

Town of Bon Accord
AGENDA
Regular Council Meeting
April 1, 2025 6:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
- 4. ADOPTION OF MINUTES**
 - 4.1. March 18, 2025; Regular Council Meeting (enclosure)
 - 4.2. March 26, 2025; Committee of the Whole Meeting (enclosure)
- 5. DELEGATION**
 - 5.1. 6:05 p.m. Darcy McGunigal – Morinville RCMP Quarterly Report (enclosure)
 - 5.2. 6:30 p.m. Councillor Trina Jones and Rachel de Vos – Alberta Municipalities – Police Funding Model Resolution (enclosure)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - 7.1. Councillor Laing Motion – School Bus Stop Lights (enclosure)
 - 7.2. Councillor Laing Motion – Provincial Cuts – Disability Funding (enclosure)
 - 7.3. Councillor May Motion – Rotating Committee of the Whole meetings (enclosure)
 - 7.4. Sturgeon Regional Partnership - Regional Housing Assessment Proposal (enclosure)
 - 7.5. Digital Signs (enclosure)
 - 7.6. Transfer to Tax Roll (enclosure)
 - 7.7. Sewer Camera
 - 7.8. FCM Grant Matching Funds
 - 7.9. Staff Training and Professional Development Plan 2025
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Council Remuneration Policy (enclosure)
 - 8.2. Public Participation Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. CORRESPONDENCE**
 - 10.1. Sturgeon County Mayor’s Golf Tournament (enclosure)
- 11. NOTICE OF MOTION**
 - 11.1. Mayor Holden – Local Procurement (enclosure)

Town of Bon Accord
AGENDA
Regular Council Meeting
April 1, 2025 6:00 p.m. in Council Chambers
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12. CLOSED SESSION

12.1. Town Manager Evaluation – FOIP Act Section 19 Confidential evaluations

13. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
March 18, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jay Nagra – Economic Development & Safe Communities Coordinator
Terry Doerkson – Infrastructure Manager
Jessica Spaidal – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:04 a.m.

ADOPTION OF AGENDA

There were no objections to moving item 7.4 Fire Hall—Sewer Inspection to 5.2, adding item 9.1 Elected Officials Education Program: Council’s Role in Public Engagement, and item 12.3 Notice of Motion: Councillor May – Rotating Committee of the Whole Meetings. COUNCILLOR LAING MOVED THAT Council adopt the March 18, 2025 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-106

ADOPTION OF MINUTES

March 4, 2025; Regular Council Meeting

COUNCILLOR MAY MOVED THAT Council adopt the March 4, 2025 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-107

DEPARTMENTS REPORT

DEPUTY MAYOR LARSON MOVED THAT Council accept the report as presented AND FURTHER THAT Mayor Holden sign the Canada Post letter and directs administration to send to the noted recipients.

CARRIED UNANIMOUSLY RESOLUTION 25-108

NEW BUSINESS

Fire Hall—Sewer Inspection

COUNCILLOR MAY MOVED THAT Council direct administration to bring back a quote at the next meeting if possible, for either fixing our scope or buying a new scope.

**Town of Bon Accord
Regular Meeting of Council Minutes
March 18, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

CARRIED UNANIMOUSLY RESOLUTION 25-109

UNFINISHED BUSINESS

Utility Bill – Water Consumption Dispute

COUNCILLOR BIDNEY MOVED THAT Council maintains the current utility charges for the resident's December water consumption.

CARRIED UNANIMOUSLY RESOLUTION 25-110

Education Property Tax Information

COUNCILLOR BIDNEY MOVED THAT Council rescinds resolutions #24-425 and #24-426 AND FURTHER THAT Council direct administration to post the Alberta Education Tax information to the Town website and social media.

CARRIED UNANIMOUSLY RESOLUTION 25-111

NEW BUSINESS

Councillor May Motion – Skate Park Funding

COUNCILLOR MAY MOVED THAT Council direct administration to bring back the Skate Park discussion to the April 23, 2025 Committee of the Whole meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-112

Councillor May Motion – Question and Answer Period

COUNCILLOR MAY MOVED THAT Council direct administration to reinstate the question and answer period on our agenda to allow our residents to have a voice and feel that we are listening to them.

Councillor May requested a recorded vote.

In favour: Councillor Laing, Councillor May

Opposed: Mayor Holden, Deputy Mayor Larson, Councillor Bidney

DEFEATED RESOLUTION 25-113

Proposed Park Naming Survey

COUNCILLOR LAING MOVED Council approves the Park Naming Survey and Public Participation Plan as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-114

MAYOR HOLDEN MOVED THAT Council take a short recess at 10:25 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-115

Mayor Holden called the meeting back to order at 10:29 a.m.

BYLAWS|POLICIES|AGREEMENTS

Public Participation Policy

**Town of Bon Accord
Regular Meeting of Council Minutes
March 18, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR LAING MOVED THAT Council directs administration to amend the Public Participation Policy with the following changes:

- Switch the order of clauses 1 and 2 under Meet Your Council events,
- Amend current clause 1 to add “an opportunity”, and
- Amend current clause 2 to remove the word “additional”.

and bring the revised draft back to Council for approval at the next Regular Council Meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-116

Council Remuneration Policy

COUNCILLOR BIDNEY MOVED THAT Council direct administration to bring back the Council Remuneration Policy at the March 26, 2025 Committee of the Whole meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-117

COUNCILLOR LAING MOVED THAT Council direct administration to include childcare expenses as part of the Council Remuneration Policy discussion at the March 26, 2025 Committee of the Whole meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-118

WORKSHOPS/MEETINGS/CONFERENCES

Elected Officials Education Program – Council’s Role in Public Engagement

DEPUTY MAYOR LARSON MOVED THAT Council directs administration to register Councillor Laing for the EOEP course: Council’s Role in Public Engagement funded by the per diems contingency.

CARRIED UNANIMOUSLY RESOLUTION 25-119

COUNCIL REPORTS

COUNCILLOR LAING MOVED THAT Council accept the Council reports as information.

CARRIED UNANIMOUSLY RESOLUTION 25-120

CORRESPONDENCE

Redwater Mayor’s Breakfast

DEPUTY MAYOR LARSON MOVED THAT Council direct administration to register the following attendees to the Redwater Mayor’s Breakfast: Mayor Holden and Deputy Mayor Larson.

CARRIED UNANIMOUSLY RESOLUTION 25-121

Playgrounds for a Brighter Future – Zip Line

COUNCILLOR BIDNEY MOVED THAT Council defers this item until the Council meeting after the next Parks and Trails Committee.

CARRIED UNANIMOUSLY RESOLUTION 25-122

**Town of Bon Accord
Regular Meeting of Council Minutes
March 18, 2025 9:00 a.m.
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Sturgeon Public Schools Business & Community Engagement Event

COUNCILLOR BIDNEY MOVED THAT Council directs administration to register Town Manager Brown for the Sturgeon Public Schools Business & Community Engagement Event and report back to Council afterwards.

CARRIED UNANIMOUSLY RESOLUTION 25-123

NOTICE OF MOTIONS

Councillor Laing – Provincial Cuts – Disability Funding

Councillor Laing – School Bus Stop Lights

Councillor May – Rotating Committee of the Whole Meetings

CLOSED SESSION

- ***Land Sale Negotiations – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body***
- ***Intermunicipal Collaboration Framework Agreement – FOIP Act Section 21 Disclosure harmful to intergovernmental relations***
- ***Community Asset Sponsorship Package – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body***
- ***Canadian Armed Forces Congratulatory Message Request – FOIP Act Section 17 Disclosure harmful to personal privacy***
- ***Town Manager Evaluation – FOIP Act Section 19 Confidential evaluations***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss *Land Sale Negotiations – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body, Intermunicipal Collaboration Framework Agreement – FOIP Act Section 21 Disclosure harmful to intergovernmental relations, Community Asset Sponsorship Package – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body, Canadian Armed Forces Congratulatory Message Request – FOIP Act Section 17 Disclosure harmful to personal privacy, and Town Manager Evaluation – FOIP Act Section 19 Confidential evaluations* at 11:17 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-124

COUNCILLOR LAING MOVED THAT Council come out of closed session at 11:43 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-125

Land Sale Negotiations – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body

**Town of Bon Accord
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DEPUTY MAYOR LARSON MOVED THAT Council accepts the information presented and approves the land value appraisal cost of \$3500 to be funded by the Stormwater System Projects Reserve Fund.

CARRIED UNANIMOUSLY RESOLUTION 25-126

***Intermunicipal Collaboration Framework Agreement – FOIP Act Section 21
Disclosure harmful to intergovernmental relations***

COUNCILLOR BIDNEY MOVED THAT Council approves the proposed Recreation Cost Share Agreement (2026 – 2030) with Sturgeon County and directs the Mayor and CAO to sign this agreement on behalf of the Town.

CARRIED UNANIMOUSLY RESOLUTION 25-127

***Community Asset Sponsorship Package – FOIP Act Section 24 Advice from officials
and Section 25 Disclosure harmful to economic and other interests of a public body***

COUNCILLOR LAING MOVED THAT Council approves the Community Asset Sponsorship Package with the amendment of changing the duplicate picture in the circle on pages 4 and 5, for public circulation.

CARRIED UNANIMOUSLY RESOLUTION 25-128

***Canadian Armed Forces Congratulatory Message Request – FOIP Act Section 17
Disclosure harmful to personal privacy***

COUNCILLOR LAING MOVED THAT Council directs administration to draft a letter of acknowledgement and appreciation to be signed by Mayor Holden.

CARRIED UNANIMOUSLY RESOLUTION 25-129

Town Manager Evaluation – FOIP Act Section 19 Confidential evaluations

COUNCILLOR MAY MOVED THAT Council postpones the Town Manager Evaluation to April 1, 2025.

CARRIED UNANIMOUSLY RESOLUTION 25-130

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the March 18, 2025 Regular Meeting of Council adjourn at 11:46 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-131

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Committee of the Whole Meeting Minutes
March 26, 2025, 5:00 p.m. in Council Chambers
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**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown, Town Manager
Jay Nagra, Economic Development and Safe Communities Coordinator
Jessica Spaidal, Legislative Services and Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Deputy Mayor Larson called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

MAYOR HOLDEN MOVED THAT Council adopt the agenda for March 26, 2025, as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-132

UNFINISHED BUSINESS

2025/26 Annual Policing Priorities

The report was reviewed and discussed.

NEW BUSINESS

2025 Organizational Meeting Update

The report was reviewed and discussed.

Developer Outreach/Highway Frontage

The report was reviewed and discussed.

BYLAWS/POLICIES/AGREEMENTS

Trees on Municipal Property Policy

The policy was reviewed and discussed.

Council Remuneration Policy

The policy was reviewed and discussed.

CLOSED SESSION

- ***Arena Sponsorship Revenue Agreement – FOIP Act Section 24 Advice from officials***

**Town of Bon Accord
Committee of the Whole Meeting Minutes
March 26, 2025, 5:00 p.m. in Council Chambers
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- ***Development Update – FOIP Act Section 16 Disclosure harmful to business interests of a third party and Section 24 Advice from officials***
- ***Bylaw Services – FOIP Act Section 17 Disclosure***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss *Arena Sponsorship Revenue Agreement – FOIP Act Section 24 Advice from officials, Development Update – FOIP Act Section 16 Disclosure harmful to business interests of a third party and Section 24 Advice from officials, and Bylaw Services – FOIP Act Section 17 Disclosure* at 6:02 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-133

COUNCILLOR LAING MOVED THAT Council come out of closed session at 7:03 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-134

ADJOURNMENT

COUNCILLOR BIDNEY MOVED THAT the March 26, 2025 Committee of the Whole Meeting adjourn at 7:04 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-135

Deputy Mayor Larson – Chair

Jodi Brown, CAO



March 4, 2025

Brian Holden
Mayor
Bon Accord, AB

Dear Brian,

Please find attached the quarterly Community Policing Report covering the period from October 1st to December 31st, 2024. This report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Morinville Detachment.

In the coming weeks and months, we will be engaging with the community and holding town hall meetings as we have done in the past. This will provide us with an opportunity to interact with the community we serve and hear from them directly about what policing issues or priorities they would like our detachment to focus on. I look forward to attending these meetings to connect with our community and will be providing more details as we organize the town hall meetings.

I also want to inform you of the Real Times Operations Centre (RTOC) that is supporting RCMP detachments across Alberta. In October 2022, RTOC was established to optimize our response to incidents around the province. RTOC involves senior police officers monitoring policing operations in real-time, assessing incident risk, coordinating specialized and expert resources, and managing the response. They provide members on the ground with guidance, direction, and support. It is also used to coordinate the deployment of all RCMP resources – federal, provincial, and municipal, both within Alberta and, if required, nationally. The RTOC facility uses cutting-edge technology to provide real time support during emergency situations to RCMP officers across Alberta and is another measure used to enhance public and police officer safety.

I always remain available to discuss your community-identified priorities and any other ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Best regards,

S/Sgt. Darcy McGunigal
Chief of Police
RCMP Morinville Detachment





Morinville Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	1	3	2	4	N/A	100%	0.9
Robbery		7	5	0	7	1	-86%	-86%	-1.0
Sexual Assaults		26	49	34	37	18	-31%	-51%	-2.8
Other Sexual Offences		8	22	9	20	9	13%	-55%	0.0
Assault		173	173	174	163	197	14%	21%	3.8
Kidnapping/Hostage/Abduction		5	3	4	6	0	-100%	-100%	-0.7
Extortion		2	3	6	6	7	250%	17%	1.3
Criminal Harassment		39	34	37	68	60	54%	-12%	7.6
Uttering Threats		57	67	72	76	66	16%	-13%	2.7
TOTAL PERSONS		317	357	339	385	362	14%	-6%	11.8
Break & Enter		155	129	111	133	131	-15%	-2%	-4.4
Theft of Motor Vehicle		126	120	109	104	106	-16%	2%	-5.6
Theft Over \$5,000		22	26	19	20	27	23%	35%	0.4
Theft Under \$5,000		242	198	213	182	171	-29%	-6%	-15.8
Possn Strn Goods		150	120	64	112	89	-41%	-21%	-13.0
Fraud		79	97	90	114	119	51%	4%	9.7
Arson		9	13	14	7	8	-11%	14%	-0.8
Mischief - Damage To Property		208	187	176	183	137	-34%	-25%	-14.6
Mischief - Other		107	123	100	122	122	14%	0%	2.9
TOTAL PROPERTY		1,098	1,013	896	977	910	-17%	-7%	-41.2
Offensive Weapons		50	26	25	25	35	-30%	40%	-3.1
Disturbing the peace		45	35	50	65	79	76%	22%	9.8
Fail to Comply & Breaches		73	79	98	90	68	-7%	-24%	0.1
OTHER CRIMINAL CODE		44	62	63	68	69	57%	1%	5.6
TOTAL OTHER CRIMINAL CODE		212	202	236	248	251	18%	1%	12.4
TOTAL CRIMINAL CODE		1,627	1,572	1,471	1,610	1,523	-6%	-5%	-17.0



Morinville Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	2	0	0	0	N/A	N/A	-0.2
Drug Enforcement - Possession		12	12	8	8	10	-17%	25%	-0.8
Drug Enforcement - Trafficking		5	14	7	5	11	120%	120%	0.3
Drug Enforcement - Other		1	0	0	0	0	-100%	N/A	-0.2
Total Drugs		18	28	15	13	21	17%	62%	-0.9
Cannabis Enforcement		1	0	0	1	1	0%	0%	0.1
Federal - General		12	12	16	14	13	8%	-7%	0.4
TOTAL FEDERAL		31	40	31	28	35	13%	25%	-0.4
Liquor Act		30	29	17	21	30	0%	43%	-0.8
Cannabis Act		11	5	3	11	10	-9%	-9%	0.4
Mental Health Act		166	183	160	162	149	-10%	-8%	-5.5
Other Provincial Stats		261	258	234	238	304	16%	28%	6.6
Total Provincial Stats		468	475	414	432	493	5%	14%	0.7
Municipal By-laws Traffic		2	6	8	4	7	250%	75%	0.8
Municipal By-laws		72	56	34	39	54	-25%	38%	-5.3
Total Municipal		74	62	42	43	61	-18%	42%	-4.5
Fatals		7	12	6	4	4	-43%	0%	-1.4
Injury MVC		71	61	85	79	66	-7%	-16%	0.8
Property Damage MVC (Reportable)		327	343	401	356	274	-16%	-23%	-9.3
Property Damage MVC (Non Reportable)		77	73	74	50	79	3%	58%	-1.9
TOTAL MVC		482	489	566	489	423	-12%	-13%	-11.8
Roadside Suspension - Alcohol (Prov)		2	48	30	39	47	2250%	21%	8.1
Roadside Suspension - Drugs (Prov)		0	2	1	5	2	N/A	-60%	0.7
Total Provincial Traffic		2,712	3,300	2,436	2,322	2,516	-7%	8%	-137.0
Other Traffic		27	15	21	12	6	-78%	-50%	-4.5
Criminal Code Traffic		207	155	88	76	91	-56%	20%	-31.1
Common Police Activities									
False Alarms		109	103	89	77	95	-13%	23%	-5.4
False/Abandoned 911 Call and 911 Act		166	146	5	31	44	-73%	42%	-35.9
Suspicious Person/Vehicle/Property		575	564	439	507	561	-2%	11%	-8.5
Persons Reported Missing		65	55	71	38	44	-32%	16%	-5.9
Search Warrants		7	2	1	0	1	-86%	N/A	-1.4
Spousal Abuse - Survey Code (Reported)		230	223	223	205	201	-13%	-2%	-7.6



Morinville Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	2	0	0	N/A	N/A	0.0
Robbery		2	0	0	2	0	-100%	-100%	-0.2
Sexual Assaults		7	13	8	7	7	0%	0%	-0.6
Other Sexual Offences		2	4	1	1	3	50%	200%	-0.1
Assault		35	39	47	38	43	23%	13%	1.5
Kidnapping/Hostage/Abduction		0	0	2	4	0	N/A	-100%	0.4
Extortion		0	1	0	2	0	N/A	-100%	0.1
Criminal Harassment		8	6	8	19	7	-13%	-63%	1.1
Uttering Threats		12	17	23	20	10	-17%	-50%	-0.1
TOTAL PERSONS		66	80	91	93	70	6%	-25%	2.1
Break & Enter		34	30	31	34	31	-9%	-9%	-0.2
Theft of Motor Vehicle		31	32	28	18	30	-3%	67%	-1.6
Theft Over \$5,000		9	7	4	6	5	-44%	-17%	-0.9
Theft Under \$5,000		58	38	66	39	44	-24%	13%	-2.7
Possn Stn Goods		42	28	14	23	31	-26%	35%	-2.7
Fraud		28	21	21	25	26	-7%	4%	0.0
Arson		3	1	5	2	2	-33%	0%	-0.1
Mischief - Damage To Property		46	44	47	23	36	-22%	57%	-4.1
Mischief - Other		26	22	32	29	33	27%	14%	2.1
TOTAL PROPERTY		277	223	248	199	238	-14%	20%	-10.2
Offensive Weapons		15	10	8	7	6	-60%	-14%	-2.1
Disturbing the peace		11	6	6	15	20	82%	33%	2.7
Fail to Comply & Breaches		18	15	29	12	19	6%	58%	-0.1
OTHER CRIMINAL CODE		17	18	14	17	13	-24%	-24%	-0.9
TOTAL OTHER CRIMINAL CODE		61	49	57	51	58	-5%	14%	-0.4
TOTAL CRIMINAL CODE		404	352	396	343	366	-9%	7%	-8.5



Morinville Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	6	0	3	3	0%	0%	-0.3
Drug Enforcement - Trafficking		0	3	0	2	4	N/A	100%	0.7
Drug Enforcement - Other		1	0	0	0	0	-100%	N/A	-0.2
Total Drugs		4	9	0	5	7	75%	40%	0.2
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		6	0	4	4	0	-100%	-100%	-0.8
TOTAL FEDERAL		10	9	4	9	7	-30%	-22%	-0.6
Liquor Act		4	5	2	7	8	100%	14%	1.0
Cannabis Act		1	3	1	5	5	400%	0%	1.0
Mental Health Act		44	43	25	42	33	-25%	-21%	-2.3
Other Provincial Stats		62	42	42	72	70	13%	-3%	4.6
Total Provincial Stats		111	93	70	126	116	5%	-8%	4.3
Municipal By-laws Traffic		0	0	1	0	1	N/A	N/A	0.2
Municipal By-laws		9	12	5	9	13	44%	44%	0.5
Total Municipal		9	12	6	9	14	56%	56%	0.7
Fatals		1	4	2	4	1	0%	-75%	0.0
Injury MVC		23	16	18	34	18	-22%	-47%	0.8
Property Damage MVC (Reportable)		119	144	146	131	89	-25%	-32%	-7.3
Property Damage MVC (Non Reportable)		15	33	17	13	24	60%	85%	-0.2
TOTAL MVC		158	197	183	182	132	-16%	-27%	-6.7
Roadside Suspension - Alcohol (Prov)		2	19	7	14	9	350%	-36%	0.9
Roadside Suspension - Drugs (Prov)		0	0	1	4	1	N/A	-75%	0.6
Total Provincial Traffic		702	807	664	583	583	-17%	0%	-46.2
Other Traffic		2	4	3	1	2	0%	100%	-0.3
Criminal Code Traffic		55	34	16	20	20	-64%	0%	-8.4
Common Police Activities									
False Alarms		17	30	16	13	19	12%	46%	-1.3
False/Abandoned 911 Call and 911 Act		45	41	2	16	16	-64%	0%	-8.3
Suspicious Person/Vehicle/Property		134	124	114	132	118	-12%	-11%	-2.4
Persons Reported Missing		16	17	16	11	7	-56%	-36%	-2.4
Search Warrants		1	1	0	0	0	-100%	N/A	-0.3
Spousal Abuse - Survey Code (Reported)		58	57	60	35	40	-31%	14%	-5.8
Form 10 (MHA) (Reported)		3	5	1	3	1	-67%	-67%	-0.6



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Morinville

Detachment Commander

S/Sgt. Darcy McGunigal

Report Date

March 4, 2025

Fiscal Year

2024-25

Quarter

Q3 (October - December)

Community Priorities

Priority #1: Safety - Property Crime

Updates and Comments:

Property Crime has seen a 20% year over year increase during this quarter, but a decrease of 14% when compared to the previous 5 years. Vehicle thefts have seen a notable increase this quarter from 18 to 30. Targeted investigative efforts have been organized to reverse this trend. Vehicle thefts remain 3% below the 5 year average.

Priority #2: Employee Wellness - Engagement

Updates and Comments:

The general duty watches and GIS unit all participated in instances of team building in Q3. Some groups held holiday dinners after work hours, other maintained on-shift routines, such as breakfast on Sunday day shifts. All targets meet in Q3.

Priority #3: Community Engagement

Updates and Comments:

In total, a S/Sgt. And Sgt. attended 3 Coffee with A Cop's this quarter with a few more already been planned for this next quarter. Also, a variety of other meetings such as town councils, rural crime watch groups, band council meetings and others have been completed. Each time we attend these meetings, good and open discussions are had on current issues surrounding our town and county.





Priority #4: Traffic - Safety (motor vehicles, roads)

Updates and Comments:

Motor vehicle collisions are down almost across the board. Q3 saw a year over year decrease of 75% in fatal collisions, 47% in injury collisions, and 32% in reportable damage collisions. Total motor vehicle collisions in Q3 are down 27% year over year and 16% compared to the 5 year average.

Priority #5: Police / Community Relations - Police Visibility

Updates and Comments:

Members took 91 calls on Alexander First Nation this quarter with many of these files involved collaborative efforts with AFN Security to address safety on the reserve.

Members helped address safety concerns on AFN by:

- (1) Internet safety presentation prepared / delivered by NAICE and a Constable to AFN school students;
- (2) Another constable is still looking into note taking course for AFN Security; and
- (3) Possible EJM on the horizon for church arson file that GIS will likely take part in.

On-going efforts have been made to increase detachment presence and safety of AFN citizens on the reserve.





Community Consultations

Consultation #1

Date	Meeting Type
November 8, 2024	Community Connection
Topics Discussed	
General Discussion on Policing	
Notes/Comments:	
Calahoo Fire Hall	

Consultation #2

Date	Meeting Type
December 3, 2024	Town Hall
Topics Discussed	
Policing Priorities	
Notes/Comments:	
Riviere Qui Barre	

Consultation #3

Date	Meeting Type
December 4, 2024	Community Connection
Topics Discussed	
General Discussion on Policing	
Notes/Comments:	
Coronado Hall	





Consultation #4

Date	Meeting Type
December 5, 2024	Town Hall
Topics Discussed	
Policing Priorities	
Notes/Comments:	
Cardiff Hall	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	16	14	3	0
Detachment Support	4	4	0	0

Notes:

1. Data extracted on December 31, 2024 and is subject to change.
2. 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.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 16 established positions, 14 officers are currently working. There are three officers on special leave (two Medical and one Parental leave). One of these positions is backfilled to ensure coverage. There is one position with two officers assigned to that position. There is no hard vacancy at this time.

Detachment Support: Of the four established positions, four resources are currently working with none on special leave. There is no hard vacancy at this time.





Morinville RCMP 3rd Quarter Report

S/Sgt. Darcy McGunigal
Detachment Commander
Morinville R.C.M.P.



Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada

Purpose

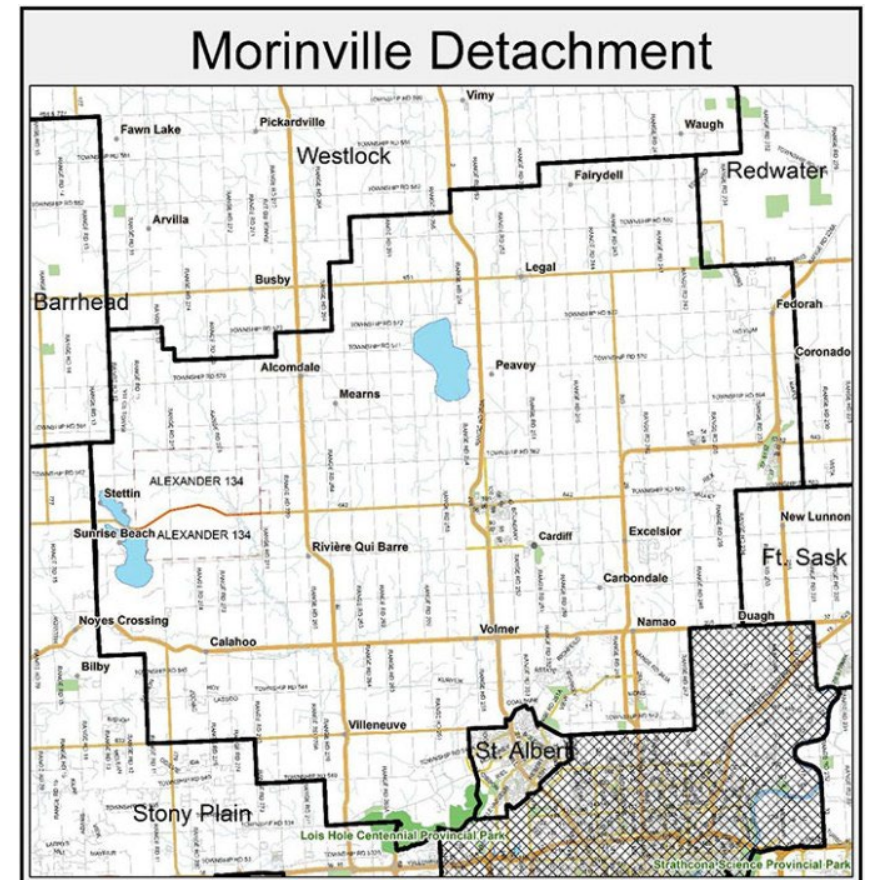
To provide an update to Council on the operations of the Morinville RCMP Detachment.



Jurisdiction and Call Volume

The Morinville R.C.M.P. Detachment provides 24-hour policing services to several municipalities and communities:

- Alexander First Nation
- Sturgeon County
- Town of Bon Accord
- Town of Gibbons
- Town of Legal
- Town of Morinville



Human Resources

Morinville Detachment is comprised of 34 personnel:

- 1 Staff Sergeant
- 1 Sergeant
- 5 Corporals
- 18 (+1) Constables including the School Resource Officer
- 4 Public Service Employees
- 4 Town of Morinville Full Time Employees
- 5 Town of Morinville Casual Employees
- 1 Reservist Constable

Officers are supported by Sturgeon Victim Services (9 in total) and 5 guards.

Priorities

RCMP Morinville Detachment Priorities

- Crime Reduction
- Enhanced Awareness and Education
- Employee Wellness and Respect
- Enhanced Road Safety

Morinville Detachment Crime Statistics

Town of Bon Accord

OFFENCE	Quarter 3 (Oct 1 to Dec 31)	Quarter 3 (2023 Comparison)	Year to Date (April 1 to Dec 31)
Spousal Abuse	2	1	7
Mental Health Act	4	4	11
RPACT Referrals	0	0	0
Break and Enter (Residential)	0	0	1
Break and Enter (Commercial)	0	2	2
Theft of Vehicles	3	1	8
Fraud	0	2	7
Suspicious Persons	8	5	29

Morinville Detachment Crime Statistics

Town of Bon Accord

Total RCMP Calls for Service with the Town of Bon Accord

Quarter 3 (Oct 1 to Dec 31): 71

Previous Quarter (July 1 to Sept 30):80

Year to Date (April 1 to Dec 31): 249

2023 Quarter 3 Comparison (Oct 1 to Dec 31): 47

2023 Year to Date Comparison (April 1 to Dec 31): 193

Notable Investigations

September 4: 35 y.o. female arrested for residential break and enter and theft near Highway 643. Suspect identified through video surveillance.

September 8: 39 y.o. male arrested for possession of stolen vehicle on Highway 28A near Gibbons. Member located suspicious vehicle during a late night proactive patrol.

September 12: 15 y.o. boy and 12 y.o. boy arrested by members on Highway 28 in possession of a vehicle that had been stolen after a carjacking in Edmonton. Two butcher knives seized. Multiple charges laid for violating previous release conditions and illegal possession of weapons.

September 13: 49 y.o. male arrested in possession of stolen vehicle and drugs near Highway 261. Driver fled from police and arrested with assistance from police dog and air services.

September 22: 39 y.o. male and 36 y.o. female arrested at commercial break and enter in progress near Range Road 234 (alarm). Suspects fled from police and arrested with assistance from air services.

Notable Investigations

September 25: 41 y.o. male arrested intoxicated with a knife on Alexander First Nation, threatening police officers to shoot him. Members managed to arrest using OC spray and CEW.

November 1: Residential break in to a garage near Range Road 261. Suspect identified through fingerprints and charges pending.

November 5: 17 y.o. boy arrested for stealing vehicle from residence in Morinville. Suspect identified through surveillance.

November 16: 22 y.o. male arrested at a residence near Range Road 261 in possession of a vehicle stolen from Morinville earlier that day. Reported by third party. Convicted and sentenced to 60 days in custody.

November 19: 28 y.o. male arrested on Highway 28 in possession of vehicle stolen from Morinville. Located during proactive patrol. Suspect attempted to flee and arrested after use of spike belt.

Notable Investigations

December 13: 38 y.o. male arrested after theft of vehicle near Range Road 252 as part of ongoing police investigation into recent auto thefts. Sentenced to 135 days in custody.

December 17: 45 y.o. male and 47 y.o. male arrested shortly after commercial break-in and theft of two vehicles near Range Road 254. Vehicles equipped with GPS security systems.

December 27: 46 y.o. male arrested soon after fleeing police who were proactively patrolling commercial properties in the Bon Accord area. 13 total charges against suspect including failing to comply with release conditions, resisting arrest, assaulting a police officer, and illegal possession of several firearms including a pump action shotgun.

December 27: 29 y.o. male and 26 y.o. female arrested after \$16,000 in tools were stolen from a trailer near Township Road 544. Search warrant later executed, resulting in recovery of property and arrests.

Community Engagement

- Sturgeon Rural Crime Watch Meetings
- ACOPA Presentation – Nov 6
- School Resource Officer Program
- 2024/25 RCMP School Liaisons
- Sturgeon Regional Positive Ticketing



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Community Engagement

- Sturgeon Rural Crime Watch Meetings
- Coffee with Cop Sessions
- School Resource Officer Program
- 2024/25 RCMP School Liaisons
- Bike, Board, Blade Safety Rodeo May 14
- Sturgeon Regional Positive Ticketing



Questions?



Resolutions to Direct Advocacy

Town of Bon Accord

April 1, 2025



ABmunis Resolutions on Police Funding

- Policing in Alberta (2009):
 - Called for ABmunis to adopt a policy paper recommending changes to policing in Alberta. The policy paper notes that the current funding arrangement is inconsistent with the principles of inter-municipal equity and fairness, as well as funding adequacy and responsiveness.
- Equitable Funding for Policing Services (2012)
 - Called for the Government of Alberta to develop and adopt a funding formula that is fair and equitable between urban municipalities, municipal districts and counties, and allows all local governments to continue to meet the needs of their residents.
- Provincial and Federal Support for Policing, Crime Prevention and Community Safety Services (2012)
 - Called for the Government of Alberta to establish a funding model that reflects policing, crime prevention, and community safety services priorities.
- Equalization of Policing Costs (2016)
 - Called for the Government of Alberta to develop a more fair and equitable funding strategy to eliminate the operating gap of RCMP services between large municipalities and small municipalities.

Responsibility for Policing Costs in Alberta

Policing Arrangement	Population	Responsibility for policing costs			
		Municipality pays:	Provincial government pays:	Federal government pays:	Eligible for Policing Support Grant?
Cities, Towns, Villages, and Summer Villages					
• Municipally-run police service	Various	100%	-	-	Yes
• Municipal agreement with RCMP	15,000+	90%	-	10%	Yes
	5,001 – 15,000	70%	-	30%	Yes
• Provincial agreement with RCMP	1 – 5,000	30% of provincial cost (21% of total cost)	70% of provincial cost (49% of total cost)	30% of total cost	No
Municipal Districts and Counties					
• Provincial agreement with RCMP	Various	30% of provincial cost (21% of total cost)	70% of provincial cost (49% of total cost)	30% of total cost	No

Average Cost of Policing

Policing Arrangement	Population	Municipal portion of the cost	# of Reporting Municipalities	Average Net Expense for Policing as a % of Total Municipal Expense (net of grants)
Cities, Towns, Villages, and Summer Villages				
• Municipal police service	Various	100%	7	12.1%
• Municipal agreement with RCMP	15,000+	90%	16	8.3%
	5,001 - 15,000	70%	27	7.5%
• Provincial agreement with RCMP	1,001 – 5,000	30%	28	2.0%
	<1,000	30%	102	2.2%
Municipal Districts and Counties				
• Provincial agreement with RCMP	Various	30%	35	2.2%

NOTES

- ABmunis calculations using Alberta Municipal Affairs' 2023 Financial Information Return (FIR) schedule C(1)-Revenue using Police expense (column 01210) and Total Expense (column 01580) excluding services for gas, electric, and other utility services (columns 01566, 01567, 01568).
- Expenditures are presented on a net basis after deducting grant funding received from the Government of Alberta through the Policing Support Grant for eligible municipalities to be representative of the actual expenditures funded by the municipality. The Policing Support Grant allocations represent 2022-23 figures as 2023-24 figures are not publicly available.
- Municipalities that reported zero expense for policing were excluded from the analysis. This represented 104 municipalities that appear to have reported their policing costs in other cost categories (e.g. mixed with bylaw enforcement, disaster and emergency, other protective services, or other).
- Specialized municipalities and improvement districts are excluded due to their unique treatment.

A New Police Funding Model?

Alberta

← Government news

There has been a 39% increase in provincial policing costs since 2018.

Nov 06, 2024

Helping rural municipalities with policing costs

Alberta's government is temporarily freezing the amount rural municipalities are responsible for paying for front-line policing services in Alberta.

Resources Added under the Police Funding Model

POLICE OFFICER POSITIONS BY DETACHMENT = 136 POSITIONS											
Central Alberta District Detachments		31	Eastern Alberta District Detachments		34	Southern Alberta District Detachments		35	Western Alberta District Detachments		36
Bashaw	Stettler		Athabasca	Viking		Airdrie	Three Hills		Beaverlodge	Spirit River	
Blackfalds	Strathcona		Bonnyville	Westlock		Bassano	Vulcan		Edson	Swan Hills	
Breton	Sylvan Lake		Cold Lake			Bow Island			Evansburg	Valleyview	
Camrose	Thorsby		Elk Point			Canmore			Faust	Whitecourt	
Innisfail	Wetaskiwin		Kitscoty			Cochrane			Grande Prairie		
Leduc			Lac La Biche			Didsbury			High Level		
Morinville			Provost			Hanna			High Prairie		
Parkland			Smoky Lake			High River			Manning		
Ponoka			St. Paul			Lake Louise			Mayerthorpe		
Rimbey			Two Hills			Okotoks			Peace Regional		
Rocky Mountain House			Vegreville			Strathmore			Red Earth Creek		

Key Considerations for Sponsoring a Resolution

Resolutions should address issues that:

- Impact most municipalities today or in the future, or
- Most municipalities can relate to even if it does not impact them directly.

For example, a resolution on policing could speak to addressing the increasing policing costs that all municipalities are faced with.



Questions?

300, 8616 51 Avenue NW
Edmonton, AB T6E 6E6

abmunis.ca

hello@abmunis.ca

310-MUNI



 **Alberta
Municipalities**
Strength
In Members

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	April 1, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Councillor Laing Motion: School Bus Stop Lights
Agenda Item No. 7.1	

BACKGROUND/PROPOSAL

Councillor Laing brought forward a Notice of Motion at the March 18, Regular Meeting of Council regarding School Bus Stop Lights.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor Laing's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

Notice of Motion

I councilor Laing, bring forward a notice to be brought forward at the RMC March 18, 2025, and to be presented at the RMC April 1, 2025

To have a discussion with council on how we can urge the provincial government to help communities create a safer environment for school buses using their 8 way Amber stop lights.

It has come to my attention this subject needs attention. We could encourage the Provincial government to do a campaign for educating drivers of the importance of stopping and being aware of buses stopping to load children. That could include billboards, radio messages, ads, etc.

Even possibly suggesting that registry offices read a prompt script or mandate that motor vehicle operators renewing their license to read the prompt and be reminded of the importance.

At the very least have conversations with surrounding towns and county to see what we can do to help the communities around us with this issue.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	April 1, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Councillor Laing Motion: Provincial Cuts – Disability Funding
Agenda Item No. 7.2	

BACKGROUND/PROPOSAL

Councillor Laing brought forward a Notice of Motion at the March 18, Regular Meeting of Council regarding Provincial Cuts – Disability Funding.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor Laing’s Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Recent cuts provincial gov
Date: March 11, 2025 1:12:00 PM

From: Lacey Laing <lailing@bonaccord.ca>

Sent: March 11, 2025 12:11 PM

To: Brian Holden <bholden@bonaccord.ca>; Tanya May <tmay@bonaccord.ca>; Timothy Larson <tlarson@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>; cao <cao@bonaccord.ca>; Jessica Spaidal <lscordinator@bonaccord.ca>

Subject: Re: Recent cuts provincial gov

Can I bring this forward to have as a notice of motion to have presented at March 18, RMC.

I would like to have a conversation with council regarding advocating for disability funding for Albertans. To direct administration to create a letter addressed to the Premier Smith, Minister Nally and minister Nixon to advocate for a better funding model for families with disabilities and especially regarding the Canada Disability Credit

Thank you so much
Councillor Lacey Laing
March 12, 2025

Get [Outlook for iOS](#)

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	April 1, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Councillor May Motion: Rotating Committee of the Whole Meetings
Agenda Item No. 7.3	

BACKGROUND/PROPOSAL

Councillor May brought forward a Notice of Motion at the March 18, Regular Meeting of Council regarding Rotating Committee of the Whole Meetings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor May's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	April 1, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Regional Housing Needs Assessment
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

During the Sturgeon Region Partnership Committee Meeting held on March 12th, 2025, the following motion was approved by the Committee:

“That the Sturgeon Regional Partnership member municipalities gather feedback from their Councils on the proposal to engage in a grant-funded regional housing needs assessment and report back at the next SRP meeting.”

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

A regional housing needs assessment would support data-informed decision-making, planning for growth, equitable/affordable housing initiatives and appropriate resource allocation to meet future needs.

Once complete, the study may be used to support additional grant funding applications to address housing needs.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

Value Statement: Stewardship

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

Priority # 5: Collaboration

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

COSTS/SOURCES OF FUNDING

The Town's participation in this regional initiative would be contingent on grant funding to pay for the study.

RECOMMENDED ACTION

THAT Council endorse Bon Accord's participation in the regional housing needs assessment proposed by the Sturgeon Regional Partnership, contingent on securing grant funding.

OR

THAT Council does not endorse Bon Accord's participation in the regional housing needs assessment proposed by the Sturgeon Regional Partnership at this time.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	April 1, 2024
Presented by:	Jessica Caines, Legislative Services and Communications Supervisor
Title:	Digital Signs
Agenda Item No.	7.5

BACKGROUND/PROPOSAL

Recently, administration received a request from the property owner/developer at 4706 – 51 Street (old liquor store) to remove the highway sign, as it is on their property. The previous property owner agreed to allow the Town to place the sign on their property in exchange for advertising placements on the sign. Now that the property has been sold to a new owner, this agreement is no longer applicable.

The developer has indicated the timeline for the highway sign removal as April/May. They would like to place a sign in that location.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Highway Sign

Administration received an **estimate** for removal and disposal of the sign at 4706 - 51 Street (old liquor store location) for \$2600 plus GST.

Considerations

- **Age of Highway Sign:** The highway sign is approximately 10 years old. The life of these types of signs is approximately 10 years. As such, this sign is at the end of its life.
- **Highway Sign Relocation:** As the sign is at the end of its life, relocating the sign to another location in Town would not be recommended without upgrading the electronic sign. Administration has not yet received a quote regarding this cost or confirmation that it is possible to relocate it given the age of the sign.

Option for future consideration: Highway Sign Retirement & Upgrade CiB Sign: Council may wish to retire the highway sign and replace the CiB sign with remaining reserve funds. The **estimated** cost to repair and update this sign is \$17,200 (\$11,200 for sign + \$5000 estimated for installation, new hardware, etc.)

Information from Sign Removal Company:

- **Turnaround for Removal:** Dependent on workload currently scheduled. 2 weeks max at this point.
- **Timeline for Removal:** Roughly 4-5hrs

STRATEGIC ALIGNMENT

Priority #2: Community

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

COSTS/SOURCES OF FUNDING

Highway Sign Removal: \$2,600 + GST

CiB Sign Replacement: \$17,200 (\$11,200 for sign + \$5000 estimated for installation, new hardware, etc.)

Gateway Plan Reserve Fund: \$14, 471 (possible future funding source in combination with other funding sources).

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT Council direct administration to remove the highway sign located at 4706 - 51 Street (old liquor store location) at a cost of no more than \$3000.00 + GST with funds allocated from the Gateway Plan Reserve.

OR

THAT Council direct administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	April 01 st , 2025
Presented by:	Jodi Brown, Town Manager
Title:	Transfer to Tax Roll
Agenda Item No.	7.6

BACKGROUND/PROPOSAL

Section 546 of the Municipal Government Act addresses municipal orders to remedy dangers and unsightly property.

On October 28th, 2024, the Town issued an order to remedy under Section 546 of the MGA for the property at 4742 51st Avenue and legally described as Plan 7921533, Block 14, Lot 32 (tax roll # 52400).

Section 549(5)(b) of the Municipal Government Act addresses the requirements for municipalities to remedy contraventions, dangers and unsightly property as such:

549(1) Subject to subsection (2), a municipality may take whatever actions or measures are necessary to

(a) remedy a contravention of this Act, an enactment that the municipality is authorized to enforce or a bylaw or to prevent a reoccurrence of the contravention, or

(b) eliminate the danger to public safety caused by a structure, excavation or hole or to deal with the unsightly condition of property.

(2) No action or measure shall be taken under subsection (1) unless

(a) the municipality has first given a written order under section 545 or 546 that contains a statement referred to in section 545(2)(d) or 546(2)(b), as the case may be,

(b) the person to whom the order is directed has not complied with the order within the time specified in the order, and

(c) the appeal periods respecting the order have expired or, if an appeal has been made, the appeal has been decided and the

decision allows the municipality to take the action or measures.

(5) The expenses and costs of an action or measure taken by a municipality under this section are an amount owing to the municipality

(a) in the case of an action or measure taken under subsection (1)(a), by the person who contravened the enactment or bylaw, or

(b) in the case of an action or measure taken under subsection (1)(b), by the person who did not comply with the order under section 546(1) within the time specified in the order.

Section 553.1(1)(c) of the Municipal Government Act authorizes the addition of unpaid amount to tax roll of any property for which the person is the assessed person as follows:

553.1(1) If a person described in any of the following clauses owes money to a municipality in any of the circumstances described in the following clauses, the municipality may add the amount owing to the tax roll of any property for which the person is the assessed person:

(a) a person who was a licensee under a licence of occupation granted by the municipality and who, under the licence, owes the municipality for the costs incurred by the municipality in restoring the land used under the licence;

(b) an agreement holder referred to in section 27.2(2) who owes money to the municipality under section 27.2(2);

(c) a person who owes money to the municipality under section 549(5)(b) or 551(5).

(2) Subject to section 659, when an amount is added to the tax roll of property under subsection (1), the amount

(a) is deemed for all purposes to be a tax imposed under Division 2 of Part 10 from the date it was added to the tax roll, and

(b) forms a special lien against the property in favour of the municipality from the date it was added to the tax roll.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town's legal fees related to this property total \$5,137.34.

As per s. 549(5)(b) of the Municipal Government Act noted above, administration recommends that the amount of \$5137.35 in legal fees is transferred to the tax roll for this property.

Should Council resolve to apply these costs to the tax roll, the property owner will be notified in writing and has 60 days to appeal the decision from the date of mailing (postage date stamp).

The ongoing costs of the rental of the fencing are being invoiced monthly and if unpaid within one month of mailing (as per postage date stamp), unpaid invoices for the fencing rental will continue to be added to the tax roll as per prior Council resolution.

The ongoing costs of legal counsel related to advice received by the Town on the actions or measures to be taken by the Town to carry out the terms of the Enforcement Order may also be transferred to the tax roll on a monthly basis, with notice of such additions provided to the registered owner, who is the assessed person, on an ongoing basis.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

\$5137.34 Legal fees

RECOMMENDED ACTION (by originator)

That Council directs that \$5137.34 be added to tax roll # 52400 for the property at 4742 51st Avenue, legally described as Plan 7921533; Block 14; Lot 32 (the "Property"), representing the amount owed to the Town of Bon Accord under s. 549(5)(b) of the *Municipal Government Act* for expenses and costs incurred by the Town of Bon Accord up until April 01st, 2025, and from that date the invoices from legal counsel related to the Property shall be added to the Property's tax roll on a monthly basis, on notice to every person with an interest in the Property.

If Council decides against the recommended action, no resolution from Council is required. This option means that the expenses and costs will be covered by the Town as part of its normal budgeting processes.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	April 1, 2025
Presented by:	Steven Brown, Public Works Lead Operator
Title:	Sewer Camera Equipment Pricing
Agenda Item No.	7.7

BACKGROUND/PROPOSAL

On the March 18, 2025, RMC, Council directed Administration to look into the cost as to acquiring new sewer camera equipment or to replace camera head and reel of our existing system. This information will aid in the decision as to whether the Town invests in the equipment or continues to contract out for sewer inspections.

The Council resolution related to this matter from the March 18th, Regular Council Meeting is below:

Council direct administration to bring back a quote at the next meeting, if possible, for either fixing our scope or buying a new scope.

Carried, resolution # 25-109

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Option 1: Purchase a New System

A completely new system would allow easier option to save and share video, more portability, a warranty, greater camera control and ability to camera all sewer mains for asset management and future planning. However, there is a larger up front cost and maintenance/repair on equipment.

Option 2: Replacement of Reel/Camera for Existing Equipment

A replacement reel/camera for existing equipment would have a cheaper cost and the ability to camera all sewer mains for asset management and future planning. However, as the videos are saved on DVD it will be harder to transfer/watch video files on town computers, less portability, less camera control and cost of maintenance/repair.

Option 3: Renting Equipment (as needed)

Renting sewer camera equipment on an as need basis, would require no up front cost and no maintenance/repairs. However, rental is based on availability, time/fuel spent driving to pick up/drop equipment and unfamiliarity with rental equipment.

Note: If the Town decided to buy new (option 1) or refurbish the existing system (option 2), the equipment should not be used to camera private residential lines due to liability for the Town. The Town discontinued this practice for this reason several years ago.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Option 1: New Sewer Camera \$10,000-\$14,000.

- **Funding source:** Transfer from reserves (either general reserve, which has a balance of \$847,920, or the sewer system reserve, which has a balance of \$225,273) or a transfer from sewer operating contracted services to capital.
 - The current balance of the sewer contracted services is \$43,413.
Transferring an amount to capital would leave limited operating resources for the remainder of the year.

Option 2: Replacement reel/camera for existing equipment \$5,000

- **Funding source:** Transfer from sewer operating contracted services to capital or a transfer from reserves (either general reserve, which has a balance of \$847,920, or the sewer system reserve, which has a balance of \$225,273).

Option 3: Rental \$200 a day \$600 a week.

- **Funding source:** Annual operating budget.

RECOMMENDED ACTION (by originator)

Option 1:

THAT Council directs Administration to purchase a new sewer camera system with a maximum cost of \$14,000 funded by (***select option***):

- a. [general reserve] or
- b. [sewer system reserve] or
- c. [a transfer from the sewer contracted services operating budget to the capital budget].

Option 2:

Council directs Administration to purchase replacement equipment for existing system with a maximum cost of \$5,000 funded by **(select option)**:

- a. [a transfer from the sewer contracted services operating budget to the capital budget] or
- b. [general reserve] or
- c. [sewer system reserve].

Option 3: No resolution required

2. If Council decides against the recommended actions above, no resolution from Council is required. This option means that the expenses and costs of renting the equipment will be funded by the annual operating budget.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	April 01 st , 2025
Presented by:	Jodi Brown, Town Manager
Title:	FCM: Grant Matching Funds
Agenda Item No.	7.8

BACKGROUND/PROPOSAL

During the July 18th, 2024, Regular Council Meeting, Council resolved to direct the Town Manager to implement the Work Plan for application to the Federation of Canadian Municipalities Implementation Projects: Adaptation in Action grant program for the Storm Park project with approval for \$100,000 in required matching funds to be funded by unrestricted reserves and an additional \$10,000 for the Climate Adaptation Memo to be funded by the stormwater reserve. **(Resolution # 24-301).**

The Town's application for the NA2 Nautilus Pond project phase was approved for \$800,000 in grant funding, with the Town committing \$200,000, resulting in a total project cost of \$1 million (an 80/20 funding split).

However, during the initial application process, the Town had anticipated eligibility for \$900,000 in grant funding, with a \$100,000 contribution from the Town. Based on this assumption, Council approved \$100,000 in matching funds in July 2024.

Since the Town received \$800,000 in grant funding, the required matching contribution is \$200,000. As a result, to move forward with the project, the Town Council must approve an additional \$100,000 in matching funds.

This marks the second successful grant application for the Stormwater Park Project. In 2024, the Town was awarded \$700,000 from the provincial Drought and Flood Protection Program, which required \$300,000 in matching funds. This funding will cover the detailed engineering work, regulatory approvals, and part of the construction for the Nautilus Pond.

Final Project Costs: Council has not yet approved the final project options, including whether irrigation potential will be included. This decision will affect the final project costs. Additionally, the completion of the engineering work in the initial phases may influence this decision.

For reference, the **2024 Nature-Based Stormwater Feasibility Study** is enclosed. Page 24 contains high-level cost estimates, excluding potential wetland disturbance costs and land acquisition:

Options for Final Project Completion: High Level Estimate

- **Option 2 (with irrigation potential): \$5,375,000**
- **Option 3 (without irrigation potential): \$3,982,000**

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

A summary of the grant funding approved to date is provided in the chart below:

Stormwater Park Project: Grant Funding Overview

Grant Program	Funding Received	Matching Funds Required	Total Grant Funded Project Phase	Project Components	Timeline for Completion As per Grant Requirements
Provincial Flood Protection Program (DFPP)	\$700,000	\$300,000 (already approved by Council)	\$1,000,000	Detailed Engineering Regulatory Approvals Nautilus Pond and Conveyance Systems phase work *Possible land acquisition	2 years Maximum
Federation of Canadian Municipalities (FCM)	\$800,000	\$200,000 (\$100,000 approved by Council)	\$1,000,000	NA2 Nautilus Pond Phase	3 years Maximum

To proceed with the FCM grant funding as approved, Council must confirm the additional \$100,000 in matching funds, bringing the total contribution to \$500,000 for both grant-funded projects.

Please note, the **DFPP grant funds cannot be used to offset the FCM grant matching funds.** However, these funds can be used for land acquisition costs.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Priority # 3 Infrastructure

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

COSTS/SOURCES OF FUNDING

\$100,000: General Reserve

Current balance: \$847,920

Master Sheet: Reserve Balances enclosed for reference.

Reserves Policy—enclosed for reference.

RECOMMENDED ACTION (by originator)

Choose one of the following options:

THAT Council approves an additional \$100,000 in matching funds for the Federation of Canadian Municipalities Implementation Projects: Adaptation in Action grant program (NA2 Nautilus Pond Phase Project), bringing the total approved matching fund contribution to \$200,000, as per resolution #24-301 and that these funds will be allocated from the General Reserve.

FURTHER, THAT Council directs the Town Manager to sign the grant agreement for this funding.

OR

THAT Council directs administration to..



NATURE-BASED STORMWATER FEASIBILITY STUDY TOWN OF BON ACCORD

PREPARED ON: 17 May 2024 **VERSION:** 1 **PREPARED FOR:** Town of Bon Accord

PREPARED BY:

MAGNA Engineering Services Inc.
275 – 1011 9 Avenue SE
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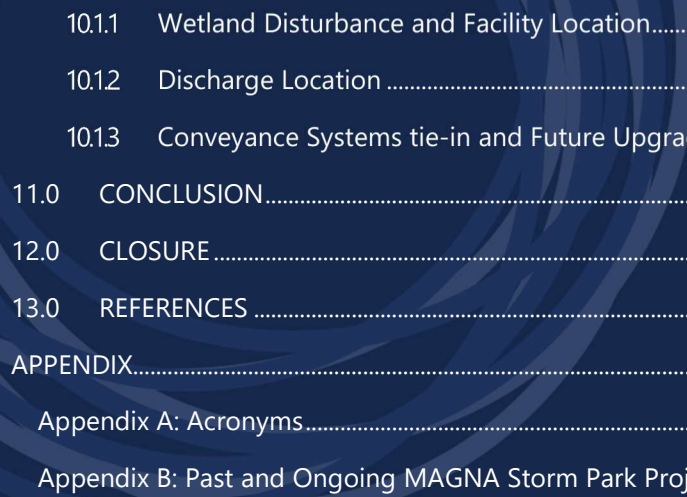
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This project was carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

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1.0 INTRODUCTION

MAGNA Engineering Services Inc. (MAGNA) has been engaged by the Town of Bon Accord (the Town) to conduct a feasibility study and high-level concept design of a stormwater management facility (SWMF) to retrofit an existing stormwater wetland facility called "Natural Area 2" in the southeast portion of the Town.

The innovative solutions being examined are intended to support the City's sustainability vision and values, outlined in the *Town of Bon Accord Municipal Development Plan (2024)*.

The main objectives of this feasibility study are:

- To identify and analyze a spectrum of feasible SWMF options, such as nature-based storm parks, to replace or supplement the stormwater capacity of the existing Natural Area 2 in the southeast portion of the town.
- To assess and compare the SWMF options based on upfront capital costs, long-term operations, maintenance, and lifecycle needs, as well as the Town's values, environmental benefits, and aesthetic appeal.
- Investigate stormwater quality improvement for water reuse opportunities for treated stormwater as a resource within the community to provide drought resilience.

The first objective will be met by developing conceptual SWMF designs that align with the *City of Edmonton Stormwater Management and Design Manual (2022)*, the *Town of Bon Accord Stormwater Master Plan (AE, 2019)*, and industry best practices. The second objective will be met by comparing each conceptual design on the basis of the values assessment completed during the background report phase. Some of the Town's key values relevant to this study include:

- Developing a stormwater management solution that optimizes land use within the existing Natural Area 2 wetland and adjacent areas.
- Reducing flooding within the Town during storm and snow melt events by providing sufficient storage.
- Ensuring downstream stormwater discharge quality meets or exceeds Provincial requirements and meets the requirements of an integrated wetland facility.
- Economically viable in terms of its capital costs, operations, and maintenance (O&M) requirements.
- Can be phased in its construction to support various grant funding opportunities over a longer period of time.
- Provides environmental value for the site and enhances the public's perception and aesthetic value of the site.
- Provides opportunities for stormwater reuse.

The Town's values and priorities are integral to the feasibility study process.

Ultimately, the intention of this feasibility study is to provide the Town with solutions that help restore Natural Area 2 back as a natural amenity and increase its stormwater storage and treatment capacity.

2.0 PROJECT BACKGROUND

Nestled in central Alberta outside of Edmonton, St. Albert, and Fort Saskatchewan on Highway 28, the Town of Bon Accord is a rural community of approximately 1,500 residents in the heart of Sturgeon County (**Figure 2.1**).

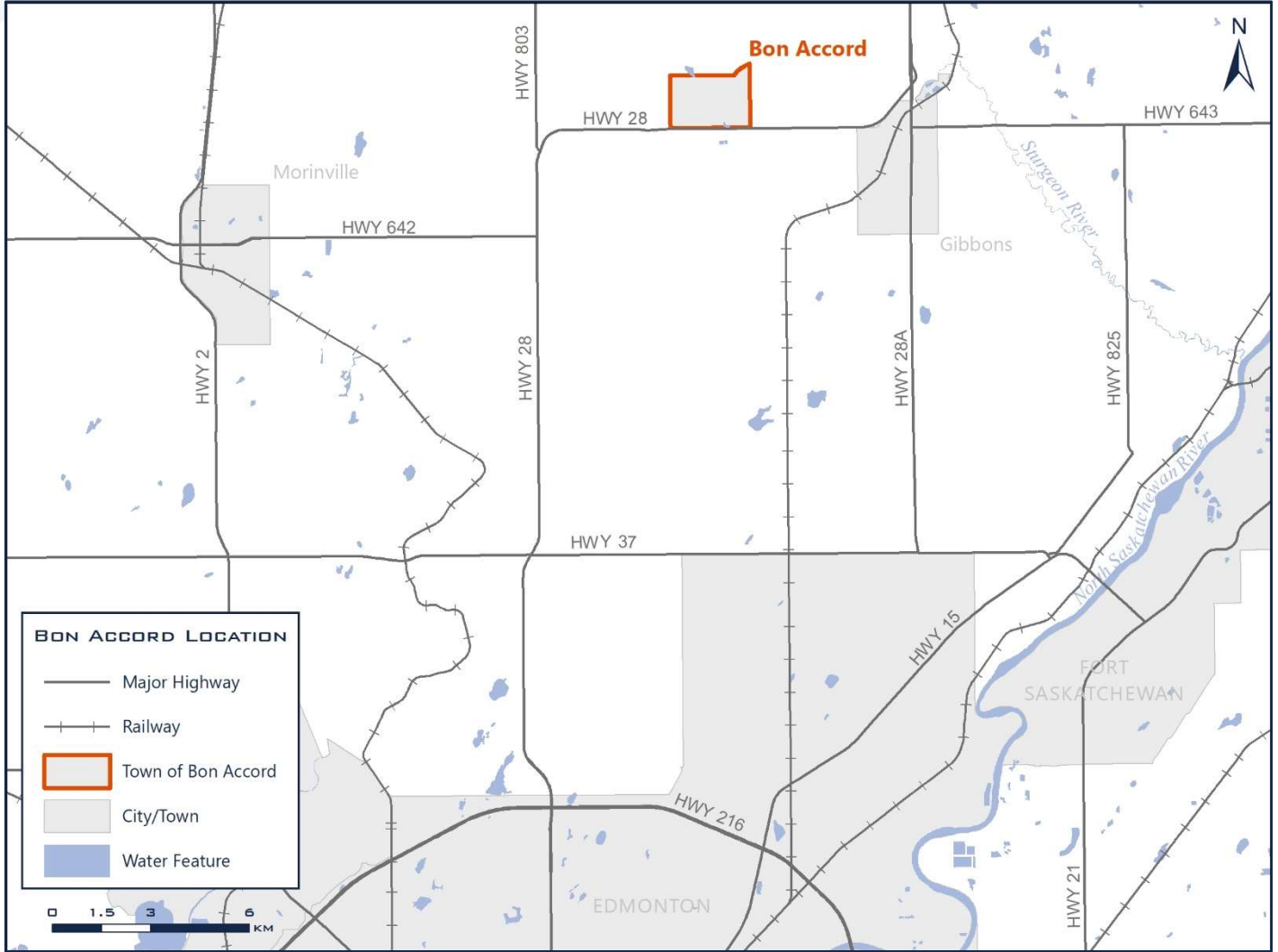


Figure 2.1: Bon Accord Location

" [The Town of Bon Accord is] a prosperous, residential, and industrial community with vibrant spaces for recreation, celebration, and maintaining a hometown feeling."

(Town of Bon Accord Municipal Development Plan, 2024)

Ensuring that "culture, heritage, unique small-town character, and warm-heartedness is not only preserved amidst future development and re-development, but strengthened as well" is particularly important to the Town (*Bon Accord Gateway Plan 2012*). Therefore, this study is significant because the potential economic, social, environmental, and recreational benefits of a nature-based stormwater solution such as a storm park will not only help preserve and strengthen Bon Accord's character and uniqueness but will also address two major strategic priorities outlined in the *July 4 2023 Town of Bon Accord Regular Council Meeting Agenda* around infrastructure and identity:

- “The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner” (Priority 3: Infrastructure).
- “Bon Accord has a strong, positive identity as an environmentally progressive, family-oriented, welcoming community” (Priority 4: Identity).

Improving the Town’s stormwater management system will not only reduce risk of flooding and backups but will also ensure that the Town is prepared to discharge treated stormwater that meets all current provincial and regulatory requirements into the surrounding watershed. Beyond the primary objectives listed above, this feasibility study aims to provide a stormwater management strategy that offers sustainability, community integration, improved water quality, and effective control and discharge into downstream water bodies.

2.1 EXISTING SYSTEM

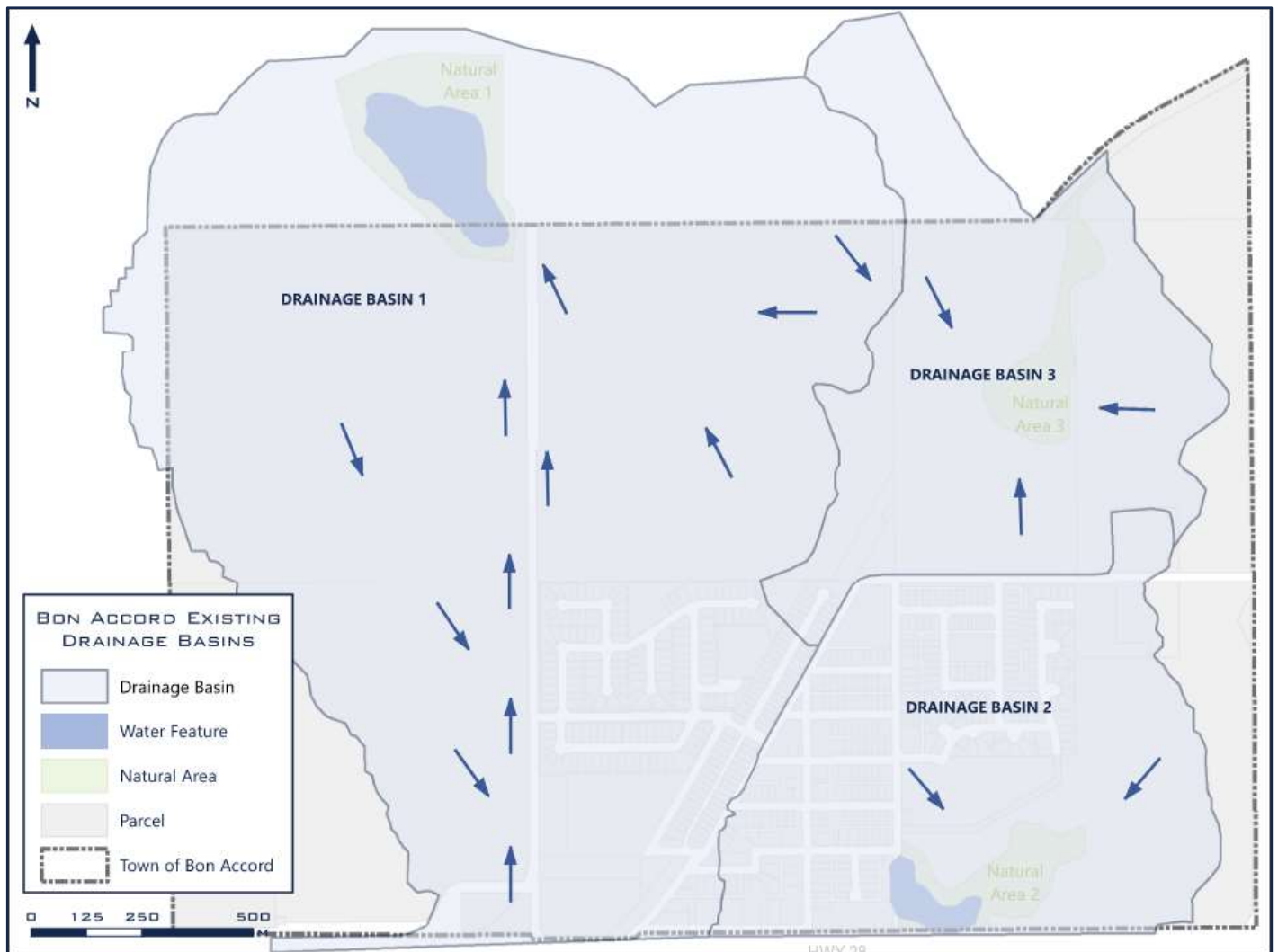


Figure 2.2: Town of Bon Accord Drainage Basins

Data Source: Associated Engineering (2019)

The Town currently operates and maintains a stormwater system consisting of underground storm sewers, manholes, ditches, and culverts, that discharge stormwater runoff to three ‘Natural Areas’, which function as the Town’s SWMFs.

Runoff from most of the existing developed areas currently drains to 'Natural Area 2', located in the southeast portion of the Town.

In recent years, the Town has identified issues such as large sediment deposition, decreased stormwater capacity, and declining vegetation health within Natural Area 2, as well as flooding in the adjacent areas during storm and snowmelt events. The Town's *Wetland Storage Study* (AE 2021) noted that adjacent properties become flooded due to increased water levels in the natural area during storms and reported that the increased water level can also surcharge storm sewers, reducing their capacity to convey water away from homes. The *Town of Bon Accord Stormwater Master Plan* (AE 2019) also reported a potential stormwater ponding/flooding zone around Natural Area 2 (**Figure 2.3**) and suggested expanding the existing Natural Area 2 to accommodate existing and future stormwater flows to mitigate the observed flooding.

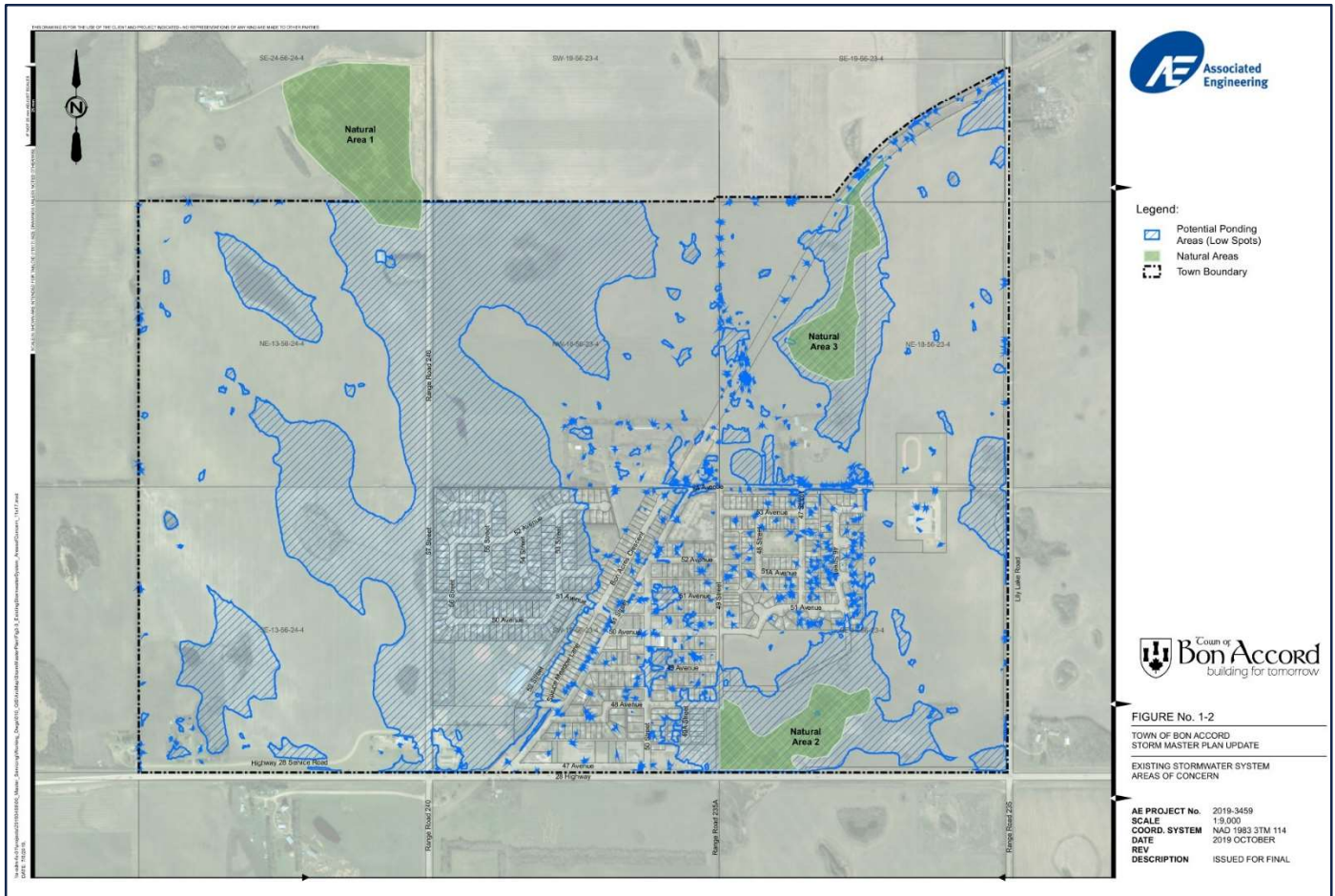


Figure 2.3: Existing Stormwater System Areas of Concern
Source: Town of Bon Accord Stormwater Master Plan, Associated Engineering (2019)

Therefore, the intent of this *Nature-Based Stormwater Feasibility Study* is to examine naturalized SWMF options to retrofit Natural Area 2 and address the Town's current and future stormwater needs for storage and water quality improvements. Specific objectives have been described in **Section 1**.

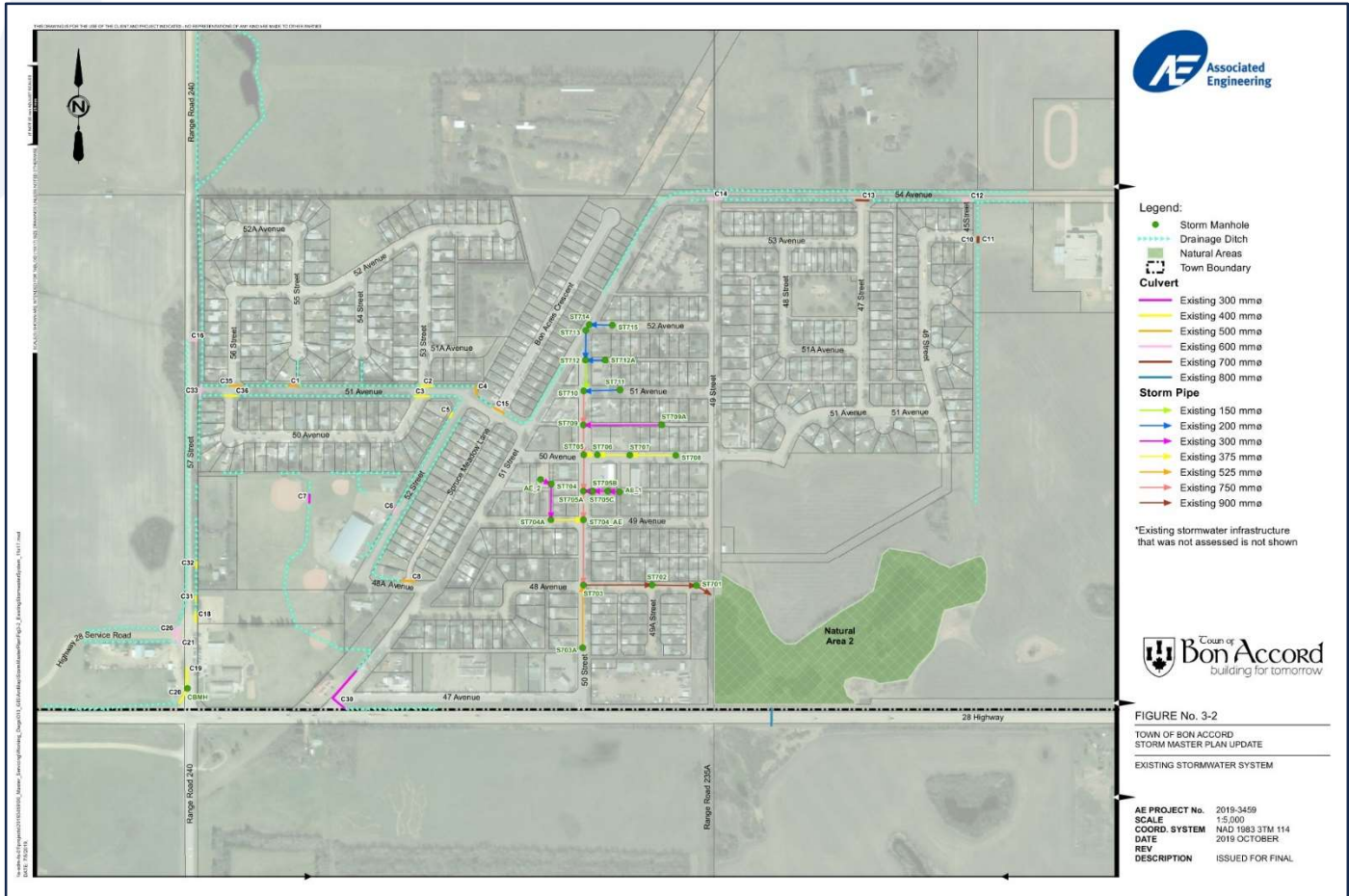


Figure 2.4: Existing Stormwater System
 Source: Town of Bon Accord Stormwater Master Plan, Associated Engineering (2019)

2.2 SCOPE

This feasibility study is focused on providing potential solutions to retrofit and improve the stormwater capacity of Natural Area 2. The *Town of Bon Accord Stormwater Master Plan* (AE, 2019) also noted that the existing minor and major conveyance systems do not have sufficient capacities. The report proposed a number of upgrades that are not included as part of this assessment. **Figure 2.4** (above) shows the existing minor and major storm conveyance elements. The catchments and capacities of Natural Areas 1 and 3 are not within the scope of this report.

2.3 REFERENCE DOCUMENTS

Several background documents were reviewed to understand the Town’s existing stormwater infrastructure and future needs. The reviewed documents include:

- *Town of Bon Accord Municipal Development Plan Bylaw 2023-10* (Town of Bon Accord, 2024)
- *Town of Bon Accord Stormwater Facility Feasibility Study Background Report* (MAGNA Engineering, 2023)
- *Town of Bon Accord GIS Shapefiles* (Personal Communication with the Town, 2023)
- *Town of Bon Accord Wetland Storage Study* (Associated Engineering, 2021)
- *Town of Bon Accord Stormwater Master Plan* (Associated Engineering, 2019)
- *Town of Bon Accord Drainage Study* (UMA Engineering, 2005)

The following additional documents were reviewed to guide the design process:

- *City of Edmonton Design and Construction Standards Volume 3-02: Stormwater Management and Design Manual* (City of Edmonton, 2022)
- *City of Edmonton Design and Construction Standards Volume 3-01: Development Planning Procedure and Framework* (City of Edmonton, 2021)
- *Alberta Wetland Mitigation Directive*. (Government of Alberta, 2018)
- *Municipal Policies and Procedures Manual* (Alberta Environment, 2001)
- *Stormwater Management Guidelines for the Province of Alberta* (Alberta Environmental Protection, 1999)

3.0 DESIGN PARAMETERS

3.1 REGULATORY REQUIREMENTS

The *Town of Bon Accord Stormwater Master Plan* (AE, 2019) recommended that the Town adopt the *City of Edmonton Design and Construction Standards* for its stormwater infrastructure. This section summarizes the relevant guidelines from *City of Edmonton Design and Construction Standards*, the *Stormwater Management Guidelines for the Province of Alberta*, and the *Town of Bon Accord Stormwater Master Plan* applicable to this feasibility study.

3.1.1 STORAGE CAPACITY

DESIGN STORMS

The *City of Edmonton Design and Construction Standard* (2021) recommends that SWMFs provide, as a default, a retention volume equivalent to 120 mm of rainfall over the total catchment area draining to the facility. If a suitable outlet is available for the SWMF, the outflow during runoff events is also considered in the determination of the required storage. Additionally, each SWMF design (considering available outflows) should be verified through computer simulation for its response to the following design rainfall events:

- 1:100-year, 24-hour synthetic design event based on the Huff distribution
- July 14 - 15, 1937 storm event
- July 10 - 11, 1978 storm event
- July 2 - 3, 2004 storm event
- July 12, 2012 storm event

The 1:100-year, 24-hour design storm was used as the primary design criteria for this study.

POST-EVENT DRAWDOWN

The *City of Edmonton Design and Construction Standard* (2021) recommends that SMWF outlets should have sufficient capacity to allow post-event drawdown of facility water levels such that the SWMF storage capacity is restored as follows:

- 1:5-year runoff capacity within 24 hours
- 1:25-year runoff capacity within 48 hours
- 90% of the facility full volume within 96 hours

This drawdown analysis should be evaluated using the Huff distribution design storms provided by the City of Edmonton (2022). If the storage capacity cannot be restored through post-event drawdown, the SWMF capacity should be evaluated for sequential rainfall events using continuous rainfall records.

OUTFLOW RELEASE RATE

The *Town of Bon Accord Stormwater Master Plan* (AE, 2019) recommends that the outflow from SMWFs be limited to 6 L/s/ha.

3.1.2 WATER QUALITY

According to the *Stormwater Management Guidelines for the Province of Alberta* (1999), sediment in stormwater runoff is a major pollutant to receiving waters (i.e., streams and rivers). As sediment in stormwater runoff reaches the receiving waters, it reduces water clarity by limiting light penetration, negatively affects fish habitats by restricting spawning and rearing areas, and transports attached nutrients and contaminants. Additionally, sediment accumulated in a stream or

river can alter its conveyance and storage capacities, leading to increased erosion and flood risks. Therefore, reducing the amount of sediment in stormwater runoff through the collection in a SWMF is crucial for maintaining downstream water quality and protecting aquatic ecosystems.

The *City of Edmonton Design and Construction Standard (2022)* and *Alberta Municipal Policies and Procedures Manual (2001)* recommend that any proposed SWMF should remove, at a minimum, 85% of sediment with a particle size of 75µm or greater from stormwater runoff prior to discharge. Particularly for constructed wetlands, the *City of Edmonton Design and Construction Standard (2022)* recommends the use of sediment forebays to provide sediment removal as pre-treatment.

3.2 ADDITIONAL CONSIDERATIONS

3.2.1 PHASING

As the Town experiences future land use changes through development within the Natural Area 2 catchment, an increase in both the volume and rate of stormwater runoff is also anticipated. Therefore, the proposed solutions were also analyzed in terms of their capacity to meet future demands. The existing catchment characteristics were determined using the Town's GIS Shapefiles (2023) and the *Stormwater Master Plan (AE, 2019)*. The expected future catchment characteristics were determined from the *Town of Bon Accord Municipal Development Plan (2024)*.

Additionally, to manage the costs associated with the full-build out of the stormwater management facility, a phased-construction approach was investigated. The goal of the facility phasing is to ensure an effective balance between the Town's stormwater management needs and overall construction and maintenance costs. Phasing considerations are discussed in **Section 8**.

3.2.2 FACILITY LOCATION AND WETLAND DISTURBANCE

The Town anticipates that proposed SWMFs can be retrofit within the footprint of the existing Natural Area 2. However, the classification and description of this area varies in past reports. The Town's *Wetland Storage Study (AE, 2021)* notes that Natural Area 2 is a "crown-claimed wetland", whereas the *Drainage Study (UMA, 2005)* records this as a "natural marsh area" and the *Town of Bon Accord Stormwater Master Plan (AE, 2019)* simply refers to it as a "natural area".

Any wetland disturbance will need to align with the *Alberta Wetland Mitigation Directive (2018)*. Some of the permits and approvals process include an evaluation of the Natural Area 2 by a wetland specialist, and subsequent engagement regarding minimization, reclamation, or replacement, associated compensations for replacement and monitoring, and potential credits for reconstruction.

MAGNA has previously undertaken and successfully completed projects involving wetland reconstruction and integration into SWMFs for credit, such as the *Livingston Phase 26 Storm Pond E* located in northeast Calgary. The Pond E facility was specifically designed as a combined storm pond and constructed wetland (i.e., a storm park) facility to replace a portion of an existing large wetland through successful coordination with target groups including the City of Calgary and the Province under formal *Water Act* and *Environmental Protection and Enhancement Act (EPEA)* applications. More details regarding the Pond E project are included in **Appendix B**.

It is currently expected that Natural Area 2 can be disturbed and retrofit to enhance its stormwater capacity. However, alternate locations for the facility may be considered during detailed design if regulatory requirements do not allow for the disturbance of Natural Area 2.

3.2.3 DISCHARGE LOCATION

Typically, stormwater collected in a SWMF is discharged downstream by gravity through a dedicated outlet control structure (OCS), and eventually reaches a receiving water body such as a lake or river. Since the Town is located within the Sturgeon River watershed, the Sturgeon River is likely to be the ultimate receiving water body.

Past reports offer contrasting information about the availability of outflow conveyance infrastructure for Natural Area 2:

- The *Drainage Study* (UMA, 2005) reported the presence of an 800 mm diameter culvert across Highway 28, located to the south of Natural Area 2, and a drainage ditch running east-west along Highway 28.
- The *Stormwater Master Plan* (AE, 2019) also acknowledged an 800 mm culvert at the south end of Natural Area 2, which conveys flows from Natural Area 2 into a ditch system running east-west along Highway 28, and then this continues to a north-south ditch system along Lily Lake Road, ultimately discharging into the Sturgeon River.
- The *Wetland Storage Study* (AE, 2021) indicated that Natural Area 2 currently lacks an outlet. Instead, it proposed four outlet alignment options extending beyond the Town's limits.

More recent information from the Town (project communication, 13th of March 2024) indicates that a large culvert does exist near the middle of the south edge of the existing Natural Area 2, connecting the wetland to the southside of Highway 28. This culvert allows excess flows from the Natural Area 2 across Highway 28 during large snowmelt and rainfall events, to prevent highway flooding.

However, the Town noted that there is no existing drainage path on either side of Highway 28 due to the elevation of the ditches and surrounding lands. Therefore, the only means of dewatering Natural Area 2 (and the interconnected area south of Highway 28) currently is through evaporation and ground absorption.

For the proposed SWMFs, gravity-based dewatering will require the construction or upgrades to an existing a drainage ditch towards the Sturgeon River or its tributary. This will require coordination with Sturgeon County and other target groups since the drainage will continue beyond the Town's boundary.

The SWMF options proposed in this report currently assume dewatering via a gravity-flow ditch or similar system, to maintain comparability with the options presented in the *Wetland Storage Study* (2021). An alternate dewatering opportunity, through irrigation reuse of treated stormwater, is explored in **Sections 3.2.4** and **3.2.5**.

Detailed information regarding potential outlet ditch alignments, or other alternate discharge options will need to be confirmed before detailed design, since the facility sizing may need to be modified accordingly.

3.2.4 OTHER POLLUTANTS

The *Stormwater Management Guidelines for the Province of Alberta* (1999) also describe other pollutants in stormwater runoff including nutrients, microorganisms, and salts.

Nutrients such as nitrogen and phosphorous are found in high concentrations in stormwater and can lead to eutrophication. Eutrophication is a process where aquatic ecosystems receive excess nutrients, resulting in harmful algal blooms, and reduced dissolved oxygen levels, thereby affecting aquatic life.

Stormwater may also contain microorganisms such as E-coli and fecal coliform in elevated levels due to cross-connected sanitary systems or from animal/bird waste.

The reduction of microorganism concentrations is important before stormwater reuse for irrigation is considered (*Alberta Health Public Health Guidelines for Water Reuse and Stormwater Use 2021*). Reducing nitrogen and phosphorous, which are essential nutrients for pathogens, will also help prevent pathogen regrowth after secondary treatment.

3.25 ALTERNATE DISCHARGE AND REUSE OPPORTUNITIES

Stormwater reuse for irrigation is a potential application for water volume management in SWMFs, which also provides an independent water source for local irrigation separate from potable water sources. Stormwater runoff stored in a SWMF can be reused for irrigation if consistent flows and water quality can be provided through secondary treatment (as described in **Section 3.2.4**). In conventional storm pond facilities, this is achieved through resource-intensive mechanical processes such as UV disinfection.

MAGNA has previously undertaken and successfully completed projects involving stormwater secondary treatment through passive, nature-based infrastructure and irrigation reuse for water volume management, such as the *Dawson's Landing Storm Pond 2A* located in the City of Chestermere.

Pond 2A uses a set of treatment cells – a horizontal surface flow wetland and a vertical flow biofilter to provide secondary treatment and produces high-quality irrigation water, which is then pumped to a nearby farmer's field.

The use of irrigation reuse has been particularly impactful to the community of Dawson's Landing and Chestermere. No gravity-based outflow options currently exist for Pond 2A, and the irrigation reuse has become the primary means of dewatering the facility. This dewatering is essential to restore storage capacity of the facility for runoff from future rainfall events.

Additionally, high-quality stormwater from Pond 2A is also supporting local farmers as it provides them with an alternative to expensive potable water, contributing to both crop quality and financial security.

More details about Pond 2A are included in **Appendix B**.



Figure 3.1: Water from Pond 2A Storm Park Irrigated Nearby Farmer's Fields

4.0 HYDROLOGIC ANALYSIS

Based on the design parameters described in **Section 3**, a PCSWMM model was developed to estimate the storage volumes required for runoff generated within the Natural Area 2 catchments. The City of Edmonton (2022) 1:100-year, 24-hour Huff distribution storm was used as the design event.

4.1 DRAINAGE AREAS

4.1.1 EXISTING CONDITIONS CATCHMENTS

The existing catchment area for Natural Area 2 (**Figure 4.1** on Page 12) is estimated as ± 83 ha (**Table 4.1**).

Table 4.1: Existing Catchment Area Characteristics

CATCHMENT ID	DESCRIPTION	AREA (ha)	IMPERVIOUSNESS (%)
C-D1	Mostly residential with few commercial areas, including a conveyance system consisting of storm sewer pipes and manholes towards Natural Area 2.	15.63	50
C-D2	Mostly residential, including a conveyance system consisting of culverts and ditches towards Natural Area 2.	16.31	50
C-D3	Mostly residential; overland flow towards Natural Area 2.	14.20	50
C-U1	Undeveloped area; overland flow towards Natural Area 2.	28.95	20
C-NA	Natural Area 2; estimated water surface area assumed as 100% impervious.	7.78	20

4.1.2 FUTURE CONDITIONS CATCHMENTS

The future catchment area for Natural Area 2 is estimated as ± 94 ha (**Table 4.2**), and shown on **Figure 4.2** (on Page 13).

Table 4.2: Future Catchment Area Characteristics

CATCHMENT ID	DESCRIPTION	AREA (ha)	IMPERVIOUSNESS (%)
C-D1	Mostly residential with few commercial areas, including a conveyance system consisting of storm sewer pipes and manholes towards Natural Area 2.	15.63	50
C-D2	Mostly residential, including a conveyance system consisting of culverts and ditches towards Natural Area 2.	16.31	50
C-D3	Mostly residential; overland flow towards Natural Area 2.	14.20	50
C-D4	Mostly residential with few commercial areas. To be serviced by future major and minor (conveyance) systems towards Natural Area 2.	40.00	50
C-NA	Natural Area 2; estimated water surface area assumed as 100% impervious.	7.78	20

4.1.3 INFLOW BOUNDARY CONDITIONS

No inflows from adjacent catchment areas are expected to contribute to Natural Area 2.

4.1.4 OUTFLOW BOUNDARY CONDITIONS

The allowable peak release rate from the proposed SWMF was set as 6 L/s/ha based on the *Town of Bon Accord Stormwater Master Plan* (AE, 2019).

4.2 RUNOFF VOLUMES

4.2.1 EXISTING CONDITIONS CATCHMENTS

A PCSWMM model analysis was conducted to determine the total runoff generated during a 1:100-year, 24-hour design storm from the existing conditions catchments. The PCSWMM model inputs were based on the design parameters discussed in **Section 3**, and existing catchment conditions are described in **Section 4.1.1**.

The model results indicated that $\pm 33,000 \text{ m}^3$ of runoff will be generated from the developed areas within the existing catchment. However, the existing catchment also comprises of a large undeveloped area and Natural Area 2. The combined runoff volume from all areas (developed, undeveloped, and Natural Area 2) determined through the model was $\pm 50,000 \text{ m}^3$.

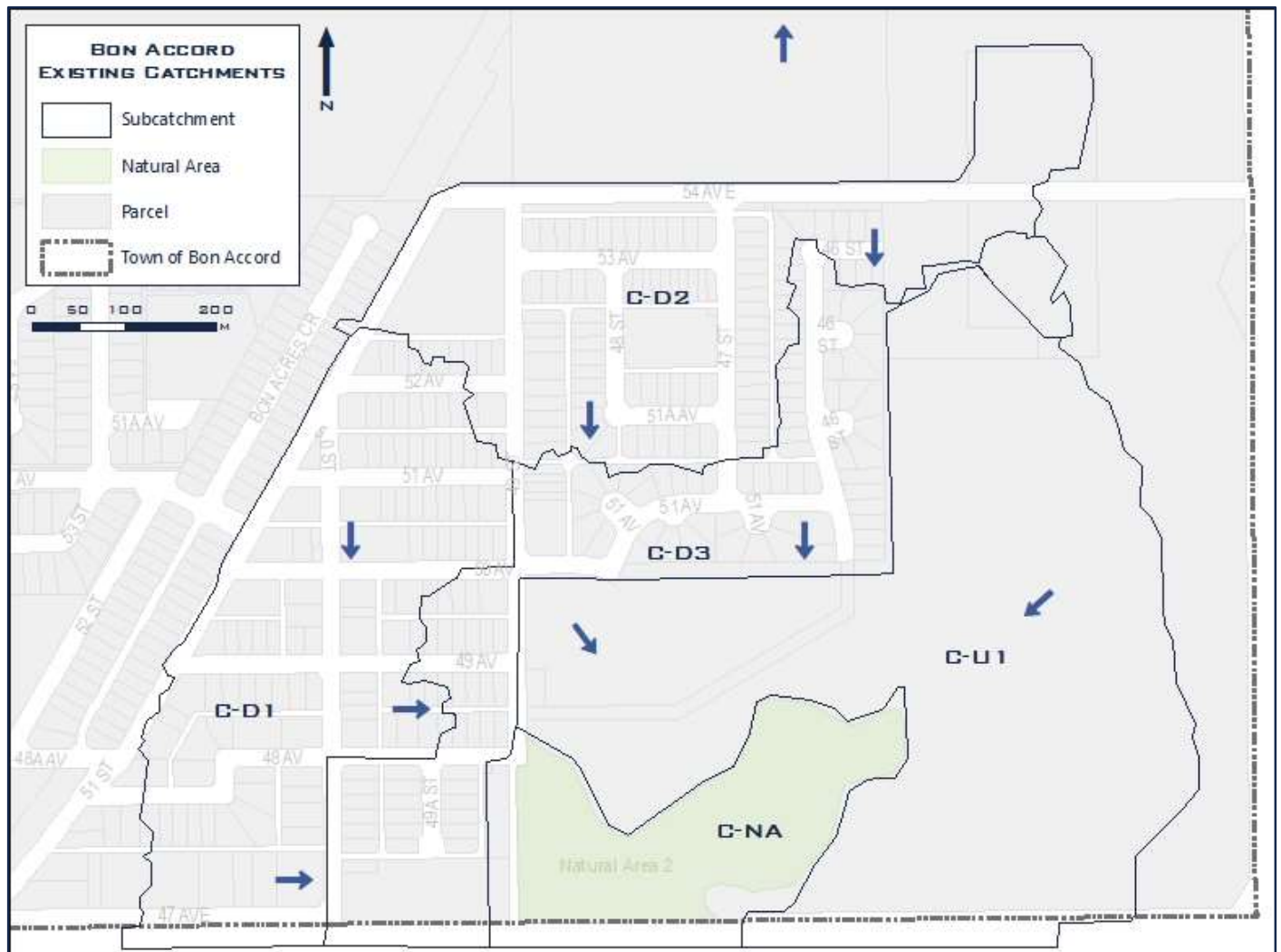


Figure 4.1: Existing Catchment Areas

4.2.2 FUTURE CONDITIONS CATCHMENTS

The total runoff volume generated from the future conditions catchments was estimated as $\pm 67,000 \text{ m}^3$ through the PCSWMM model. As described in **Section 4.1.2**, the future catchments are expected to be fully developed except for Natural Area 2.

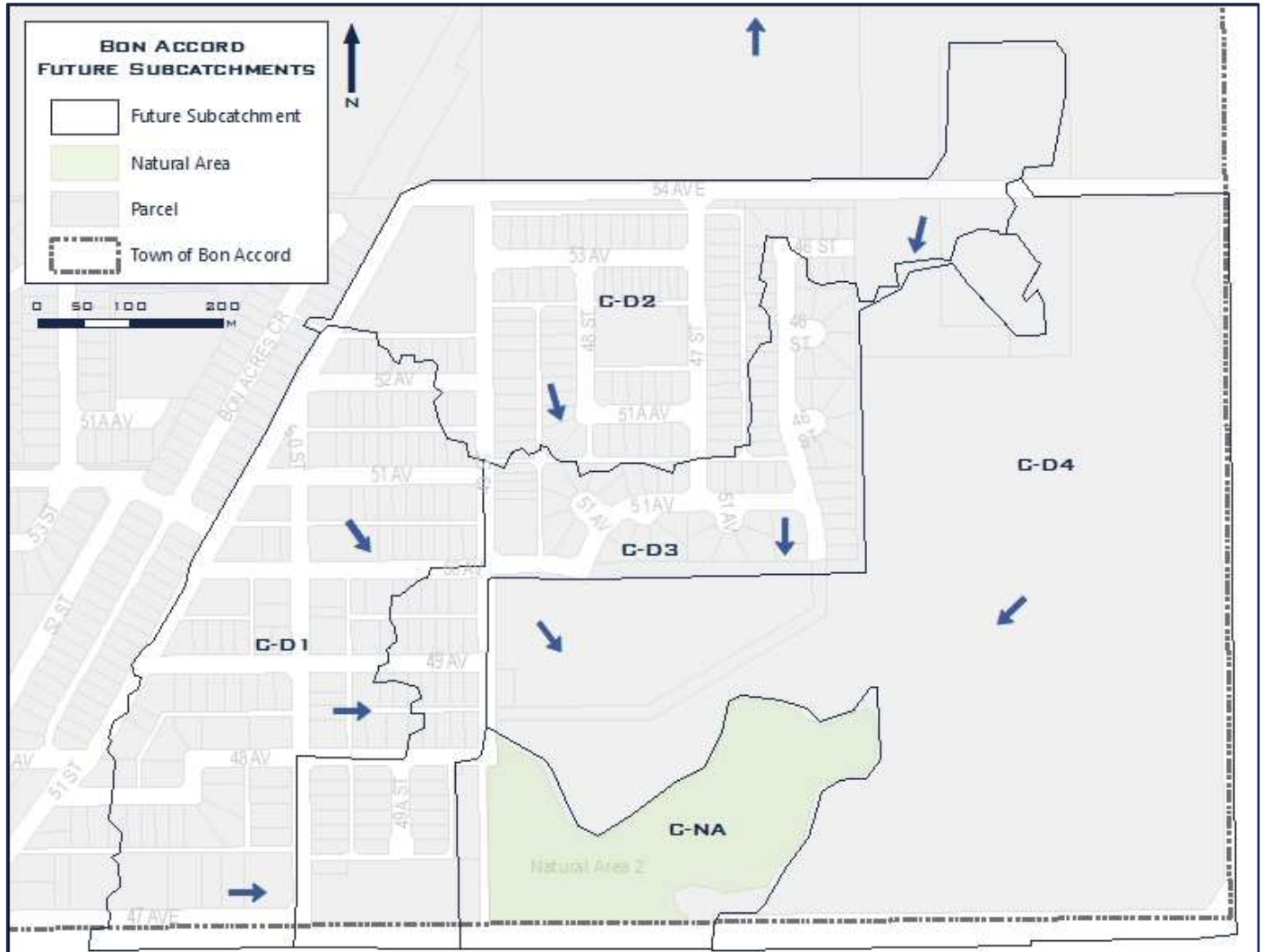


Figure 4.2: Future Catchment Areas

Based on the runoff volumes estimated for both the existing and future catchment conditions, it was estimated that a single SWMF within the Natural Area 2 footprint can sufficiently store the total runoff volume in both scenarios. Therefore, it is proposed that a single SWMF be sized at this time to manage the requirements of both the existing and future catchment conditions. This avoids the need for constructing a separate, smaller SWMF at a later time exclusively for the future development areas. The O&M requirements will also be limited to one SWMF site, which may be preferable to the Town.

5.0 FACILITY DESIGN

A stormwater management facility is defined as an engineered pond or basin designed to accumulate runoff from its contributing catchment areas during storm and snowmelt events and release the collected water at a controlled rate to reduce downstream flooding. Some SWMFs also help improve water quality, primarily through the capture of suspended sediments by gravitational settling.

Three SWMF options are being considered for this feasibility study:

1. **Option 1:** Traditional Storm Pond (also called Wet Ponds)
2. **Option 2:** Storm Park with Enhanced Treatment
3. **Option 3:** Storm Park

An overview of each option, including benefits and risks, has been included in the following sub-sections.

5.1 OPTION 1: TRADITIONAL STORM POND

5.1.1 STORAGE CAPACITY

Traditional storm ponds are large retention basins with a permanent water level (also called normal water level or NWL). During storms or snowmelt events, runoff from the catchment enters the pond, raising its water level above the NWL.

The maximum volume of water that can be contained within a storm pond is based on its high-water level (HWL), which is determined during design. The depth of water between the pond bottom and the NWL is called the “dead storage zone”, and the depth between the NWL and HWL is called the “active storage zone”. As the storm subsides, the water collected in the active storage zone gradually drains out through an outlet structure, returning the pond water level to the NWL.

5.1.2 WATER QUALITY

Water quality is improved in a wet pond by gravitational settling of sediments. Typically, a sediment forebay is also provided near each inlet – a sediment forebay is a deeper region within the wet pond which captures coarse sediment particles from the runoff within a small area in the pond. Some storm ponds also utilize an Oil-Grit separator (OGS), a multi-chambered manhole that captures coarse sediment and debris from stormwater before it enters the storm pond.

5.1.3 SIZING AND LOCATION

The total area and depth required for a SWMF is estimated through storage-routing analysis and PCSWMM model simulation for the design storm event. The analysis yields a depth-area relationship, which can be used to estimate the total storage volumes available.

For this traditional storm pond option, the depth-area relationship curve (given in **Table 5.1**) was derived based on the layout and sizing criteria presented in the *Wetland Storage Study* (AE, 2021) to ensure comparability between the considered options. **Figure 5.1** shows the total footprint area of the facility at NWL and HWL, also reproduced from the *Wetland Storage Study* (AE, 2021).

Table 5.1: Traditional Storm Pond (Option 1) Depth-Area Rating

ELEVATION (m)	DEPTH (m)	AREA (m ²)	TOTAL VOLUME (m ³)	ACTIVE VOLUME (m ³)	WATER LEVEL
693.00	0.00	30,000	-	-	Bottom
694.50	1.50	32,500	46,875	-	
695.50	2.50	40,000	83,125	-	Normal Water Level (NWL)
696.50	3.50	47,500	126,875	43,750	
697.00	4.00	51,250	151,563	68,438	High Water Level (HWL)
697.50	4.50	55,000	178,125	95,000	Freeboard (FB)

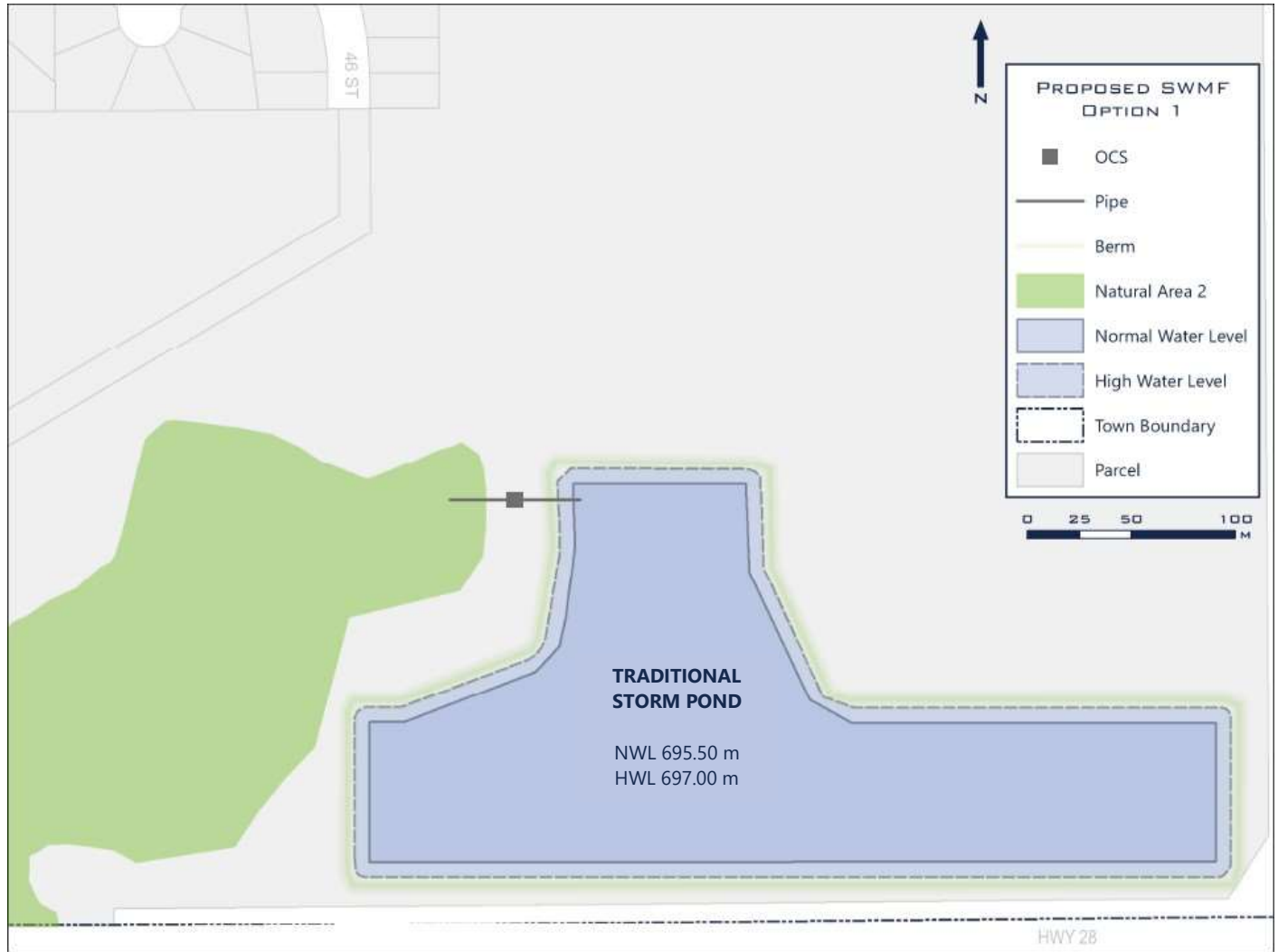


Figure 5.1: Traditional Storm Pond Site Plan

Data Source: Associated Engineering, 2019

5.2 OPTION 2: STORM PARK WITH ENHANCED TREATMENT

Storm Parks are an emerging class of naturalized SWMFs focused on balancing stormwater quality and quantity management functions with ecological services and placemaking priorities. Storm Parks combines traditional wet pond elements with natural wetland features and park amenities to enhance community integration and provide site-specific, fit-for-use applications such as park space, environment conservation, and system resiliency.



Figure 5.2: Nautilus Pond® Concept

A typical Storm Park consists of the following elements:

- **Nautilus Pond®:** proprietary stormwater clarifier that provides sediment removal.
- **Main Pond:** provides storage for sediment-free stormwater and allows for flexible operating regimes.
- **Treatment Wetland Cells:** provide additional enhanced treatment for nutrient removal, enabling stormwater reuse.
- **Wetland Benches:** offer ecological value and allow for an aesthetic transition between the Main Pond and adjacent natural areas.
- **Recirculation Pump:** for circulating water from the Main Pond into the Treatment Wetland and Wetland Benches

Figure 5.4 (on Page 18) shows a simplified sketch of a Storm Park alongside a traditional storm pond. All the elements of a Storm Park fit within the same footprint area as a traditional pond.



Figure 5.3: Dawson's Landing Pond 2A Storm Park in Chestermere, AB

5.2.1 STORAGE CAPACITY

The Main Pond is the primary storage element, modified from traditional wet ponds to allow flexible water volume management. In addition to the traditional “dead” and “active” storage zones, the additional “dynamic” storage zone in the Main Pond allows for flexible water volume management.

The depth of water between the Main Pond bottom and the lower normal water level (LNWL) is the dead storage zone, the depth between the LNWL and the upper normal water level (UNWL) is called the dynamic storage zone, and the depth between the UNWL and HWL is called the active storage zone. While the water stored in the active storage zone drains through the outlet control structure by gravity, the water stored in the dynamic storage zone is recirculated through the Treatment Wetland cells, the wetland bench and the natural areas through the recirculation pumps. Water stored in the dynamic zone may also be reused for irrigation after being treated through the Treatment Wetland cells.

5.2.2 WATER QUALITY

The Nautilus Pond® is a specialized sediment clarifier that functions similar to a sediment forebay and can reliably remove sediment particles as small as 20 µm and avoid its subsequent resuspension. As a result, all sediment removal objectives are achieved within the Nautilus Pond® prior to stormwater reaching the Main Pond.

Beyond primary treatment for sediment removal, a Storm Park provides secondary treatment through the Treatment Wetland cells consisting of a Vertical Flow Biofilter (VFB) and a Horizontal Surface Flow Wetland (HSFW). The Treatment Cells receive pumped flow from the dynamic storage zone in the Main Pond and provide nature-based secondary treatment for pollutants that cannot typically be removed by a wet pond alone (i.e., nitrogen, phosphorus, and microorganisms). The removal of pathogenic microorganisms is essential before stormwater can be reused for irrigation (*Alberta Health Public Health Guidelines for Water Reuse and Stormwater Use 2021*). The reduction of nitrogen and phosphorous is also important to reduce pathogen regrowth.

Downstream of the Treatment Cells, the treated stormwater may be recirculated through the wetland benches and/or reused for irrigation.

A Storm Park combines traditional wet pond elements with natural wetland features and park amenities to enhance community integration and provide site-specific, fit-for-use applications such as park space, environmental conservation, and system resiliency.

5.2.3 NATURALIZATION

To provide environmental, community, and aesthetic value to the facility, Wetland Benches are specifically designed along the sides of the Main Pond to merge its footprint into the retained portions of Natural Area 2.

Outflow from the Treatment Wetlands pass through the retained Natural Area 2 and Wetland Benches via a network of pools and ledges, creating a diverse and resilient wetland landscape within the facility. This continuous flow of treated water helps maintain the wetland vegetation and increases the flow path length of the pond, while also providing specialized habitat for wildlife such as birds and amphibians.

During storms, the Wetland Benches will become temporarily submerged to allow for additional stormwater storage capacity. However, any water inundating the Wetlands will have first passed through the Nautilus Pond®, protecting it against ingress and deposition of significant quantities of sediment. Once the storm subsides, the facility water level will return to normal levels, protecting the Wetlands from extended inundation, and maintaining its ecological health.

5.24 SIZING AND LOCATION

The depth-area relation curve for the proposed Storm Park is given in **Table 5.2** (on Page 19), and represents the combined storage effects from a Nautilus Pond® and Main Pond.



Figure 5.4: Storm Park vs. Traditional Storm Pond

Table 5.2: Storm Park Depth-Area Rating

ELEVATION (m)	DEPTH (m)	AREA (m ²)	TOTAL VOLUME (m ³)	ACTIVE VOLUME (m ³)	WATER LEVEL
691.70	0.00	5,000	-	-	Bottom
693.20	1.50	8,000	9,750	-	
693.70	2.00	10,558	14,390	-	Lower Normal Water Level (LNWL)
694.20	2.50	14,516	20,658	-	Normal Water Level (NWL)
694.70	3.00	17,798	28,737	-	Upper Normal Water Level (UNWL)
695.20	3.50	20,784	38,382	9,646	
696.20	4.50	26,367	61,958	33,221	
696.70	5.00	29,978	76,044	47,307	
697.00	5.30	32,098	85,355	56,619	High Water Level (HWL)
697.50	5.80	35,281	102,200	73,463	Freeboard (FB)

Figure 5.5 shows the proposed Storm Park layout within the Natural Area 2 footprint. Where possible, existing vegetation will be retained or enhanced with additional planting. Consistent low-flow pump recirculation will also support wetland establishment. Wetland Benches will be between the Main Pond UNWL (694.70 m) and HWL (697.00 m).



Figure 5.5: Proposed Storm Park (with Treatment Cells) Site Plan

Note: The proposed facility currently aligns with the existing Natural Area 2 boundary but can be modified as needed by the Town.

5.3 OPTION 3: STORM PARK

The third option considered is a Storm Park without the recirculation and secondary treatment, shown in **Figure 5.6**. The other features for Option 3 are similar to Option 2, excluding the recirculation pumps and the Treatment Wetland Cells.

In the absence of the Treatment Wetland Cells, targeted pollutant removal such as nitrogen and phosphorous, and microorganisms may not be achieved in significant amounts.



Figure 5.6: Storm Park (without Treatment Cells) Site Plan

Note: The proposed facility currently aligns with the existing Natural Area 2 boundary but can be modified as needed by the Town.

5.4 BENEFITS AND OTHER CONSIDERATIONS

This subsection details the benefits and risks associated with each proposed option.

5.4.1 OPTION 1: TRADITIONAL STORM POND

BENEFITS

- **Design and construction:**
 - Relatively standard design and construction process.
- **Regulatory requirements:**
 - Fulfills the required stormwater peak flow attenuation and volume management needs.
 - Fulfills the basic stormwater quality needs through sediment removal.

OTHER CONSIDERATIONS

- **Complex pond maintenance:**
 - Wet ponds require regular sediment removal maintenance, which includes dewatering the facility and dredging the deposited sediments. The storage and sediment removal capacity of wet ponds will be reduced if regular sediment dredging maintenance is not performed. Dredging is typically performed in the winter months when no stormwater inflows are expected into the facility.
 - Intensive maintenance of the grassed side slopes, including regular mowing and landscaping, is required to prevent invasive weeds and grazing birds and animals.
- **Complex OGS unit maintenance and inefficiencies:**
 - OGS units have limited sediment storage capacity and require frequent sediment cleaning (typically once every year), which involves confined space entry for maintenance workers.
 - OGS units can become overwhelmed during heavy storm events when a large volume of runoff is entering the pond, leading to inefficient treatment.
- **No Naturalization:**
 - Traditional wet ponds cannot be cohesively tied into the retained natural/wetland areas due to their conventional design and sediment removal maintenance requirements.
- **Space requirements:**
 - Traditional wet ponds typically need a large bottom and water surface area to minimize areas of shallow depths to prevent the growth of unwanted vegetation.
- **Secondary treatment potential:**
 - No targeted secondary treatments for pollutants such as nutrients are possible.
- **Stormwater reuse potential:**
 - The main reason for not being able to use traditional stormwater for re-use is the low water quality, however, the quick drawdown period from HWL to NWL also reduces opportunities for low-flow feedwater support to naturalized wetland areas.

5.4.2 OPTION 2: STORM PARK WITH ENHANCED TREATMENT

BENEFITS

- **Construction:**
 - A perceived benefit of the Storm Park facility is related to the comparable if not lower construction costs and footprint when compared to a traditional wet pond.
- **Regulatory requirements:**
 - The Main Pond fulfills all the required stormwater peak flow attenuation and volume management needs.

- The Nautilus Pond® completes all sediment removal requirements before stormwater reaches the Main Pond.
- **Retained or reconstructed wetland amenities:**
 - Certain portions of the existing Natural Area 2 can be retained or reconstructed as wetland benches as part of the integrated Storm Park facility, thereby maintaining the environmental value of the site.
 - Wetland benches provide aesthetic and environmental benefits through the fostering of resilient native vegetation, supporting wildlife, and seamlessly integrating from constructed areas to the retained natural area features.
 - Wetland Benches restore and preserve ecological habitat for variety of wildlife, including creating quality habitat for migrating waterfowl, native animals, and other species.
- **Simplified sediment removal maintenance:**
 - While a traditional pond requires frequent dredging of the forebay and the entire facility, in the Storm Park, only the Nautilus Pond® needs to be regularly dredged, resulting in a smaller area of maintenance.
 - The Nautilus Pond® is perched above the Main Pond NWL and can be drained by gravity into the Main Pond for maintenance.
 - It is anticipated that accumulated sediment may reside within the Nautilus Pond® for a 5 to 10-year period, and if managed regularly, eliminates the need for Main Pond dredging entirely.
- **Secondary treatment and reuse potential:**
 - Secondary pollutants such as nutrients are removed through the Treatment Wetlands.
 - Treated stormwater can be recirculated through retained areas of Natural Area 2 and wetland benches, thereby maintaining existing wetland features.
 - Treated stormwater may also be used for irrigation within the Town, providing an alternate dewatering option for the facility.

OTHER CONSIDERATIONS

- **Design:**
 - A storm park requires a slightly more nuanced design approach than a traditional wet pond to ensure the effective integration of its various elements.
- **Treatment Wetland and Wetland Benches:**
 - Special attention is required to the establishment and maintenance of the Treatment Wetland cells and Wetland Bench areas during construction. For example, sediment and erosion control measures will be required, and extended inundation should be avoided during the first year of operation to support plant establishment.
 - Once established, these wetland systems will become self-sufficient and require minimal maintenance.
 - Treatment Wetlands are known to be in operation for 20+ years without loss of function, therefore, this system is anticipated to perform as intended for multiple decades post establishment.
- **Energy requirements:**
 - A low horsepower recirculation pump (1-10 hp) is used to recirculate the resident water in the Main Pond into the Treatment Wetlands and wetland benches, if required.
 - The pump system would be designed as a well-casing pump assembly system with a pitless adapter, to simplify its construction, operation, and maintenance.

5.4.3 OPTION 3: STORM PARK

BENEFITS

- **Construction:**
 - Construction needs and costs are mostly similar to a traditional wet pond.
 - A Storm Park also fits within the same footprint as a traditional wet pond.
- **Regulatory requirements:**
 - The Main Pond fulfills all the required stormwater peak flow attenuation and volume management needs.
 - The Nautilus Pond® completes all sediment removal requirements before the stormwater reaches the Main Pond.
- **Retained or reconstructed wetland amenities:**
 - Certain portions of the existing Natural Area 2 can be retained or reconstructed as wetland benches to supplement the Storm Park facility, thereby maintaining the environmental value of the site.
 - Wetland benches provide aesthetic and environmental benefits through the fostering of resilient native vegetation, supporting wildlife, and seamlessly connecting the edges of the constructed SWMF to the retained natural area features.
 - Wetland Benches restore and preserve ecological habitat for variety of wildlife, including creating quality habitat for migrating waterfowl, native animals, and other species.
- **Simplified sediment removal maintenance:**
 - While a traditional pond requires frequent dredging of the forebay and the entire facility, in a Storm Park, only the Nautilus Pond® needs to be regularly dredged, resulting in a smaller area of maintenance.
 - The Nautilus Pond® is perched above the Main Pond NWL and can be drained by gravity into the Main Pond for maintenance.
 - It is anticipated that accumulated sediment may reside within the Nautilus Pond® for a 5 to 10-year period, and if managed regularly, eliminates the need for Main Pond dredging entirely.

OTHER CONSIDERATIONS

- **Design:**
 - A storm park requires a slightly more nuanced design approach than a traditional wet pond to ensure the effective integration of its various elements.
- **No secondary treatment and reuse potential:**
 - Secondary pollutants such as nutrients cannot be removed in a targeted manner without the Treatment Wetland Cells.
 - No treated stormwater will be available for irrigation within the Town.
- **Wetland Benches:**
 - Special attention is required to the establishment and maintenance of the Wetland Bench areas during construction. For example, sediment and erosion control measures will be required, and extended inundation should be avoided during the first year of operation to support plant establishment.
 - Once established, these wetland systems will become self-sufficient and require minimal maintenance.

6.0 COSTS OVERVIEW

6.1 CAPITAL COSTS

Table 6.1 summarizes the expected capital costs for Options 1, 2, and 3. The cost for Option 1 was reproduced from the *Wetland Storage Study* (AE 2021); costs for Option 2 and 3 are high-level estimates by MAGNA with an accuracy of $\pm 50\%$.

Table 6.1: Capital Costs Comparison

No.	DESCRIPTION	OPTION 1 ¹	OPTION 2 ²	OPTION 3 ²
1	Earthworks		\$513,000	\$513,000
2	Liner		\$370,000	\$370,000
3	Nautilus Pond®		\$519,000	\$519,000
4	Outlet Control Structure		\$250,000	\$250,000
5	Deep Utilities		\$1,200,000	\$1,200,000
6	Landscaping and Surface Improvements		\$630,000	\$630,000
7	Secondary Treatment		\$843,000	\$0
8	Pumps and Electricals		\$550,000	\$0
9	Inlet Realignment and Miscellaneous		\$500,000	\$500,000
SUB-TOTAL			\$5,375,000	\$3,982,000
TOTAL		9,705,000¹	-	-

1. *Wetland Storage Study* (AE 2021) reported the total construction cost as \$10,676,000 including 50% contingency and 15% design fees. Reported here without design fees.

2. Costs based on similar completed and ongoing MAGNA Storm Park projects. Does not include contingency or design fees.

6.2 WETLAND DISTURBANCE AND FACILITY LOCATION

The costs associated with disturbing the Natural Area 2 wetland depends on several factors including its classification and regulatory requirements.

Any wetland disturbance will need to align with the *Alberta Wetland Mitigation Directive* (2018). Some of the permits and approvals process include an evaluation of the Natural Area 2 by a wetland specialist, and subsequent engagement regarding minimization, reclamation, or replacement, associated compensations for replacement and monitoring, and potential credits for reconstruction. The replacement fees for a natural wetland (without replacement credits) are approximately \$20,000 - \$160,000 per hectare, depending on the value category of the wetland. **Table 6.2** summarizes the estimated land acquisition / wetland disturbance costs for Options 1, 2, and 3.

Table 6.2: Land Acquisition / Wetland Disturbance Costs Comparison

No.	DESCRIPTION	OPTION 1 ¹	OPTION 2 ²	OPTION 3 ²
1	Land Acquisition (outside the Natural Area 2 footprint)	\$1,500,000	-	-
2	Wetland Disturbance / Replacement	- ³	\$640,000	\$640,000

1. Land costs for a traditional storm pond from the *Wetland Storage Study* (AE 2021) based on \$250,000 per hectare.

2. Assumes \$160,000 per hectare and 4 ha wetland disturbance. Does not consider classification of existing wetland, or potential reconstruction credits.

3. No wetland disturbance costs were reported by the *Wetland Storage Study* (AE 2021); however, it is likely that some disturbance fees will be charged because the Town's stormwater is still routed through the wetland in this option.

MAGNA has previously undertaken and successfully completed projects involving wetland reconstruction and integration into SWMFs for credit, such as the *Livingston Phase 26 Storm Pond E* located in northeast Calgary. The Pond E facility was specifically designed as a combined storm pond and constructed wetland (i.e., a storm park) facility to replace a portion

of an existing large wetland through successful coordination with stakeholders including the City of Calgary and the Province under formal *Water Act* and *Environmental Protection and Enhancement Act (EPEA)* applications. More details regarding Pond E are included in **Appendix B**.

6.3 DISCHARGE LOCATION

The proposed designs assume gravity-based discharge of the facility towards Sturgeon River is feasible (see **Section 3.2.3**). If the facility cannot discharge via gravity (*e.g.*, through a highway ditch system), alternative outfall options must be explored. One potential solution is to dewater the facility by reusing treated stormwater for irrigation (see **Section 3.2.4**), which is possible with Option 2, but not with Option 3. MAGNA has previously undertaken and successfully completed projects that rely on stormwater reuse for irrigation as their primary dewatering mechanism, such as the *Dawson's Landing Storm Pond 2A* located in Chestermere.

Pond 2A cleans resident water in the Main Pond by pumping it through the VFB and HSFW to provide secondary treatment, which is then pumped to a nearby farmer's field. This irrigation reuse has been particularly impactful to the community of Dawson's Landing and Chestermere, as well as the local farmers. It has provided the facility a means of stormwater volume control in the absence of a gravity-based outlet option, and also provided the local farmers with alternative sources to expensive potable water, contributing to both crop quality and financial security. More details about Pond 2A are included in **Appendix B**.

The costs associated with the construction of a new drainage ditch towards the Sturgeon River are currently not included in this assessment. The alternative option, irrigation reuse, will also require additional pumps and electrical infrastructure, whose costs are not currently included. Irrigation reuse will require ongoing maintenance and power supply, whereas the gravity discharge option is a passive dewatering option without significant ongoing maintenance (as compared to the irrigation system).

7.0 COMPARATIVE ANALYSIS

To support decision-making, an in-house comparative analysis was conducted. The purpose of this analysis is to provide the Town with a framework that supports the overall evaluation of the three treatment options, while making room for prioritization of certain criteria over others. Using information gathered in background research, understanding of the site risks and opportunities, and various discussions with the Town, MAGNA weighted the criteria in **Table 7.1** below (and reviewed with Town staff prior to writing this report).

7.1 CRITERIA WEIGHTING

In this table, a weight score of three (3) signifies the most important criteria, and one (1) is least important.

Table 7.1: Comparative Analysis Criteria Weighting

CRITERIA		DESCRIPTION	SCORE	NOTES
Engineering & Planning Optimization	Footprint Size	SWMF size and integration with overall site.	3	The SWMF size should be limited to the existing Natural Area 2 footprint.
	Water Quality (Regulatory Compliance)	Optimization of discharge water quality to downstream receiving waters, in excess of regulatory requirements.	1	The discharge must meet the requirements set out in the design standards.
	Site Servicing	Access for maintenance crews and ease of servicing the facility.	2	The servicing for the facility should be generally simple.
Social	Public Perception / Aesthetic	Consideration for the public's perception and aesthetic of the SWMF and overall marketability and integration with overall City vision.	3	Based on the "Community" goal, where Bon Accord wants to "continue to develop enhanced public communication strategies to ensure that residents are well informed of community events, programs, and services".
	Water Reuse Opportunities	Consideration for stormwater reuse opportunities within the SWMF and overall site (active or passive).	2	Based on the "Economy" goal. Stormwater reuse opportunities may provide economic benefit to the town.
	Climate Change Resiliency	Consideration for accommodating climate impacts (larger design storm events) within the SWMF.	1	According to the "Infrastructure" goal, the town is committed to improving infrastructure in a fiscally responsible manner, which includes designing for climate resiliency.
Economic	Capital Costs / Engineering Costs	Consideration and optimization of the cost of construction, design, and construction management of the SWMF.	3	Costs should be minimized to reduce the economic impact on the Town.
	O&M Costs	Consideration of cost of maintenance of the SWMF.	3	

7.2 COMPARATIVE ANALYSIS RESULTS

Each option was scored in **Table 7.2** (on the next page) with three (3) signifying the most favourable, and one (1) the least. Each score was then multiplied by the weighting to achieve an overall ranking.

Table 7.2: Comparative Analysis Summary

CRITERIA		WEIGHTING SCORE	OPTION 1	OPTION 2	OPTION 3
Engineering & Planning Optimization	Footprint Size	3	1	3	3
	Water Quality (Regulatory Compliance)	1	2	3	2
	Site Servicing	2	2	1	2
Social	Public Perception / Aesthetic	3	2	3	3
	Water Reuse Opportunities	2	1	3	1
	Climate Change Resiliency	1	2	2	2
Economic	Capital Costs / Engineering Costs	3	1	2	3
	O&M Costs	3	3	2	3
Weighted Total (higher score indicates more favourable)			31	43	46

Note, the higher the score, the more favourable the option. However, if the Town's priorities are different or have changed, the weightings can be realigned to better suit the Town's needs.

7.3 RECOMMENDATION

The comparative analysis indicates that Options 2 and 3 are the best choices for the Town based on project objectives and Town goals and priorities.

It should be noted that the main differences between Options 2 and 3, besides cost, are primarily around water reuse opportunities. Option 2 provides recirculation and secondary treatment, which enables stormwater reuse for irrigation. Irrigation reuse may be an alternative means of discharge from the facility in the absence of a gravity-based outlet such as an underground storm pipe or ditch.

Option 3 does not provide secondary treatment and therefore, stormwater cannot be reused for irrigation. In this case, the only means of discharge from the facility is through a gravity-based storm pipe or ditch.

8.0 PHASING

The Storm Park options (Options 2 and 3) are the most suitable choices for retrofitting Natural Area 2 and addressing the Town’s stormwater management requirements. To ensure an effective balance between stormwater needs and overall construction and maintenance costs, MAGNA is proposing the Storm Park facility be constructed in three phases. Note, this phasing is applicable to both Options 2 and 3.

Table 8.1 summarizes each phase and its associated costs and objectives. Note that these phasing costs are based on subtotals for the corresponding elements listed in **Table 6.1**, and do not include any contingency or design fees.

Table 8.1: Proposed Phasing Plan and Objectives

PHASE	ELEMENTS	OBJECTIVES	SUB-TOTAL COST ¹ (\$)
1	Nautilus Pond® and conveyance systems tie-in	<ul style="list-style-type: none"> • Discharge Quality: Enhance the quality of stormwater discharge from the Town into Natural Area 2 and further downstream to comply with legislative requirements. • Conveyance: Ensure efficient tie-in of conveyance systems into the Nautilus Pond®. 	\$1,019,000
2	Main Pond, outlet control structure, and underground utilities	<ul style="list-style-type: none"> • Discharge: Establish a clear means for discharge from Natural Area 2, allowing runoff to exit and flow toward the Sturgeon River. • Storage Capacity: Improve the storage capacity within Natural Area 2 to efficiently receive and capture runoff from the catchment. 	\$2,333,000
3	Wetland benches and rejuvenation	<ul style="list-style-type: none"> • Environmental and Aesthetic Value: Retrofit the facility to provide both environmental benefits and aesthetic appeal of wetlands. 	\$630,000
	Pumps and treatment wetland cells (only Option 2)	<ul style="list-style-type: none"> • Water Reuse Opportunities: Provide water reuse options (such as irrigation) through secondary treatment methods (i.e., treatment wetland cells). 	\$1,393,000

1. Subtotal costs from **Section 6.1**, does not include contingency or design fees.

8.1 PHASE 1

The first phase will include the tie-in of the Town’s conveyance systems to the Nautilus Pond®, construction of the Nautilus Pond®, and underground infrastructure to direct the Nautilus Pond® outflow to Natural Area 2 (and future Main Pond). Aligning the conveyance systems will redirect inflow through the Nautilus Pond®, which will provide sediment removal and complete the statutory stormwater quality requirements. This will stop the flow of sediments into Natural Area 2 that are currently negatively impacting this area.

The estimated Phase 2 construction cost is \$1,019,000. This estimate is the sum of subtotal costs for Nautilus Pond® and inlet realignment and miscellaneous elements described in **Section 6.1**.

Figure 8.1 shows the Phase 1 elements and approximate boundaries for SWMF Option 2 (note that the phasing approach for Option 3 is identical to Option 2, except for the installation of pumps and treatment wetland cells in Phase 3).

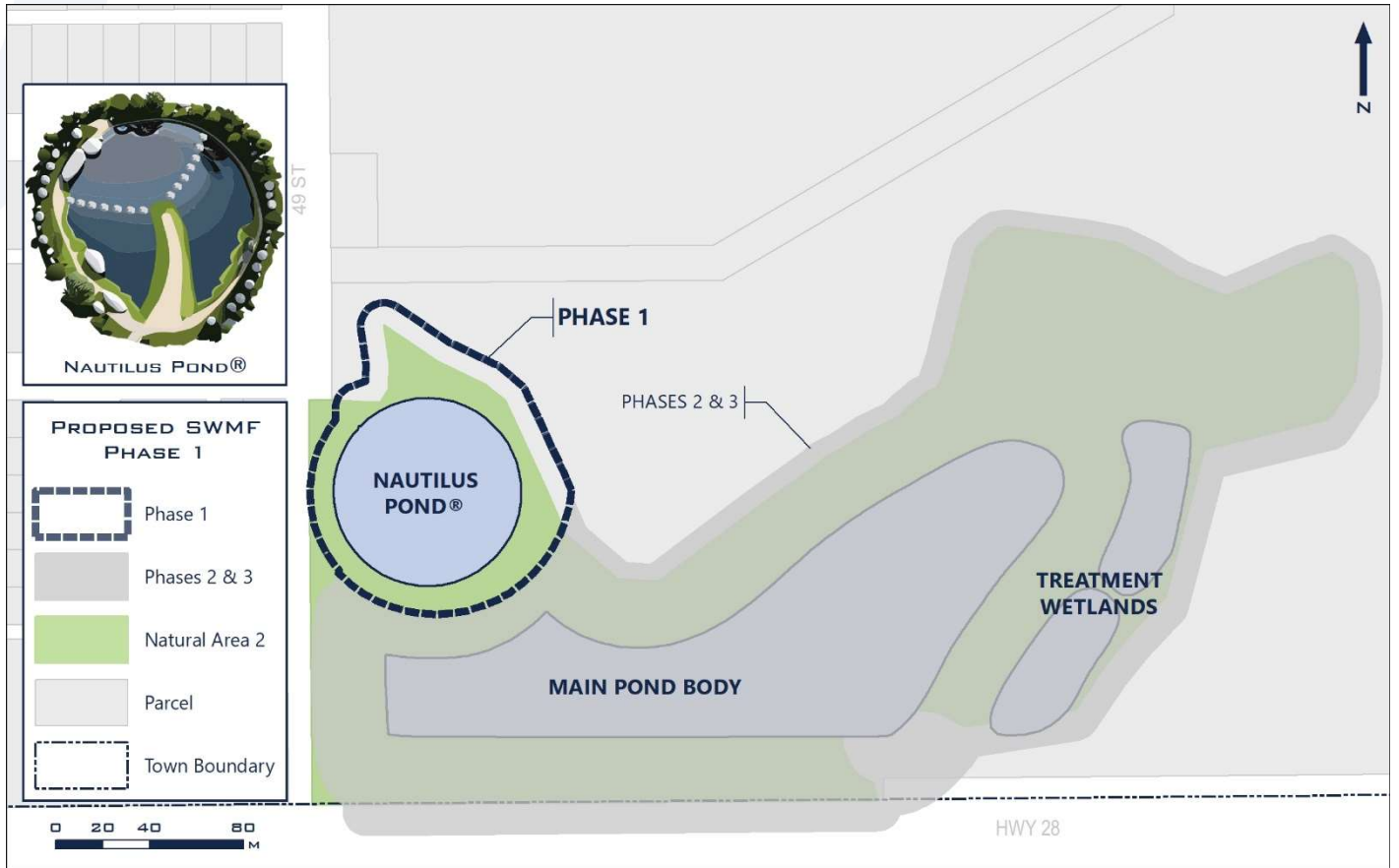


Figure 8.1: Proposed SWMF Phase 1

8.2 PHASE 2

The second phase will include the construction of the Main Pond, the OCS, and other underground infrastructures. These elements will provide additional storage capacity for runoff from the Town and discharge the collected stormwater towards the Sturgeon River, respectively. This phase also includes the underground storm infrastructure required to tie-in the Main Pond to existing Nautilus Pond® and future phase elements (such as pipes, manholes, and pump standpipes).

The estimated Phase 2 construction cost is \$2,333,000. This estimate is the sum of subtotal costs for earthworks, liner, underground utilities, and OCS elements described in **Section 6.1**.

Figure 8.2 shows the Phase 2 elements and approximate boundaries for SWMF Option 2 (note that the phasing approach for Option 3 is identical to Option 2, except for the installation of pumps and treatment wetland cells in Phase 3).

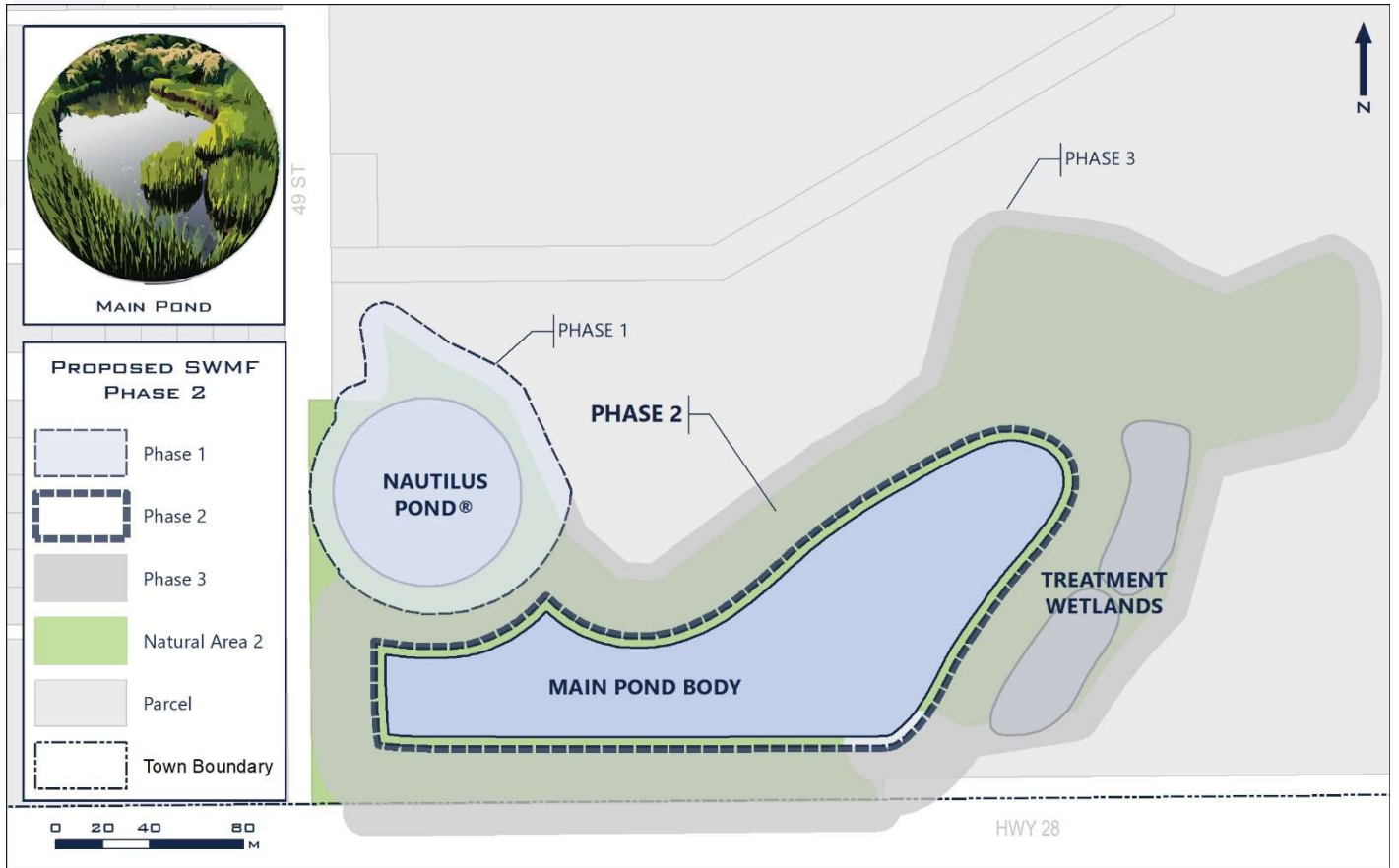


Figure 8.2: Proposed SWMF Phase 2

8.3 PHASE 3

Phase 3 will include the construction or reconstruction of the wetland benches along the side slopes of the Main Pond to provide ecological habitat and support vegetation. Portions of the Natural Area retained as-is will also be rejuvenated through the planting of native, resilient vegetation. The recirculation pump and associated electrical, instrumentation, and controls will also be installed simultaneously to pump water from the Main Pond into the wetland regions to support their vegetation with consistent water flow, if Option 2 is chosen.

For Option 2 only, phase 3 will also include the construction of treatment wetland cells for secondary water treatment. Treated water maybe be reused for irrigation or other non-potable purposes or circulated through the wetlands. Targeted secondary treatment through the treatment cells provides improved water quality beyond the existing regulatory requirements for stormwater (*i.e.*, removal of sediments only).

The estimated Phase 3 construction costs for Option 2 and 3 are \$2,023,000 and \$630,000, respectively. This estimate is the sum of subtotal costs for landscaping and surface works, the pumps and electrical elements, and the secondary treatment elements described in **Section 6.1**.

Figure 8.3 shows the Phase 2 elements and approximate boundaries for SWMF Option 2 (note that the phasing approach for Option 3 is identical to Option 2, except for the installation of pumps and treatment wetland cells in Phase 3).

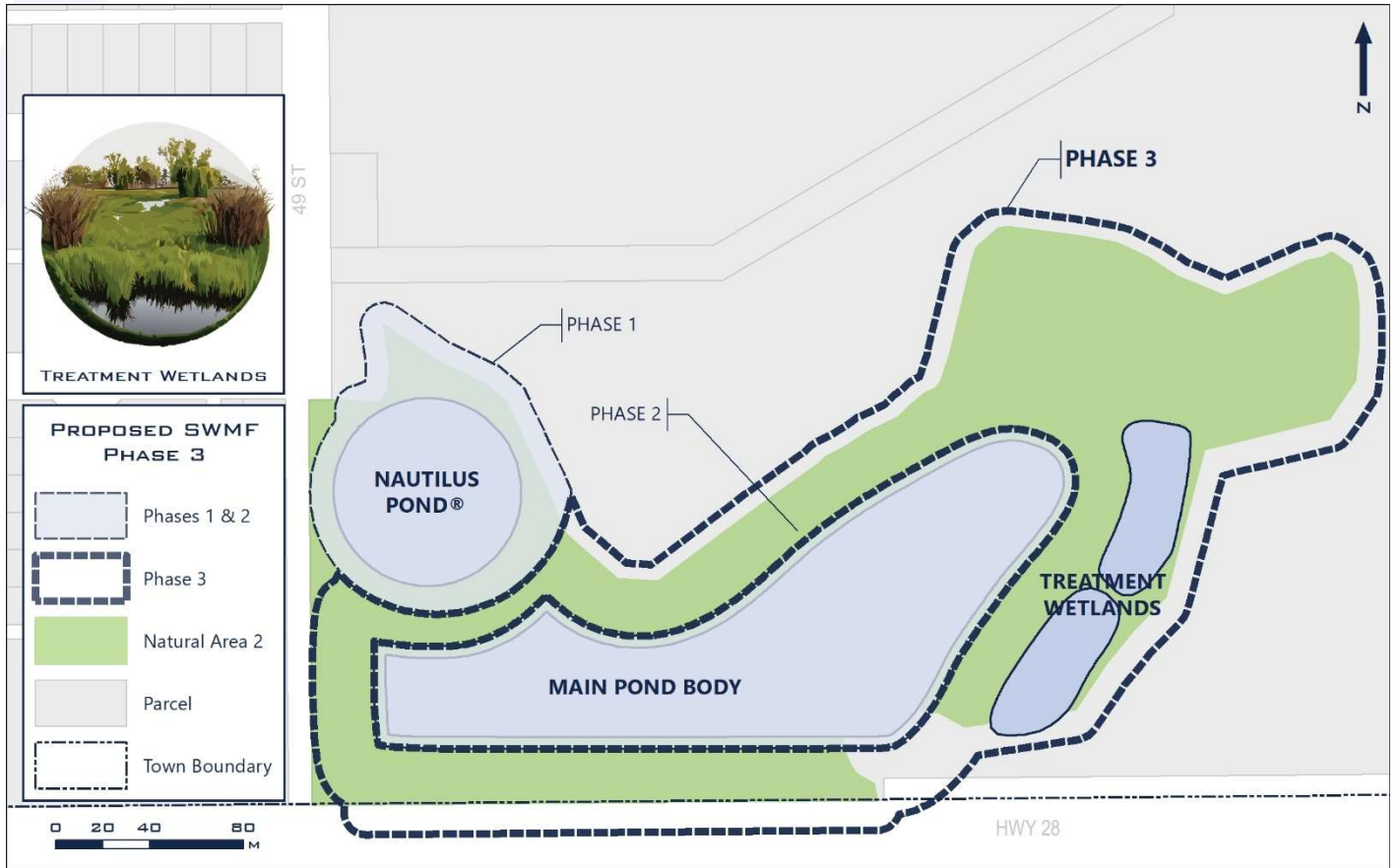


Figure 8.3: Proposed SWMF Phase 3

Through this phased approach, the Town’s stormwater management needs can be optimized and balanced with the Town’s long-term economic and environmental needs, as well as the sustainability and functionality of the Storm Park facility.

9.0 GRANT FUNDING OPPORTUNITIES

Depending on the option the Town chooses to move forward, there are some potential funding opportunities that should be explored to help fund future project phases.

9.1 ALBERTA DROUGHT AND FLOOD PROTECTION PROGRAM

The Drought and Flood Protection Program (DFPP) is “a multi-year program to help municipalities and Indigenous communities improve their long-term resilience to drought and flood events.” More specifically, the DFPP will help fund the design and construction of projects that work towards ensuring public safety by protecting public infrastructure from flooding such as, but not limited to:

- Drought and flood proofing or relocation of critical infrastructure.
- Structural measures (i.e. berms, flood walls, bank protection, retention ponds, etc.) intended to protect critical infrastructure and ensure public safety.
- Purchase of property for the purpose of relocation or for access to and/or construction of a project.
- Bio-retention infrastructure designed to increase flood attenuation and reduce the impacts of drought.

More details on full project eligibility will be available in the summer of 2024.

9.2 ALBERTA MUNICIPAL WATER/WASTEWATER PARTNERSHIP

The Alberta Municipal Water/Wastewater Partnership (AMWWP) provides cost-shared funding to eligible municipalities to help build municipal facilities for water supply and treatment, and wastewater treatment and disposal. Eligible projects can receive up to 75% of project costs (funding is calculated as a percentage of eligible project costs based on the municipality’s population when the grant is approved).

Municipalities are invited to contact AMWWP prior to applying to discuss project eligibility.

9.3 FCM GREEN MUNICIPAL FUND

Recently, the Federation of Canadian Municipalities (FCM) changed the funding goals and requirements of the Green Municipal Fund (GMF) to be more focused on “accelerating a transformation to resilient, net-zero communities.” That said, MAGNA has been informed that FCM will be launching a new funding initiative called Local Leadership in Climate Adaptation that will include grants for municipal projects focused on climate resilience. At this time, the funding criteria are still being developed, but eligible projects *may* include green infrastructure projects focused on stormwater management and flood prevention.

It is expected that this program will be launched in the summer of 2024.

9.4 INVESTING IN CANADA INFRASTRUCTURE PROGRAM – GREEN INFRASTRUCTURE

Alberta’s Investing in Canada’s Infrastructure Program (ICIP) funding has been fully allocated; therefore, applications are no longer being accepted at this time.

10.0 NEXT STEPS

The purpose of this *Feasibility Study Report* is to convey the conceptual design philosophy for the proposed nature-based stormwater management facility to the Town. Further revisions to the concept may be considered as per the Town's needs and other regulatory requirements at detailed design. A draft version of this *Feasibility Study Report* was also previously provided to the Town and this final report was revised based on feedback received.

10.1 RISK IDENTIFICATION AND MITIGATION

Three major uncertainties were identified during this feasibility study, which have the potential to impact project costs, schedule, and quality. MAGNA recommends early and continuous engagement with regulators and other relevant stakeholders to mitigate these risks.

10.1.1 WETLAND DISTURBANCE AND FACILITY LOCATION

Any modifications to the Natural Area 2 wetland may be subject to permits and approvals under the *Water Act* and *Public Lands Act*. Alternate facility locations may need to be considered if modifications to Natural Area 2 are not permitted.

MAGNA recommends that a professional biologist and wetland specialist be consulted to advise on the nature, classification, and modifications permitted to the wetland.

10.1.2 DISCHARGE LOCATION

The potential dewatering mechanism for Natural Area 2 and the proposed Storm Park will need to be resolved before next steps and detailed design. Traditionally, a gravity-based discharge (ditch or storm trunk) is the preferred dewatering mechanism for any SWMF. However, irrigation reuse may also be a potential alternative if a gravity-based system is not feasible due to costs or other complications.

The Town's *Wetland Storage Study* (2021) suggested four potential outlet alignment options through adjacent lands outside the Town's boundary into Sturgeon County. Adjacent landowners, the County, and the Province will need to be engaged regarding land acquisition for the outlets and stormwater discharge into water bodies in the County. MAGNA recommends consultation with associated stakeholders to clarify if a gravity-based discharge is possible, and if not, irrigation reuse within the Town may be a potential option.

10.1.3 CONVEYANCE SYSTEMS TIE-IN AND FUTURE UPGRADES

The *Town of Bon Accord Stormwater Master Plan* (2019) suggested upsizing the Town's existing minor and major conveyance systems to prevent localized flooding within the Town and ensure sufficient capacity towards Natural Area 2 or SWMF. Upgrading the conveyance systems will reduce localized flooding and deliver runoff to the proposed SWMF for treatment and management.

Conveyance systems developed as part of future development will also need to be routed into the proposed SWMF. MAGNA recommends early engagement with landowners and potential future developers to manage this process starting at the early planning stages of any future development.

11.0 CONCLUSION

Stormwater runoff from the majority of the developed areas within the Town of Bon Accord currently discharge towards the existing 'Natural Area 2' located in the southeast portion of the Town. In recent years, the Town has identified issues such as large sediment deposition, decreased stormwater storage capacity, and declining vegetation health within Natural Area 2, as well as flooding in the adjacent developed areas during storm and snowmelt events. MAGNA Engineering Services Inc. was engaged by the Town to conduct a feasibility study and high-level concept design of a stormwater management facility to retrofit the aging Natural Area 2 wetland and increase its stormwater storage and treatment capacities.

Runoff volumes for both existing and future catchment characteristics draining towards Natural Area 2 were estimated using a PCSWMM model, based on the *City of Edmonton Stormwater Management and Design Manual (2022)* and the *Town of Bon Accord Stormwater Master Plan (AE, 2019)*. Based on the runoff volumes generated from the existing and future catchment scenarios (50,000 m³ and 67,000 m³ respectively), and available area within the Natural Area 2 footprint to locate a SWMF, it is recommended that the Town consider one single SWMF facility for both its current and future stormwater needs to preserve valuable land for future development, and limit maintenance requirements to one facility. Facility sizes were estimated through storage-discharge routing and verified through the PCSWMM model.

Three facility concepts were considered:

1. The first conceptual design option, a traditional storm pond, was modelled with similar characteristics presented in the *Town's Wetland Storage Study (AE, 2021)* to maintain comparability between the area and volume estimates of the presented options.
 - A traditional storm pond receives stormwater runoff, stores it for a few hours or days and slowly releases it downstream. Water quality improvements occur primarily through the gravity-based settling of sediments.
 - Other pollutants such as nitrogen and phosphorous are not reduced in significant amounts.
 - A traditional wet pond also requires a larger normal water level surface area to prevent invasive shallow-water vegetation, as traditional ponds do not support wetland habitats or vegetation.
 - In this case, a traditional storm pond will have at normal water surface area of 4 ha, therefore, at least 4 ha of land to be excavated (from Natural Area 2 or adjacent areas) and lined to become a permanent reservoir.
 - Additional side-slope treatments would also be required to prevent invasive vegetation growth along the edges of the pond.
2. The second conceptual design option presented was a Storm Park.
 - Storm Parks are an emerging class of naturalized stormwater management facilities that balance stormwater quality and quantity management functions with ecological services and placemaking priorities.
 - A Storm Park combines traditional wet pond elements with natural wetland features and park amenities to enhance community integration and provide site-specific, fit-for-use applications such as park space, environment conservation, and system resiliency.
 - A typical Storm Park consists of a proprietary sediment clarifier system called the Nautilus Pond®, a Main Pond for runoff storage, a set of Treatment Wetland Cells including a VFB and a Horizontal Flow Treatment Wetland for secondary treatment and removal of nutrients such as nitrogen and phosphorous, and a Wetland Bench specially designed to support diverse and resilient wetland vegetation through pools and ledges. A low horsepower internal recirculation pump recirculates resident water in the Main Pond through the Treatment Wetland cells and Wetland Bench for vegetation and ecological maintenance.
 - The Main Pond is the primary runoff storage element in a Storm Park and is typically smaller than a traditional pond itself.

- For this study, the normal water surface area of the Main Pond was estimated to be 1.8 ha, which means that only 1.8 ha of land would need to be lined to become a permanent water reservoir.
 - The adjacent side-slope areas of the Main Pond are engineered with Wetland Benches to restore and preserve ecological habitat for variety of wildlife, including creating quality habitat for migrating waterfowl, native animals, and other species.
 - The Wetland Bench areas will also temporarily flood during storm events to provide additional storage capacity, and quickly drain once the storm subsides to prevent extended inundation.
3. The third conceptual design option presented was a Storm Park without the recirculation pumps and Treatment Wetland cells.
 - Recirculation pumps and treatment wetlands are not included in Option 3.
 - While the Treatment Wetland cells provide valuable secondary treatment and enable non-potable stormwater reuse (such as irrigation), this design option was considered because the Town prefers simplified O&M procedures for their stormwater facilities.
 - The other remaining Storm Park elements are common between options 2 and 3.

Preliminary costs and value-based analyses were conducted and indicated that either option 2 or option 3 might be the most suitable option for the Town. This is due to comparable costs for the three options, while options 2 and 3 offer significantly more environmental and aesthetic value, while retaining and promoting natural spaces and wetland habitats. The Nautilus Pond® in options 2 and 3 also greatly simplifies the sediment removal maintenance process by capturing most of the inflow sediment within a small area. Where traditional wet ponds required periodic dredging of the entire facility to maintain its storage and water treatment capacity, the Nautilus Pond® allows quick and easy sediment removal maintenance since it can be entirely drained to the Main Pond by gravity, and sediment removal can occur from the smaller Nautilus Pond® area.

The comparative analysis indicates that Options 2 or 3 are the best choice for the Town, given the project objectives and Town values and priorities.

To manage the costs associated with a full-build out of the proposed SWMF, a three-phase construction/retrofit approach is proposed for the Storm Park options.

1. The first phase is the construction of a Nautilus Pond® for sediment capture to prevent further sediment deposition in the existing wetland.
2. The second phase is the construction of a Main Pond and underground infrastructure within the facility to provide additional storage.
3. The final step is the reintegration of wetlands and ecological habitat through the inclusion of vegetated benches along the sides and edges of the proposed Main Pond, up to the boundary of the Natural Area. For Option 2 only, this phase will also include the installation of the pumps, associated electricals, and the treatment wetlands.

Several grant funding opportunities were also identified to help the Town offset costs for the design, construction, and maintenance of whichever stormwater management facility option is selected. MAGNA recommends these (and any other) grant funding opportunities be fully explored so that the environmental and aesthetic value needs of the Town can be balanced with its economic priorities.

Three potential risks which may impact project costs, schedule, and quality, were identified during this feasibility study. A clear characterization of the existing Natural Area 2 wetland, facility discharge options and routes, and conveyance systems are required to further develop the proposed concepts for detailed design.

12.0 CLOSURE

This report, titled *Nature-Based Stormwater Feasibility Study*, was prepared by MAGNA Engineering Services Inc. It is intended for the use of the Town of Bon Accord, for which it has been prepared.

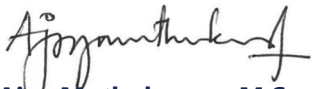
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If you have any questions about the information provided within this report, or should you wish to review this report with us, please do not hesitate to contact the undersigned.

Sincerely,



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13.0 REFERENCES

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APPENDIX

APPENDIX A: ACRONYMS

AE	Associated Engineering
AMWWP	Alberta Municipal Water/Wastewater Partnership
DFPP	Drought and Flood Protection Program
FB	Freeboard
FCM	Federation of Canadian Municipalities
GoA	Government of Alberta
GMF	Green Municipal Fund
HWL	High Water Level
HSFW	Horizontal Surface Flow Wetland
ICIP	Investing in Canada's Infrastructure Program
LNWL	Lower Normal Water Level
NWL	Normal Water Level
OCS	Outlet Control Structure
O&M	Operations & Maintenance
SWMF	Stormwater Management Facility
UNWL	Upper Normal Water Level
VFB	Vertical Flow Biofilter



APPENDIX B: PAST AND ONGOING MAGNA STORM PARK PROJECTS

DAWSON'S LANDING STORM POND 2A

CHESTERMERE, AB | QUALICO COMMUNITIES | 2019 TO 2022 | 90 ha OF SERVICED DEVELOPMENT AREA | IN OPERATION

MAGNA was retained to complete the concept design, preliminary design, and detailed design for the Dawson's Landing Storm Pond 2A Stormwater Kidney® (Pond 2A). MAGNA collaborated with Source2Source to execute an innovative **stormwater management facility (SWMF) that functions both as a storm pond and constructed wetland, called a Stormwater Kidney® - the first of its kind in the world.** Pond 2A provides the community with a green infrastructure solution utilizing engineered wetlands and naturalized technology.

- Pond 2A combines traditional storm pond functions with wetland amenities, as well as secondary treatment through a treatment wetland biofilter system.
- The primary stakeholders included the Western Irrigation District, the City of Chestermere, Alberta Environment, and the developer, Qualico Communities.
- Wetland amenities provide ecological, social, and environmental value for the community, and offer diverse habitat for vegetation and wildlife.
- The secondary treatment allows for stormwater to be reused for irrigation, providing flexible water volume management.
- Strict regulations around discharge water quality led to limitations in dewatering infrastructure options. Traditional gravity system (storm pipe or ditch) was not feasible.
- Pond 2A is currently operating with irrigation as the primary means of water volume management in the facility.
- **Figure B.1** shows Pond 2A in operation.





Figure B.1: Pond 2A in operation



LIVINGSTON PHASE 26 STORM POND E

CALGARY, AB | BROOKFIELD RESIDENTIAL | 2020 TO PRESENT | 500 ha OF SERVICED DEVELOPMENT AREA | UNDER CONSTRUCTION

MAGNA was retained to complete the concept design, preliminary design, and detailed design for the Livingston Phase 26 Pond E Stormwater Kidney® (Pond E). MAGNA collaborated with Source2Source to execute an innovative stormwater management facility (SWMF) that functions both as a storm pond and constructed wetland. Pond E provides the community with a green infrastructure solution utilizing engineered wetlands and naturalized technology.

- MAGNA worked closely with the client to ensure the facility could be integrated into the community providing both efficient stormwater treatment and urban green space that preserved the character of the community.
- Pond E provides the regulatory stormwater management functions while also incorporating secondary treatment biofiltration elements, and a large constructed-wetland facility to replace the existing wetland area.
- Stormwater after secondary treatment through the treatment wetland-biofilter elements will also be used to irrigate three local park and school sites, removing the need for expensive potable freshwater.
- The project team completed the work from feasibility study through to detailed design. This project culminated with the completion and submission of the detailed engineering drawings, the Pond Report, and the Wetland Management Plan.

The following figures show the evolution of Pond E:

- **Figure B.2** shows the wetland areas that existed at the project location.
- **Figure B.4** shows the proposed Pond E concept design.
- **Figure B.4** shows the Pond E concept design overlaid on the wetland (WP27) it will replace, including future ponds and phasing plans.



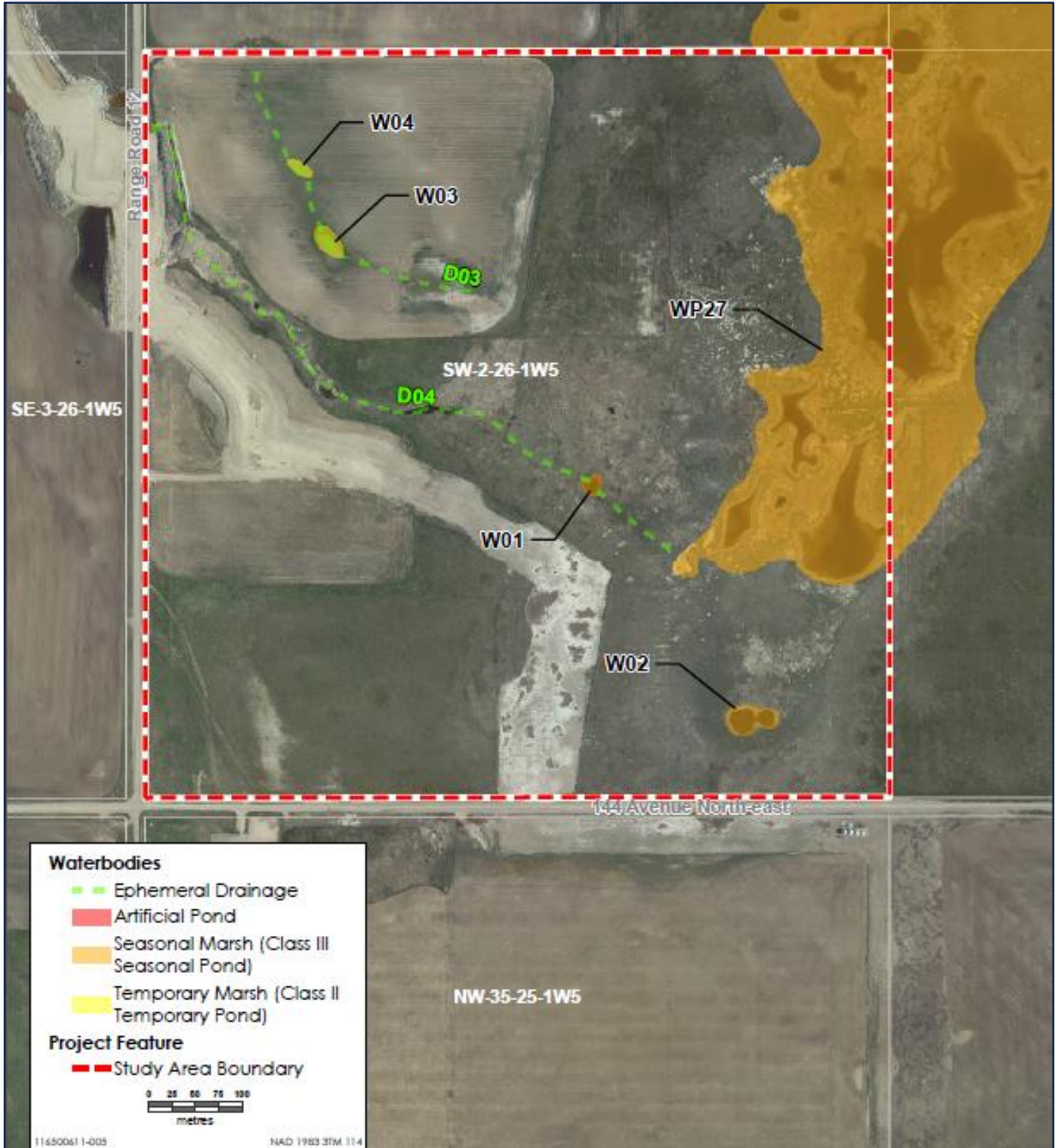


Figure B.2: Existing wetlands in the Pond E project location.
 Figure from Livingston Community C BIA, January 2020, Stantec Consulting Ltd.



STORMWATER KIDNEY™ POND
 MULTIPLE PATENTS AND PATENTS PENDING

Legend:

—	FB	1080.50 m
—	XWL	1080.00 m
—	HWL	1079.25 m
- - -	GSWL	1078.00 m
—	Wetland Bench	1077.00 m
—	NWL	VARIES
- - -	LNWL	1074.00 m



Figure B.3: Pond E Concept Design

Figure from Livingston Phase 26 Storm Pond E Pond Report, MAGNA Engineering Services Inc.



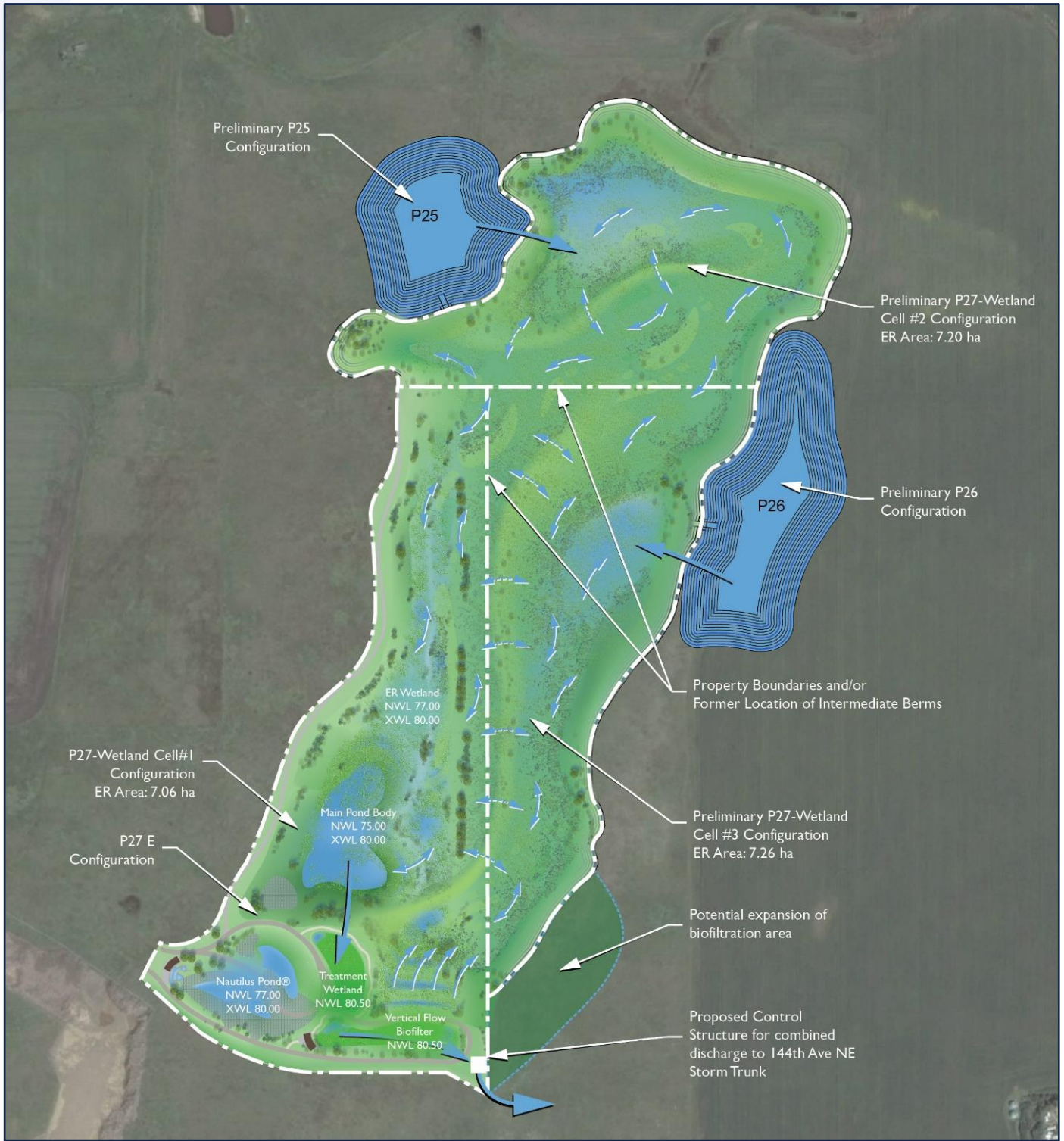


Figure B.4: Pond E (P27E) Concept Overlaid on Existing Wetland (WP27) Footprint and Future (P25E, P26E) Facilities
 Figure from Livingston Phase 26 Storm Pond E Pond Report, MAGNA Engineering Services Inc.



ALPINE LANDS STORM PARK P15

CALGARY, AB | DREAM DEVELOPMENT | 2020 TO PRESENT | 125 ha OF SERVICED DEVELOPMENT AREA | PRE-CONSTRUCTION

Driven by the developer's (Dream Development) pursuit for a unique stormwater facility, the P15 Storm Park design is focussed on amenity driven spaces while functionally unlocking new opportunities for stormwater management, water reuse, and environmental resiliency. The central theme of this storm park is to integrate interactive park spaces into stormwater utility, while also maintaining key natural wetlands and ravines.

- MAGNA worked closely with the client and led concept workshops to resolve planning, architecture, ecological, and engineering needs.
- Storm Park P15 provides regulatory stormwater management functions, secondary treatment biofiltration, and large park-wetland facility for community engagement and environmental value.
- The project team completed the work from feasibility study through to detailed design, expected to begin construction in 2024.

The following figures shows the evolution of Alpine Storm Park P15:

- **Figure B.5** shows the wetland areas that existed at the project location.
- **Figure B.6** shows the proposed concept design, where certain key features of Wetland 5 including the existing topography and native vegetation of the ravine are retained. Wetland 6 is being recreated in an enhanced manner through a constructed wetland bench.



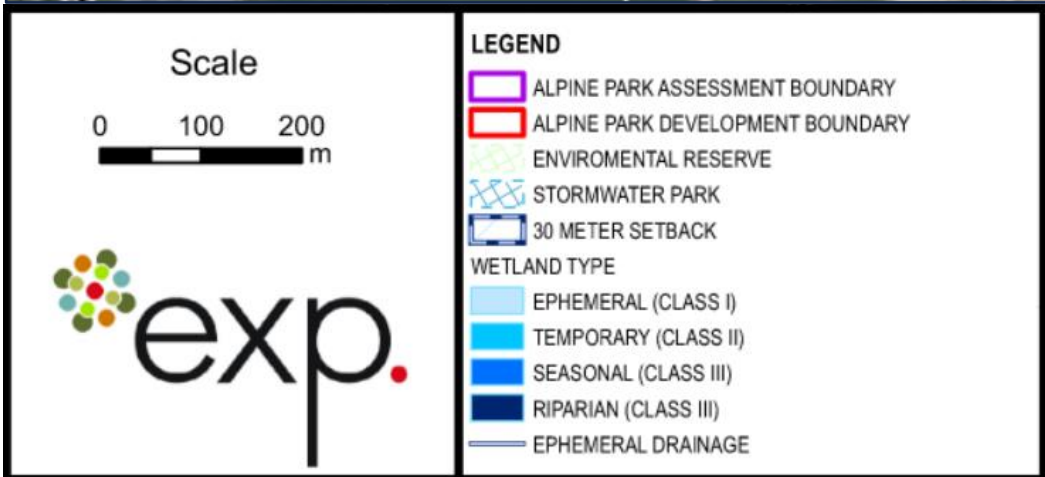
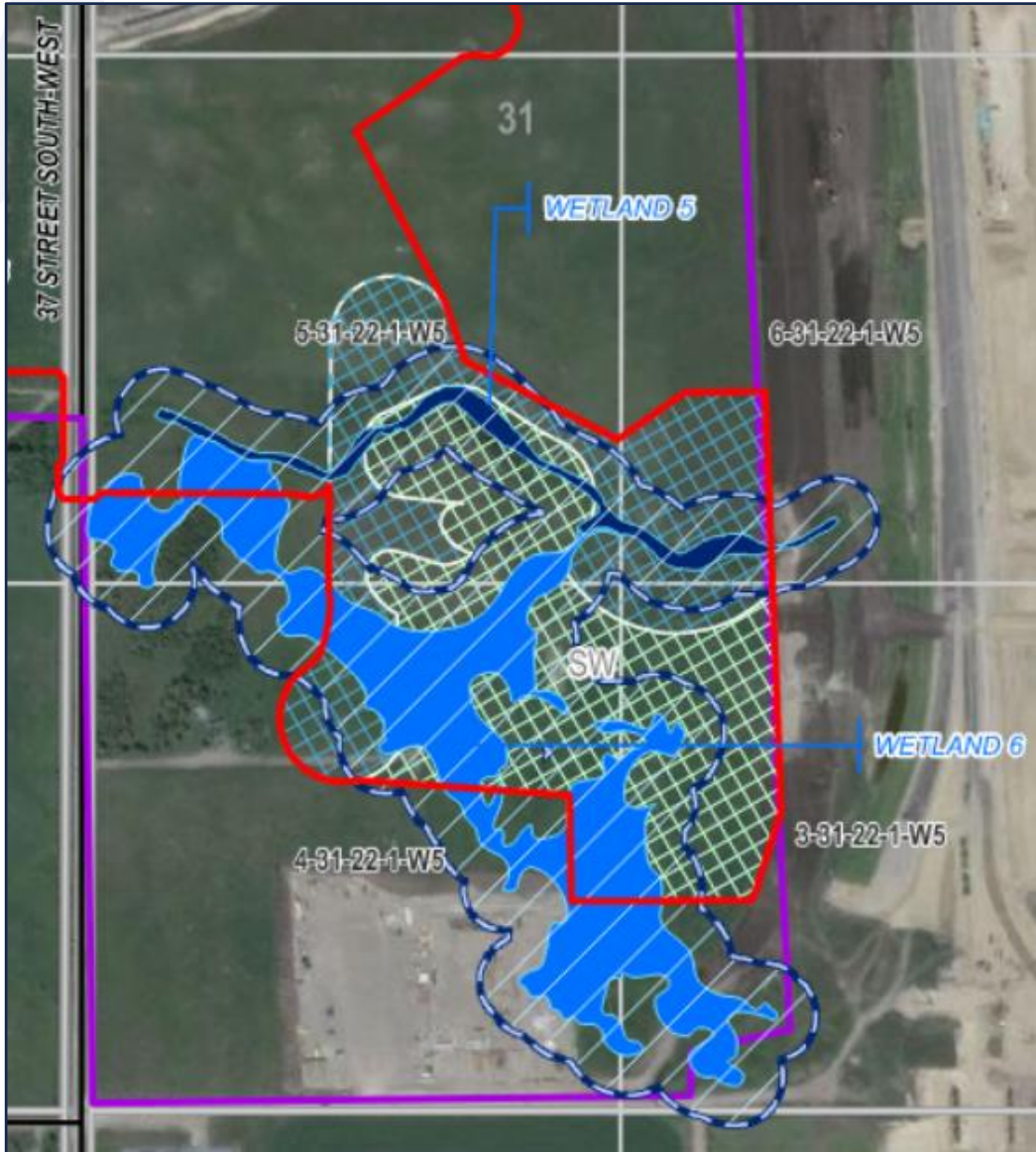


Figure B.5: Existing Wetlands in the Alpine Lands Storm Park P15 Project Location
 Figure from BIA for Alpine Park Stage 2; EXP (May 2021)





Figure B.6: Alpine Lands Storm Park P15 Concept Design



FINANCIAL RESERVES POLICY

SECTION: Administration

DEPARTMENT: Corporate Services

COUNCIL APPROVAL DATE: July 4, 2023

POLICY STATEMENT

The Town of Bon Accord recognizes that the ongoing commitment of funds to specific reserves provides contingency funding for operating and capital expenditures and can reduce the need for debt financing.

PURPOSE

To establish and approve reserves annually and ensure consistency and transparency for the management and reporting of existing reserves and the establishment of new reserves. The Town of Bon Accord will manage the annual allocation of reserves in a fiscally responsible manner.

DEFINITIONS

“Council” means the Mayor, Deputy Mayor, and members of Bon Accord Council.

“Town” means the Town of Bon Accord.

"Town Manager" means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer's designate.

RESPONSIBILITIES

1. The Town Manager is responsible for administering compliance with this policy.
2. Managers are responsible for following this policy. Reserve requests must be approved by the Town Manager and submitted to the Corporate Services Manager.
3. All reserves shall be reviewed annually by the Town Manager and Council through the annual budget process.
4. The Corporate Services Manager will report reserve status semi-annually to Council, to be included with the financial report at a Regular Council Meeting.

GENERAL REQUIREMENTS

1. All operating and capital reserves will be established as follows:
 - a. The establishment of, contributions to, and withdrawals from a specific reserve shall be approved by Council through resolution or bylaw in accordance with the Municipal Government Act. This may be either as part of the overall budget review and approval process or by resolution on an as needed basis.
 - b. Each reserve will be outlined in a schedule attached to this policy and will outline the following:
 - i. Type of Reserve (Operating or Capital).
 - ii. Reserve Name.
 - iii. Purpose of the Reserve.
 - iv. Source of Funding.
 - v. Minimum/Maximum Limits (if applicable).
 - vi. Application.

2. Transfers to or from reserves shall be authorized for use as per the Financial Reserves Policy schedule and approved by Council.
3. Budgeted release of reserves will occur at the financial year end and will be administered by the Corporate Services Manager.
4. Reserves shall be funded from either internal or external resources as defined in the Reserve Schedules.

Reserve Policy – Schedule A-1

Type:	Operating
Name:	General Reserve
Purpose:	To provide funding for non-recurring/one-time operating expenditures or transfers to capital that will not be built into the base-operating budget in future years.
Source of Funding:	a) An annual contribution as determined by Council. b) Transfers from annual unexpected surplus. c) Other sources as approved by Council.
Targets →	
Minimum Limit:	5% of the annual municipal operating budget.
Maximum Limit:	35% of the annual municipal operating budget.
Application:	Funds from this reserve can be used for increased or unplanned operating costs or for transfers to capital.

Reserve Policy – Schedule A-2

Type:	Operating
Name:	Community Services
Purpose:	Funds allocated for Community Services programs such as Karing for Kids, Roots of Empathy, etc.
Source of Funding:	a) Received by organizations servicing the Community Services programs in our community. b) Donations.
Target →	
Minimum Limit:	NA
Maximum Limit:	NA
Application:	Funds from this reserve are allocated towards the Community Services reserves. Karing for Kids: \$2,755 Roots of Empathy: \$1,662

Reserve Policy – Schedule A-3

Type:	Operating
Name:	Facility Infrastructure Reserve
Purpose:	To provide funding for unplanned significant operational building repairs and maintenance and/or funding facility infrastructure capital projects.
Source of Funding:	a) Annual operating budget surplus' from Repairs and Maintenance operating budget or, b) Other sources as approved by Council.
Target →	
Minimum Limit:	NA
Maximum Limit:	NA
Application:	Funds from this reserve will be used for unplanned significant operational building repairs and/or maintenance or transfers to capital to fund facility infrastructure capital projects.

Reserve Policy – Schedule A-4

Type: Operating

Name: Parks & Recreation

Purpose: To provide funding for budgeted or unexpected expenditures for parks and recreation operation.

Source of Funding: a) Surplus from the Sturgeon County Recreation Grant

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve are to be used for parks and recreation operational purposes.

Reserve Policy – Schedule A-5

Type:	Operating
Name:	Protective Services (COPS)
Purpose:	To hold funding allocated for the Citizens on Patrol group in the Town.
Source of Funding:	a) Funds received from the COPS organization. b) Other sources as approved by Council.
Target →	
Minimum Limit:	NA
Maximum Limit:	NA
Application:	Funds from this reserve will be held until such time as the Citizens on Patrol organization resumes and requests the funds.

Reserve Policy – Schedule A-6

Type: Operating

Name: Snow Removal Reserve

Purpose: To provide funding for unexpected increases in requirements to municipal snow removal services based on winter conditions and approved Council levels of service. In addition, funds can be used for transfers to capital to purchase snow removal related equipment.

Source of Funding: a) Surplus funds remaining in the snow removal operating budget at the end of fiscal year.
b) Other sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for unexpected increases or overages in the snow removal budget, based on conditions for the seasons and levels of service. Funds can also be transferred to capital for the purchase of snow removal equipment.

Reserve Policy – Schedule B-1

Type: Capital

Name: Gateway Plan Reserve

Purpose: To provide funding for operating or transfers to capital to enhance or facilitate community development at the gateway, including but not limited to economic development.

Source of Funding: a) Sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for expenditures related to the gateway development, or other community development and economic development projects approved by Council.

Reserve Policy – Schedule B-2

Type:	Capital
Name:	Fleet & Equipment Reserve
Purpose:	To provide funding for the purchase of new and/or replacement vehicles and equipment identified in capital budgets as well as providing matching funds for other provincial and federal grants that may arise.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget for fleet and equipment replacement.
Maximum Limit:	Total of the budget/plan for fleet and equipment replacement.
Application:	Funds from this reserve will be used for Town owned fleet and equipment that is approved by Council. In addition, funds may be utilized for vehicles and equipment funded under a provincial or federal program where matching funds are required.

Reserve Policy – Schedule B-3

Type:	Capital
Name:	Parks, Recreation, and Culture
Purpose:	To provide funding for the purchase of new and/or replacement capital items for parks, recreation, and culture as identified in capital budget, as well as provide matching funds for any provincial, federal, or other grants that may arise.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget for parks, recreation, and culture items.
Maximum Limit:	Total of the capital budget/plan for parks, recreation, and culture projects.
Application:	Funds from this reserve will be used for capital items for parks, recreation, and culture facilities (e.g. arena, library). In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-4

Type:	Capital
Name:	Protective Services – Fire Reserve
Purpose:	To provide funding for the replacement of fire hydrants within the Town.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year’s capital budget for the fire hydrant replacement program.
Maximum Limit:	Total of the budget/plan for the fire hydrant replacement program.
Application:	Funds from this reserve will be used for the management of the fire hydrant replacement program as approved by Council.

Reserve Policy – Schedule B-5

Type:	Capital
Name:	Sewer System Projects
Purpose:	To provide funding for sewer capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget sewer projects.
Maximum Limit:	Total of the expected costs of sewer line replacement within the Town's asset management program.
Application:	Funds from this reserve will be used for sewer related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-6

Type:	Capital
Name:	Storm Water System Projects
Purpose:	To provide funding for storm water capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget storm water projects.
Maximum Limit:	Total of the expected costs of storm water management within the Town's asset management program.
Application:	Funds from this reserve will be used for storm water related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-7

Type:	Capital
Name:	Transportation Projects
Purpose:	To provide funding for transportation capital projects identified in the capital budget and plans as well as providing matching funds for any provincial, federal, or other grants that may arise.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget transportation projects.
Maximum Limit:	Total of the capital budget/plan for transportation projects.
Application:	Funds from this reserve will be used for transportation (roads, trails, etc.) related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-8

Type: Capital

Name: Veteran's Park Reserve

Purpose: To provide funding for capital replacement projects for Veteran's Park.

Source of Funding: a) Sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for capital replacement projects for the Veteran's Park, including but not limited to flag poles.

Reserve Policy – Schedule B-9

Type:	Capital
Name:	Water System Projects
Purpose:	To provide funding for water capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget water projects.
Maximum Limit:	Total of the expected costs of waterline replacement within the Town's asset management program.
Application:	Funds from this reserve will be used for water related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

RESERVES		Actual	Actual	Actual
Schedule Per Policy #		2022	2023	2024
OPERATING				
General Reserve	Schedule A-1	852,920	852,920	847,920
Community Services	Schedule A-2	4,417	4,417	4,417
Facility Infrastructure Reserve	Schedule A-3	41,783	19,946	47,336
Parks & Recreation Reserve	Schedule A-4	26,032	26,032	22,101
Protective Services - COPS	Schedule A-5		2,255	2,255
Snow Removal Reserve	Schedule A-6	15,000	15,000	15,000
CAPITAL				
Gateway Plan Reserve	Schedule B-1	14,471	14,471	14,471
Fleet & Equipment Reserve	Schedule B-2	10,552	10,552	1,577
Parks , Recreation, and Culture	Schedule B-3	246,755	-	100,000
Protective Services - Fire Reserve	Schedule B-4	91,506	101,506	86,506
Sewer System Projects	Schedule B-5	176,396	199,990	225,273
Storm Water System Projects	Schedule B-6	62,580	81,173	101,456
Transportation Projects	Schedule B-7	486,000	488,215	509,765
Veterans Park Reserve	Schedule B-8	9,353	11,853	-
Water System Projects	Schedule B-9	287,018	310,612	345,156
TOTALS		\$ 2,324,783	\$ 2,138,943	\$ 2,323,235
Unrestricted Surplus			\$ 1,070,377	

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	April 1, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Staff Training and Professional Development Plan 2025
Agenda Item No.	7.9

BACKGROUND/PROPOSAL

During the 2025 interim budget approval process, staff training and professional development was removed for consideration when funding became available or during the final budget approval process.

Surplus funding has become available, and administration is requesting the following reallocations to support training and professional development for staff.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Public Works: \$3500

- CEU (Continuing Education Unit) for Water and Wastewater Certification (2 staff)
- Ground Disturbance Level 2 (2 staff)
- Leadership Safety Excellence (OH&S Course—1 staff)

Administration: \$7500

- Taxation Professionals Conference (1)
- Society of Local Government Managers (SLGM) Conference (1)
- Alberta Municipalities Fall Convention (1)
- Muni 101 Course with Council (1)

Bloom Municipal Education Centre: Small Communities All Access Webinar Pass (\$1000) ***Note**, this includes on-demand webinars across all department areas for staff and some courses for elected officials.

Contingency for other opportunities or coursework (all department areas): \$3,000

Total Funding for this Plan: \$15,000

FCSS Conference: Attendance at the FCSS Annual Conference is usually paid by a subsidy offered through the FCSS Association. The Town has been successful in applying for this subsidy over the past several years and anticipates the same in 2025.

However, if the subsidy application is not received, the cost for 1 staff to attend this conference in 2025 would need to be allocated from the additional \$3,000 contingency unless otherwise approved by Council.

Recreation and Parks: The Alberta Parks and Recreation Conference was attended by one staff last year (recommended attendance every 2nd year due to cost—approximately \$3,000). Therefore, this conference is not currently included. It takes place in October. Therefore, if more funding is available at that time, it may be considered.

National Advanced Certification in Local Government Administration Program/Municipal Clerks Conference: Administration staff applied for a scholarship for one person to pay for one National Advanced Certification in Local Government Administration Program courses in 2025 and successfully applied for scholarship funding to attend the Municipal Clerks Conference this year.

Government Finance Officers Association Conference (GFOA): The Government Finance Officers Association Conference is in Lethbridge. Typically, 1 staff attends this conference however given the location this year, finance courses are available through the Bloom All Access Pass described above.

Administration would like to attend this conference in the future when the event is closer to Edmonton as it provides a wide range of networking and learning opportunities for finance supervisors or managers.

If the conference sessions are offered virtually this year, this may also be an option within the contingency funding.

STRATEGIC ALIGNMENT

Staff training and professional development aligns with all areas of the Strategic Plan.

COSTS/SOURCES OF FUNDING

2025 Request: \$15,000

2025 Municipal Police Funding Cost-Share Surplus:

- 2025 Operating Budget: \$87, 843
- Municipal Police Funding Cost Share Invoice 2025: \$72, 679
- **Difference: \$15, 164**

This training plan represents a reduction in training and professional development costs from previous years due to the following:

- Fewer staff attended the Legal Seminars (2 this year and up to 4 have attended previously)
- No GFOA conference attendance planned this year (unless virtual option is available/ 1 manager attended previously)

- No FCSS Director Network attendance planned this year (1 staff previously attended).
- No Recreation and Parks Conference planned this year unless funding becomes available (1 staff usually attends this conference).
- 2 – 3 Managers have in the past attended the SLGM Conference—the 2025 plan includes only the CAO.
- Professional Development courses have been covered by application to scholarships. Staff have applied to the program for the fall course but have yet to receive confirmation of the award.

RECOMMENDED ACTION

THAT Council approves the reallocation of \$15,000 from the taxation budget to staff training and professional development as presented or amended.

OR

THAT Council directs administration to...

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	April 01 st , 2025
Presented by:	Jodi Brown, Town Manager
Title:	Council Remuneration Policy
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

During the January 21st, 2025, Regular Council Meeting, Mayor Holden brought forward the following Notice of Motion:

As the Remuneration Policy is coming forward at the January 21st Regular Meeting of Council, I, Mayor Brian Holden propose a Notice of Motion regarding Per Diems for events that are planned such as Community Connects at the Town Community Hall and that Council is asked to attend. These are not meetings and generally last for 5 hours, plus, including set up and tear down. I'm looking for a discussion with Council and opinions on whether or not Council should receive Per Diems for these events. This would be a good meeting to have these discussions as we will be looking at the Remuneration Policy.

Council resolved to postpone this discussion until the Committee of the Whole meeting. **(RESOLUTION # 25-014)**

A draft Council Remuneration Policy was brought forward to Council for discussion at the January 29 Committee of the Whole meeting.

At the March 18 RMC, Council resolved to bring back the policy to the March 26 Committee of the Whole meeting and to include childcare expenses as part of the policy discussion.

The enclosed draft Council Remuneration Policy was discussed at the March 26th Committee of the Whole Meeting as directed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration reviewed the Council Remuneration Policy to clarify payment of per diems for Board, Committee or Commission meetings that are unpaid by other entities and that are held in Town.

Secondly, the draft policy amendments include a provision for payment of per diems for Council Community Connections events that are longer than 4 hours.

As the policy draft has significant amendments, it would be difficult to redline. Hence, administration has included the current policy for comparison. In order to help show the amendments, note the following:

- A few clauses were added to reflect current practice and to improve wording to be more concise. These clauses are highlighted in red.
- Decision points are highlighted in yellow in the document.
- Notes are on the right-hand side bar to show clauses from the current policy that have been moved within the proposed draft policy.

STRATEGIC ALIGNMENT

Value Statement: Financial Stewardship

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

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

Board, Committee and Commission Meetings:

- Currently, only out of Town Board, Committee and Commission meetings are eligible for per diem payments.
- If Council amends the Council Remuneration Policy to pay per diems for all Board, Committee and Commission Meetings regardless of location, the operating budget would be impacted as follows:
- An additional estimated \$2,000 would be needed in the Council budget to accommodate payment of per diems for **all** Board, Committee, and Commission meetings (not paid by an external source) based on meetings being within a 2-hour timeframe at the lower suggested rate.
- If the meetings are longer or Council approved the 4 hours or less rate to be paid rather than establish a 2 hours or less rate, administration would recommend an additional \$4,000 is needed in the Council budget.

Council Community Connections Events:

- If Council wishes to only approve payment of full day per diems for Council Community Connections events (longer than 4 hours in length), this will have a maximum cost of \$150 (full day per diem) x 5 Councillors=\$750 (if all attend).

The 2025 Council budget has \$2500 of contingency funding available however some of the contingency funding has been used for other Council Training.

Due to limited funding available in the 2025 budget, administration recommends that if Council wishes to proceed with these changes, the proposed policy should come into effect on January 01st, 2026 to allow for the additional costs to be included in the 2026 budget.

RECOMMENDED ACTIONS (by originator):

1. THAT Council approves the Council Remuneration Policy as presented as of January 01st, 2026 or confirm other funding source in the 2025 budget.

OR

2. THAT Council approves the proposed Council Remuneration Policy with the following amendments (list the amendments) and bring the revised draft back to Council for approval at the next Regular Council Meeting.

OR

3. THAT Council directs administration to...

COUNCIL REMUNERATION

SECTION: Council

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE: December 6, 2005

LAST REVIEWED BY COUNCIL: January 21, 2025

PURPOSE AND INTENT

The purpose of this policy is to establish the remuneration to be paid to elected officials.

POLICY STATEMENT

Council shall receive remuneration and reimbursement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord.

Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.

Honorarium fees paid to Council shall be as follows:

1. \$20,136 per annum paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff, dealing with and responding to the residents, Regular and Special Council meetings (including preparation for), Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.
2. \$10,068 per annum paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but

not limited to meeting with staff, dealing with and responding to the residents, Regular and Special Council meetings (including preparation for), Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.

- a. Council members are obligated to notify the CAO/Town Office before the close of business on that day, or earlier if possible, if unable to attend any scheduled monthly meetings.
 - b. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of the Chief Elected Officer.
3. Per diems shall be paid including travel time (excluding travel, accommodations, and/or meals) for the following:
- a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
 - b. Town of Bon Accord Workshops: budget, strategic planning, etc.
 - c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
 - d. Per diem rates are to be as follows:
 - i. \$150.00 for a full day (four hours or more)
 - ii. \$75.00 for a half day
4. Intermunicipal Subdivision and Development Appeal Board Council remuneration
- a. \$220 per day for a meeting over 4 hours in duration
 - b. \$110 per day for a meeting 4 hours or less in duration
5. A maximum per diem of \$300 per person shall be paid for any one day when

- attendance at more than one activity occurs on that day.
6. Notwithstanding (5.), activities extending beyond a regular working day shall be included as part of a full day rate.
 7. There will be no direct remuneration paid for any member of Council serving on Boards, Committees, or Commissions where remuneration is paid from another source.
 8. Honorariums shall be considered for adjustment by Council after an administrative review of the annual AMSC Wage and Compensation Survey results have been received and any indicated changes in the Consumer Price Index.
 9. Council members are eligible to claim meal costs while attending meetings within or outside the Town as per the receipted amount, up to a maximum of \$100 per day. When a receipt is not available, claims shall be limited to the following rates:
 - a. Breakfast \$15.00
 - b. Lunch \$20.00
 - c. Supper \$25.00
 10. Spousal tickets, or expenses claimed for spouses (defined as “adult interdependent relationships”) shall be at the discretion of Council.
 11. Mileage shall be paid at \$0.61/km.
 12. See Schedule A for a listing of common types of activities and whether these are eligible for per diems or reimbursement.

Schedule “A”

Type of Activity	Per Diem Eligibility
Attendance at Town events i.e.: Volunteer Appreciation, Meet the Community, Family Day	No
Board/Committee/Commission Meetings where remuneration is paid from another source	No
Board/Committee/Commission Meetings where remuneration is not paid from another source (i.e.: Edmonton Salutes, NLLS)	Yes
Breakfast, Lunch or Dinner in Town (i.e.: Communities in Bloom Judging Day)	No
Breakfasts, Lunch or Dinners out of Town (i.e.: Mayor’s Breakfast in another community, regional dinners—except during conferences)	Yes
Budget Workshops, other Training, or Education Workshops (in or out of Town)	Yes
Community Services Advisory Board Meetings	No
Conventions and Conferences	Yes
Committee of the Whole Meeting	No
Council orientation sessions (in/or out of Town)	Yes
Council retreat/planning session (in/or out of Town)	Yes
Golf events	Yes
Library Board Meeting	No
Meetings with residents	No
Official meetings with other elected officials outside of Town	Yes

Official meetings with other elected officials in Town	No
Parades (other than Harvest Days)	Yes
Regular or Special Council Meetings (including Public Hearings)	No
Scheduled and non-scheduled meetings with the Town Manager	No
Signing of cheques and documents	No
Subdivision and Appeal Board	Yes

COUNCIL REMUNERATION

SECTION: Council

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE:

LAST REVIEWED BY COUNCIL:

POLICY STATEMENT

Councillors will receive honorarium, per diem, and expense reimbursement for their official duties as elected officials of the Town of Bon Accord in accordance with this policy.

Members at Large appointed to the Intermunicipal Subdivision and Appeal Board by Council will receive per diems and expense reimbursement in accordance with this policy.

PURPOSE AND INTENT

The purpose of this policy is to establish remuneration rates and policy statements governing Council remuneration.

DEFINITIONS:

“Council” means the members of Council including the Mayor and the Deputy Mayor of the Town elected pursuant to the provisions of the Local Authorities Election Act.

“Councillor” means a member of Council including the Mayor and Deputy Mayor.
“Mayor” means the chief elected official for the Town.

“Councillor Expense” means the costs incurred by Councillors while carrying out their duties and responsibilities in public office.

“Council Meetings” means Regular, Special, Organizational or Committee of the Whole Meetings.

“Deputy Mayor” means the Councillor who is designated the Deputy Mayor pursuant to the Procedural Bylaw and Municipal Government Act.

“Honorarium” means an annual fee paid in monthly installments to Councillors for attendance at Council Meetings and any other Town business not specifically covered by per diems.

Commented [JS1]: This section was slightly revised for improved clarity.

Commented [JS2]: This section not previously included

“Per Diems” are an allowance paid to Council members for specific activities related to their role on Council that are not included in the honorarium fees.

“Mayor” means the Chief Elected Official for the Town.

“Members at Large” means the members-at-large appointed by each participating municipality to be a member of the Intermunicipal Subdivision and Appeal Board and does not include Councillors.

“Town” means the municipal corporation of the Town of Bon Accord.

I. REMUNERATION RATES AND POLICY STATEMENTS:

A. Honorariums

1. Honorariums for Council are established as follows:

Position	Honorarium Per Year	Paid over 12 months (less required deductions)
Mayor	\$20,136 per year	\$1678 per month
Deputy Mayor or Council Member	\$10,068 per year	\$839 per month

Commented [JS3]: Chart added with monthly honorariums for improved clarity.

2. **Cost of Living Allowance (COLA)** shall be applied to honorariums January 01st each year as approved by Council in the annual operating budget.

3. **Councillors** are required to inform the Town Manager as soon as possible if they are unable to attend any scheduled Council Meetings.

Commented [JS4]: Sections 3-5 revised wording

4. Councillors who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of the **Chief Elected Officer**.

5. Honorariums may be adjusted by Council after reviewing the Alberta Municipalities Association Wage and Compensation Survey and Consumer Price Index changes during budget discussions **every two years**.

6. Council members may request additional tax deductions from monthly honorarium payments by written communication (email) to the Town Manager.

B. Per Diems:

- Per Diem rates (not including Per Diems for Intermunicipal Subdivision and Appeal Board Members) are as follows:

Timeframe (including travel time)	Per Diem Rate
Two hours or less	\$37.50
Half Day (more than 2 hours up to 4 hours)	\$75
Full Day (4 hours or more)	\$150

Commented [JS5]: Added chart for improved clarity.

- A maximum per diem of \$300 per Councillor shall be paid for any one day when attendance at more than one activity occurs on that day.
- Notwithstanding (point 2 above) activities extending beyond an 8-hour day shall be included as part of a full day rate such as but not limited to networking events.
- Per diem rates will be paid for the following activities if attendance or appointment has been approved by Council:
 - Training and Professional Development: Council Workshops, Orientation, Seminars, Courses, Webinars, Conferences or Conventions.
 - Board, Commission, or Committee Meetings, internal, regional or external, unless paid by the external entity as outlined in **Schedule A**. OR: only for out-of-Town Board, Commission or Committee Meetings unless paid by the external entity as outlined in **Schedule A**.
 - Regional community events as approved by Council (including but not limited to parades, golf tournaments, or other special events hosted by other municipalities)
 - Council Community Connections Events that are a full day (4 hours or more).
 - Other events as approved by Council.
- Intermunicipal Subdivision and Appeal Board Per Diems and expense reimbursement are established in **Schedule B**.

Commented [JS6]: Sections 2-3 revised wording.

- Per Diems will not be paid for Town or school event attendance except for Council Community Connections events that are 4 hours or more in length.

Commented [JS7]: Now in a schedule instead of body of policy.

7. Councillors must submit Per Diem claims using the prescribed form as per **Schedule C**.

C. Councillor Expense Reimbursement:

1. Council members may claim meal expenses up to \$100 per day, with receipts, for meetings held within or outside the Town and where meals are not provided.
2. Claims without a receipt are limited to:

Meal	Reimbursement
Breakfast	\$15
Lunch	\$20
Supper	\$25

Commented [JS8]: Chart added for improved clarity.

3. Spousal tickets or expenses for spouses (defined as "adult interdependent relationships") are at Council's discretion.
4. Mileage shall be paid at \$0.61/km.
5. Parking expenses will be reimbursed with receipt.
6. The Town will book and pay for Councillor accommodation and flights in advance, as approved by Council.
7. Councillors must submit expense claims using the prescribed form and include receipts where possible as per **Schedule D**.

D. Expense and Per Diem Approval Policy Statements:

1. Per diems and Councillor Expenses, excluding the Mayor, are approved by the Mayor and Town Manager as per this policy.
2. Per Diems and Councillor Expenses, submitted by the Mayor are approved by the Deputy Mayor and the Town Manager as per this policy.
3. Council will decide appeals of non- payment of Per Diem or Councillor Expense claims.

Schedule A: Boards/Commissions and Committees

Board, Commission, or Committee Meetings, internal, external or regional, are eligible for Per Diems unless paid by the external entity. OR: only for out-of-Town Board, Commission or Committee Meetings unless paid by the external entity as outlined in Schedule A.

I. Internal Boards, Commissions and Committees

Board or Committee (per diem eligible or not per diem eligible)
Community Services Advisory Board
Veteran's Memorial Park Committee
Parks and Trails Committee
Joint Use Committee

II. External Boards, Commissions and Committees

Board, Committee or Commission (not eligible for per diems except as shown)
Rosieridge Waste Management Services Commission
Capital Region Northeast Water Services Commission
Arrow Utilities Commission
Bon Accord Library Board (per diem eligible)
Northern Lights Library System (per diem eligible in current policy)
Capital Region Assessment Services Commission
Edmonton Salutes Committee (per diem eligible in current policy)
Homeland Housing Board

III. Intermunicipal Boards and Committees

Committee, Board or Caucus (per diem eligible in current policy if not in Town)
Intermunicipal Collaboration Committee
Sturgeon Regional Emergency Advisory Committee
Municipal Emergency Advisory Committee
Sturgeon Region Partnership Committee
Intermunicipal Subdivision and Appeal Board
Northern Alberta Mayor's Caucus

Schedule B: Intermunicipal Subdivision and Appeal Board Remuneration

Councillors and Members at Large that have been appointed by Council as Intermunicipal Subdivision and Appeal Board (ISDAB) members shall be compensated for ISDAB meeting attendance as follows:

Length of Meeting	Remuneration Rate
Half Day (4 hours or less)	\$110
Full Day (more than 4 hours)	\$220

Councillor Expenses shall be reimbursed as per this policy and Members at Large will be eligible for the same expense reimbursement including mileage and meals.

Members at Large appointed to the ISDAB must complete the required training before serving on this board. The Town will cover the cost of any training fees for Members at Large and will pay Per Diems at the same rate as Councillor Per Diems for training and professional development.

COUNCIL PER DIEM EXPENSE FORM

NAME: _____ **SIGNATURE:** _____

ADDRESS: _____

Bon Accord, AB T0A 0K0

DATE: _____

Half Day = \$75.00

Full Day = \$150.00

MEETINGS

DATE	DESCRIPTION	AMOUNT
TOTAL		\$ -

APPROVED BY

SIGNATURE: _____

Mayor/Deputy Mayor

SIGNATURE: _____

Town Manager/CAO



NAME: _____ **SIGNATURE:** _____

ADDRESS: _____
Bon Accord, AB T0A 0K0 **DATE:** _____

Reimbursable Expenses (attach receipts)

DATE	DESCRIPTION (include applicable participants)	NET	GST	GROSS
TOTALS		\$ -	\$ -	\$ -

*Breakfast = \$15.00
Lunch = \$20.00
Dinner = \$25.00*

Meals - Reimbursable without Receipt

DATE	DESCRIPTION (include applicable participants)	MEAL	NET	GST	GROSS
TOTALS			\$ -	\$ -	\$ -

Mileage (per attached Detailed Travel Record)

TOTAL KMs	PRICE/KM	NET	GST	GROSS
Monthly Mileage	\$ -	0.61	\$ -	\$ -
TOTALS		\$ -	\$ -	\$ -

APPROVED BY

SIGNATURE: _____
Mayor/Deputy Mayor

SIGNATURE: _____
Town Manager/CAO



Town of
Bon Accord
building for tomorrow

DETAILED TRAVEL RECORD

DATE	FROM	TO	PURPOSE	KMs
			TOTAL	\$ -

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting,
Meeting Date:	April 1, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Public Participation Policy
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

During the Regular Meeting of Council held on January 21st, 2025, Council resolved that Council direct administration to hold Council Community Connections annually, during the “Meet the Community” event or as needed AND FURTHER THAT Council direct administration to add policy discussions to our next Committee of the Whole meeting. **(Resolution #25-006)**

The draft Public Participation Policy was brought forward for discussion at the January 29 Committee of the Whole meeting. Based on this discussion, the public engagement session “Council Community Connections” has been amended to “Meet Your Council” in the draft policy.

During the March 18th, 2025 Regular Council Meeting, Council resolved to direct administration to amend the Public Participation Policy with the following changes: switch the order of clauses 1 and 2 under Meet Your Council events, amend current clause 1 to add “an opportunity”, and amend current clause 2 to remove the word “additional” and bring the revised draft back to Council for approval at the next Regular Council Meeting. **Carried Resolution # 25 - 116**

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has made amendments to the enclosed Public Participation Policy to reflect the above Council resolution from March 18th, 2025.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

Annual Operating Budget (Council supplies)

RECOMMENDED ACTION (by originator)

1. THAT Council approves the Public Participation Policy as presented.

OR

2. THAT Council directs administration to amend the Public Participation Policy with the following changes: [list amendments] and bring the revised draft back to Council for approval at the next Regular Council Meeting.

OR

3. THAT Council directs administration to...

PUBLIC PARTICIPATION POLICY

SECTION: Administration / Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: July 3, 2018

LAST REVIEWED BY COUNCIL: March 15, 2022

POLICY STATEMENT

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

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

PURPOSE

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

SCOPE

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

DEFINITIONS

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

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

“Municipality” means the Town of Bon Accord.

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

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

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

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

workshops.

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

COUNCIL RESPONSIBILITIES

Council shall:

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

ADMINISTRATION RESPONSIBILITIES

The Town Manager shall:

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

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

PUBLIC PARTICIPATION OPPORTUNITIES

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

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

MEET YOUR COUNCIL EVENTS:

1. Council may hold Meet Your Council events during the calendar year as needed and as directed by Council.
2. A Meet Your Council event opportunity will be held annually during the fall Bon Accord Connects event.
3. The Meet Your Council events will be held in person where possible unless extenuating circumstances require the event to be held virtually.

POLICY EXPECTATIONS

1. **Legislative and Policy Implications**

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

2. Public Participation Standards

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

3. Public Participation Plans

- a. When so directed by this policy or Council, the Town Manager shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. The nature of the matter for which Public Participation is being sought.
 - ii. The impact of the matter on Municipal Stakeholders.
 - iii. The demographics of potential Municipal Stakeholders in respect of

which Public Participation Tools to utilize, the level of engagement, and time for input.

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

4. Reporting and Evaluation

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

From: [Alanna Hnatiw](#)
Subject: SAVE THE DATE - STURGEON COUNTY MAYOR'S GOLF TOURNAMENT
Date: March 25, 2025 11:28:55 AM
Attachments: [image.png](#)
[Outlook-fstz450k.png](#)

SAVE THE DATE

THE AMAZING
RACE
STURGEON COUNTY

THURSDAY, JUNE 19, 2025
STURGEON VALLEY GOLF & COUNTRY CLUB
MAYOR'S GOLF TOURNAMENT



PLEASE SHARE WITH YOUR NETWORKS

Get Ready for the Amazing Race: Sturgeon County Mayor's Golf Tournament!

Mark your calendars, because Thursday, June 19, is your chance to take part in the ultimate *Amazing Race*—18 holes of fun, friendly competition, and an exciting tour through Sturgeon County's finest! Hosted by Mayor Alanna Hnatiw and Sturgeon County Council at the beautiful Sturgeon Valley Golf & Country Club, this year's tournament will have you racing through the course while discovering the best our County has to offer! ♂ ♀

Save the Date! More info on registration coming soon, so get ready to race!

This year's event isn't just about golfing—it's about giving back! We're thrilled to continue our tradition of charity fundraising and will announce this year's charity shortly.

Sponsorship Opportunities Alert! We're offering sponsorships again in 2025! If you've supported us in the past, expect to hear from us soon. Your generosity helps our community thrive, and we can't thank you enough!

Looking forward to seeing you at the starting line—and who knows, you might just race to the top!

#AmazingRaceGolf #SturgeonCounty #SaveTheDate #GolfAndGiveBack

Alanna

Alanna Hnatiw (she/her)

MAYOR

780-939-8327

ahnatiw@sturgeoncounty.ca

sturgeoncounty.ca

9613 100 Street, Morinville, AB T8R 1L9



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In response to current and possible upcoming tariffs, I, Mayor Brian Holden, propose a Notice of Motion to adopt the "Canada First" procurement practice that prioritizes local, provincial and national suppliers for purchases and services with a permissible variance in cost of up to 10% as per the attached Town of Lamont RFD.



Town of Lamont
Tarrif Response.pdf

Thank You

A handwritten signature in black ink, appearing to read "Brian Holden". The signature is stylized and somewhat cursive.

Mayor Brian Holden



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 4.6

MEETING DATE:
March 25, 2025

ITEM DESCRIPTION OR TITLE

Tarriff Response

RECOMMENDATION

- **THAT** Council adopt a "Canada First" procurement practice that prioritizes local, provincial and national suppliers for purchases and services, with a permissible variance in cost of up to 10%.

BACKGROUND

This practice is in response to and alignment with Alberta's countermeasures regarding the trade tariffs being imposed and/or proposed by the US government. These tariffs have the potential to increase costs to the Town of Lamont when purchasing equipment, supplies, and services. The on/off nature of these tariffs has resulted in the Government of Alberta enacting a tariff response until questions regarding what goods and services could be affected have been adequately dealt with and the continued threats and unilateral imposition of tariffs in contravention of the Canada-United States-Mexico Agreement (CUSMA) has stopped.

The proposed action is to ensure that the Town procures all required goods and services from sources that are local, Albertan, Canadian, and/or from countries that Canada has a relationship or free-trade agreement that is being honored.

COMMUNICATIONS

Social media post illustrating Council's support of the provincial countermeasures.

IMPLICATIONS OF DECISION

Confirmation of origin of goods and services procured will need to be verified, and alternate, applicable suppliers may need to be researched and obtained.

FINANCIAL IMPLICATIONS

Potential increases in cost of goods and services procured, up to the 10% variance
Any cost impact exceeding \$5,000 for larger purchases or procurement will be brought to Council for final approval.

POLICY AND/OR LEGISLATIVE REFERENCES

Purchasing Policy #12-52