changes to improvements since any sale.

## Special Purpose Property

A special purpose property is typically a large, distinct-in-nature, industrial property constructed to transform raw materials into product. Special purpose properties could include facilities such as public utility buildings, refineries, power plants, natural gas plants, mills, and grain handling facilities. Location is a key factor for industrial plants; they are generally located near the source of raw materials or within reasonable distance to a major transportation network.

The only special purpose property in the Town of Bon Accord is assessed as Designated Industrial Property (DI Property), which is not in the scope of this audit.

## Regulated Property

Pursuant to *Matters Relating to Assessment and Taxation, 2018* (MRAT) regulation (203/2017), the assessor appointed by the municipality must follow procedures set out in the Minister's Guidelines.

Task Reviewed		Findings Yes/No	Comments
<b>Applicable Minister's Guidelines are applied properly and consistently</b>			
Machinery and Equipment (M&E)	Required by MGA s.293 and AR 203/2017	N/A	The only account with M&E is assessed as Designated Industrial Property (DI Property)
Farm land	Required by MGA s.293 and AR 203/2017	Yes	The Town of Bon Accord has 9 farm land properties

### Conclusion – Procedural

Based on review, there is an assessment for all properties according to legislation. From a review of sample properties and data reported to *Assessment Shared Services Environment* (ASSET); the assessor collects and reports virtually all of the required information in the CAMA system.

### Recommendations:

No recommendations are offered.



# ADMINISTRATIVE REVIEW

Administrative review is a review of the municipality's management of the assessment program with a focus on whether preparation and administration of the assessment program meets legislative requirements.

<i>Task Reviewed</i>		<b>Findings</b> <b>Yes/No</b>	<b>Comments</b>
Appointed assessor has appropriate qualifications	Required by AR 54/99	Yes	The assessor, Mike Krim, holds the designation of <i>Accredited Municipal Assessor of Alberta (AMAA)</i> , which meets requirements.
Assessor as designated officer established by bylaw, and person appointed as assessor	Required by MGA s.210(1) and s.284(1)(d)	No	The municipality passed Bylaw 2020-21 (Designated Officers Bylaw) establishing the position of Municipal Assessor as a designated officer.  The Council, through its organizational meeting on October 15, 2019, appointed Tanmar Consulting In. as Municipal Assessor.  However, a company cannot be appointed since only an individual has the qualification to be appointed as municipal assessor
Supplementary assessment bylaw passed	Required by MGA s.313	N/A	
Supplementary assessment prorated		N/A	
Application of exemptions pursuant to the MGA	Required by MGA s.351 and s.361 to s.368	Yes	Exempted properties (e.g.: churches, schools, municipally-owned) meet eligibility requirements.
Application of exemptions pursuant to the regulations			
a. Rural residences and farm buildings	Required by AR 203/2017	Yes	Applied according to Annexation Order (MGB 049/17) to three parcels that were annexed from Sturgeon County.
b. Community Organization Property Tax Regulation (COPTER)	Required by AR 281/98	N/A	
Assessment roll is prepared by February 28	Required by MGA s.302	Yes	Assessment roll submitted and declared February 22, 2021.
Assessment roll contains the required contents	Required by MGA s.303	Yes	
Bylaw designating manufactured home community as an assessed person	Required by MGA s.304(1)(j)	N/A	N/A
Assessment notices meet legislated requirements	Required by MGA s.309	No	See narrative below.
Assessment notices sent by legislated date	Required by MGA s.310	No	See narrative below.

<i>Task Reviewed</i>		<b>Findings Yes/No</b>	<b>Comments</b>
Public notice that assessment notices sent	Required by MGA s.311	Yes	An advertisement was placed in the May 5, 2021 issue of a local newspaper – The Free Press
Supplementary assessment notices sent by legislated date	Required by MGA s.316(1)	N/A	
Supplementary assessment notices meet legislated requirements	Required by MGA s.316(2)	N/A	
Assessment record reflects decision of assessment review board	Required by best practice	Yes	No appeals in past 3 years.
Sufficient information provided to assessed persons	Required by MGA s.299	Yes	Upon request, property owners informally receive sufficient information to determine how their assessment is calculated.  In the event of a s.299 request, it is advisable for the municipality to have a formal plan in place to track requests, compliance dates, and a duplicate copy of information supplied to property owners.
Summary of assessment of any assessed property in municipality	Required by MGA s.300	Yes	Upon request, property owners receive sufficient information to determine how an assessment is calculated.  In the event of a formal s.300 request, records of request and compliance dates need to be kept, along with a duplicate copy of information supplied to the property owner.
Information submitted to the department	Required by MGA s.293(3) and s.319	Yes	The required information was reported into the ASSET system, and the roll declared February 22, 2021.
Assessment roll changes submitted to department	Required by MGA s.305.1 and AR 220/2004 s.15	Yes	Last revisions were submitted and declared September 14, 2020 (2020 Tax Year)

**Assessment Notices and Dates**

MGA sections 303/309/310/311 govern requirements for assessment notices and their dates. Municipalities can meet requirements in more than one way.

- A. Send a combined *Assessment and Taxation Notice* (meeting requirements of both).
- B. Send separate *Assessment* and *Taxation* notices (split notices; meeting requirements separately).
- C. Send a preliminary/prospective assessment information letter (not meeting requirements for assessment notices), followed by a formal, combined, *Assessment and Taxation Notice* (like A.).
- D. Send all 3; preliminary assessment, *Assessment Notice*, *Tax Notice*.

The Town of Bon Accord sent a combined assessment and tax notice on April 30, 2021.

<b>Assessment Notice Review</b>	
Type of Notice (Annual/Revision/Supplementary)	Annual
Attachment to notice	Yes

<b>Parcel identifiers</b>		Yes	No
<b>1</b>	Description sufficient to identify the location	X	
<b>2</b>	name and mailing address	X	
<b>3</b>	parcel of land, an improvement or a parcel of land and the improvements to it	X	
<b>4</b>	if the property is an improvement, a description showing the type of improvement	X	
<b>5</b>	the assessment class or classes		X
<b>6</b>	whether the property is assessable for public school purposes or separate school purposes	X	
<b>7</b>	if the property is fully or partially exempt from taxation	X	
<b>Notice dates</b>			
<b>8</b>	notice of assessment date	X	
<b>9</b>	complaint deadline (60 days from notice of assessment date)	X	
<b>10</b>	sending of notice (7 days prior to notice of assessment date)		X
<b>Statements</b>			
<b>11</b>	statement specifying where copies of the complaint form and the assessment complaints agent authorization	X	
<b>12</b>	statement of entitlement for assessed person to see or receive sufficient information		X
<b>13</b>	specifying the procedures and timelines to request the information or summary		X

## Conclusions – Administrative Review

Most of the requirements in administering the assessment roll have been met.

- The town appointed a company, instead of an individual to the position of municipal assessor
- The assessment notice has the following deficiencies:
  - The assessment class is not specifically described. “RES. SINGLE FAMILY” OR “COMM. UNSPECIFIED” are not assessment classes. Actual names of each class are:
    - Class 1 – residential
    - Class 2 – non-residential
    - Class 3 – farmland
    - Class 4 – machinery and equipment
  - The mailing date of April 30, 2021 is less than 7 days prior to the Assessment Notice date of May 7, 2021. Please refer to the Addendum – Assessment Notices Descriptions (Box 9)
  - The notice or its attachment does not contain any statement outlined in the Matters Relating to Assessment and Taxation regulation related to entitlement of the property owner to access to assessment information and specifying the procedures and timelines to request information. This is further described in the report addendum.

## Recommendations

The municipality must:

- Appoint an individual to the position of municipal assessor.
- Include in the assessment notice the proper assessment class or classes of the property as outlined in MGA section 297(1).
- Mail the assessment notice at least 7 days prior to the Notice of Assessment date.
- Include in the assessment notice statements indicating that an assessed person is entitled to see or receive sufficient information about the person’s property in accordance with MGA section 299 /300 and specifying the procedures and timelines to request the assessment information.

The municipality is advised to:

- Develop an MGA section 299/300 request form and process to ensure formal requests are dealt with appropriately.

While these are not a legislative or best practice requirement, it is advisable. Therefore, this item has been included as an *observation* in the executive summary of the report.

# ADDENDUM

## Item 1

### Assessment Notice Descriptions

Contents of assessment notice MGA 309(1) *An assessment notice or an amended assessment notice must show the following: (a) the same information that is required to be shown on the assessment roll which in section 303 states;*

#### Contents of roll

303 *The assessment roll prepared by a municipality must show, for each assessed property, the following:*

#### **(a) a description sufficient to identify the location of the property;**

<b>1)</b>	Legal description of the property (should also include the municipal address)
-----------	---

#### **(b) the name and mailing address of the assessed person;**

<b>2)</b>	<p>The name must be shown for the taxpayer to ensure that he or she is, in fact, the assessed person and therefore liable for any taxes against the property.</p> <p>The mailing address must be shown even in the rare instance where notices are delivered by means other than mailing.</p>
-----------	---

#### **(c) whether the property is a parcel of land, an improvement or a parcel of land and the improvements to it;**

<b>3)</b>	<p>This can affect whether the property is assessable (MGA s.298), what valuation standard is used to assess the property (MGA s.322), and can also affect and who the assessed person is (MGA s.304).</p> <p>This information could be integrated into an existing field on the notice such as property location or property type or this information could be added to a sheet labeled "Assessment Notice" and included with your existing notices, but a change to your actual notices would be easier to administer in the long run.</p> <p>An example of just an improvement being assessed would be a manufactured home in a manufactured home park. This also follows the definition of property in section 284 (r) "<i>property</i>" means (i) a parcel of land, (ii) an improvement, or (iii) a parcel of land and the improvements to it;</p>
-----------	---

#### **(d) if the property is an improvement, a description showing the type of improvement;**

<b>4)</b>	This could be a brief description such as single family or condominium.
-----------	---

**(f) the assessment class or classes;**

**When showing assessment classes, the actual names of each class as listed in section 297(1) of the MGA should be used:**

- class 1 - residential;**
- class 2 - non-residential;**
- class 3 - farm land;**
- class 4 - machinery and equipment.**

<b>5)</b>	<p>If the council divides class 1 or class 2 by bylaw as per section 297(2) of the MGA, the actual names of any sub-class used in the bylaw should be used.</p> <ul style="list-style-type: none"><li>- This determines what property tax rate is applied to the property assessment. (MGA s.354(2), MGA s.356)</li><li>- A taxpayer has the right to know and understand how their property has been taxed, and that it has been taxed properly. (MGA s.309(1), s.334(1))</li><li>- A cross reference table could be included with your existing notices that list any codes shown on your notices that don't use the exact words in the MGA (i.e. if your municipality uses the word "commercial" in place of "non-residential"). However, a change to your actual notices, and possibly your tax rate bylaw in future years, would be clearer and easier to administer.</li></ul>
-----------	--

**(g) whether the property is assessable for public school purposes or separate school purposes, if notice has been given to the municipality under section 156 of the School Act;**

<b>6)</b>	<p>As a separate school district or division exists in the municipality, notices must state what proportion of a property is assessable for public or separate school purposes.</p> <ul style="list-style-type: none"><li>- This determines what tax rate is applied to the property.</li><li>- A taxpayer has the right to know and understand how their property has been taxed, and that it has been taxed properly.</li><li>- New property owners are required to be asked by municipalities to declare their faith, which then facilitates support for their public or separate school boards.</li><li>- This information could be added to a sheet labeled "Assessment Notice" and included with your existing notices, but a change to your actual notices would be easier to administer in the long run.</li></ul>
-----------	--

**(h) if the property is fully or partially exempt from taxation under Part 10, a notation of that fact;**

**(h.1) if a deferral of the collection of tax under section 364.1 is in effect for the property, a notation of that fact;**

**(i) any other information considered appropriate by the municipality or required by the Minister, as the case may be.**

<b>7)</b>	The notice must show if the property is fully or partially exempt.
-----------	--

### **Notice of assessment date**

**308.1(1) an assessor must annually set a notice of assessment date, which must be no earlier than January 1 and no later than July 1.**

**(2) An assessor must set additional notice of assessment dates for amended and supplementary assessment notices, but none of those notice of assessment dates may be later than the date that tax notices are required to be sent under Part 10.**

<b>8)</b>	<p>Municipalities must include the "notice of assessment date". This replaces the need to have a mailing date on the notice to calculate the complaint dates. Checking these dates is a critical part of the audit as it is part of the taxpayers' rights.</p> <p><a href="https://www.alberta.ca/assets/documents/ma-assessment-complaint-date-schedule-2021.pdf">https://www.alberta.ca/assets/documents/ma-assessment-complaint-date-schedule-2021.pdf</a></p>
-----------	---

The notice of assessment date, notice sent date and the complaint date must all be checked in coordination. Although municipalities are not required to put the mailing date on the notice they should be prepared to provide, if asked, a certification of the mailing date.

## Complaint deadline

**284(4) In this Part and Parts 11 and 12, “complaint deadline” means 60 days after the notice of assessment date set under section 308.1 or 324(2)(a.1).**

9)

The ASB annually posts a schedule on the website for municipalities to use to determine the best dates for their municipality. Auditors should use this to check dates;

<https://www.alberta.ca/assets/documents/ma-assessment-complaint-date-schedule-2021.pdf>

A taxpayer must know the actual date that he or she must file a complaint by.

## Sending assessment notices

**310(1) Subject to subsections (1.1) and (3), assessment notices must be sent no later than July 1 of each year.**

**(3) An assessment notice must be sent at least 7 days prior to the notice of assessment date.**

**(4) A designated officer must certify the date on which the assessment notice is sent.**

**(5) The certification of the date referred to in subsection (4) is evidence that the assessment notice has been sent.**

10)

The Interpretation Act section 22(3) provides that where an enactment refers to clear days or to “at least” or “not less than” a certain number of days between two events (such as section 310(3) of the MGA) in calculating the number of days, the days on which both the events occur are to be excluded. For example, if the Notice is sent on Jan 2, the Notice of Assessment is Jan 10. This is due to requirement for 7 clear days (Jan 3, 4, 5, 6, 7, 8, and 9) between Notice Sent Date and Notice of Assessment Date.

A municipality should attempt to make the sent date and the complaint date (and the tax due date if a combined notice) fall on business days.

Although municipalities are not required to put the mailing date on the notice they should be prepared to provide, if asked, a certification of the mailing date.

**309(1)(c) a statement that the assessed person may file a complaint not later than the complaint deadline;**

**(d) information respecting filing a complaint in accordance with the regulations.**

**MRAT, 2018**

**37**

**In addition to the information described in section 309 of the Act, the following information must be contained on or attached to an assessment notice or an amended assessment notice:**

**(a) a statement specifying where copies of the complaint form and the assessment complaints agent authorization form set out in Schedules 1 and 4, respectively, of the Matters Relating to Assessment Complaints Regulation may be found;**

11)

Unless copies of the forms are enclosed with the notices, stating that they are available at your municipality’s office and on your website is acceptable. Referencing the ministry website is also acceptable.

**MRAT, 2018**

**(b) a statement (i) indicating that an assessed person is entitled to see or receive sufficient information about the person's property in accordance with section 299 or 299.1 of the Act or both, or a summary of an assessment in accordance with section 300 or 300.1 of the Act or both, and**

**(ii) specifying the procedures and timelines to be followed by an assessed person to request the information or summary.**

<b>12)</b>	The municipality may quote sections 299/300 or they may just say the a person is entitled to see or receive sufficient information.
------------	---

<b>13)</b>	specifying the procedures and timelines to request the information or summary
------------	---

This may be as simple as instructing the assessed person to contact the assessor.

DRAFT



## Item 2

**Table of Commonly Used Acronyms and Abbreviations**

AUG	Actual Use Group Code (SFD, RC, IND, etc.)
CAMA	Computer Assisted Mass Appraisal - <i>CAMAlot</i> (brand name)
PUC	Predominant Use Group code
M/Q/S	Model/Quality/Structure codes
ASR	Assessment/Sale Price ratio
SAR	Sale Price/Assessment ratio
COD	Coefficient of Dispersion
PRD	Price Related Differential (measure of low-value vs. high-value ASR's)
Non Res (NR)	Combined non-residential property types; retail, office, industrial, vacant industrial/commercial
IND	Improved Industrial
LOD	Improved Lodging
RFI	Request for Information (typically from property owner)
RC	Residential Condominium
SFD	Single Family Dwelling
SPEC	Special Purpose Property (manufacturing plants, oil & gas facilities...)
VCOM	Vacant Commercial
VIND	Vacant Industrial
VR	Vacant Residential



**Year-to-Date Variance Report (Unaudited)**  
 for the year ending December 31, 2021  
 Reporting Month: OCTOBER

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,106,298	2,187,997	- 81,699	210,013	356,078	- 146,065	1,896,285	1,831,919	64,367	4%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,106,298.00</b>	<b>\$ 2,187,996.67</b>	<b>-\$ 81,698.67</b>	<b>\$ 210,013.00</b>	<b>\$ 356,078.17</b>	<b>-\$ 146,065.17</b>	<b>\$ 1,896,285</b>	<b>\$ 1,831,919</b>	<b>\$ 64,367</b>	<b>4%</b>
Election	-	-	-	1,397	5,500	- 4,103	(1,397)	(5,500)	4,103	75%
Council	-	-	-	69,550	86,171	- 16,621	(69,550)	(86,171)	16,621	19%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,947</b>	<b>\$ 91,671</b>	<b>-\$ 20,724</b>	<b>-\$ 70,947</b>	<b>-\$ 91,671</b>	<b>\$ 20,724</b>	<b>23%</b>
Administration	5,757	9,917	- 4,160	395,879	402,076	- 6,197	(390,122)	(392,160)	2,038	1%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 5,757</b>	<b>\$ 9,917</b>	<b>-\$ 4,160</b>	<b>\$ 395,879</b>	<b>\$ 402,076</b>	<b>-\$ 6,197</b>	<b>-\$ 390,122</b>	<b>-\$ 392,160</b>	<b>\$ 2,038</b>	<b>1%</b>
Fire Services	9,285	9,285	-	29,004	43,763	-14,759	(19,719)	(34,478)	14,759	43%
Emergency Services	-	-	-	12,681	19,450	-6,769	(12,681)	(19,450)	6,769	35%
Bylaw	40,613	39,236	1,377	30,308	66,244	-35,936	10,305	(27,008)	37,313	138%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 49,898</b>	<b>\$ 48,521</b>	<b>\$ 1,377</b>	<b>\$ 71,993</b>	<b>\$ 129,457</b>	<b>-\$ 57,464</b>	<b>-\$ 22,095</b>	<b>-\$ 80,936</b>	<b>\$ 58,841</b>	<b>73%</b>
Municipal Planning	9,226	8,542	684	114,394	166,568	- 52,174	(105,168)	(158,026)	52,858	33%
Economic Development	5,850	-	5,850	82,393	87,988	- 5,595	(76,543)	(87,988)	11,445	13%
<b>TOTAL PLANNING &amp; DEVELOPMEN</b>	<b>\$ 15,076</b>	<b>\$ 8,542</b>	<b>\$ 6,534</b>	<b>\$ 196,787</b>	<b>\$ 254,555</b>	<b>-\$ 57,768</b>	<b>-\$ 181,711</b>	<b>-\$ 246,014</b>	<b>\$ 64,303</b>	<b>26%</b>
Public Works - Roads	10,184	9,091	1,093	276,772	349,262	- 72,490	(266,588)	(340,171)	73,583	22%
Storm Sewer & Drain	-	-	-	14,952	15,331	-379	(14,952)	(15,331)	379	2%
Water	433,534	430,909	2,625	418,957	463,487	-44,530	14,577	(32,578)	47,155	145%
Sewer	265,398	264,417	982	191,390	264,368	-72,978	74,008	49	73,960	151713%
Garbage	132,473	122,125	10,348	127,562	141,985	-14,423	4,911	(19,860)	24,771	125%
Cemetery	11,650	5,833	5,817	6,100	8,166	-2,066	5,550	(2,333)	7,883	338%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 853,240</b>	<b>\$ 832,375</b>	<b>\$ 20,864</b>	<b>\$ 1,035,733</b>	<b>\$ 1,242,599</b>	<b>-\$ 206,866</b>	<b>-\$ 182,493</b>	<b>-\$ 410,224</b>	<b>\$ 227,730</b>	<b>56%</b>
FCSS	28,321	36,234	- 7,913	33,005	44,251	- 11,246	(4,684)	(8,017)	3,333	42%
<b>TOTAL FCSS</b>	<b>\$ 28,321</b>	<b>\$ 36,234</b>	<b>-\$ 7,913</b>	<b>\$ 33,005</b>	<b>\$ 44,251</b>	<b>-\$ 11,246</b>	<b>-\$ 4,684</b>	<b>-\$ 8,017</b>	<b>\$ 3,333</b>	<b>42%</b>
Parks	20,200	16,667	3,533	77,728	113,718	- 35,990	(57,528)	(97,051)	39,523	41%
Arena	48,427	182,308	- 133,881	131,489	228,978	- 97,489	(83,062)	(46,670)	(36,392)	78%
Recreation	137,084	7,653	129,432	52,882	99,027	- 46,145	84,202	(91,375)	175,577	192%
<b>TOTAL REC &amp; COMMUNITY SERVIC</b>	<b>\$ 205,711</b>	<b>\$ 206,627</b>	<b>-\$ 916</b>	<b>\$ 262,099</b>	<b>\$ 441,723</b>	<b>-\$ 179,624</b>	<b>-\$ 56,388</b>	<b>-\$ 235,096</b>	<b>\$ 178,708</b>	<b>76%</b>
Library	10,480	8,733	1,747	49,789	46,343	3,446	(39,309)	(37,610)	(1,699)	5%
<b>TOTAL LIBRARY</b>	<b>\$ 10,480</b>	<b>\$ 8,733</b>	<b>\$ 1,747</b>	<b>\$ 49,789</b>	<b>\$ 46,343</b>	<b>\$ 3,446</b>	<b>-\$ 39,309</b>	<b>-\$ 37,610</b>	<b>-\$ 1,699</b>	<b>5%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 1,168,483</b>	<b>\$ 1,150,949</b>	<b>\$ 17,534</b>	<b>\$ 2,116,232</b>	<b>\$ 2,652,676</b>	<b>-\$ 536,444</b>	<b>-\$ 947,749</b>	<b>-\$ 1,501,727</b>	<b>\$ 553,978</b>	<b>37%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 3,274,781</b>	<b>\$ 3,338,945</b>	<b>-\$ 64,165</b>	<b>\$ 2,326,245</b>	<b>\$ 3,008,754</b>	<b>-\$ 682,509</b>	<b>\$ 948,536</b>	<b>\$ 330,191</b>	<b>\$ 618,344</b>	<b>187%</b>

Budget Approved December 15, 2020

# *Council Report*

---

**Date:** October 2021 – November 2021

**Department:** Public Works

**Submitted by:** Mark Prutchick, Operations Manager

---

I would like to thank staff and Council for such a warm welcome to The Town of Bon Accord. My first two weeks have been amazing, and everyone has been very helpful in making my new employment transition very comforting. I look forward to working with everyone.

## **PUBLIC WORKS**

- Received Orientation of equipment and visited lagoon, solar farm, and Arena.
- Attended Council Meeting for introduction (Virtual).
- Attended Management meeting and Budget meeting (Virtual).
- Parks checks completed.
- Completed flag lowering for Remembrance Day.
- Solar Farm Presentation.

## **CAPITAL PROJECTS**

- Reviewed capital project contract documents and corresponded to Associated Engineers.
- Capital project 2022 – Reviewing Budget and needs/recommendations for 2022.

## **ROADS**

- Hauling and Spreading of Gravel at the Lagoon.
- Pruning trees.
- Removed Four Trees on 52 Ave due to buried infrastructure.
- Graded LS Road.
- Installed Concrete Barriers at the Public Works Yard.
- Added Sand to Playground containing Sand and mixed by tilling.

## **EQUIPMENT/VEHICLES**

- Repaired Skid Steer (Tires, Oil Change, and Air Filter).
- Replaced auger from spray patcher.

- Washed trucks and equipment.
- Vehicle winterizing completed for all Sanding Trucks and Grader, including Plow Blades
- Sidewalk Machines all set for Winter.
- Equipment maintenance ongoing.

### **CEMETERY**

- Completed constructing / fabricating and Painting marker posts for cemetery and completed the Installation.
- updated, Cemetery columbarium.
- One opening and closing of Grave.

### **WATER**

- Ongoing Daily and Weekly readings/sampling/testing (Chlorine and Bacteria).
- Monthly Meter Readings Nov 1.
- Checked Reservoirs after Gibbons Turbidity issues.
- Hydrant Flushing and winterizing completed. Full Fall Inspections completed.
- Completed Water Main repair at the residential lateral on 53<sup>rd</sup> St.
- Completed monthly water and wastewater utilities check/ inspections.

### **SEWER**

- Sewer pumps station monthly check completed.

### **SAFETY/TRAINING**

- Greg preparing for Level One Water/Wastewater Certification.
- Ongoing Morning Meetings (Tailgate) regarding work safe plans.

### **Addressed Concerns / MISCELLANEOUS**

- Visited resident regarding Tree removal at 4739 49a St.
- Changed out Toilet at Town Office.
- Sanded Walls at Town Office.
- Furnace repaired at Town Office.
- Delivered load of Scrap Metal.

Public Works Report ending November 10<sup>th</sup>, 2021.

*Respectfully submitted by:*

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

**COUNCIL REPORT  
PLANNING AND DEVELOPMENT  
NOVEMBER 2021**

**ECONOMIC DEVELOPMENT**

Alberta's Demographics

For the 12 months that ended in June, Alberta witnessed its weakest population growth in nearly four decades. Even with the economic drag caused by the COVID 19 pandemic, Alberta's overall population increased, growing about 23,000 people.

For the first time since 1971, Alberta is no longer the youngest median age among the provinces. Alberta is now behind Manitoba, as more adults under 40 have departed to seek opportunities elsewhere with fewer arriving from other parts of Canada than in years past. With more young adults leaving or not moving to Alberta, there is major concern as it threatens the provinces future economic prospects. The province needs the next generation of people to locate and help build a new economy.

Canadian Commission on Building and Fire Codes (CCBFC) – Changes are Coming

The CCBFC has approved 379 changes that will be introduced in the 2020 editions of the national codes, slated for publication in December 2021. There will be changes to provisions for basements; windows; fire penetrations; and stairs, handrails and guards; and new requirements for Insulated Concrete Forms (ICF).

Proposed changes for grab bars in bathtubs and showers, and for lateral loads, are not going forward in the 2020 National Building Code (NBC). Other proposed changes have yet to be decided on, including changes to NBC 9.36. Energy Efficiency, as CHBA continues to push for house-as-a-system issues to be resolved and cost impact assessment to be completed.

The Commission will make final decisions late fall on remaining proposed changes. Canadian Home Builders Association (CHBA) will be holding a webinar for members once all of the changes are known.

Travel Alberta Winter Campaign 2021-2022 – Winter is Deeper

Winter is Deeper is a pilot partnership campaign with Destination Canada that has the creative concept of celebrating the qualities that make winter in Canada a deeper, one-of-a-kind experience, ultimately positioning Canada as the "home of winter".

Travel Alberta is working in collaboration with Destination Canada as one of three partnered Provincial Marketing Organizations (PMO's), along with Destination BC and Tourism Quebec to target Destination Canada's High Value Travellers and Travel Alberta's Curious Adventurers in California and Texas. As an additional partnership layer, Travel Alberta will be highlighting the winter offerings of participating DMO's and tourism operators, including Tourism Calgary, Explore Edmonton, Tourism Jasper, Banff & Lake Louise Tourism, SkiBig3, Fresh Tracks Canada and Contiki.

Leveraging existing Winter Warmth assets, the campaign aims to grow awareness and interest in our province as winter travel destination and drive consideration and ultimately bookings for winter and ski experiences. Once

consumers move through the awareness and consideration phases of the marketing funnel, they are led through the preference phase to book their trips and experiences.

#### Ghostbusters – Afterlife

Film tourism is on the rise in Alberta, with numerous movies being filmed in the province. Ghostbusters – Afterlife, the latest iteration of the iconic Ghostbusters movies was shot in several Alberta communities, including Beiseker, Calgary, Crossfield, Drumheller and Fort MacLeod.

#### Amalgamation and Regionalization – Morinville

The topic of amalgamation and regionalization has re-surfaced since 2020. Mayor Boersma (as a business owner at the time) approached Morinville council in 2020 about amalgamating with Sturgeon County, Bon Accord, Gibbons, Legal and Redwater to become a specialized municipality, exploring benefits of reduced administrative costs and improved residential/non-residential tax split. Numerous presentations were also facilitated by Mr. Boersma to other municipalities in the region with the same messaging.

#### Halloween 2021

Resident had called prior to Halloween night to inquire if a miniature donkey could participate in a Halloween theme “Shrek”. Family and friends were dressing up and the donkey would play an essential part. There were no concerns from Administration, the donkey would need to be controlled (leashed), handled by an adult (owner) and any debris to be picked up. Great community spirit, believe “Shrek” was a hit with many of the residents!

### **PLANNING AND DEVELOPMENT**

#### Wet Land Study

A high overview was provided by Associated Engineering to complete a wetland storage study on quarter section SE 18-56-23-4. This report has been shared with the property owner, including the presentation projecting future costs to mitigate water levels and storage volume. A request for decision will be presented at RMC November 16/21 to discuss a capitol reserve fund, investigation of phased construction and a cost-effective immediate solution to mitigate flooding.

#### Municipal Development Plan

The Municipal Development Plan (MDP) was adopted by Council to provide a cohesive framework to guide local decision making that is necessary to achieve the Town of Bon Accord’s long – term vision. The MDP guides the future land use, infrastructure, environment, social, and economic policy decisions in a manner that reflects the municipalities vision. The MDP is due for revisions and updates. Information will be presented at the RMC November 16/21.

#### 737 Enterprises Ltd

A development permit application has been received with a complete set of engineered drawings for the strip mall across from Town office. Working with Brownlee LLP in drafting a preliminary Development Agreement to be executed by December 31/21, as per Development Permit.

#### Plan 1854KS Parcel C – East

The new property owner has cleared a pathway to the property from 52<sup>nd</sup> Ave. to gain access to the site and is also preparing the ground on the north side of property for fencing (panel fence). Property owner has been granted access through the park reserve land (Bon Acres Crescent) to access north portion of property, due to a Council Report – November 2021

high-pressure gas line at entrance of 52<sup>nd</sup> Ave. The property owner is observant to safety protocol in not taking heavy equipment over this gas line, till ATCO determines best course of action.

Spruce Meadow Lane – Lot 27 & Lot 29

Development permits have been approved for two single residential dwellings. Construction is underway

Investment and Development Inquires

- Housing available
- Land for sale

Complaints

- Dog attack

Peace Officer Enforcement Services

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

September – Bon Accord Citation Report

September – Bon Accord Incident Report

October – Bon Accord Citation Report

October – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
2	1	1	4	1	2	This Period
16	10	12	27	43	25	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings – virtual
- Business Meetings – virtual
- Municipal Planning Services – discuss / review permits / compliance certificates
- Developer - discussions
- Stakeholders / residents – development questions/inquiries and complaints
- Bylaw Enforcement meeting and discussions

**DIANNE ALLEN**  
*Planning and Development*  
*Town of Bon Accord*



**Sturgeon County**

BON ACCORD CITATION REPORT SEPTEMBER 2021 Statistics from: 9/1/2021 12:00:00AM to 9/30/2021 11:59:00PM

---

**Citation Printout Report by Violation**

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

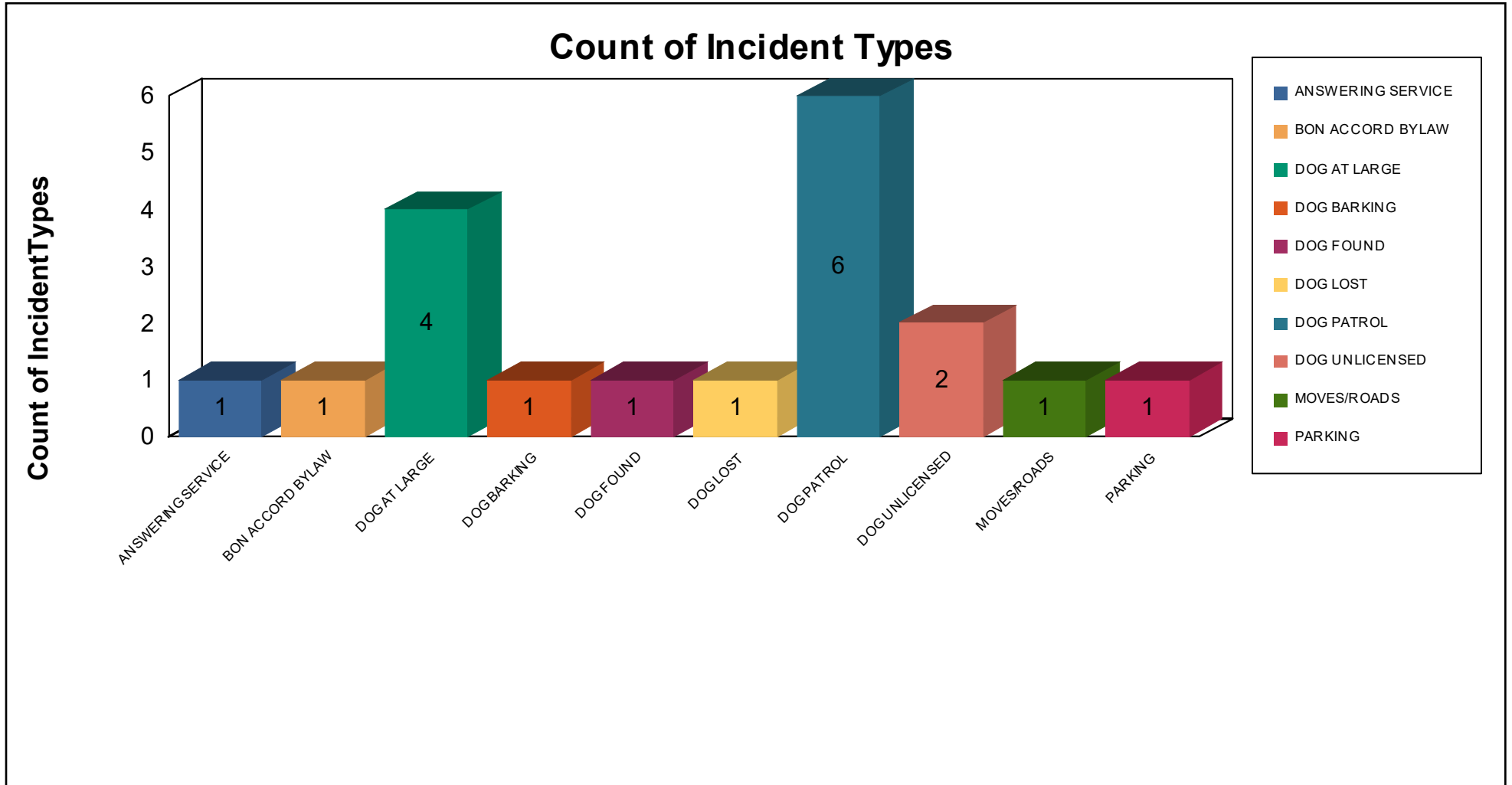
Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 1  
Total Mandatory Appearances: 0

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

**Grand Total**

Total Number of Citations Reported: **4**  
Total Fine Amounts Reported: **\$741.00**  
Total Money Collected:  
Total Money Still Due: **\$741.00**  
Total Mandatory Appearances: **0**

Incident Report

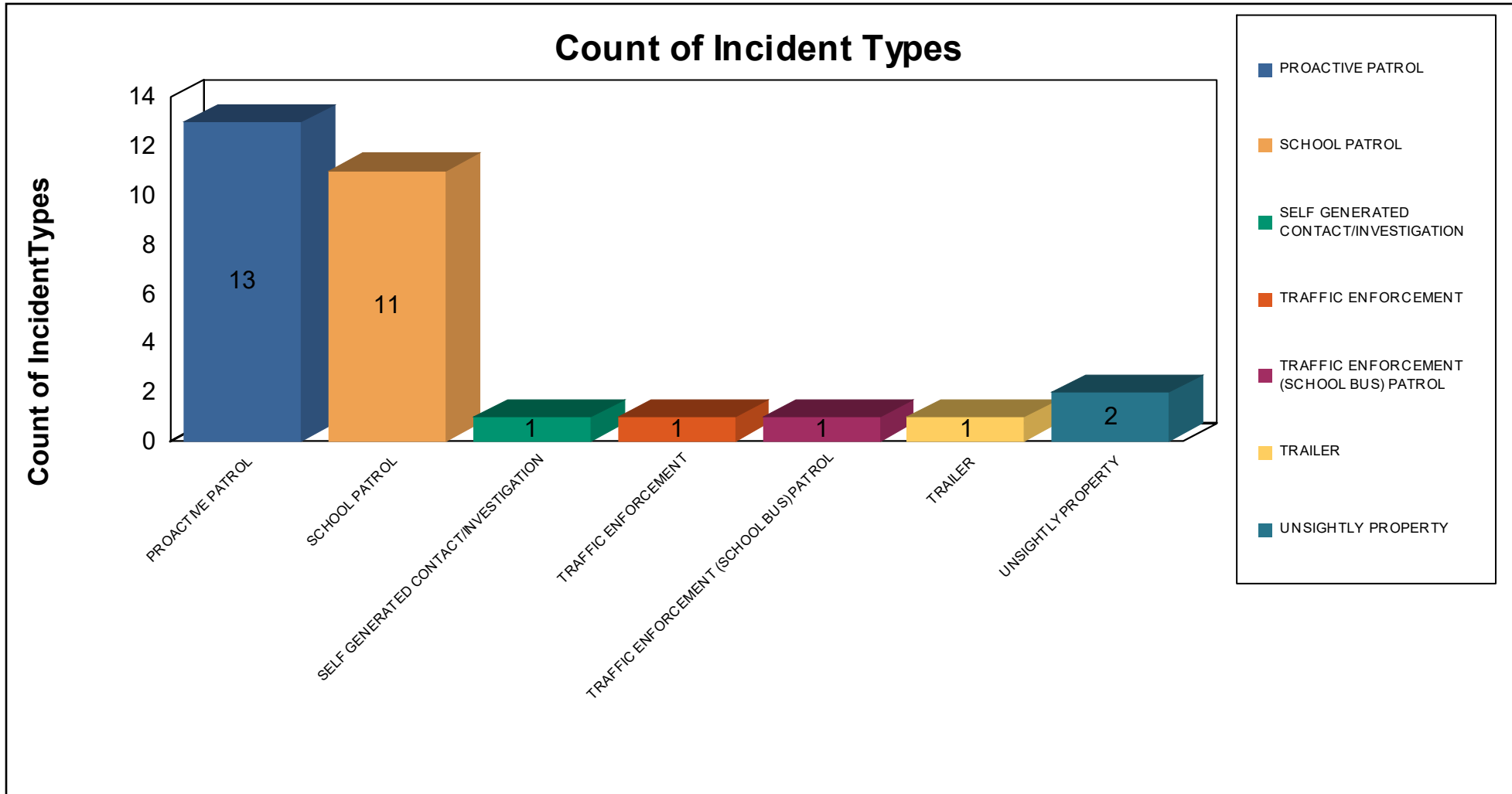


ANSWERING SERVICE: 1 2%

**Incident Report**

<b>BON ACCORD BYLAW:</b>	<b>1</b>	<b>2%</b>
<b>DOG AT LARGE:</b>	<b>4</b>	<b>8%</b>
<b>DOG BARKING:</b>	<b>1</b>	<b>2%</b>
<b>DOG FOUND:</b>	<b>1</b>	<b>2%</b>
<b>DOG LOST:</b>	<b>1</b>	<b>2%</b>
<b>DOG PATROL:</b>	<b>6</b>	<b>12%</b>
<b>DOG UNLICENSED:</b>	<b>2</b>	<b>4%</b>
<b>MOVES/ROADS:</b>	<b>1</b>	<b>2%</b>
<b>PARKING:</b>	<b>1</b>	<b>2%</b>

Incident Report



**PROACTIVE PATROL: 13 27%**

**SCHOOL PATROL: 11 22%**

**SELF GENERATED CONTACT/INVESTIGATION: 1 2%**

**TRAFFIC ENFORCEMENT: 1 2%**

**Incident Report**

**TRAFFIC ENFORCEMENT (SCHOOL BUS) PATROL: 1 2%**

**TRAILER: 1 2%**

**UNSIGHTLY PROPERTY: 2 4%**

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

**Sturgeon County**

STURGEON COUNTY CITATION REPORT OCTOBER 2021 Statistics from: 10/1/2021 12:00:00AM to 10/31/2021 11:59:00PM

**Citation Printout Report by Violation**

Total Citations of (BAT S.7 UNATTACHED TRAILER): 1  
Total Mandatory Appearances: 0

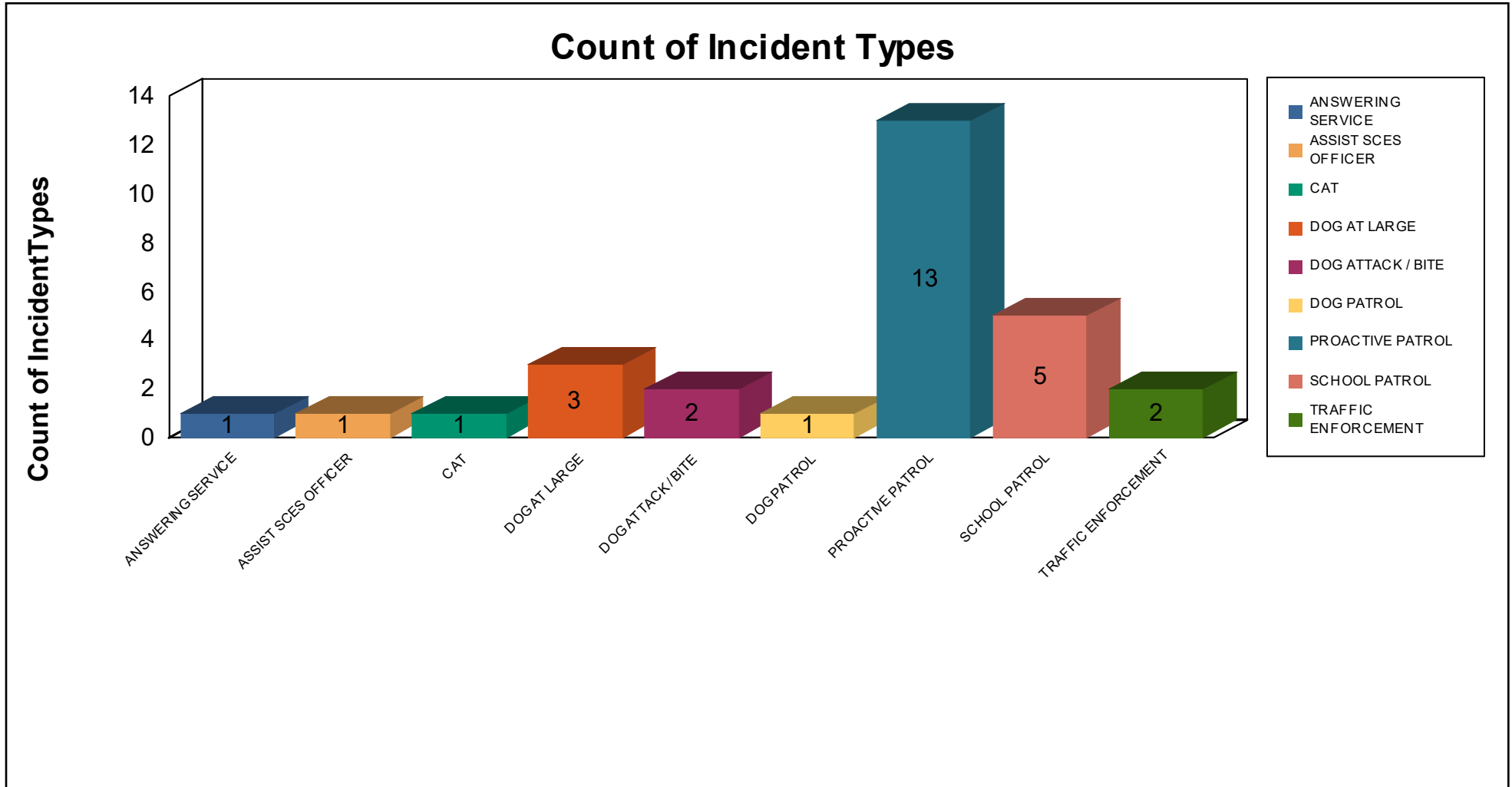
Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 1  
Total Mandatory Appearances: 0

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: **\$249.00**  
Total Money Collected:  
Total Money Still Due: **\$249.00**  
Total Mandatory Appearances: **0**

Incident Report



ANSWERING SERVICE: 1 3%

**Incident Report**

**ASSIST SCES OFFICER: 1 3%**

**CAT: 1 3%**

**DOG AT LARGE: 3 10%**

**DOG ATTACK / BITE: 2 7%**

**DOG PATROL: 1 3%**

**PROACTIVE PATROL: 13 45%**

**SCHOOL PATROL: 5 17%**

**TRAFFIC ENFORCEMENT: 2 7%**

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



# Council Report

---

**Date:** November 08<sup>th</sup>, 2021

**Reporting Period:** October 2021

**Department:** CAO

**Submitted by:** Jodi Brown

---

## COVID-19 UPDATES

As case numbers continued to decline, staff are now working in the office on a rotational basis with two to three staff coming in each day.

Residents are asked to call ahead when visiting the office in order to allow staff to limit the number of people in the office reception area at one time and to complete sanitization processes between visitors.

We anticipate moving into the next stage of fully re-opening soon when the current provincial state of emergency is lifted.

## STAFF RECRUITMENT

We are pleased to welcome two new staff to our team in October and November:

- Lila Quinn—Recreation and Community Services Manager
- Mark Prutchik—Operations Manager

## 2021 MUNICIPAL ELECTION

I would like to thank and acknowledge Jessica Caines (Returning Officer) and Kaitie Blackwell (Substitute Returning Officer) for their work on the municipal election. Both attended multiple training sessions with municipal affairs over several months prior to the election and spent many hours planning, organizing and preparing for the election.

The Returning Officer also handled all of the elections communications, advertising, accepting of nomination packages, and any inquiries regarding the elections.

This was done over and above their regular duties.

Additionally, several staff including Jessica and Kaitie, helped to work the polling station from 10 am to 8 pm on the day of the election as well as with conducting the ballot count after polls closed until about 10:30 pm that evening.

We are grateful to have such dedicated and professional staff on our team.

We did receive some feedback regarding the location of the Sturgeon County municipal voting stations and the Sturgeon School Division Trustee voting stations. The Town will reach out to both organizations prior to the next election, to determine if holding the municipal election for the Town of Bon Accord, the School Board Trustee Election and the Sturgeon County municipal election in one location is feasible or possible at that time. These decisions are normally made many months prior to the election and confirmed via written agreement.

### **GREEN AND INCLUSIVE COMMUNITIES GRANT (FEDERAL PROGRAM)**

Administration is working with Associated Engineering to complete the grant application to this program for extensive arena upgrades. However, the first stream of available funding closed in July and we are waiting for second stream of funding to open to municipalities.

### **COUNCIL APPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS**

Notification letters have been sent to all of the Boards, Committees and Commissions regarding the Town of Bon Accord Council representatives that were appointed at the October 25<sup>th</sup> annual Organizational Meeting of Council.

### **COUNCIL ORIENTATION:**

I would like to commend the management team on their professional presentations for Council during Council orientation. I appreciate the time and effort that went into developing their presentations. Municipalities are required to deliver an orientation session to Councils within 90 days following taking the oath of office. Council orientation took place on October 28<sup>th</sup> in Morinville (regional session) followed by an internal orientation session on November 08<sup>th</sup> and November 09<sup>th</sup>, 2021.

**2022 BUDGET:** The management team has been working on the 2022 budget draft for the past several months. The draft budget will be presented to Council at the November 16<sup>th</sup>, 2021 meeting.

**COMMUNITY EVENTS:** Thank you to the Community Services Advisory Board volunteers and the Recreation and Community Services Manager for putting together both the Halloween Howl event and working with the the Gibbons Legion for the Remembrance Day Ceremony.

### **MEETINGS:**

- October 07<sup>th</sup>: Advanced Poll Municipal Election
- October 18<sup>th</sup>: Municipal Election
- October 05<sup>th</sup>: Regular Meeting of Council
- October 22<sup>nd</sup>: Management Team Meeting
- October 25<sup>th</sup>: Council Swearing In and Organizational Meeting
- October 28<sup>th</sup> Council Regional Orientation Session in Morinville
- October 29<sup>th</sup>: Halloween Howl Event
  
- November 01<sup>st</sup>: Solar Farm Visit by Sturgeon County Mayor
- November 02<sup>nd</sup>: Regular Meeting of Council
- November 04<sup>th</sup>: Lunch Meeting with CAO of Town of Gibbons

- November 05<sup>th</sup>: Management Team Meeting
- November 08<sup>th</sup>/09<sup>th</sup>: Council Orientation (internal)
- November 11<sup>th</sup>: Remembrance Day Ceremony
- November 16<sup>th</sup>: Regular Meeting of Council
- November 17<sup>th</sup>- November 19<sup>th</sup>: AUMA Conference

Resolution	Resolution #	Assigned to	Status
<b>02-Nov-21</b>			
<b>Hosting Munis 101 and Registration</b> DEPUTY MAYOR LAING MOVED THAT Council direct administration to register Councillors Cory Roemer and Tanya May for Munis 101 in Blackfalds on December 11 and 12, 2021.	21-341	Administration	Complete
<b>Council Laptop and Tablet Quotes</b> COUNCILLOR BIDNEY MOVED THAT Council defer the decision of replacing computers and research extending the MSP agreement.	21-343	Administration	Nov 16 RMC
<b>Name Badges</b> COUNCILLOR MAY MOVED THAT Council direct administration to order five new name badges as follows: silver name badge with reduced Town of Bon Accord logo at the top with "Town of Bon Accord" written under the logo, then Councillor name below, then title below.	21-345	Administration	Complete
<b>FCSS Conference</b> COUNCILLOR MAY MOVED THAT Council approve Deputy Mayor Laing and Councillor May to attend the FCSS Virtual Conference on December 2 and 3, 2021.	21-346	Administration	Complete
<b>Waste Collection Services Contract – FOIP Act 16(1)(a)(ii), (b), and (c) – Disclosure harmful to business interests of a third party</b> COUNCILLOR BIDNEY MOVED THAT Council direct administration to renew the waste collection contract with GFL Environmental Inc. for a 5-year term in the amount of \$ 63,446 with a 2% annual increase.	21-350	Finance	Complete

Resolution	Resolution #	Assigned to	Status
<p><b>Sturgeon County Request re: Bulk Water Services – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations</b>  DEPUTY MAYOR LAING MOVED THAT administration move forward, as discussed, with a letter to Mayor Hnatiw.</p>	21-351	Administration	Ongoing
<p><b>Addition of Treaty Six and Metis Flags</b>  COUNCILLOR BIDNEY MOVED THAT the purchase of Metis and Treaty Six flags for the Veteran’s Park and the Town Office be added to the 2022 budget for consideration.</p>	21-299	Finance	Complete
<p><b>Memorandum of Understanding – Bon Accord &amp; District Veteran’s Memorial Society</b>  COUNCILLOR HOLDEN MOVED THAT Council accept the enclosed MOU as information and direct administration to develop a new agreement that reflects the Town’s current relationship with the Gibbons Legion.</p>	21-302	Administration	Ongoing
<b>07-Sep-21</b>			
<p><b>Bylaw Enforcement Bylaw #2021-09</b>  COUNCILLOR HOLDEN MOVED THAT Council give Bylaw Enforcement Officer Bylaw #2021-09 first reading and directs administration to amend, bringing back for second and third readings.</p>	21-287	Administration	Ongoing

Resolution	Resolution #	Assigned to	Status
<b>17-Aug-21</b>			
<b>Capital Road Plan</b> COUNCILLOR BIDNEY MOVED THAT Council give approval to proceed with the FDR of 51 Avenue and mill and overlay of 47 street and award the contract to Lafarge Canada.	21-237	Public Works	Complete
<b>June 1, 2021</b>			
FCSSAA Annual Conference COUNCILLOR BIDNEY MOVED THAT Council accepts the information on the 2021 Annual FCSSAA Conference as presented and direct administration to provide Council with further details on the conference program, registration deadlines and conference fees once available.	21-206	Administration	Complete

Resolution	Resolution #	Assigned to	Status
<b>February 16, 2021 Regular Meeting of Council</b>			
<p>Asset Management Grant Application  COUNCILLOR HOLDEN MOVED THAT  Be it resolved that Council directs administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Bon Accord, Asset Management Roadmap Project. Be it therefore resolved that the Town commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities Municipal Asset Management Program to advance our asset management program with the following three activities:</p> <ul style="list-style-type: none"> <li>· Development of an Asset Management Roadmap</li> <li>· Improved sharing of asset management information internally and publicly</li> <li>· Asset management awareness training for all staff</li> </ul> <p>Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.</p>	21-054	Public Works	All info and forms submitted, Awaiting Response from FCM

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	November 16, 2021
<b>Presented by:</b>	Jodi Brown Town Manager/CAO
<b>Title:</b>	Council Laptops and Tablets Quotes
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

At the November 02<sup>nd</sup>, 2021 Regular Council Meeting, Administration presented quotes for new laptops and tablets from Trinus, our current IT provider.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration contacted Trinus regarding the possibility of extending the current Managed Solutions Program (MSP) agreement by one year (end date 2025).

Trinus submitted updated quotes to align with the extension to 2025 as noted below:

- Five laptops: \$385 per month for the duration of the agreement = \$4620 per year.
- Five tablets: \$380 per month for the duration of the agreement - \$4560 per year.

This is significantly less (approximately \$2,000 per year less) than the first quote provided that was based on a shorter term.

This is an agreement that Trinus has extended to Bon Accord at our request.

Further, the loaner laptops being provided by Trinus for Council are not included in our current agreement. They have been provided at no cost to help our organization given that several Council members are currently without functioning laptops. These laptops are from their staff inventory.

**Benefits of Inclusion of Council Laptops or Tablets in the Trinus MPS Agreement:**

- Trinus laptops or tablets are business grade products and are expected to last longer (4 years) than consumer grade products (2-3 years).
- Trinus products are repaired and replaced at no additional cost throughout the term of the agreement.
- Trinus has extended the agreement to last for the duration of the Council term (until 2025).



- Council needs the means to conduct business in a timely and professional manner. Hence, having business grade computers are essential tools.

Administration therefore recommends proceeding with ordering laptops or tablets through Trinus on the extended term agreement to (2025).

**Other Options:**

Laptops or tablets may be ordered based on recommendations from Trinus and paid for out of the 2021 budget. Replacement costs for these laptops or tablets should be planned for every two years.

Higher quality, consumer grade products range significantly in price, however an estimated \$5,000 to \$7,500 would be needed to purchase laptops or tablets directly from a store. This is a very rough estimate. Administration would need to research costs based on recommendations from Trinus.

The purchase of tablets or laptops outright would be a capital cost (if over \$5,000). This would be an unbudgeted cost for 2021. The purchase would not take the Council department under budget for 2021, and Council could choose to re-allocate the funds from the council mileage and subsistence line item to the capital purchase. Currently, Mileage and Subsistence has a budget of \$15,000 with an actual spend of \$500. For the purpose of the audit, any motions should specifically state where the funds will be re-allocated from for the purchase, should Council so choose.

Trinus will offer technical support under our current MPS agreement for these laptops or tablets but no warranty, repair, or replacement options. Loaners may or may not be available.

**STRATEGIC ALIGNMENT**

Recognizing the value of 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**

For inclusion in the 2022 budget.

**RECOMMENDED ACTION (BY ORIGINATOR)**

1. That Council approves the extension of the Trinus MPS agreement to 2025 and the purchase of 5 \_\_\_\_\_ (laptops or tablets) at a cost of \$\_\_\_\_\_ per year for the duration of the contract.

2. That Council direct Administration to...



#110 3806 49 Ave.  
 Stony Plain, AB T7Z 2J7 Canada  
 Phone: (780) 968-1333 Fax: (780) 968-0800  
 Website: www.trinustech.com  
 Business #: 88898 9621 RT00001

# QUOTE

Quote No.: QR68015-11147  
 Date: 10-Nov-2021

Jessica Caines  
 Bon Accord, Town of  
 Box 779, 5025-50 Ave  
 Bon Accord, AB

## RE: New Council Devices Laptops - Extension Year

### NOTE:

- Requires amendment to the original MSP agreement to include extension year

Qty	Description	Unit Price	Amount
5x	Lenovo Business Class Laptop (Council Laptops)		\$ 385.00
	Description: - 14" FHD (1920x1080) Touch - Intel Core i5, 10th Generation CPU - 16GB RAM - 256GB Solid State Drive - Intel HD Graphics - Backlit Keyboard - Built in Webcam - Fingerprint Reader - Windows 10 Professional 64bit - 4 Year Lenovo NBD ADP Warranty  NOTE: - Monthly Price based on 42 Months left on MSP Agreement - Requires Extension Year to be approved on MSP Agreement  Setup User Computer, In-house and Remote includes: - Pre-setup and burn-in testing - Remove unwanted applets and utilities pre-installed from manufacturer - Update hardware and system drivers from manufacturer - Update Windows operating system (critical and selected optional updates or service packs) - Install Anti-Virus - Install application software (ie: Office 365 and other client-supplied apps) - Register computer on client domain - Setup user logon account( if applicable) - Setup user Email - Setup printers - Setup user remote logon or VPN (if applicable) - Setup user server shares and permissions (if applicable) - Apply group policies (if applicable) - Configure user Internet permissions and firewall (if applicable) - Transfer user profile, favourites, and data from old computer to new (if applicable) - Remote installation assistance - 30 days post-installation support  NOTE: - Transfer and re-configuration of 3rd party software may require the services of the software vendor at the clients expense. Trinus is not responsible for the transfer of 3rd party software and proprietary data.		
			\$ 0.00

PLEASE NOTE: Orders over \$15,000.00 - 75% deposit due at time of order, total quoted amount invoiced on delivery of parts under standard payment

ACCEPTANCE: The services and terms set out in this proposal are hereby agreed to: (Sign and date below)  
 Bon Accord, Town of  
 Per: \_\_\_\_\_ Date: \_\_\_\_\_

**Amount: \$ 385.00**  
**Tax: \$ 19.25**  
**Total: \$ 404.25**

Manufacturer's warranty applies in all respects to supplied parts and material. Costs are valid for 15 days from the date of this proposal. GST will be added to all prices. Payment is due according to our standard terms & conditions, unless defined elsewhere in this quote. Travel and living expenses outside greater Edmonton will be charged at: Travel time - \$55 per hour/ technician (over & above technical labour), Mileage - \$0.55 per KM,



#110 3806 49 Ave.  
 Stony Plain, AB T7Z 2J7 Canada  
 Phone: (780) 968-1333 Fax: (780) 968-0800  
 Website: www.trinustech.com  
 Business #: 88898 9621 RT00001

# QUOTE

Quote No.: QR68015-11148  
 Date: 10-Nov-2021

Jessica Caines  
 Bon Accord, Town of  
 Box 779, 5025-50 Ave  
 Bon Accord, AB

## RE: New Council Devices Tablets - Extension Year

NOTE:  
 - Requires amendment to the original MSP agreement to include extension year

Qty	Description	Unit Price	Amount
5x	Microsoft Surface Pro Tablet (Council Tablets)		\$ 380.00
	Description: - 12.3" FHD Multitouch Screen (2736x1824) - Intel Core i5, 10th Generation CPU - 8GB RAM - 256GB Solid State Drive - Intel HD Graphics - Built in Webcam - Windows 10 Professional 64bit - Surface Type Cover - 4 Year Microsoft ADP Depot Warranty - Platinum Color  NOTE: - Monthly Price based on 42 Months left on MSP Agreement - Requires Extension Year to be approved on MSP Agreement  Setup User Computer, In-house and Remote includes: - Pre-setup and burn-in testing - Remove unwanted applets and utilities pre-installed from manufacturer - Update hardware and system drivers from manufacturer - Update Windows operating system (critical and selected optional updates or service packs) - Install Anti-Virus - Install application software (ie: Office 365 and other client-supplied apps) - Register computer on client domain - Setup user logon account( if applicable) - Setup user Email - Setup printers - Setup user remote logon or VPN (if applicable) - Setup user server shares and permissions (if applicable) - Apply group policies (if applicable) - Configure user Internet permissions and firewall (if applicable) - Transfer user profile, favourites, and data from old computer to new (if applicable) - Remote installation assistance - 30 days post-installation support  NOTE: - Transfer and re-configuration of 3rd party software may require the services of the software vendor at the clients expense. Trinus is not responsible for the transfer of 3rd party software and proprietary data.		
			\$ 0.00

PLEASE NOTE: Orders over \$15,000.00 - 75% deposit due at time of order, total quoted amount invoiced on delivery of parts under standard payment

ACCEPTANCE: The services and terms set out in this proposal are hereby agreed to: (Sign and date below)  
 Bon Accord, Town of  
 Per: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Amount:</b>	<b>\$ 380.00</b>
<b>Tax:</b>	<b>\$ 19.00</b>
<b>Total:</b>	<b>\$ 399.00</b>

Manufacturer's warranty applies in all respects to supplied parts and material. Costs are valid for 15 days from the date of this proposal. GST will be added to all prices. Payment is due according to our standard terms & conditions, unless defined elsewhere in this quote. Travel and living expenses outside greater Edmonton will be charged at: Travel time - \$55 per hour/ technician (over & above technical labour), Mileage - \$0.55 per KM,

**From:** [cao](#)  
**To:** [Falon Fayant](#); [Jessica Caines](#)  
**Subject:** FW: Council Devices  
**Date:** November 12, 2021 8:58:18 AM  
**Attachments:** [QR68015-11147.pdf](#)  
[QR68015-11148.pdf](#)  
[image001.png](#)

---

See below and attached.

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

E: [cao@bonaccord.ca](mailto:cao@bonaccord.ca)  
P: 780.921.3550  
C: 780-218-3338  
Box 779  
5025 – 50<sup>th</sup> Avenue  
Bon Accord, AB T0A 0K0



---

**From:** Damin Massicotte <[dmassicotte@trinustech.com](mailto:dmassicotte@trinustech.com)>  
**Sent:** November 10, 2021 1:26 PM  
**To:** [cao](mailto:cao@bonaccord.ca) <[cao@bonaccord.ca](mailto:cao@bonaccord.ca)>  
**Subject:** RE: Council Devices

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.

Hi Jodi:

To follow-up this would be the pricing of the council devices per month if we extended the MSP agreement for the option year (6-year total). The prices are based on the Council approving the laptops for Jan.1<sup>st</sup> 2022.

Please let me know if you have any additional questions, concerns, or idea's

Thank you,

**Damin Massicotte**

*Account Manager*

**TRINUS**

# CONSUMER VS BUSINESS

CONSUMER VS. BUSINESS LAPTOPS

**TRINUS**

stress-free IT

## THE BIG QUESTION

“What’s the difference between buying an off the shelf consumer-grade computer verses a business-grade computer?”





# CONSUMER VS BUSINESS-GRADE?

## COMPARISON

### Consumer-Grade

- 1-year limited warranty
- Designed for consumers
- Made from low-cost materials
- Economical internal hardware
- “Home” operating system
- Planned obsolescence (2-3 years of use)

### Business-Grade

- 4-5 years NBD, ADP KYD warranty\*
- Designed for business
- Made from quality materials
- Premium internal hardware
- “Professional” operating system
- Future expansion

\*Warranty - NBD: Next Business Day, ADP: Accidental Damage Protection, KYD: Keep Your Own Drive



## CONSUMER-GRADE LAPTOP:

### TIMELINE OVERVIEW

The average cost for a consumer-grade laptop is \$1200.00 assuming a few things:

- The user purchased this laptop without a professional operating system.
- Professional operating system is purchased separately.
- The laptop experienced performance problems as a result of low system resources.
- Upgrades needed to be purchased which resulted in downtime as upgrades were installed.
- The laptop experienced a critical failure outside of the 1-Year limited warranty period.
- The user must purchase a new laptop as a result of the failure.
- Cycle of the consumer-grade laptop repeats



# CONSUMER-GRADE PRICE TIMELINE

Year 1	Year 2	Year 3	Year 4-5
* Total Spent: \$2,460.00	Total Spent: \$2,460.00	Total Spent: \$5,620.00	Total Spent: \$8,780.00
<b>Purchases New Consumer Laptop:</b> Consumer Laptop: \$1,200.00 Operating System Upgrades: \$260.00 Performance Upgrades: \$300.00 ** Cost of Downtime: \$700.00	<b>No Issues Reported</b>	<b>User Experiences System Failure:</b> Consumer Laptop: \$1,200.00 Operating System Upgrades: \$260.00 Performance Upgrades: \$300.00 Cost of Downtime: \$1,400.00	<b>Consumer Laptop at Capacity:</b> Consumer Laptop: \$1,200.00 Operating System Upgrades: \$260.00 Performance Upgrades: \$300.00 Cost of Downtime: \$1,400.00

\* "Total Spent" estimates based on averages only, may not be applicable to all municipalities or business.

\*\* "Cost of Downtime" based on average setup fees and business disruption.



# BUSINESS-GRADE LAPTOP:

## TIMELINE OVERVIEW

The average cost for a business-grade laptop is \$2200.00 assuming a few things:

- Warranty is next business day (NBD), covers accidental damage (ADP), and allows the user to keep their drive (KYD).
- Computer has specifications based on an industry specific field
- User does not experience any performance-based issues.
- User has a hardware issue and claims warranty
- User experiences less down-time as a result of NBD, and KYD warranty
- Cycle of the business-grade laptop repeats

# BUSINESS-GRADE PRICE TIMELINE

Year 1	Year 2	Year 3	Year 4-5
<p>*Total Spent: \$2,700.00</p>	<p>Total Spent: \$2,700.00</p>	<p>Total Spent: \$3,400.00</p>	<p>Total Spent: \$5,600.00</p>
<p><b>Purchases New Business Laptop:</b> Business Laptop: \$2,200.00 **Cost of Downtime:\$500.00</p>	<p><b>No Issues Reported</b></p>	<p><b>User Experiences System</b>  <b>Failure:</b> Warranty Replaced Unit: \$0.00 Cost of Downtime: \$700.00</p>	<p><b>Warranty Expired:</b> New Business Laptop: \$2,200.00</p>

\* "Total Spent" estimates based on averages only, may not be applicable to all municipalities or business.

\*\* "Cost of Downtime" based on average setup fees and business disruption.



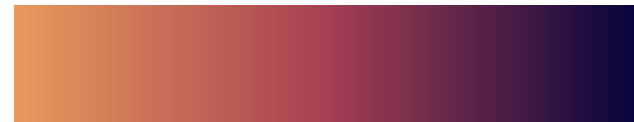
# SUMMARY

## Business-Grade

- Designed for specific industry standards.
- Repairs are covered under manufacturer warranty.
- Positive Return on investment

## Consumer-Grade

- Not cost effective from a business perspective.
- Repairs at user expense.
- Negative Return on investment



# DON'T KNOW WHERE TO START?



## Review your IT Budget:

- Find out if you are spending too much on consumer-grade hardware.
- Reach out to a trusted managed solutions provider for help.



## Create an Inventory:

- Understand what your IT replacement schedule will look like.
- Work with your managed solutions provider to design an evergreen process.



## Talk to your MSP about IT procurement:

- Most managed solutions providers can offer business-grade products that are industry specific.

## ***stress-free IT***

Ph: (780) 968-1333

Toll Free: 1-877-489-9985

Fax: (780) 968-0800

[dmassicotte@trinustech.com](mailto:dmassicotte@trinustech.com)

*This message may contain personal or confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system. Email transmission cannot be guaranteed to be secure or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender and Trinus Technologies Inc., therefore, does not accept liability for any errors or omissions in the contents of this message which arise as a result of email transmission. If verification is required, please request a hard-copy version.*

---

**From:** Damin Massicotte

**Sent:** Wednesday, November 10, 2021 12:07 PM

**To:** cao <[CAO@bonaccord.ca](mailto:CAO@bonaccord.ca)>

**Subject:** Council Devices

Hi Jodi:

I met with Dave, discussed the council laptops, and the solution that would be most beneficial to get the new devices through to the end of the council term would be to amend the current agreement and offer an option year (6-year total). This will also help reduce some costs on the council laptops as the monthly price would be extended out for that additional year. At the end of the option year, Town of Bon Accord would own the leased hardware.

If that sounds like the way forward, I will start the amendment and revise the pricing on the council devices and look to get that back to you this afternoon.

I have also included a PowerPoint explaining the benefits of Consumer vs Business laptops.

**Damin Massicotte**

*Account Manager*

**TRINUS**

***stress-free IT***

Ph: (780) 968-1333

Toll Free: 1-877-489-9985

Fax: (780) 968-0800

[dmassicotte@trinustech.com](mailto:dmassicotte@trinustech.com)

*This message may contain personal or confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system. Email transmission cannot be guaranteed to be secure or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender and Trinus Technologies Inc., therefore, does not accept liability for any errors or omissions in the contents of this message which arise as a result of email transmission. If verification is required, please request a hard-copy version.*

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

<b>Meeting:</b>	<b>Regular Meeting of Council</b>
<b>Meeting Date:</b>	<b>November 16, 2021</b>
<b>Presented by:</b>	<b>Dianne Allen (Planning &amp; Economic Development)</b>
<b>Title:</b>	<b>Wetland Storage Study</b>
<b>Agenda Item No.</b>	<b>7.2</b>

**BACKGROUND/PROPOSAL**

A high overview was provided by Associated Engineering to complete a wetland storage study on quarter section SE 18-56-23-4. This report has been shared with the landowner, including the presentation projecting future costs to mitigate levels and storage volume.

The storm water in the Town is directed via storm sewer to a naturally occurring wetland located east of 49<sup>th</sup> street and north of Highway 28 in quarter section SE 18-56-23-4. The wetland becomes overwhelmed during periods of heavy rainfall as it was never intended to act as a stormwater management facility. Because stormwater runoff is directed to the wetland, the water level varies due to variability in the amount of rainfall each year. Additionally, the wetland does not have an apparent outlet. During prolonged or high intensity rainfall events, the water level rises and places the adjacent properties at risk of flooding and surcharges the storm sewer infrastructure. It is anticipated that the flooding and surcharging issues will continue to worsen in the coming years due to potential future development in Bon Accord and changing weather patterns.

**OBJECTIVES**

The Town of Bon Accord retained Associated Engineering to complete a wetland study with the following objectives:

- Examine the characteristics (water levels, storage volume) of the existing wetland
- Determine the required storage volume to accommodate current conditions within the Town
- Determine the required storage volume to accommodate full buildout of quarter section SE 18-56-23-4
- Establish a drainage concept that allows for future development while also managing the stormwater for the portion of the existing-developed area of the Town which drains to the wetland
- Consider options for outlet alignments from the stormwater management facility to a receiving water body to mitigate flooding of adjacent properties and infrastructure
- Take into consideration land which may be acquired by Alberta Transportation to twin Highway 28
- Outline the necessary land requirements and environmental approvals/regulatory requirements

## **COST CONSIDERATIONS**

Conventional Wet Pond with Ditched Outlet

Outlet Option 2 - \$13,400,000

Outlet Option 3 - \$13,100,000

Naturalized Wet Pond with Ditched Outlet

Outlet Option 2 - \$22,600,000

Outlet Option 3 - \$22,400,000

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

A stormwater management facility with an outlet will be required at some point in time. The facility could be a conventional or naturalized wet pond as per options recommended by Associated Engineering.

There may be a possibility of eligible grants related to: flood mitigation, climate resiliency, critical infrastructure or new infrastructure.

The Town may consider cost sharing opportunities establishing an off-site levy bylaw or the Town pays upfront costs with future developers paying back the Town. This recovery of costs is dependent on future development.

Other cost sharing options for consideration, upfront costs shared between the Town and Developer, which minimizes risk to the Town, however dependent on an agreement being reached.

Undertaking the Wetland Storage Study, the Town is aware of the flooding and surcharging issues which need to be addressed in the area(s) identified. It may be in the best interest of Council to commence with consistent reserve fund allocations to support this capitol infrastructure project. This will prepare the Town to undertake this major infrastructure upgrade. To note, with the options identified, would propose if there is an option to construct in phases.

## **STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

As per Councils 2018-2021 Strategic Plan:

### Priority 3

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

## **COSTS/SOURCES OF FUNDING**

To be determined

## **RECOMMENDED ACTION (BY ORIGINATOR)**

- Council approves to establish a reserve fund for the wetland storage facility, investigate if the wetland storage facility can be completed in phases and a possible cost-effective immediate solution to mitigate flooding of adjacent residents; or



- Council approves the wetland storage study as information and directs administration to provide further information regarding the reserve fund, phased construction and immediate solutions to mitigate flooding of adjacent residents; or
- Council approves the wetland storage study as information with no further information required.



Associated  
Engineering



Platinum  
member



# Town of Bon Accord

## Wetland Storage Study

**Kaitlin Shea, P.Eng.**

**Diego Mejia, P.Eng.**

**August 17, 2021**

# Outline

- Background & Objectives
- Wetland Storage Assessment
- SWMF Options
- Outlet Alignments
- Environmental Considerations
- Opinion of Probable Costs
- Conclusions & Recommendations



# Background & Objectives

# Background

Stormwater directed to a wetland

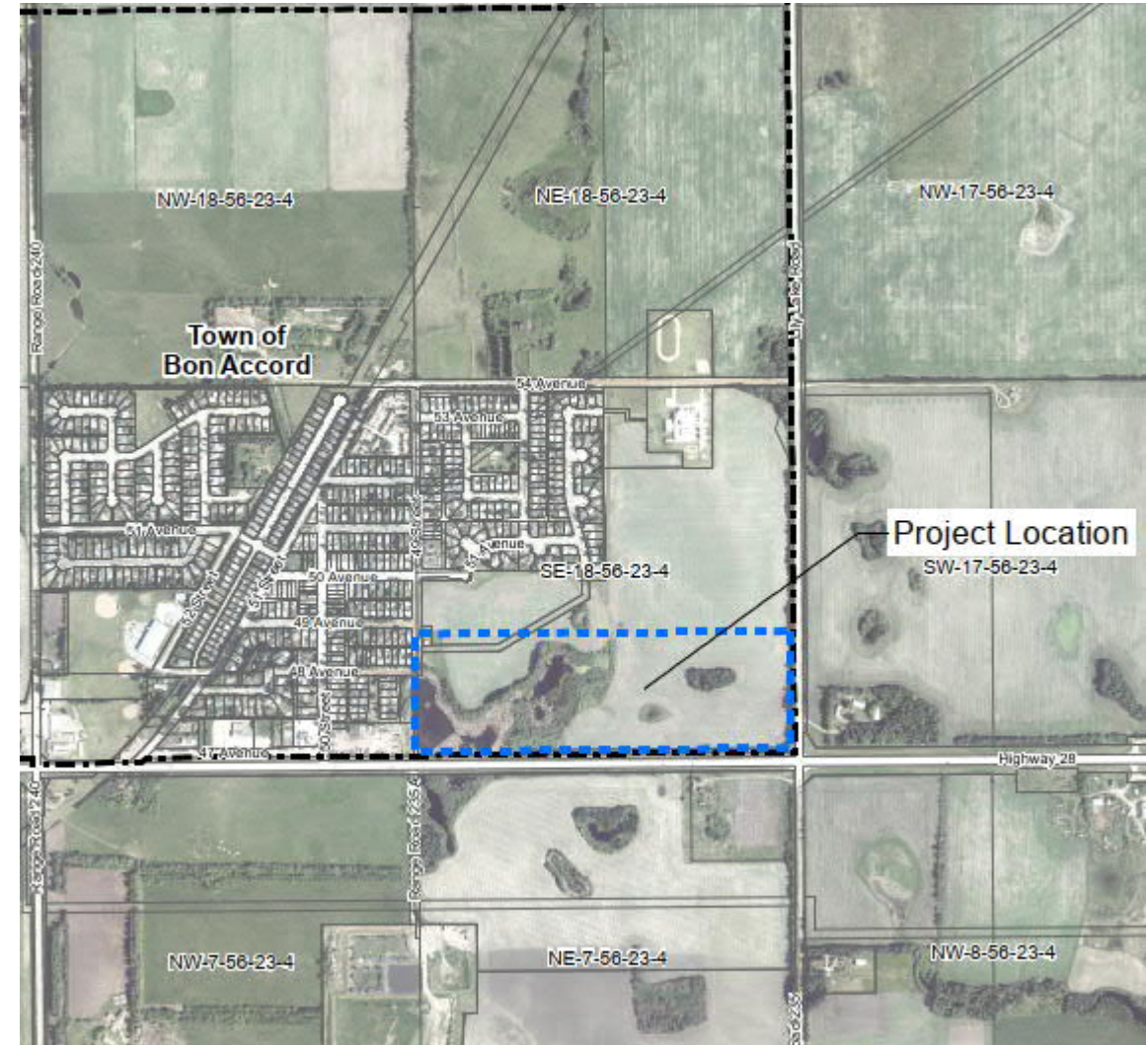
Natural feature; not a SWMF

Water level is variable, depending on rainfall

Does not have an outlet

Risk of flooding to nearby properties

Storm piping surcharges when water level is high



# Objectives

- Determine characteristics of wetland.
- Determine required storage volumes (existing / ultimate)
- Develop options for storing stormwater
- Develop options for an outlet
- Outline land requirements / environmental approvals
- Provide an opinion of probable costs for each option



# Wetland Storage Assessment

# Existing Wetland

## Critical Elevation (“Tipping Point”)

- Lowest top of bank elevation is on west side

## What happens when water levels exceed “tipping point”?

- Water ponds in alley
- Flooding of properties becomes a concern
- Storm sewer backs-up and has less capacity





# Stormwater Management System Issues

1. The wetland was never intended to store stormwater runoff.
2. Water level in the wetland is highly variable as there is no storage capacity within the wetland and no outlet



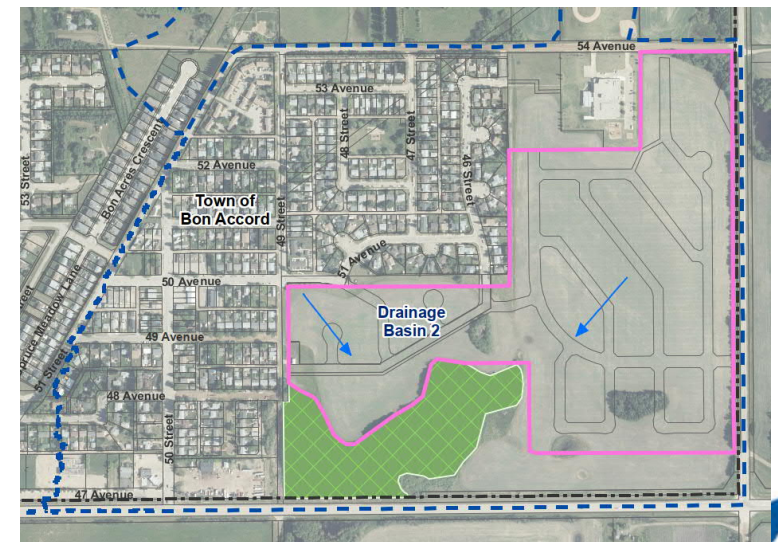
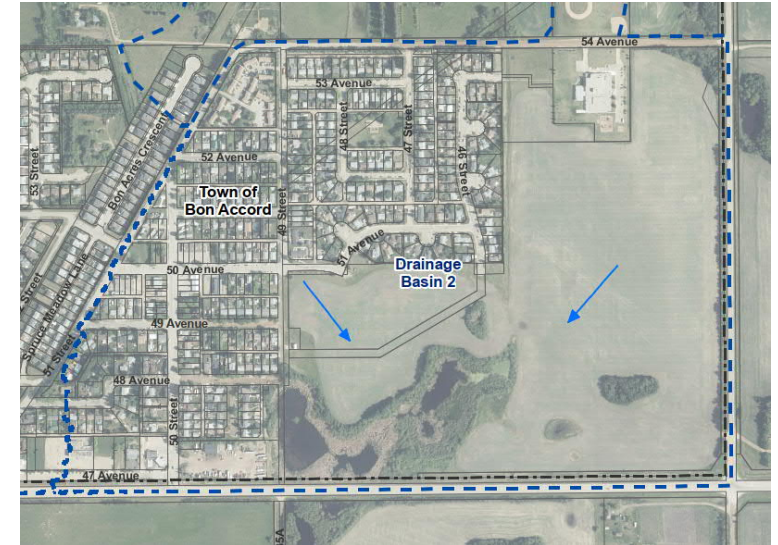
# Proposed Solutions

- Construct a SWMF adjacent to the wetland
- Lower the water level in the wetland by 0.3 m
- Install a control structure between wetland and SWMF
- Stormwater runoff can continue to be directed to wetland
- Construct an outlet to a nearby watercourse

# Required Storage Volume

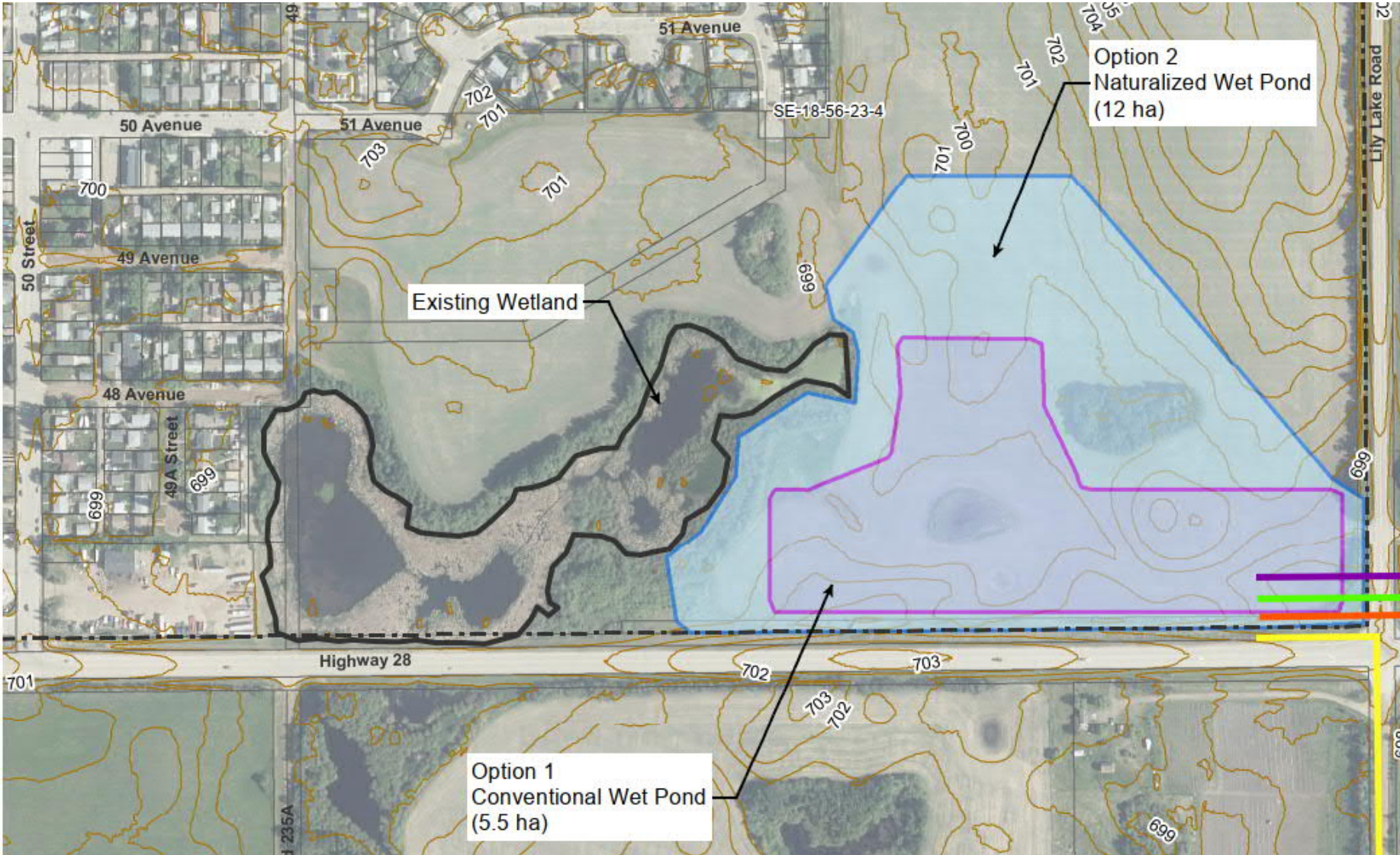
- Existing Development: 28,500 m<sup>3</sup>

- Ultimate Development: 64,700 m<sup>3</sup>



# SWMF Options

# Stormwater Management Facility Options



# Conventional Wet Pond

## Benefits

- Smaller footprint
- Less stringent landscaping requirements
- Lower construction costs

## Considerations

- More maintenance
- May not be seen as an “amenity” – will look different
- May increase human-wildlife contact (geese)



# Naturalized Wet Pond

## Benefits

- Removes wider range of pollutants
- Town preference? (MDP)
- Habitat for birds / wildlife
- Less maintenance
- “Amenity”? Visually cohesive

## Considerations

- Larger footprint
- More stringent landscaping requirements
- Higher construction costs



# Hybrid SWMF

- Shallow edges like a naturalized wet pond
- Deep center like a conventional wet pond
  - More storage within a smaller footprint
- Could be considered during preliminary design.





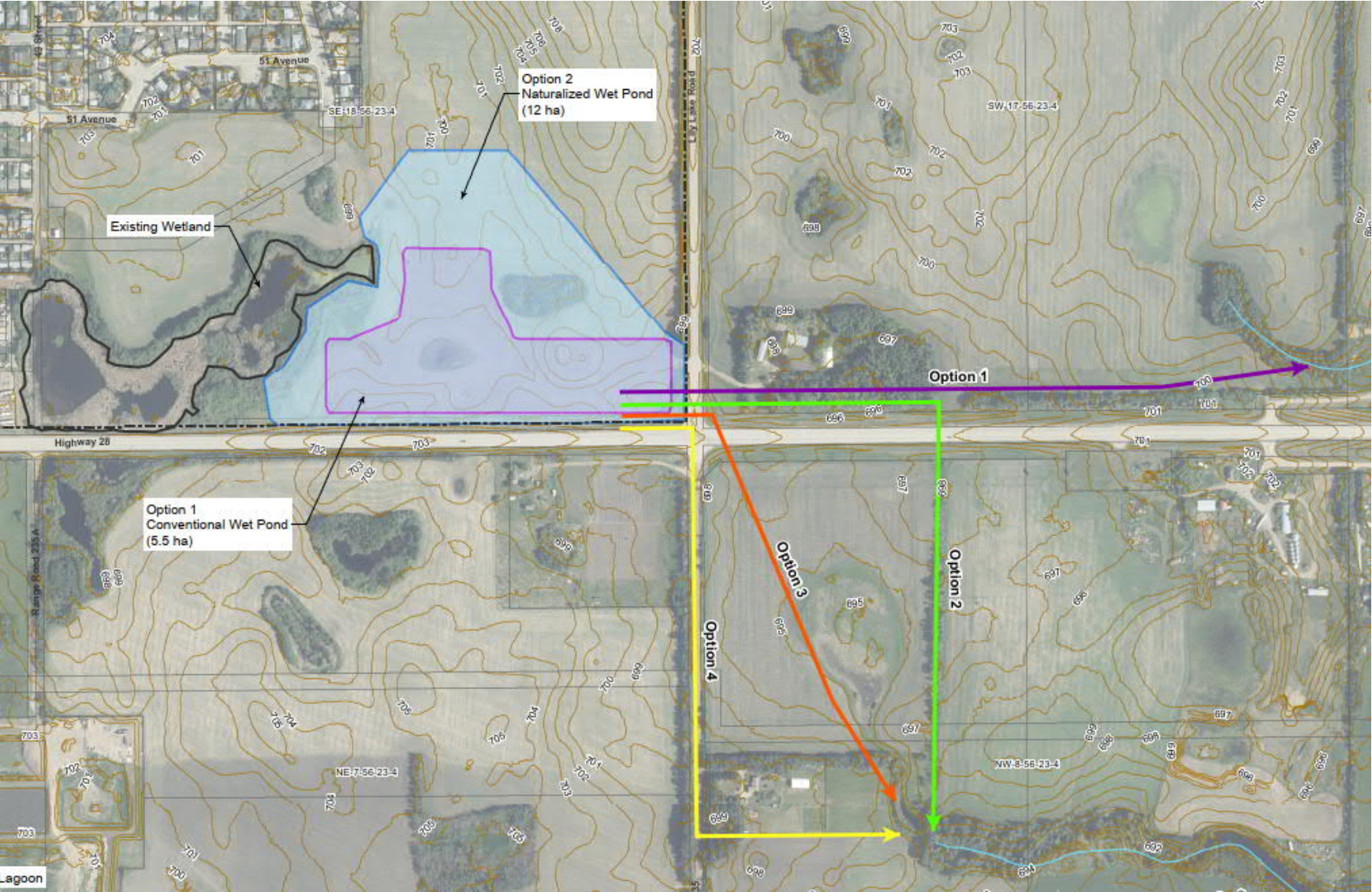
# Pond Sizing Considerations

- **Scenario 1**
  - Existing development
- **Scenario 2**
  - Existing development + portion of Meadows
- **Scenario 3**
  - Existing development + full build-out of Meadows



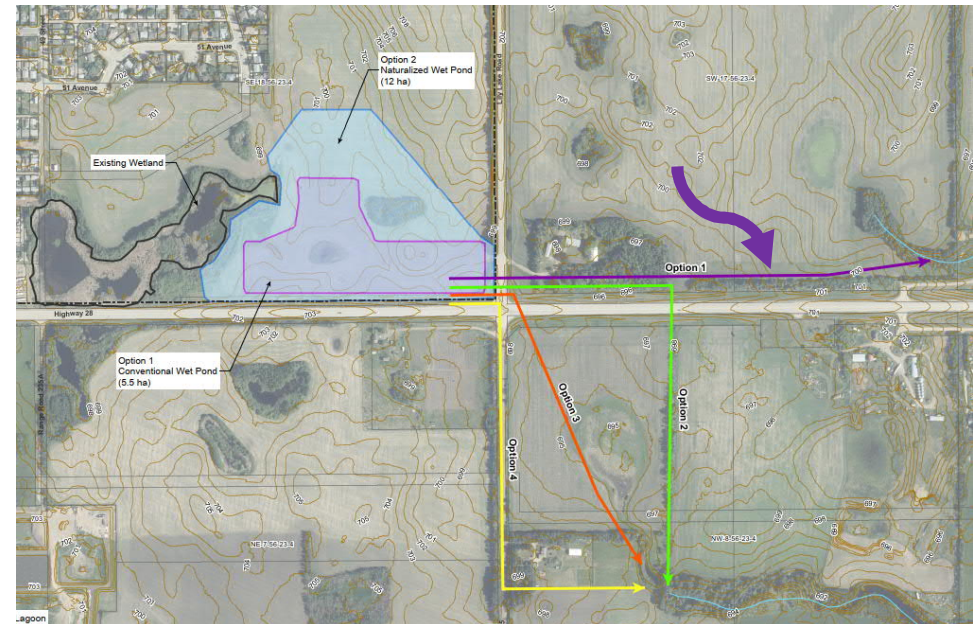
# Outlet Alignment Options

# Outlet Alignment Options



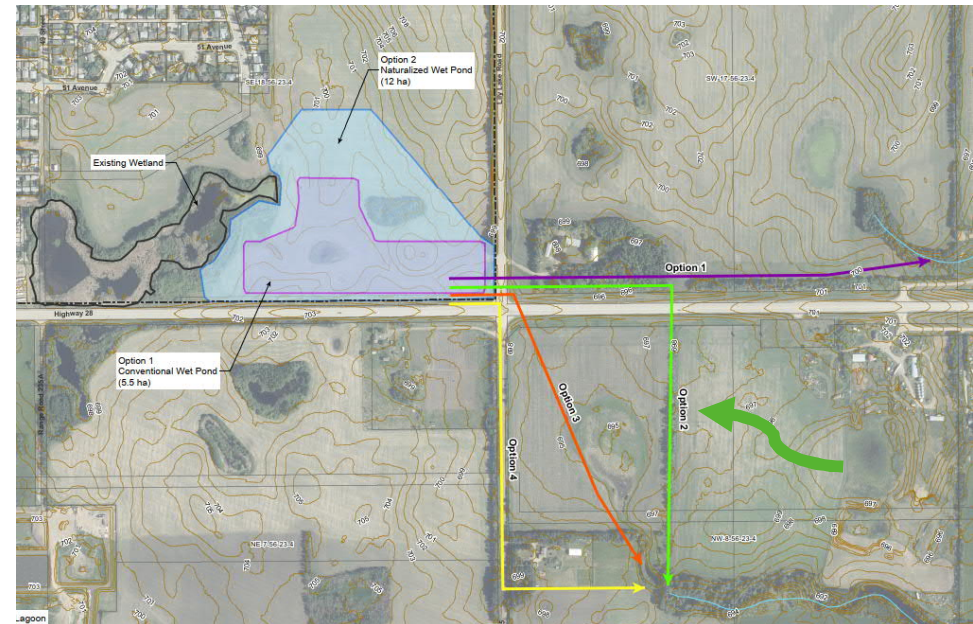
# Option 1

- Discharges to watercourse north of Hwy 28
- Constructed within Hwy 28 ROW where possible
- Drainage ROW required to tie-in to watercourse
- Topography relatively flat
- **Not Feasible**



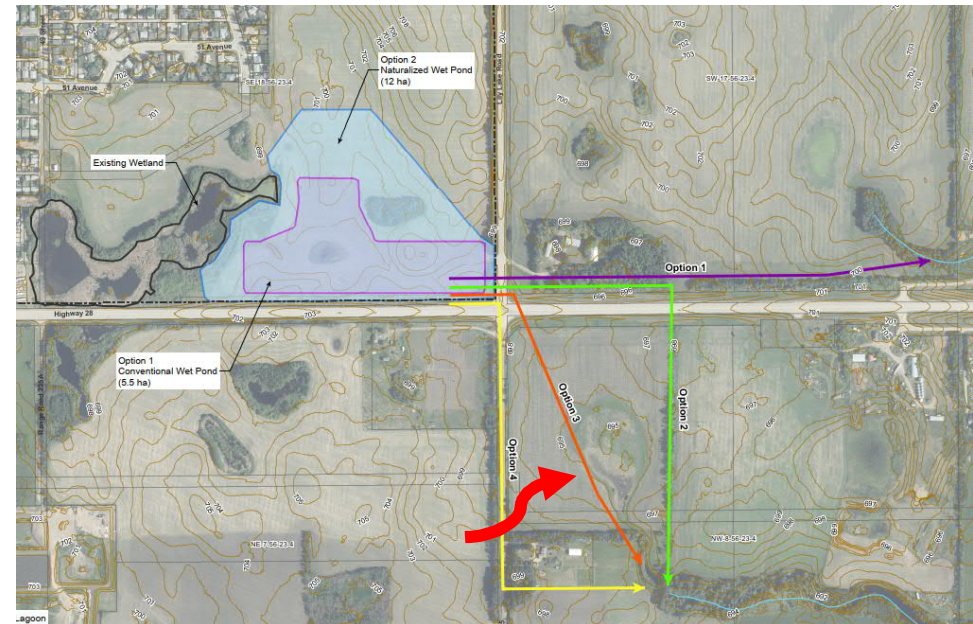
# Option 2

- Along north side of Hwy 28 south through field until it reaches watercourse
- Drainage ROW required through field
- Topography generally slopes toward watercourse
- **Feasible**



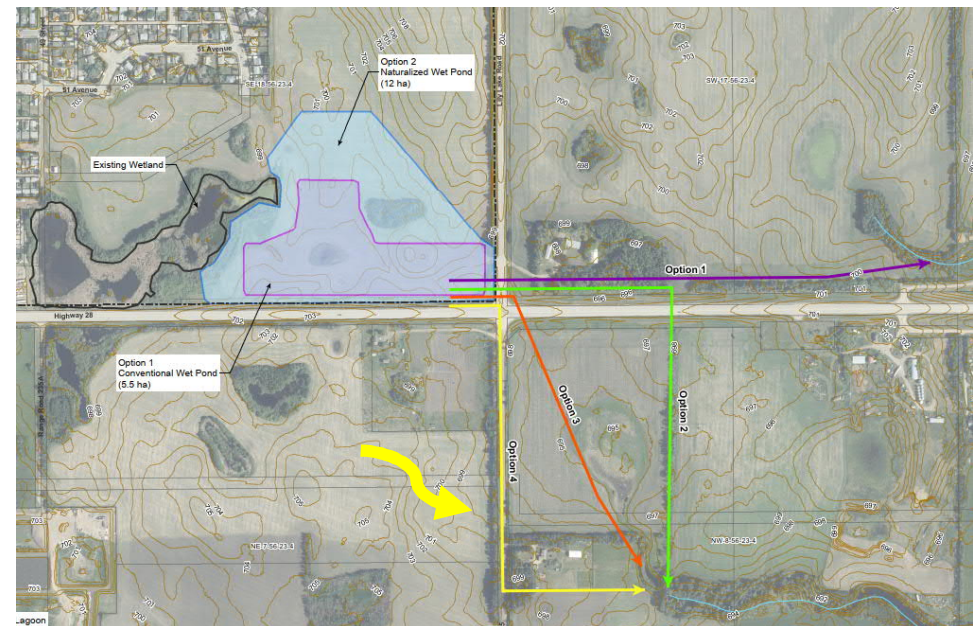
# Option 3

- Crosses Hwy 28 and Lily Lake Road intersection then continues southeast through field
- Drainage ROW required through field
- Topography generally slopes toward watercourse
- **Feasible**



# Option 4

- Crosses Hwy 28 and follows east side of RR235 south, then east through field
- Drainage ROW required through field
- RR235 undulates
- **Not Feasible**



# Environmental Considerations



# Environmental Considerations

- Town's storm system does not currently have an Approval/Registration to operate, per the *EPEA*.
  - May be required for upgrades to storm system
- Existing wetland is protected under *Water Act* and the *Wetland Policy*
  - Town required to minimize disturbance to the wetland
- Bed and shore of wetland are Crown-claimed (protected under the *Public Lands Act*).



# Environmental Considerations

- Disturbance to the Crown-boundary typically requires:
  - A Disposition (8 to 12 month timeline); or
  - A Crown land purchase (may take several years)
- Several environmental sensitivities may overlap with the proposed SWMF and outlet alignment
  - Additional permits/approvals may be required
- An environmental overview and field visit are recommended prior to location selection and design of the SMWF and ditch



# Cost Considerations

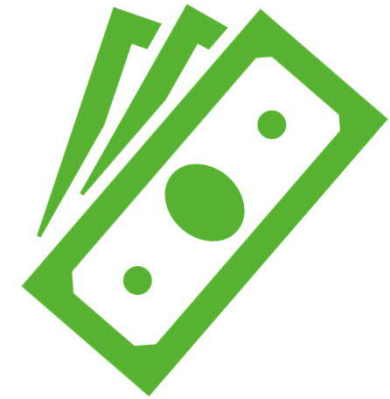
# Opinion of Probable Cost

Description	Outlet Option 2	Outlet Option 3
Conventional Wet Pond with Ditched Outlet	\$13,400,000	\$13,100,000
Naturalized Wet Pond with Ditched Outlet	\$22,600,000	\$22,400,000



# Grants / Funding

- May be eligible for grants related to:
  - Flood mitigation
  - Climate resiliency
  - Critical infrastructure
  - New infrastructure



# Cost Sharing Opportunities



If Town proceeds with ultimate SWMF:

- **Off-site Levy Bylaw**; or
  - Town pays upfront / future developers pay back Town
  - Recovery of costs dependent on future development
- **Cost sharing**
  - Upfront cost shared between Town and developer
  - Minimizes risk to Town
  - Dependent on an agreement being reached

# Conclusions and Recommendations

# Conclusions

- A SWMF with outlet is required
- SWMF could be a conventional or naturalized wet pond
- **Conventional wet pond** w/ ditched outlet along **Option 3** is the most cost effective
- Town's storm system does not have an Approval or Registration to operate, per *EPEA*. An Approval may be required for upgrades to storm system
- Modifications to wetland subject to permits and approvals under the *Water Act* and the *Public Lands Act*.





# Recommendations

- Approach developer(s) - interest in shared SWMF?
- Acquire a drainage right-of-way for SWMF & Outlet
- Coordinate with Sturgeon County
- Proceed with design of SWMF & Outlet
- Complete environmental overview and field visit
- Initiate permitting and approvals process
- Complete a review of available grant opportunities once a design and construction timeline is known





Questions?

Contact Kaitlin Shea, [sheak@ae.ca](mailto:sheak@ae.ca)

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

<b>Meeting:</b>	<b>Regular Meeting of Council</b>
<b>Meeting Date:</b>	<b>November 16, 2021</b>
<b>Presented by:</b>	<b>Falon Fayant</b>
<b>Title:</b>	<b>2022 Budget Presentation</b>
<b>Agenda Item No.</b>	<b>8.1</b>

**BACKGROUND/PROPOSAL**

The budget is presented to Council yearly, typically in October-November. Council is provided with a summary of the Town as a whole and a breakdown of each department. Wages and salaries information is presented in summary – and as these values are comprised of allocations, the actual wages and salaries of personnel remain confidential. The expected impact to the tax levy is also provided.

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

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Per the MGA, Council is required to pass a budget for the upcoming fiscal year by December 31, 2021. Council must also approve three-year operating plans and five-year capital plans. These plans, unlike the budget, are for strategic purposes only and do not need to balance.

As this is a new council term and Council’s strategic plan requires update, Council could elect to pass an interim budget by December 31, 2021, and then bring the budget back for final deliberations early next year. An additional year must be added to plans should Council choose to pass an interim budget. A final budget must be approved prior to passing next years taxation bylaw, which is typically passed March-April.

Alternatively, the final budget could be approved by December 31, 2021, and Council could direct administration to bring the budget back in the new year for discussion of any amendments required following the adoption of a new strategic plan.

**STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

The budget represents all priorities of the strategic plan.

Priority 1 – Structure for Steady Positive Growth

Priority 2 – Safe and Attractive Community

Priority 3 – Maintain and Improve Infrastructure

Priority 4 – Strong Identity

Priority 5 – Sustainable Support of Municipal Programs and Recreation

**COSTS/SOURCES OF FUNDING**

The budget contains multiple sources of funding: municipal taxes, requisitions, franchise revenue, grants, and fees for service including but not limited to utility billing.

**RECOMMENDED ACTION (BY ORIGINATOR)**

THAT Council accept the 2022 draft Operating budget and 2023 to 2025 draft operating plan and the 2022 draft capital budget and 2023 to 2027 draft capital plan as information.

**COUNCIL REPORT**  
**BUDGET**  
**2022 OPERATING BUDGET & 2023 – 2025 OPERATING PLAN**  
**2022 CAPITAL BUDGET & 2023-2027 CAPITAL PLAN**  
**NOVEMBER 2021**

Overall, the 2022 budget shows an increase of 1.43% from the 2021 budget. The net budget for 2022, prior to general municipal revenue and requisitions, is \$1,832,706 while the net budget for 2021, prior to general municipal revenue and requisitions, was \$1,806,868. The net budget for 2022, including general municipal revenue and requisitions is balanced.

**GENERAL MUNICIPAL**

The general municipal budget includes the tax levy revenue to be collected from the 2022 Combined Assessment and Tax Notices. The base tax levy for municipal purposes collected in 2021 was \$1,517,523. The police funding for 2022 has increased to \$58,520, representing an increase over 2021 of \$18,262, and there is an increase to the roads reserve transfer of \$5,000 to match prior years' transfers. To collect these additional funds, the total revenue expected from the municipal tax levy is \$1,540,785. Preliminary calculations (based on no changes to assessment values) would require the tax levy rates to increase by 1.53% per class.

Additional expenses added to the budget at this time would either require an increase to the municipal tax levy collected or a decrease in other areas of the budget. As the Town has a trim budget already and considering the CPI is projected to be 4% this year, decreasing other areas of the budget could add risk to the Town being unable to provide the same level or better level of services. For every approximately \$15,000 increase to the budget, the municipal tax levy would increase by approximately 1%.

The plans for 2023-2025 represents an increase to the police funding, which will increase to \$87,843 in 2023.

Other revenue includes funds collected from penalties on taxes, returns on investments, and the franchise revenue collected from ATCO and Fortis. ATCO is forecasted as \$98,993 at 19% and Fortis is forecasted as \$140,929 at 19%. These rates were previously approved to decrease by Council per Resolution 21-300 and 21-316. The 2023-2025 plans forecast an increase by 2% per year in estimated revenue.

ASFF (Alberta School Foundation Fund) is budgeted at \$392,268, representing no increase over 2021.

Homeland Housing has indicated they expect their requisition to increase by 2-2.5%. The 2023-2025 forecasts an increase by 2.5% yearly for each requisition.

Designated industrial property – The Town is not required to remit to the government any designated industrial levies collected that fall under \$1,000. Therefore, this line item has no budget value for 2022 or future planned years. Should the Town’s designated industrial assessments increase in the future, this line item may need to be adjusted. Tax revenue collected from the designated industrial properties is approximately \$150 per year.

#### **ELECTION**

For the past few budget years, dollars within the election budget have been allocated should there be an unexpected need to hold a by-election. The values are based upon historical costs for holding an election. There have been no changes from the values budgeted from 2021, though actual costs for the full election in October were lower than budgeted. This is due to all the work being in-house with our administration staff versus bringing in an outside consultant or hiring returning officers.

#### **COUNCIL**

The Council budget has increased for 2022 by 16%. There is a slight increase in Mayor and Councillor per diem fees due to trends of increases in actual compared to budget in recent years.

As well, \$6,000 for an estimated consultant for council strategic planning has been added to contracted services and the amount of \$6,500 has been added for the purchase of Council laptops through the Trinus MSP agreement. In today's environment, laptops for Council can be viewed as a necessity to conduct Town business efficiently and professionally. Previously, laptops were purchased outright (not through Trinus) and the function of these devices was subpar. Purchasing laptops through the Trinus agreement will ensure Council has the proper tools to do their job. Council supplies has increased for the purchase of parade candy. This budget was lower in 2021, as it was expected there would not be allowed candy tossed at parades and/or fewer attendance at parades due to Covid.

Staff recognition has increased slightly to account for a \$50 per employee reimbursement program for the purchase of Town of Bon Accord apparel; this can increase visibility for the Town in the surrounding communities as well as at conferences and events. The staff recognition line item also includes the annual Christmas Party – which we have not been able to fully organize in the past two years.

#### **ADMINISTRATION**

The Administration budget for 2022 is expecting an increase of 3%. There is a loss of budgeted revenue – in 2021, a portion of the MOST grant for Covid operating expenses was allocated to administration. There has been no indication that municipalities will receive this grant in 2022. Administration training has increased for training in legislative services, additional iCity training, and training allocations for online workshops and webinars to increase staff knowledge and support.

In anticipation of many conferences, workshops, and events still being offered online, the budget for travel and subsistence, as well as memberships and registrations has decreased for 2022. The audit fees have decreased per the proposal received from our auditor; however, our legal fees have increased slightly to adjust for inflation and unexpected legal items that may arise.

The administration line item for Covid has decreased this year, as the office cleaning (additional measures for Covid) was allocated to this line item in 2021, however for 2022, the cleaning has been budgeted to contracted services. Contracted services has increased slightly – mainly due to inflation, and includes our security monitoring, the iCity software annual fees, shredding services, office cleaning, land titles, and the IT allocation.

Building maintenance has increased slightly; as the administration office is an aging infrastructure, repairs are becoming more frequent. Bank charges have increased for 2022 – due to the increased use of residents paying online for their bulk water, the charges to the Town for this service have increased. The debenture includes an allocation of the solar farm debenture principal and interest payments.

## **PROTECTIVE SERVICES**

### **FIRE**

Fire services is expected to remain stagnant at 0% change from the 2021 budget. The payment received from Sturgeon County for the fire hall rental has increased slightly for 2022. Contracted services for the Sturgeon County Fire Services have increased from 2021, with projected increases within the agreement for 2023-2025 (F.D Contracted Fire Support). Parkland County dispatch services have increased slightly to \$2.13 per capita. (F.D Contracted Services/Maintenance). A \$10,000 transfer to reserves has been made in prior years and is budgeted again for 2022. The power and gas costs are an allocation from the administration building, and the allocation from the solar farm credits has been adjusted for 2022. The expected increases for the planned years 2023-2025 include an increase in the fire hall rental as well the increase within the fire services agreement.

### **EMERGENCY SERVICES**

Emergency services is projected to decrease by 8% in 2022. The budget for Covid related expenses has remained the same as 2021; some of the other departments also have Covid related budget line items, however the budget spend allocation within emergency services is for purchases not specific to those departments.



The allocation for gas has been adjusted for 2022, resulting in no expected budgeted spend within this department. Supplies for this department have decreased – the supplies typically required are office supplies to restock the emergency kits for the EOC. Expected increases over the plans for 2023-2025 include slight increases for inflation.

#### **BYLAW SERVICES**

Bylaw services has an expected increase of 37%, mainly due to the increase in police funding for 2022. The police funding has been budgeted within the Bylaw – Other – Contracted Services line item. As well, the Sturgeon County bylaw services agreement is allocated to this department, half within Bylaw – Other – Contracted Services and half within Bylaw – Animal – Contracted Services. The revenue within the bylaw department includes the majority portion of the MSI Operating Grant to offset the costs. The Town also receives a portion of fines levied and the Town charges a fee for service for animal licenses.

#### **ECONOMIC DEVELOPMENT**

##### **MUNICIPAL PLANNING**

Municipal planning is expected to increase for 2022 by 12%. Revenue has decreased slightly for licenses and permits, to match historical actuals more conservatively. Training has increased for economic development and applied land use studies. There has been an increase in contracted services, partly for inflation, and the funds are allocated to Municipal Planning Services, Offsite Levy Study, Trinus, website, Munisight Town Folio Application, revision of MDP, and costs associated to the potential new development of annexed lands. The debenture principal and interest payments have increased. Previously this debenture included only the electronic sign but has been increased to include an allocation of the solar farm debenture.

## **ECONOMIC DEVELOPMENT**

Economic development has increased in 2022 by 1%. Revenue includes funds from the Mix 107.9 trade of advertising – the same value is included in expenses to offset the revenue. There is no actual cash exchanged in the transaction.

Training has increased for 2022; training courses can be allocated between municipal planning and economic development as any studies will benefit both department objectives. Memberships and registrations have increased and include EDA, EDAC, IEDC, GEEDT, Chamber of Commerce, and SLGM. Contracted services have increased, for a portion of website revisions, Tinus IT services, Munisight Town folio, and the potential future development of annexed lands.

## **PUBLIC WORKS**

### **ROADS**

The budget for roads is expecting an increase of 1% for 2022. There has been an increase in training for required safety certifications. Our insurance company was unable to provide actuals expected for 2022 at this time, however indicated that insurance costs typically increase anywhere from 5-15% and suggested the Town project an increase of 10%.

Light truck and heavy truck budgets have increased to account for repairs and maintenance. Contracted services maintain a similar budget to 2021, however has increased slightly for inflation. The natural gas allocation to roads has been projected for 2022 and has been set more in line with actuals over the past few years. There is a decrease to the power allocation for roads, however the streetlights are not covered by the solar farm. Materials and safety equipment/supplies have increased for 2022, mainly due to projected inflation.

A transfer to reserves is budgeted as \$25,000. This is an increase for 2022, however is more on par with past years transfers to reserves. For the 2021 budget, Council decided to reduce the reserves in public works (roads, water, sewer each reduced by \$5,000) to bring the increase in budget over the prior years' budget to 0%.

### **STORM SEWER & DRAIN**

Storm sewer and drain has increased by 4% for 2022. Parts, fuel, and supplies have increased, projecting an increase in the costs of material for repairs and maintenance.

### **WATER**

Water has increased by 32% for 2022. Water sales of goods and services revenue has increased to account for the flow-through costs from Capital Region Northeast Water Services Commission (CRNWSC). Their rate will increase from 1.7375 to 1.8275 (variance of 0.09) and they are projecting to increase yearly by 0.09, therefore these rates are projected for 2023-2025. The bulk water station rate has also increased within the budget by the 0.09 flow-through costs and will be \$5.93/m<sup>3</sup> with a 10% discount for those consumers who purchase their bulk water through their online account. The budgeted revenue for bulk water has been based on an analysis of historical water consumption from the bulk water station.

A portion of the MSI operating grant has also been allocated to water to offset the costs of operation; this has been a typical practice for the past three budget years. Training expenses have increased for 2022; the town has 3 certified operators, and they require CEUs to maintain their certification.

Insurance has been adjusted to reflect the 10% expected increase. An expected increase in water repairs for such things as cc valves leaks due to aging infrastructure has increased contracted services and supplies. The parts budget has been decreased to be more on par with actuals over the past few years.

Water purchases from CRNWSC have been adjusted and increased due to the increase of \$0.09 in their rate. The natural gas and power allocations have been projected and adjusted. The power allocation to water shows a decrease due to the solar farm credits. The water transfer to reserves has been increased to \$20,000, up from 2021 by the \$5,000, and in line with previous years transfers. The larger transfer to reserves in 2020 is attributed to the increase in the bulk water station rate at that time.

The debenture principal and interest payments account for the water reservoir debenture as well as the allocation to water for the solar farm debenture.

The plans for 2023-2025 illustrate the increase in water rates of \$0.09 per year as well as increased expected for inflation.

#### **SEWER**

The sewer budget has increased, showing a deficit of \$33,490 compared to a budgeted surplus of \$59 in 2021. Sewer revenue has increased due to the flow-through cost in the utility billing for sewer. Alberta Capital Region Wastewater Commission (ACRWC) rates will increase from \$1.36 to \$1.42 (variance of \$0.06). ACRWC is projecting an increase per year of \$0.05 in the rates and this is represented within the 2023-2025 planned values.

Contracted services budget has increased for line inspection costs, the lift station inspection required in 2022, wet well cleaning, and the services required to camera and re-line the sewer lines as necessary. ACRWC costs have increased per the rate increase of \$0.06. The allocation for natural gas has decreased as well as the power allocation due to the solar farm credits.

The transfer to reserves has increased to \$20,000, similar to previous years transfers. The debenture principal and interest payments account for the allocation of the solar farm debenture.

#### **GARBAGE**

The net budget for garbage has increased by 1%. Sales revenue has decreased to reflect the change in rates from the contracted waste collection services from GFL. Subsequently, the costs for contracted services from GFL has decreased to represent the new rates of service. Landfill rates have been adjusted for inflation and a slight increase in usage. Supplies for garbage have increased slightly for inflation.

The plans for 2023-2025 are adjusted to reflect the 2% contracted CPI rate for waste collection.

#### **CEMETERY**

The cemetery is budgeted to decrease by 24%. Revenue remains conservatively projected based on previous years revenue. There has been an increase in sales during 2021, however previous years have remained close to the budgeted value. Expenses have decreased, projected to be more in line with previous years actuals and the expected spending for 2022.

## **RECREATION & COMMUNITY SERVICES**

### **FCSS**

FCSS is expected to increase by 32% for 2022. An allocation has been budgeted for wages and salaries this year versus no budget in 2021. The original intention in the department reorganization was to potentially outsource FCSS. However, it is in the Town and the community's best interests to maintain the focus of this department within the Town. As a result, contracted services have also decreased to reflect this update.

### **PARKS**

Parks has a budgeted decrease of 48%. Expected revenue includes an allocation of the Sturgeon Recreation Funding grant, showing an increase over the previous years allocations. Parts and supplies have a budgeted reduction, to fall more in line with actuals for the last few years.

### **ARENA**

The arena is projecting a budgeted increase of 6%. Arena sales of goods and services is budgeted slightly lower than last year, based upon actuals from the last few years. A portion of the Sturgeon Recreation Funding grant has been allocated to the arena, showing an increase over the grant from previous years. Wages and salaries have increased both for budgeted merit increases and COLA as well as the hiring of additional staff for appropriate coverage as well as implementing the REP for COVID. Insurance for the arena has increased by the projected 10%. Natural gas and power allocations have decreased; the power decrease is due to the solar farm credits. The debenture principal and interest payments reflect the allocation of the solar farm debenture.

### **RECREATION**

Recreation has a budgeted decrease of 49%. Summer programs have moved to FCSS therefore the program fees have decreased as well as the expenses for the program. It is expected that the Town will once again partner with Gibbons for summer programs in 2022. A portion of the Sturgeon Recreation Funding grant has been allocated to recreation.

Training has increased for the Alberta Parks and Recreation Association training/conference. Contracted services include Music in the Park expenses as well as fireworks for Harvest Days. An increase of \$3,000 has been included in donation revenue as there is indication that the Town may be able to receive donations towards Music in the Park. This budget also includes an honorarium of \$600 to the Communities in Bloom organization for providing the Dark Sky readings. Community Enhancement Supplies includes flowers in the summer and winter décor and has also been increased to include the quoted amounts for flags in Veteran's Park as well as flags at the Town office grounds. A reserve transfer of \$100,000 has been budgeted and includes the \$50,000 received for capital from the Sturgeon County Recreation funding grant and the Town's required matching \$50,000. Town donations remain stagnant at \$10,000 to provide donations/funding to non-profit organizations in the community.

#### **LIBRARY**

Allocations for the library are expected to increase by 28%. The large increase is mainly due to no longer allocating a portion of the Sturgeon Recreation Funding grant towards the library. This grant is not intended to cover libraries and therefore the allocation as been adjusted to follow the agreement and purpose of the grant more closely. Insurance costs have been increased per the expected 10% increase. The library is requesting funding from the Town of \$41,500 in 2022, increased from \$40,224 in 2021. The increase is a result of an increase in wages, WCB costs, and the NLLS transfer fee.

#### **WAGES & SALARIES**

Wages and salaries across all departments are comprised of applicable allocations and represents an increase of merit of 2.5% per the wages and salaries grid approved by Council in 2018, and includes an adjustment increase of 1.5% for COLA. The anticipated CPI rate for 2022 is 4%.

The wages and salaries budget includes the addition of one full time staff to be allocated part-time to administration and part-time to FCSS and recreation. It is anticipated this position would also help with the arena for ice bookings. The part-time Communications Coordinator became vacant in 2021, and this position was not replaced at that time; responsibilities were transferred to other staff. Town FTEs have remained relatively stagnant over the past few years. Budgeted FTEs for 2022 show an increase of 1.3 FTE over the 2021 budget.

Arena staffing has increased in 2021 and is expected to be the same for 2022, with one seasonal staff and three temporary casual staff. These additional positions have been required for proper coverage of the arena as well as implementing the province's restriction exemption program. Two summer students are anticipated to be hired and included within the wages and salaries budget for parks and public works additional support.

#### **CAPITAL PROJECTS**

Sources of revenue for capital projects in 2022 include projected carry-forward for Canada Community Building Fund (CCBF) (formerly the Gas Tax Fund) and current expected Municipal Sustainability Initiative (MSI) funds and current expected CCBF funds for 2022. MSI funding has been extended for two years past its originally expected ending date and will be replaced with the Local Government Fiscal Framework funding in 2024-2025.

Projects anticipated for the 2022 include roads indicated as a priority from the road Geotech survey received from Associated Engineering. The list of roads remaining for mill & overlay were all listed as being in poor condition. The priority of these projects has been left open for Council deliberation. The capital budget for 2022 suggests completing the mill & overlay on 46<sup>th</sup> and 48<sup>th</sup> street, but Council can see the estimated project costs of the remaining roads and determine which projects would be priority.

The arena renovations have also been listed within the 2022 capital budget. The total cost of that project is estimated at \$3,000,000 with the ability to apply for a grant with an 80/20 split. To cover the Town's 20% portion, a transfer from the capital recreation reserves from the Sturgeon Recreation Funding agreement could cover \$200,000 of the project, with the remaining \$400,000 covered by a possible debenture.

The Town's debt ratio will allow for this borrowing. The current total debt limit remaining is \$3,031,172 with a service on debit limit remaining of \$564,332.

Other projects for consideration are the Bon Accord Wetlands. Associated Engineering presented a few different options for Council to consider regarding this project, starting at a cost of \$13,100,000 and increasing from there depending upon which project outcome was selected. Council could consider starting a transfer to reserves for this project – an option which is currently not within the operating budget as presented.

**Falon Fayant**  
*Corporate Finance Officer*  
*Town of Bon Accord*



2022 Operating Budget DRAFT  
for the year ending December 31, 2022

DEPARTMENT	REVENUES		EXPENSES		2021	2022	% Change
	2021 Budget	2022 Budget	2021 Budget	2022 Budget	Net Budget	Net Budget	
General Municipal	2,231,508	2,239,201	424,488	406,494	1,807,020	1,832,707	1%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,231,508.00</b>	<b>\$ 2,239,201.00</b>	<b>\$ 424,488.00</b>	<b>\$ 406,494.00</b>	<b>\$ 1,807,020</b>	<b>\$ 1,832,707</b>	<b>1%</b>
Election	-	-	5,500	5,500	(5,500)	(5,500)	0%
Council	-	-	103,405	120,309	(103,405)	(120,309)	16%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 108,905</b>	<b>\$ 125,809</b>	<b>-\$ 108,905</b>	<b>-\$ 125,809</b>	<b>16%</b>
Administration	11,900	4,000	482,492	489,172	(470,592)	(485,172)	3%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 11,900</b>	<b>\$ 4,000</b>	<b>\$ 482,492</b>	<b>\$ 489,172</b>	<b>-\$ 470,592</b>	<b>-\$ 485,172</b>	<b>3%</b>
Fire Services	9,285	9,471	46,888	47,007	(37,603)	(37,536)	0%
Emergency Services	-	-	23,341	21,446	(23,341)	(21,446)	-8%
Bylaw	39,236	44,719	79,493	99,739	(40,257)	(55,020)	37%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 48,521</b>	<b>\$ 54,190</b>	<b>\$ 149,722</b>	<b>\$ 168,192</b>	<b>-\$ 101,201</b>	<b>-\$ 114,002</b>	<b>13%</b>
Municipal Planning	10,250	9,750	199,881	221,690	(189,631)	(211,940)	12%
Economic Development	-	5,850	105,585	112,945	(105,585)	(107,095)	1%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 10,250</b>	<b>\$ 15,600</b>	<b>\$ 305,466</b>	<b>\$ 334,636</b>	<b>-\$ 295,216</b>	<b>-\$ 319,036</b>	<b>8%</b>
Public Works - Roads	9,091	9,964	419,115	422,057	(410,024)	(412,093)	1%
Storm Sewer & Drain	-	-	18,397	19,161	(18,397)	(19,161)	4%
Water	517,091	520,508	556,185	572,081	(39,094)	(51,573)	32%
Sewer	317,300	319,805	317,241	353,294	59	(33,490)	56662%
Garbage	146,550	91,822	170,382	115,779	(23,832)	(23,957)	1%
Cemetery	7,000	7,000	9,799	9,114	(2,799)	(2,114)	-24%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 997,032</b>	<b>\$ 949,098</b>	<b>\$ 1,491,119</b>	<b>\$ 1,491,486</b>	<b>-\$ 494,087</b>	<b>-\$ 542,388</b>	<b>10%</b>
FCSS	43,481	43,481	53,101	56,183	(9,620)	(12,702)	32%
<b>TOTAL FCSS</b>	<b>\$ 43,481</b>	<b>\$ 43,481</b>	<b>\$ 53,101</b>	<b>\$ 56,183</b>	<b>-\$ 9,620</b>	<b>-\$ 12,702</b>	<b>32%</b>
Parks	20,000	77,255	136,461	138,286	(116,461)	(61,031)	-48%
Arena	218,769	215,587	274,773	274,795	(56,004)	(59,208)	6%
Recreation	9,183	174,450	118,833	230,263	(109,650)	(55,813)	-49%
<b>TOTAL REC &amp; COMMUNITY SERVICES</b>	<b>\$ 247,952</b>	<b>\$ 467,292</b>	<b>\$ 530,067</b>	<b>\$ 643,344</b>	<b>-\$ 282,115</b>	<b>-\$ 176,052</b>	<b>-38%</b>
Library	10,480	-	55,612	57,546	(45,132)	(57,546)	28%
<b>TOTAL LIBRARY</b>	<b>\$ 10,480</b>	<b>\$ -</b>	<b>\$ 55,612</b>	<b>\$ 57,546</b>	<b>-\$ 45,132</b>	<b>-\$ 57,546</b>	<b>28%</b>
Total Excl. General Municipal	\$ 1,369,616	\$ 1,533,662	\$ 3,176,484	\$ 3,366,368	-\$ 1,806,868	-\$ 1,832,706	1.43%
Total Incl. General Municipal	\$ 3,601,124	\$ 3,772,863	\$ 3,600,972	\$ 3,772,862	\$ 152	\$ 1	-99%

Description	Priority	Total Project COST	2022 Revenue	2022 Expense	2022 Surplus/(Deficit)	2023 Plan	2024 Plan	2025 Plan	2026 Plan	2027 Plan
<b>CAPITAL REVENUES</b>										
MSI & CCBF Capital: Carry-forward			\$ 204,205							
MSI Capital: Budget Year (1)			\$ 449,570			449,570	449,570	449,570	449,570	449,570
Canada Community Building Fund: Budget Year (2)			\$ 91,551			91,551	91,551	91,551	91,551	91,551
Municipal Contribution - Debenture (3)			\$ 400,000							
Reserves (4)			\$ 200,000							
Other Grants (5)			\$ 2,400,000							
<b>TOTAL CAPITAL REVENUES</b>			<b>\$ 3,745,326</b>			<b>541,121</b>	<b>541,121</b>	<b>541,121</b>	<b>541,121</b>	<b>541,121</b>
<b>CAPITAL EXPENDITURES</b>										
<b>EQUIPMENT</b>										
<b>INFRASTRUCTURE</b>										
<b>Roads</b>										
46th Street Mill & Overlay		\$ 465,700		\$ 465,700						
48th Street Mill & Overlay		\$ 163,600		\$ 163,600						
51A Avenue Mill & Overlay		\$ 87,800				\$ 87,800				
49th Street Mill & Overlay		\$ 404,400					\$ 404,400			
53 Avenue Mill & Overlay		\$ 186,300						\$ 186,300		
Sidewalk Replacement Program (50m)		\$ 15,000	\$ 15,000			\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>Buildings</b>										
Arena Upgrades	1	\$ 3,000,000		\$ 3,000,000						
<b>Water &amp; Wastewater</b>										
Bon Accord Wetlands (6)	1	\$ 13,100,000								
<b>OTHER PROJECTS</b>										
Development Infrastructure	1	\$ 350,000				\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
<b>TOTAL CAPITAL EXPENDITURES</b>				<b>\$ 3,644,300</b>		<b>452,800</b>	<b>769,400</b>	<b>551,300</b>	<b>365,000</b>	<b>365,000</b>
<b>TOTALS</b>		<b>\$ 17,772,800</b>			<b>\$ 101,026</b>	<b>\$ 88,321</b>	<b>-\$ 228,279</b>	<b>-\$ 10,179</b>	<b>\$ 176,121</b>	<b>\$ 176,121</b>

- (1) MSI funding has been extended by two years past the originally expected end date. It will be replaced with the Local Government Fiscal Framework program in 2024-25.
- (2) The Canada Community Building Fund was previously the Gas Tax Fund.
- (3) The cost of the arena renovations is \$3,000,000. The Town is eligible for a grant with an 80/20 split, therefore a debenture may be required to cover the Town's portion of the split.
- (4) A transfer of the \$200,000 in capital recreation reserves from 2021 and 2022 funds could be used to cover the remainder of the Town's contribution for the 20%.
- (5) The grant is expected for the arena renovations and the ice plant purchase. The grant has an 80/20 split.
- (6) Options for the Bon Accord Wetlands include:  
*Conventional Wet Pond with Ditched Outlet*  
 Outlet Option 2 - \$13,400,000  
 Outlet Option 3 - \$13,100,000  
  
*Naturalized Wet Pond with Ditched Outlet*  
 Outlet Option 2 - \$22,600,000  
 Outlet Option 3 - \$22,400,000

DEPARTMENT	REVENUES				EXPENSES				2022	2023	2024	2025
	2022 Budget	2023 Plan	2024 Plan	2025 Plan	2022 Budget	2023 Plan	2024 Plan	2025 Plan	Net Budget	Net Plan	Net Plan	Net Plan
General Municipal	2,239,201	2,282,485	2,297,796	2,313,465	406,494	416,656	427,073	437,750	1,832,707	1,865,828	1,870,723	1,875,715
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,239,201.00</b>	<b>\$ 2,282,484.79</b>	<b>\$ 2,297,795.61</b>	<b>\$ 2,313,464.72</b>	<b>\$ 406,494.00</b>	<b>\$ 416,656.35</b>	<b>\$ 427,072.76</b>	<b>\$ 437,749.58</b>	<b>\$ 1,832,707</b>	<b>\$ 1,865,828</b>	<b>\$ 1,870,723</b>	<b>\$ 1,875,715</b>
Election	-	-	-	-	5,500	5,500	5,500	5,500	(5,500)	(5,500)	(5,500)	(5,500)
Council	-	-	-	-	120,309	114,309	114,309	114,309	(120,309)	(114,309)	(114,309)	(114,309)
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,809</b>	<b>\$ 119,809</b>	<b>\$ 119,809</b>	<b>\$ 119,809</b>	<b>-\$ 125,809</b>	<b>-\$ 119,809</b>	<b>-\$ 119,809</b>	<b>-\$ 119,809</b>
Administration	4,000	4,000	4,000	4,000	489,172	501,196	513,510	526,123	(485,172)	(497,196)	(509,510)	(522,123)
<b>TOTAL ADMINISTRATION</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 489,172</b>	<b>\$ 501,196</b>	<b>\$ 513,510</b>	<b>\$ 526,123</b>	<b>-\$ 485,172</b>	<b>-\$ 497,196</b>	<b>-\$ 509,510</b>	<b>-\$ 522,123</b>
Fire Services	9,471	9,661	9,854	10,051	47,007	47,581	48,167	48,764	(37,536)	(37,921)	(38,313)	(38,713)
Emergency Services	-	-	-	-	21,446	21,864	22,298	22,750	(21,446)	(21,864)	(22,298)	(22,750)
Bylaw	44,719	45,542	46,383	47,242	99,739	129,885	130,726	131,585	(55,020)	(84,343)	(84,343)	(84,343)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 54,190</b>	<b>\$ 55,203</b>	<b>\$ 56,237</b>	<b>\$ 57,293</b>	<b>\$ 168,192</b>	<b>\$ 199,330</b>	<b>\$ 201,191</b>	<b>\$ 203,099</b>	<b>-\$ 114,002</b>	<b>-\$ 144,127</b>	<b>-\$ 144,954</b>	<b>-\$ 145,806</b>
Municipal Planning	9,750	9,750	9,750	9,750	221,690	214,475	227,267	230,170	(211,940)	(204,725)	(217,517)	(220,420)
Economic Development	5,850	5,850	5,850	5,850	112,945	116,530	119,322	122,225	(107,095)	(110,680)	(113,472)	(116,375)
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 15,600</b>	<b>\$ 15,600</b>	<b>\$ 15,600</b>	<b>\$ 15,600</b>	<b>\$ 334,636</b>	<b>\$ 331,005</b>	<b>\$ 346,588</b>	<b>\$ 352,395</b>	<b>-\$ 319,036</b>	<b>-\$ 315,405</b>	<b>-\$ 330,988</b>	<b>-\$ 336,795</b>
Public Works - Roads	9,964	9,553	9,133	8,703	422,057	431,010	440,443	445,822	(412,093)	(421,457)	(431,311)	(437,119)
Storm Sewer & Drain	-	1	2	3	19,161	20,172	21,110	21,879	(19,161)	(20,171)	(21,108)	(21,876)
Water	520,508	519,310	526,102	532,886	572,081	581,307	577,523	593,945	(51,573)	(61,997)	(51,421)	(61,058)
Sewer	319,805	323,812	327,820	331,827	353,294	371,740	380,733	389,478	(33,490)	(47,928)	(52,913)	(57,651)
Garbage	91,822	93,029	94,236	95,443	115,779	118,353	121,143	123,852	(23,957)	(25,324)	(26,907)	(28,408)
Cemetery	7,000	7,000	7,000	7,000	9,114	9,388	9,674	9,970	(2,114)	(2,388)	(2,674)	(2,970)
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 949,098</b>	<b>\$ 952,705</b>	<b>\$ 964,292</b>	<b>\$ 975,862</b>	<b>\$ 1,491,486</b>	<b>\$ 1,531,970</b>	<b>\$ 1,550,627</b>	<b>\$ 1,584,945</b>	<b>-\$ 542,388</b>	<b>-\$ 579,265</b>	<b>-\$ 586,334</b>	<b>-\$ 609,082</b>
FCSS - Community Services	43,481	43,481	43,481	43,481	56,183	57,510	58,891	60,326	(12,702)	(14,029)	(15,410)	(16,845)
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 43,481</b>	<b>\$ 43,481</b>	<b>\$ 43,481</b>	<b>\$ 43,481</b>	<b>\$ 56,183</b>	<b>\$ 57,510</b>	<b>\$ 58,891</b>	<b>\$ 60,326</b>	<b>-\$ 12,702</b>	<b>-\$ 14,029</b>	<b>-\$ 15,410</b>	<b>-\$ 16,845</b>
Parks	77,255	80,127	83,082	86,123	138,286	142,789	147,473	152,344	(61,031)	(62,663)	(64,391)	(66,221)
Arena	215,587	215,835	216,056	216,249	274,795	284,046	291,057	298,348	(59,208)	(68,211)	(75,001)	(82,098)
Recreation	174,450	176,401	178,396	180,436	230,263	233,178	236,209	239,362	(55,813)	(56,777)	(57,814)	(58,926)
<b>TOTAL PARKS, ARENA &amp; RECREATION</b>	<b>\$ 467,292</b>	<b>\$ 472,362</b>	<b>\$ 477,534</b>	<b>\$ 482,808</b>	<b>\$ 643,344</b>	<b>\$ 660,013</b>	<b>\$ 674,739</b>	<b>\$ 690,053</b>	<b>-\$ 176,052</b>	<b>-\$ 187,651</b>	<b>-\$ 197,205</b>	<b>-\$ 148,319</b>
Library	-	-	-	-	57,546	57,546	57,546	57,546	(57,546)	(57,546)	(57,546)	(57,546)
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,546</b>	<b>\$ 57,546</b>	<b>\$ 57,546</b>	<b>\$ 57,546</b>	<b>-\$ 57,546</b>	<b>-\$ 57,546</b>	<b>-\$ 57,546</b>	<b>-\$ 57,546</b>
Total Excl. General Municipal	\$ 1,533,662	\$ 1,543,351	\$ 1,561,143	\$ 1,579,044	\$ 3,366,368	\$ 3,458,379	\$ 3,522,900	\$ 3,594,296	-\$ 1,832,706	-\$ 1,915,028	-\$ 1,961,756	-\$ 2,015,251
Total Incl. General Municipal	\$ 3,772,863	\$ 3,825,836	\$ 3,858,939	\$ 3,892,509	\$ 3,772,862	\$ 3,875,035	\$ 3,949,973	\$ 4,032,045	\$ 1	-\$ 49,199	-\$ 91,033	-\$ 139,536

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

<b>Meeting:</b>	<b>Regular Meeting of Council</b>
<b>Meeting Date:</b>	<b>November 16, 2021</b>
<b>Presented by:</b>	<b>Dianne Allen (Planning &amp; Economic Development)</b>
<b>Title:</b>	<b>Municipal Development Plan</b>
<b>Agenda Item No.</b>	<b>8.2</b>

**BACKGROUND/PROPOSAL**

The Municipal Development Plan (MDP) was adopted by Council to provide a cohesive framework to guide local decision making that is necessary to achieve the Town of Bon Accord’s long-term vision. The MDP guides future land use, infrastructure, environmental, social and economic policy decisions in a manner that reflect the municipalities vision.

The MDP is also aimed at promoting residential, commercial and industrial growth through sustainable and efficient development practices and standards. The guiding principle of the MDP is that all future growth in the Town of Bon Accord will occur in an orderly, efficient and economically sound manner. This will be accomplished by efficient land use patterns, protection of agricultural land and natural environment and provision of municipal infrastructure. The MDP is to be revised every 5 years to amend any changes.

Municipal Planning Services is pleased to prepare a cost estimate for the Town of Bon Accord to:

- Review the Towns current Integrated Municipal Development and Sustainability Plan, as amended by the MD
- Review the Towns current Gateway Plan
- Prepare a new MDP that incorporates the Gateway Plan as a distinct future land use planning area
- Incorporate recent changes to the Town’s municipal boundary (annexation)
- Ensure compliance with the MGA and the Alberta Land Stewardship Act
- Undertake public engagement to ensure the community feedback is reflected in the updated MDP

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Municipal Development Plan is a planning document for the Town of Bon Accord and is governed by the MGA - Municipal Development Plans, Section 632(1), in which every council of a municipality must by bylaw adopt a municipal development plan.

Section 632(3a) states, a municipal development plan must address:

- (i) the future land use within the municipality
- (ii) the manner of and the proposals for future development in the municipality

(iii) the coordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities

(iv) the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities

(v) the provision of municipal services and facilities either generally or specifically

Municipal Planning Services is proficient in understanding the Towns vision and operational capabilities. The Town has maintained a long-term working relationship, which over the years has served the Town well. Municipal Planning Services provides good quality work at a fair dollar value.

#### **STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

As per Councils 2018-2021 Strategic Plan:

- Priority 1  
Town of Bon Accord has a structured plan in place for steady, positive growth
- Priority 3  
Town of Bon Accord is maintaining and improving all infrastructure in fiscally responsible manner

#### **COSTS/SOURCES OF FUNDING**

Total Cost Estimate with GST: \$28,476.00

Cost is allocated in budget

#### **RECOMMENDED ACTION (BY ORIGINATOR)**

That Council approves the revision of the Municipal Development Plan as information.



# NEW MUNICIPAL DEVELOPMENT PLAN

---

COST ESTIMATE FOR THE TOWN OF BON ACCORD | 15 AUGUST 2021

It is the intent of Municipal Planning Services to enter into a formal agreement with the Town of Bon Accord based on the services described within this cost estimate.

---

Jane Dauphinee RPP, MCIP  
Principal + Senior Planner



## THE PROJECT

---

Municipal Planning Services (2009) Ltd. (MPS) is pleased to prepare a cost estimate for the Town of Bon Accord to:

- Review the Town's current Integrated Municipal Development and Sustainability Plan, as amended (the MDP);
- Review the Town's current Gateway Plan;
- Prepare a new MDP (that incorporates the Gateway Plan area as a distinct future land use planning area); and
- Undertake public engagement to ensure that community feedback is reflected in the updated MDP.

This cost estimate is intended to provide Town Council and Administration with the understanding of costs associated with completing these deliverables, and our firm's estimation of resources needed to bring this project to a successful conclusion.

## NEW MUNICIPAL DEVELOPMENT PLAN

---

Our cost estimate to prepare a new Municipal Development Plan (MDP) is based on a work plan that was developed specifically to:

- Incorporate recent changes to the Town's municipal boundary (annexation) and amendments to the current MDP;
- Meet provincial and Town requirements for public consultation, notification, and participation;
- Ensure compliance with the *Municipal Government Act* and the *Alberta Land Stewardship Act* (both as amended);
- Provide opportunities for thorough review of the plan by municipal Administration and Council during every phase of the project; and
- Ensure that readily available environmental, social, spatial, and demographic information provides a basis for plan goals and policies.

Our proposed work plan is based on the following three phase approach:

### Phase 1 – Issue Identification

- Online start-up meeting with Council, Administration, and MPS
- Research and review of relevant municipal plans, policies and bylaws, and other background information
- Online meeting to share background information findings with Council, Administration, and MPS
- Public notification of the MDP project and solicitation of ideas and focused feedback

### Phase 2 – Draft MDP Preparation and Engagement

- Online public engagement session to present the purpose of the project, discuss options for the new MDP, and gather information about current and future land use and development in the Town
- Preparation of a draft updated MDP (including goals, policies, maps and graphics) by MPS
- Online meeting to review of the draft MDP by Council and Administration and revision by MPS
- In-person workshop with Council and Administration to discuss design/land use options for the gateway area
- In-person public engagement session to present the draft MDP and design/land use options for the gateway area
- Preparation of a 'What We Heard' report that identifies community feedback to the draft MDP, and online meeting with Council and Administration to review
- Further review of the Draft MDP Council and Administration and revision by MPS
- In-person MDP review meeting with Council and Administration

### Phase 3 – MDP Adoption

- Preparation of the finalized MDP as guided by Council and Administration
- 1st reading by Council
- Public hearing (supported by a project review presentation by MPS) of the proposed MDP
- 2nd and 3rd readings of the MDP

	JANE DAUPHINEE	BRAD MACDONALD	ALLISON ROSLAND	KYLE MILLER	TOTAL COST
	PLANNER	PLANNER	PLANNER	PLANNER	
<b>BILLING RATE</b>	\$140.00	\$120.00	\$110.00	\$100.00	
<b>MEETINGS (INCLUDING PUBLIC ENGAGEMENT)</b>					
NUMBER OF MEETINGS	9	1	3	8	
TRAVEL (HOURS)	5	1	2	4	
DURATION (HOURS)	27	3	9	24	
MEETING COSTS	\$4,480.00	\$480.00	\$1,210.00	\$2,800.00	
	<b>TOTAL MEETING COSTS</b>				<b>\$8,970.00</b>
<b>PLANNING</b>					
WRITING/REPORTS (HOURS)	20	40	20	20	
MAPPING/GRAPHICS (HOURS)	0	0	25	0	
RESEARCH AND REVIEW (HOURS)	10	10	0	10	
PLANNING COSTS	\$4,200.00	\$6,000.00	\$4,950.00	\$3,000.00	
	<b>TOTAL PLANNING COSTS</b>				<b>\$18,150.00</b>
<b>Total Cost Estimate (WITHOUT GST):</b>					<b>\$27,120.00</b>
<b>Total Cost Estimate (WITH GST):</b>					<b>\$28,476.00</b>

This cost estimate is based on the following meeting plan:

<b>MEETING #1</b>	Online start-up meeting
<b>MEETING #2</b>	Online meeting to share background information
<b>MEETING #3</b>	Online public engagement session
<b>MEETING #4</b>	Online meeting to review draft MDP
<b>MEETING #5</b>	In-person Council and Administration workshop
<b>MEETING #6</b>	In-person public engagement session
<b>MEETING #7</b>	Online What We Heard Report meeting
<b>MEETING #8</b>	In-person MDP review meeting
<b>MEETING #9</b>	In-person public hearing

This cost estimate also includes review meetings via phone/email with Town Administration to review project findings, focused portions of the draft MDP, and to seek guidance on policies, designs, and content. MPS staff will remain in regular phone/email contact with Town Administration to ensure that Council is informed of the project's status.

In order to maximize project resources, this cost estimate assumes that Administration will assist MPS by calling all meetings of Council, organize the logistics of in-person meetings (e.g. venue booking, refreshments, etc.) if possible, and circulate all public meeting advertisements (MPS will provide content for the advertisements). If required, MPS can assist the Town in acquiring property boundary information for project maps, outside of the scope of this cost estimate.

We have prepared this cost estimate under the assumption that all meetings will be held virtually, in order to comply with provincial gathering restrictions due to the COVID-19 pandemic. If in-person meetings are possible in the future, MPS reserves the right to bill for travel-related expenses. MPS bills \$0.44/KM for mileage expenses. MPS respectfully reserves the right to decline requested in-person meetings if our presence in the Town of Bon Accord could present a health risk to Town residents or our staff. Our office is fully capable of (and experienced in) hosting virtual meetings (including public engagement sessions).

Should additional meetings (including public engagement sessions) or project tasks be directed by the Town, MPS reserves the right to bill for those meetings or tasks, in addition to the project cost estimates. Additional meetings or project tasks will not be undertaken by MPS without written consent from the Town.



## CLOSURE

---

These cost estimates have been developed in accordance with the above described work plan that seeks to maximize available project resources. MPS is confident that this project can be undertaken and completed within the stated cost estimate.

We anticipate from past project history that we can complete this project within twelve months of the project start date. We are prepared to begin work on this project as early as October 2021.

Thank you for the opportunity to prepare this cost estimate for the Town of Bon Accord. Should you require addition information, wish to discuss elements of this cost estimate, or wish to receive a detailed proposal for the described services, please feel free to contact our office at any time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jane Dauphinee', with a large, stylized flourish at the end.

**JANE DAUPHINEE, RPP, MCIP**

Principal + Senior Planner

Phone: 780-486-1991

Email: [j.dauphinee@munplan.ab.ca](mailto:j.dauphinee@munplan.ab.ca)

**TOWN OF BON ACCORD**

*Mayor Report – for period October 25 – November 12, 2021*

- October 25, 2021 Participated in Swearing in of Council and Organizational Meeting. It was sure a nice touch having our MP, Dane Lloyd there to officiate the Swearing in Ceremony.
- October 28, 2021 Participated in First Poppy ceremony in Gibbons where Mayor Deck of Gibbons and myself were pinned with the first poppies. This is an annual event that I felt honoured to be a part of.
- October 28, 2021 Attended Regional Orientation Session in Morinville. This was an all-day session that was facilitated by Ian McCormack. Ian did a great job filling in all the blanks that Muni 101 would have covered.
- October 29, 2021 Took part in Halloween candy give away at Town Office.
- November 1, 2021 Took part in Bon Accord Solar Array tour with Sturgeon County Mayor Alanna Hnatiw. Mayor Hnatiw was impressed with the size of the array as well as how we were able to make use of that piece of land.
- November 2, 2021 Attended first Regular Meeting of Council of this new term.
- November 8-9, 2021 Attended our CAO's Internal Orientation Session. This was a great session as it was not like other orientation sessions. It was pertinent to our town and its many facets.
- Note: I am really looking forward to this new term of Council. We are anticipating shovels in the ground this coming spring for a couple of projects with, hopefully, many more over the next 4 years. I'm excited to be part of this Council and know without a doubt that we have the people, both Administration and Council, that can move our town into the future.

*Brian Holden*  
Mayor  
Town of Bon Accord



**TOWN OF BON ACCORD**

*Councilor Report – for period of October 15- November 12, 2021*

October 15	Attended Salutes Committee Orientation meeting
October 22	Attended Salutes Regular Meeting
October 25	Attended swearing in Ceremony & organizational meeting for council.
October 28	Attended Sturgeon County, Strategic steps council orientation- I found this very informative and was very good for the basic background of local government.
November 1	Attended Solar Farm Tour with Sturgeon County Mayor Hnatiw.
November 2	Attended Regular Meeting of council.
November 8 & 9	Attended virtual council orientation.
November 11	Attended Remembrance Day ceremony in Bon Accord

Note: I am so thankful to be elected for this new term. I would like to thank the residents for this opportunity to represent them and hope that I can do them justice, with the needs of the community.

Lacey Laing  
Deputy Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councillor Report – October 19, 2021 to November 10, 2021*

October 25, 2021	Attended the swearing in of council followed by the organizational meeting
October 28, 2021	Attended the Council Orientation Program hosted by Sturgeon County. Ian McCormack did a great job.
October 29, 2021	Attended the Halloween Howl. Nice to see so many attend in their costumes.
November 1, 2021	Attended the tour of the solar farm by Mayor Hnatiw for Sturgeon County. There was some good discussion following regarding future possibilities.
November 2, 2021	Attended the Regular Meeting of Council.
November 8, 2021	Attended Day 1 of council orientation.
November 9, 2021	Attended Day 2 of council orientation. There was a lot of information presented. Thank you to everyone. I am really pleased to have so much at my fingertips on the thumb drive.

Note: Any additional information for report

*Lynn Bidney*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councilor Report – for period of October 25- November 12, 2021*

October 25	Attended swearing in Ceremony for council.
October 25	Attended Organizational Meetings of council.
November 2	Attended Regular Meetings of council.
November 8	Attended Library Board Meeting.  Library Board is working on their purposed budget.
November 8 & 9	Attended virtual council orientation.

Note: I am looking forward to the next four years. I would like to thank the residents for this wonderful opportunity. My voice is yours, so please feel free to reach out to me anytime.

Tanya May  
Councilor  
Town of Bon Accord



**TOWN OF BON ACCORD**

*Councillor Report – for period of October 25- November 12, 2021*

October 25	Organizational Meeting of Council & swearing in ceremony
October 28	Joint Regional Council Orientation
November 2	Regular Meeting of Council
November 8 & 9	Bon Accord Council Orientation

Note:

Cory Roemer  
Councillor  
Town of Bon Accord

November 2, 2021

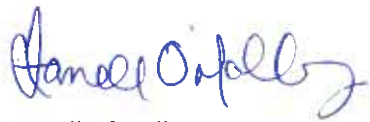
Town of Bon Accord  
Box 779  
Bon Accord, AB  
TOA 0K0

Dear Board:

**RE: INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD**

This is to advise that at the Organizational Meeting of Council held on October 27, 2021, Councillor Norm Sandahl was appointed as the Council Representative to the Intermunicipal Subdivision and Development Appeal Board for a period of two years. Bill Nimmo and Ed Parsons remain the members at large.

Thank you,



Farrell O'Malley  
CAO  
Town of Gibbons

FO:cjp



Box 501  
600-2<sup>nd</sup> Avenue  
Thorhild, AB  
TOA 3J0

**member owned. member driven.**

October 28, 2021

Mayor Holden and Bon Accord Council  
Box 779  
Bon Accord, AB  
TOA 0K0

**RE: Congratulations**

On behalf of our Board of Directors and the members of North Parkland Power Co-op, we would like to take this opportunity to congratulate the Mayor and Councillors in becoming elected or acclaimed in the recent municipal election.

For your information, North Parkland Power is a cooperative value-based business that has been operating in your municipality, and others, for over 25 years, a proud rural electric service provider with a highly skilled team of professionals. As a self operating, member owned, not for profit organization, we own and maintain the power poles and lines in the county surrounding Bon Accord in addition to a couple of members who reside within Bon Accord (those who may have been part of past annexation activities); our entire operating area, however, stretches as far southwest as Morinville and as far northeast as Lac La Biche.

As a long term, sustainable business in the area, we support the communities of our members and therefore would be happy to support or partner with the Town in any future endeavours you may find of value or need.

Please don't hesitate to reach out should you wish to pursue a further discussion on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Newell", written over a white rectangular area.

Charles Newell, Chairman  
*On behalf of*  
North Parkland Power Co-op Board of Directors