

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
February 26, 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. CLOSED SESSION: DELEGATION**
 - 3.1.** 5:05 p.m. – Edward Telford – JDP Wasserman LLP – Audit Plan – *FOIP Act Section 17 Disclosure harmful to personal information and Section 24 Advice from officials*
- 4. UNFINISHED BUSINESS**
 - 4.1.** Letter to Minister Ellis re: Police Funding Model (enclosure)
- 5. NEW BUSINESS**
 - 5.1.** Business Directory Sign (enclosure)
- 6. BYLAWS/POLICIES/AGREEMENTS**
 - 6.1.** Filming Bylaw (enclosure)
 - 6.2.** Ice Allocation Policy (enclosure)
- 7. CLOSED SESSION**
 - 7.1.** Personnel – *FOIP Act Section 17 Disclosure harmful to personal information and 21 Disclosure harmful to intergovernmental relations*
 - 7.2.** Intermunicipal Collaboration Framework Agreement – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations and 24 Advice from officials*
- 8. ADJOURNMENT**

TOWN OF BON ACCORD
REPORT TO COUNCIL

Meeting:	Committee of the Whole
Meeting Date:	February 26, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator
Title:	Letter to Minister Ellis re: Police Funding Model
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

At the February 4, 2025 Regular Council meeting the following resolution was passed:

DEPUTY MAYOR LARSON MOVED THAT Council direct administration to draft a resolution for the June 30, 2025 deadline to present at the Alberta Municipalities 2025 Fall Convention AND THAT Council direct administration to draft a letter on behalf of Council opposing the police funding model and send the letter 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, plus the Minister of Finance, Nate Horner. CARRIED RESOLUTION #25-042

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has attached the completed letter opposing the Police Funding Model for Council's information.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Priority #3: Collaboration

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

COSTS/SOURCES OF FUNDING

N/A



February 19, 2025

Honourable Mike Ellis
Deputy Premier and Minister of Public Safety and Emergency Services
Members of Executive Council
Executive Branch
404 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Via email: PSES.minister@gov.ab.ca

RE: Police Funding Model

Dear Minister Ellis:

At the February 4, 2025 regular council meeting, council resolved to write a letter opposing Alberta's Police Funding Model.

As you are aware, the Police Funding Model (PFM) began on April 1, 2020. The most profound change for our community is that "[t]he new PFM requires those communities that have not previously paid for frontline policing to begin contributing a portion of the costs."¹ Being a small town with a population of just under 1500, RCMP policing services in Bon Accord had incurred no cost prior to January 2021.

As such, the cost for these services has greatly reduced our town's capacity to deliver municipal services to our residents. Considering our small-town budget, the formula for policing costs encompasses 2% of our annual budget. These increased expenses directly affect our ability to support our community with programs and services that address our needs, in addition to funding critical infrastructure projects.

In your mandate letter from Premier Smith, she did not directly address small towns but asks you to "[continue] to work with local communities to support them with the community policing options they believe will best serve their populations."² Downloading costs to Alberta's small municipalities does not best serve our populations; it shows just how little support the province is willing to provide by introducing additional challenges to our already tight funding and budgetary responsibilities.

Further, the majority of your mandate includes specific provisions for large urban centres like Calgary and Edmonton, including ramped up policing priorities for drug response units, city-wide street patrols, even Canada- U.S. border patrols. The large urban centres were already paying for policing services prior to 2020, therefore, funding for these increased policing efforts



appears to be subsidized by the increased revenue from small-town budgets with little to no increased efforts to address public safety priorities in our community. Mental health, addiction, crime, and community safety are not big-city problems – they affect all Albertans.

Time and again the province continues to disregard the unique needs of small communities. We strongly oppose the Police Funding Model and invite you to reconsider its effectiveness and which municipalities it truly serves.

Sincerely,

Brian Holden
Mayor
Town of Bon Accord

Cc: Honourable Dale Nally, Minister of Service Alberta and Red Tape Reduction
morinville.stalbert@assembly.ab.ca

Honourable Nate Horner, Minister of Finance tbf.minister@gov.ab.ca

Trina Jones, Director of Towns East and Vice President of Towns tjones@legal.ca

Sturgeon County ahnatiw@sturgeoncounty.ca

Town of Morinville simon.boersma@morinville.ca

Town of Gibbons ddeck@gibbons.ca

Town of Legal ctremblay@legal.ca

Town of Redwater dmcrae@redwater.ca

Sources:

¹ Government of Alberta. (22 July 2020). Police Funding Regulation information sheet.

<https://open.alberta.ca/dataset/49cce468-33b5-4dba-99e5-d1cd2f0d28be/resource/68098dd9-4598-49f6-b12d-2caa84255071/download/jsg-police-funding-regulation-information-sheet.pdf>

² Government of Alberta. (31 July 2023). Mandate letter - Public Safety and Emergency Services.

<https://open.alberta.ca/dataset/bf7f9a42-a807-49b3-8ba3-451ae3bc2d2f/resource/96a3f650-9213-4106-82df-1ac44f35a71b/download/ps-es-mandate-letter-public-safety-and-emergency-services-2023.pdf>

**TOWN OF BON ACCORD
REPORT TO COUNCIL**

Meeting:	Committee of the Whole
Meeting Date:	February 26, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator
Title:	Business Directory Sign
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

The Business Directory Sign, located on 47 Avenue, was installed in 2015 and was originally intended to be an added benefit to business license holders. This sign appears to have been fully funded by the Town, with public works staff updating the sign as required. This practice has since fallen off.

A local resident and business owner has recently brought this sign to our attention, and we have brought this forward to Council for consideration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The design of the Business Directory Sign is shown in Schedule “A” of the corresponding Policy (attached).

Administration is seeking Council’s interest in:

- Exploring options to revitalize the sign for a new purpose (with ideas to be presented at an upcoming regular council meeting), or
- Reinstating the former practice with updates to the policy to reflect our current capacity.

STRATEGIC ALIGNMENT

Priority #3: Infrastructure:

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

COSTS/SOURCES OF FUNDING

Costs associated with the Business Directory Sign have not been included in the current budget.

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: ADMINISTRATION

POLICY RESOLUTION NO.: 15.20

SUBJECT: BUSINESS DIRECTORY SIGN

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL: January 20, 2015 Resolution #15.20

PURPOSE AND INTENT:

To establish guidelines and procedures for the usage of the Business Directory Sign.

POLICY STATEMENT:

This policy addresses the priority of Business Listings on the Business Directory Sign, located on town frontage, per schedule "A".

DEFINITIONS:

1. "**Business**" means any commercial based business with a current business license;
2. "**Business Directory Sign**" means the Town owned metal sign located on Town frontage;
3. "**Business License**" means a license issued pursuant to Business license Bylaw 2012-04;
4. "**Employee**" means any individual employed by the Town of Bon Accord;
5. "**Listing**" means the content that is displayed on the Business Directory Sign;
6. "**Town**" means the Town of Bon Accord.

GUIDELINES:

1. Where an annual review is conducted and space is exceeded, a priority of listing will be determined based on the following criteria:
 - a) Business License is current and is in good standing with the Town;
 - b) Commercial store front;
 - c) Properties containing a split tax levy (commercial/residential); or
 - d) Home-based business.

2. Each listing will be formatted at the discretion of the Town, including but not limited to:
 - a) font size;
 - b) font type;
 - c) justification; and
 - d) font color.

PROCEDURES:

1. The Town has the authority to remove or replace a Listing without notice, and at its sole discretion.
2. The Town reserves the right to edit or refuse a Listing.
3. It is the responsibility of the Public Works Department to maintain Sign.
4. The annual review will commence February 1 of each year at the discretion of Administration.
5. Listing priority will reflect the guideline criteria.
6. Once space is exceeded due to Listing interest per Guideline item 1.b) or 1.c) of this policy, the Town may acquire additional signage, at their sole discretion.
7. Space will be allocated based on availability and Guideline 1 of this policy.
8. All listings on the Business Directory Sign will be in alphabetical order.

New 7'high x 12'wide single sided non-illuminated freestanding Directory
Directory Panels : 4" x 42" each (24 in Total)

SCHEDULE "A"



NOTE: Photo Overlay based on previous overly done by Patrick



BLANCHETTNEON

Design #14-10-491 | Scale 3/4" = 1'-0" | Sales: Rob Odegard | December 3, 2014



**TOWN OF BON ACCORD
REPORT TO COUNCIL**

Meeting:	Committee of the Whole
Meeting Date:	February 26, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator and Jay Nagra, Economic Development & Safe Communities Coordinator
Title:	Filming Bylaw
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

In 2024, Paul Salvatore of Municipal Experts Inc. completed an Economic Development Assessment for the Town. This assessment included the recommended strategies of:

1. Adding Bon Accord to the Alberta Film Commission location database and
2. Creating “film-friendly” policies that would allow the Town to ready itself for motion picture productions.

Excerpts from page 9 of the **Economic Development Assessment** are shown below:

“The Town may also want to attract motion picture production as a unique small-town backdrop for film crews to consider. Creating ties to Alberta’s film commissioner and location scouts would be logical steps for keeping Bon Accord top of mind in future productions.”

“The Town can create ‘Film Friendly’ policies that make it easy for film crews to shoot over extended production sessions at a minimal cost. Some examples include the Town of Crossfield (Ghostbusters), and the newly formed Mountain View Regional Film Office www.mountainviewfilm.ca which is a partnership with Mountain View County, the Town of Sundre, and the Town of Didsbury.”

These recommendations and the actions taken to forward these initiatives are outlined below.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

1. The Alberta Film Commission

This organization supports the growth of film, television, and digital media industries in Alberta. A scout from the Commission visited the Town for photos (approx. 2020), and the Town is now highlighted as a potential location for film and media productions on [this page](#). The Bon Accord Arena was given its own page [here](#).

2. Filming Bylaw

Based on advice from the Town's Economic Development Assessment by Paul Salvatore to create "film-friendly" policies, administration has researched a variety of Filming Bylaws. Most notably, the Town of Okotoks offers a [Filming Bylaw Guidelines](#) to complement their bylaw. Bon Accord could take a similar approach to make the information more appealing and accessible.

A Filming Bylaw would also include a range of costs which would serve as a source of revenue for the Town. For example, the application fee in many municipalities is \$1000+.

Administration is ready to begin drafting a bylaw and would like to glean Council's interest in pursuing this next step.

STRATEGIC ALIGNMENT

Priority #1: Economy

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

COSTS/SOURCES OF FUNDING

No costs are expected.

**TOWN OF BON ACCORD
REPORT TO COUNCIL**

Meeting:	Committee of the Whole
Meeting Date:	February 26, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Ice Allocation Policy
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

A municipal Ice Allocation Policy is important for managing and distributing ice time at the Bon Accord Arena in a way that maximizes efficiency and fairness.

An Ice Allocation Policy functions as a governance policy because it provides the rules, structure, and oversight for the equitable and effective management of ice as a shared community resource, ensuring fairness, transparency, and accountability in its use.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The enclosed draft Ice Allocation Policy includes the proposed priority ranking:

Priority #1: Town Program or Event

- Community Services Event or Program
- Public Skating or Public Shiny

Priority #2: Local Minor Ice User Group

- CNN Spurs
- Sturgeon Minor Hockey Association
- Other minor sports association from Bon Accord or Sturgeon County

Priority #3: Local Adult Ice User Group

- Adult organizations from Bon Accord or Sturgeon County

Priority #4 – Other organizations

- Other minor sports associations not from Bon Accord or Sturgeon County
- Other adult organizations not from Bon Accord or Sturgeon County
- For Profit minor or adult sports organizations

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.

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

The annual operating budget would be impacted by the revenue received for the arena based on ice allocation practices.

ICE ALLOCATION

SECTION: Administration

DEPARTMENT: Public Works / Community Services

COUNCIL APPROVAL DATE: [date]

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The Bon Accord Arena is made available for community groups and residents of the Town. The Town is committed to balancing the ice usage of all community users to ensure fair and equitable distribution of allocated ice at the Bon Accord Arena.

PURPOSE

To effectively manage ice allocation, ensure fiscal responsibility in ice operations, and provide accessible arena programs that reflect community needs, registration trends, and utilization patterns, while promoting participation among local groups and visitors.

SCOPE

This policy applies to all ice rentals at the Bon Accord Arena.

DEFINITIONS

“Bon Accord Arena” means the facility located at 4812 - 52 Street in Bon Accord Alberta.

“Ice Allocation” means the process by which ice time is assigned to community groups.

“Priority Ranking” means the hierarchy or order of importance for receiving ice time.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town or designate.

I. GUIDING PRINCIPLES

The following principles guide the development of the Ice Allocation Policy:

1. **Access and Equity:** Ensure fair and equitable access to ice time, with transparent application of fees and charges for all users.
2. **Efficiency:** Optimize the use of facilities, ensuring effective allocation of time and space.
3. **Diversity:** Provide a broad range of opportunities, including public skating and organized ice sports, to meet the needs of all participants.
4. **Youth Sport:** Maintain a balanced allocation of ice time across user groups, with a focus on fostering youth sport development.
5. **Partnership:** Encourage cooperation among all users, while balancing regular season requirements with special event needs.
6. **Financial Sustainability:** Ensure the facilities are managed in a cost-effective manner by balancing fiscal responsibility with fair and transparent fee structures.

II. PRIORITY RANKING FOR ICE ALLOCATION:

Priority #1: Town Program or Event

- Community Services Event or Program
- Public Skating or Public Shinny

Priority #2: Local Minor Ice User Group

- CNN Spurs
- Sturgeon Minor Hockey Association
- Other minor sports association from Bon Accord or Sturgeon County

Priority #3: Local Adult Ice User Group

- Adult organizations from Bon Accord or Sturgeon County

Priority #4 – Other organizations

- Other minor sports associations outside of Bon Accord or Sturgeon County
- Other adult organizations outside of Bon Accord or Sturgeon County
- For-profit minor or adult sports organizations

III. ICE ALLOCATION RESPONSIBILITIES

1. The Recreational Facilities and Parks Supervisor will be responsible for ice

allocation in accordance with this policy.

IV. CONFLICT RESOLUTION

1. In the event of a conflict or appeal regarding an ice allocation decision, the final decision will be made by the Town Manager.

DRAFT