

**Town of Bon Accord**  
**AGENDA**  
**Committee of the Whole Meeting**  
**January 29, 2025 5:00 p.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. DELEGATION**
  - 3.1. 5:05 p.m. Ken Allen, Public Library Services Branch, Municipal Library Board Appointments
- 4. UNFINISHED BUSINESS**
  - 4.1. Alberta Municipalities Resolution: Police Funding Model (enclosure)
- 5. NEW BUSINESS**
  - 5.1. Invest Alberta Report (enclosure)
- 6. BYLAWS/POLICIES/AGREEMENTS**
  - 6.1. Public Participation Policy (enclosure)
  - 6.2. Council Remuneration Policy (enclosure)
- 7. CLOSED SESSION**
  - 7.1. Plan 7921533, Block 14, Lot 32 - FOIP Act Section 17 Disclosure Harmful to Personal Privacy, Section 24 Advice from Officials, and Section 27 Privileged Information
- 8. ADJOURNMENT**

**TOWN OF BON ACCORD**  
**REPORT TO COUNCIL**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	January 29, 2025
<b>Presented by:</b>	Jessica Spaidal, Legislative Services & Communications Coordinator
<b>Title:</b>	<b>Alberta Municipalities Resolution: Police Funding Model</b>
<b>Agenda Item No.</b>	4.1

**BACKGROUND/PROPOSAL**

At the November 5, 2024 RMC:

*COUNCILLOR BIDNEY MOVED THAT Council and administration work to develop a resolution for the 2025 Spring Leadership Caucus to reduce policing costs for communities under 5000 in light of reduced LGFF funding. **Carried Resolution #24-467, amended by #24-469***

The attached “Police Funding Regulation Information Sheet” provides information on the police funding model, including calculation of costs and history. The Police Funding Regulation distributes policing costs to all Alberta municipalities. Prior to this regulation, small municipalities’ policing costs were subsidized by the province.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Alberta Municipalities [website](#) indicates that Council may put forward a resolution at the fall convention (Jun 30 deadline) OR submit an RFD for urgent matters at the Municipal Leaders’ Spring Caucus (Feb 18 deadline). The RFD process is outlined on [this page](#) and the RFD template is attached.

As per section 19(b) of the Alberta Municipalities [Municipal Leaders’ Caucus Meetings Policy](#), administration has reached out to confirm whether an RFD or resolution opposing the police funding model already exists. Alberta Municipalities has not yet confirmed this.

**If no RFD or resolution exists:** Council may wish to proceed with an RFD, however, page 7 “*Before You Create a Resolution*” in the [Guide for 2025 Resolutions document](#) provides additional considerations prior to bringing forward an RFD or resolution.

**If an RFD or resolution exists:** There is an option for Bon Accord to become a seconder, via Council resolution, if our population category (under 2500) is needed.

More information on seconding can be found on page 9 “*Requirements for the Seconder*” in the [Guide for 2025 Resolutions document](#).

**Another Option:** Administration could draft a letter on behalf of Council opposing the police funding model. This letter would be sent to the Minister of Public Safety and Emergency Services, Mike Ellis; our MLA, Minister Dale Nally; and Alberta Municipalities’ Director of Towns East and Vice President of Towns, Trina Jones, requesting their advocacy, as well as our municipal neighbours requesting a letter of support.

Administration plans to bring forward an RFD for council’s decision at the February 4, 2025 Regular Council Meeting.

## **STRATEGIC ALIGNMENT**

### ***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**

N/A

# Police Funding Regulation Information Sheet

## What is it?

The *Police Funding Regulation* came into force on April 1, 2020 and was created to implement two separate initiatives, both of which address police funding and resourcing matters. These are:

- 1) The implementation of the Police Funding Model (PFM), and
- 2) The absorption of Option 1 Enhanced Policing Positions (EPPs).

## The Police Funding Model

### What is it?

Providing adequate and effective policing services in the province of Alberta is the responsibility of the provincial government under the *Police Act*.

The police funding model (PFM) takes the total cost of frontline officers and redistributes a portion of those costs to municipalities who receive the services of the Provincial Police Service (RCMP).

The new PFM requires those communities that have not previously paid for frontline policing to begin contributing a portion of the costs.

### The Model

The model includes five variables that are used in calculations to distribute the province's costs:

- equalized assessment;
- population;
- crime severity;
- shadow population; and
- detachment location.



## Engagement

Stakeholders were able to provide feedback on the test model during webinars and by responding to a survey.

Stakeholders included representatives from:

- Alberta Urban Municipalities Association;
- Rural Municipalities of Alberta; and
- Elected and administrative municipal representatives.

Stakeholders offered valuable perspectives on the costs of policing in Alberta. Feedback from the engagement highlighted several areas of stakeholder concerns.

Based on feedback, JSG amended the test model.

### The formula for distribution of costs

Each municipality will have their costs calculated according to a formula comprised of a base amount adjusted by modifiers, where appropriate.

- Base cost (total share of policing costs) formula:  
**Weighted equalized assessment (50%) + weighted population (50%) = base**
- Modifier (subsidies) formulas:
  - **Shadow population:** Subsidy given (max 5%) if officially recognized by the Government of Alberta or according to the President of Treasury Board and Minister of Finance.
  - **Crime Severity Index (CSI):** Subsidy given (0.05% per CSI point) if a municipality's three year average is above the rural three year municipal average.
  - **Detachment:** Subsidy of 5% given for municipalities that do not have a detachment in their community.

## Invoicing

Each January, starting in 2021, municipalities will receive an invoice stating the amount that the municipality will pay for that fiscal year.

The invoice a municipality receives for their PFM amount is the amount to be paid. Any modifiers to the amount have already been accounted for in the PFM formula.



### Reinvestment

The new police funding model will generate revenue that will be reinvested into policing, with a priority on increasing core policing.

Funds need to be collected in order to do this.

The RCMP and JSG have a plan to invest in RCMP officers and civilian staff that will:

- support rural detachment enhancement (this is the priority in the first few years of reinvestment);
- expand aerial observation capability;
- undertake methamphetamine and opioid initiatives;
- address auto theft;
- continue to advance the Call Management Initiative;
- enhance General Investigative Services; and
- further support vulnerable persons, missing persons, and homicide investigations.

## Enhanced Policing

As part of overall efforts to address police resourcing needs in rural Alberta, all EPP Option 1 agreements in existence last fall were terminated as of April 1, 2020. The Government of Alberta has now absorbed the cost of these **full-time policing** positions starting on that date.

As a result of this decision, municipalities that had these EPP Option 1 agreements *retain* the additional resource, but they are *no longer paying for that resource*. They will *not* receive an invoice going forward for EPP Option 1 services after April 1, 2020.

Municipalities still receive the services of the prior EPP Option 1 resource in the same way and purpose as they did prior to the enactment of the *Police Funding Regulation*, at least until such time as the PFM is reviewed.

### No Invoice

PFM invoicing is distinct from EPP costs. EPP changes do not affect PFM amounts.

This change effects only EPP Option 1 agreements and municipalities *cannot* enter into any new EPP Option 1 agreements. Seasonal and temporary enhanced policing agreements (Option 2 EPPs) are still accommodated.



### Police Advisory Board

The establishment of the new Alberta Police Advisory Board will give communities policed by the RCMP a forum to discuss provincial policing priorities.

The advisory board consists of representatives from the Rural Municipalities of Alberta, the Alberta Urban Municipalities Association, and the Alberta Association of Police Governance.

Through this venue, municipalities will be able to provide valued advice in matters related to the provincial police strategic and financial plans and further advocate for the resources their communities need to the leadership at the Ministry and RCMP.

Questions can be directed to the Public Security Division at: [jsg.PSDEngagement@gov.ab.ca](mailto:jsg.PSDEngagement@gov.ab.ca)

# MEMBER REQUEST FOR DECISION

## SPRING MUNICIPAL LEADERS' CAUCUS

**DATE:**

xxxx

**TOPIC:**

[Briefly identify the topic of the RFD]

**RECOMMENDATION:**

[Explain the action or request that you are proposing that Alberta Municipalities members support. Typically, actions include asking Alberta Municipalities to take advocacy action on an issue or to investigate a municipal challenge.]

To present the RFD at Municipal Leaders' Caucus, the RFD must be endorsed by Council and worded as such (see below). Additionally, a representative from your Council must attend the Municipal Leaders' Caucus to speak to the RFD.]

"The Council from the City/Town/Village/Summer Village of \_\_\_\_\_ requests that the Alberta Municipalities Board \_\_\_\_\_."

**BACKGROUND:**

[Provide background information on the issue or opportunity.]

The background should include:

- How the issue affects Alberta Municipalities members throughout the province.
- How the Alberta Municipalities can add value to the issue.
- Any connections to government legislation and policies and/or Alberta Municipalities initiatives or projects.

The RFD including the background should no longer than 2 pages. An additional enclosure can be provided for further background but should also be no longer than an additional 2 pages. Links to further reading can also be included.]

**ENCLOSURES:**

[List each one but refrain from lengthy enclosures or say "None".]

**TOWN OF BON ACCORD  
REPORT TO COUNCIL**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	<b>January 29<sup>th</sup>, 2025</b>
<b>Presented by:</b>	Jay Nagra, Economic Development & Safe Communities Coordinator
<b>Title:</b>	<b>Invest Alberta, Investment Opportunities for Bon Accord</b>
<b>Agenda Item No.</b>	5.1

**BACKGROUND/PROPOSAL**

Invest Alberta is a crown corporation of the Government of Alberta, known as an Investment Attraction Organization, that works directly with investors globally to start up or scale up in Alberta. Invest Alberta's team members are strategically positioned worldwide to ensure connectivity bringing investors from worldwide to Alberta. Their key focus areas are Energy, Agriculture, Aviation, Life Sciences & Technology. In 2025 alone, Invest Alberta has announced 63 investments, \$24.9 billion in investment, 33,481 jobs created and hosted 166 investor visits.

Administration has connected with Economic Development colleagues in the Edmonton area and discovered this organization as a potential resource for attracting development in Bon Accord.

Invest Alberta issues regular Request for Information (RFI) documents that outline development opportunities for specific projects. The Town of Bon Accord is now on the Invest Alberta email list to receive this information.

Examples of the type of RFIs that are received are listed below:

- A Sheathing Manufacturing Plant, with an investment of approximately \$15 million dollars.
- An Industrial Waste Recycling Facility, with an investment of \$100-200 million dollars depending on sizing.
- Conductive Carbon Black Facility, intended for the use of Lithium-Ion Batteries & Conductive Polymers, with an investment of \$350 million dollars.

A key observation made during the receipt of the above RFI's was the short deadline's, typically 1-2 weeks maximum as most investors seem to be in search of shovel ready industrial land.

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

The above leads did not comply with our Land Use Bylaw at this time requiring substantive amendments; therefore, the Town was not able to act on the mentioned project leads at this time.

The Town's Development Officer and Planning Consultant has been assisting with analysis of the Town's Land Use Bylaw and Municipal Development Plan in reference to these potential opportunities.

Invest Alberta is a great resource for the Town to continuously analyze potential, future opportunities in support of the Town's Strategic Plan as outlined below.

## **STRATEGIC ALIGNMENT**

### ***Priority #1: Economy:***

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

### ***Priority #5: Collaboration:***

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

## **COSTS/SOURCES OF FUNDING**

No sources of funding or costs are associated with this networking-based opportunity with Invest Alberta.



**TOWN OF BON ACCORD  
REPORT TO COUNCIL**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	January 29 <sup>th</sup> , 2025
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Public Participation Policy Discussions</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

During the Regular Meeting of Council held on January 21<sup>st</sup>, 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)**

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has made amendments to the Public Participation Policy (red) to reflect the above Council resolution. Note, the “Meet the Community Night” is now called Bon Accord Connects and takes place in the fall.

For consideration:

The policy also includes the clause below (highlighted yellow in the draft).

The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, “Council Community Connections”.

If the Council Community Connections events only take place during the fall Bon Accord Connects event or as needed, this clause may be removed as this would not be necessary.

Any additional Council Community Connections events during the year would be planned at the direction of Council “when needed”.

**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)

## PUBLIC PARTICIPATION POLICY

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**SECTION:** Administration / Council

**DEPARTMENT:** Administration

**COUNCIL APPROVAL DATE:** July 3, 2018

**LAST REVIEWED BY COUNCIL:** March 15, 2022

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### 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.

## **COUNCIL COMMUNITY CONNECTIONS EVENTS:**

~~1. The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, "Council Community Connections". REMOVE~~

1. Council Community Connections Events will be held **annually during the fall Bon Accord Connects event.**
2. **Council may hold additional Council Community Connections events during the calendar year as needed and as directed by Council.** ~~4 times per calendar year.~~
3. The Council Community Connections events will be held in person where possible unless extenuating circumstances require the event to be held virtually.

## **POLICY EXPECTATIONS**

### **1. Legislative and Policy Implications**

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

### **2. Public Participation Standards**

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

### **3. Public Participation Plans**

- a. When so directed by this policy or Council, the 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.



**TOWN OF BON ACCORD**  
**REPORT TO COUNCIL**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	January 29 <sup>th</sup> , 2025
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Council Remuneration Policy Discussions</b>
<b>Agenda Item No.</b>	6.2

**BACKGROUND/PROPOSAL**

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

*As the Remueration Policy is coming forward at the January 21<sup>st</sup> 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)**

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

In preparation for the Committee of the Whole Meeting, 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 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.

Note, some municipalities (Sturgeon County, Morinville, and Redwater for example) establish Council Remuneration Committees with resident members that make recommendations to Council.

A Council Remuneration Committee Bylaw would be needed to establish this Committee.

## **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.

## 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

- 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.

- Cost of Living Allowance (COLA) shall be applied to honorariums January 01st each year as approved by Council in the annual operating budget.
- Councillors are required to inform the Town Manager as soon as possible if they are unable to attend any scheduled Council Meetings.
- 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.
- 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.
- Council members may request additional tax deductions from monthly honorarium payments by written communication (email) to the Town Manager.

**Commented [JS4]:** Sections 3-5 revised wording

# Policy XXX

**B. Per Diems:**

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

**Commented [JS5]:** Added chart for improved clarity.

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

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

**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

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.

Commented [JS8]: Chart added for improved clarity.

## 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:

<b>Length of Meeting</b>	<b>Remuneration Rate</b>
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.

DRAFT





**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
<b>TOTAL</b>		\$ -

*APPROVED BY*

SIGNATURE: \_\_\_\_\_  
Mayor/Deputy Mayor

SIGNATURE: \_\_\_\_\_  
Town Manager/CAO



**COUNCIL EXPENSE FORM**

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
 Bon Accord, AB T0A 0K0 **DATE:** \_\_\_\_\_

**Reimbursable Expenses (attach receipts)**

DATE	DESCRIPTION (include applicable participants)	NET	GST	GROSS
<b>TOTALS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

**Meals - Reimbursable without Receipt**

DATE	DESCRIPTION (include applicable participants)	MEAL	NET	GST	GROSS
<b>TOTALS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Mileage (per attached Detailed Travel Record)**

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

*APPROVED BY*  
**SIGNATURE:** \_\_\_\_\_  
 Mayor/Deputy Mayor

**SIGNATURE:** \_\_\_\_\_  
 Town Manager/CAO



**DETAILED TRAVEL RECORD**

DATE	FROM	TO	PURPOSE	KMs
TOTAL				\$ -

## COUNCIL REMUNERATION

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**SECTION:** Council

**DEPARTMENT:** Administration / Finance

**COUNCIL APPROVAL DATE:** December 6, 2005

**LAST REVIEWED BY COUNCIL:** January 21, 2025

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### 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