

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
March 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. UNFINISHED BUSINESS**
 - 3.1. 2025/26 Annual Policing Priorities (enclosure)
- 4. NEW BUSINESS**
 - 4.1. 2025 Organizational Meeting Update (enclosure)
 - 4.2. Developer Outreach/Highway Frontage (enclosure)
- 5. BYLAWS/POLICIES/AGREEMENTS**
 - 5.1. Trees on Municipal Property Policy (enclosure)
 - 5.2. Council Remuneration Policy (enclosure)
- 6. CLOSED SESSION**
 - 6.1. Arena Sponsorship Revenue Agreement – *FOIP Act Section 24 Advice from officials*
 - 6.2. Development Update – *FOIP Act Section 16 Disclosure harmful to business interests of a third party and Section 24 Advice from officials*
 - 6.3. Bylaw Services – *FOIP Act Section 17 Disclosure harmful to personal information and Section 24 Advice from officials*
- 7. ADJOURNMENT**

**TOWN OF BON ACCORD
REPORT TO COUNCIL**

Meeting:	Committee of the Whole
Meeting Date:	March 26 th , 2025
Presented by:	Jodi Brown, Town Manager
Title:	2025/26 Annual Policing Priorities
Agenda Item No.	3.1

BACKGROUND/PROPOSAL

During the March 04th, 2025 Regular Council Meeting, Council resolved to direct administration to add 2025/26 Annual Policing Priorities to the next Committee of the Whole meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The correspondence from S/Sgt. Darcy McGunigal (Detachment Commander, Morinville RCMP) related to this matter is enclosed.

Administration has advised S/Sgt. McGunigal that Council will be discussing policing priorities during the Committee of the Whole Meeting on March 26th, 2025.

S/Sgt. McGunigal has also confirmed that he will be presenting his quarterly report to Council at the April 01st, 2025 Regular Council Meeting.

STRATEGIC ALIGNMENT

Priority #2 Community

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

COSTS/SOURCES OF FUNDING

N/A

cao

From: McGunigal, Darcy (RCMP/GRC) <darcy.mcgunigal@rcmp-grc.gc.ca>
Sent: February 26, 2025 2:36 PM
To: cao; Chief Arcand; Travis Peter; Robert Proulx; elowe@gibbons.ca; michelle.hay@morinville.ca
Cc: Brad Boddez; Christine Wells; Wyatt Arcand; Febbraro, Michael (RCMP/GRC); Jennifer Penner; Sharleen Edwards
Subject: 2025/26 Annual Policing Priorities

Good afternoon folks. We are quickly approaching the start of the RCMP 2025/26 fiscal year on April 1, and I am excited to prepare our annual policing priorities for the Morinville Detachment area for the next 12 months. As most of you are likely aware, several consultations have taken place in your communities over the past several months to assist us in identifying policing priorities that are suitable for all of the communities our detachment serves. These have included discussions at council presentations, town halls, open houses, and various other public engagements.

At this stage I would like to invite each of your respective councils to provide me with direct input on what you would like to see considered in our annual policing priorities. While the concerns and challenges do vary from one community to the next, I am confident that we are in a position to develop a plan that does a good job of collectively addressing everyone's needs. On that note, I would ask each CAO to please feel free to forward this invitation to your respective council members on my behalf.

On April 1, the Morinville Detachment will launch the 2025/26 Detachment Policing Plan, which will incorporate annual policing priorities based on the input received from the communities we serve. And as always, Mayors, Chief, and Council members are always welcome to contact me if they wish to have any direct discussions with me about this or anything else.

Thanks, and have a great day!

Darcy

S/Sgt. Darcy McGunigal
Detachment Commander
RCMP Morinville Detachment

**TOWN OF BON ACCORD
REPORT TO COUNCIL**

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	2025 Organizational Meeting Update
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

At the March 4, 2025 RMC, Council resolved to hold the 2025 Organizational Meeting on Thursday, October 30, 2025 at 6pm.

Administration has been in touch with Minister Nally's office with respect to his availability on that day to swear in new members of council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The office was kind enough to add a placeholder to Minister Nally's calendar, however, attendance will not be confirmed until after September 30 due to unannounced session scheduling.

Minister Nally's office indicated that Minister Nally could also speak at the meeting, therefore, administration would like to glean council's interest in this matter and will advise Minister Nally's office accordingly.

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.

COSTS/SOURCES OF FUNDING

N/A

**TOWN OF BON ACCORD
REPORT TO COUNCIL**

Meeting:	Committee of the Whole
Meeting Date:	March 26 th , 2025
Presented by:	Jay Nagra, Economic Development & Safe Communities Coordinator
Title:	Developer Outreach/Highway Frontage
Agenda Item No.	4.2

BACKGROUND/PROPOSAL

This report is intended to provide Council with an update on the Economic Development Department’s efforts over the past several months to engage potential developers for the revitalization of the Highway 28 frontage. The department has been proactive in reaching out to various hotel chains such as IHG Group, Days Inn, Super 8, Motel 6, fast food franchises such as Mcdonalds, Osmow’s Shawarma, Triple O’s, Dairy Queen, A&W, Humpty’s, Carls Jr, Starbucks, Bar Burrito, Ricky’s All Day Grill, as well as other potential chains in an effort to attract investment and stimulate growth in this key area.

Despite these efforts, the majority of the responses received thus far have indicated that a franchise applicant is necessary, requiring an investor who is prepared and ready to commit to the development. Unfortunately, this has created a barrier for immediate progress. In light of these challenges, the Economic Development Department has reevaluated its strategy and recognized the need to shift to a specific category of potential developers. Rather than continuing to target these large companies/chains directly, the department has opted to engage with diversified investors and developers who already possess a portfolio of hospitality, fast food & other types of real estate.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Moving forward the Economic Development Department will continue to engage with developers with diversified real estate portfolio’s, particularly those with experience across multiple sectors such as hospitality, hotels, fast food and other commercial properties. It is crucial that we connect & create relationships with those who are not only capable of executing large scale projects but also bring the flexibility and expertise needed to create mixed use development.

These types of developments are essential to the long-term revitalization and economic growth of the highway frontage. Focusing on developers with diverse real estate portfolios will help us leverage the Highway 28 frontage to the correct audience.

As part of this strategy, the department will continue to reach out to established development groups such as Jaffer Group, APX Groups, Royal Hotel Group in Edmonton.

These developers have experience and resources necessary to undertake comprehensive projects that can deliver long term value to our community. Our goal is to build strong, ongoing relationships with these organizations to bring forward projects that align with the town's vision for a vibrant, economically diverse community.

Administration is also working on the development of a "Investment Opportunities: Residential, Commercial, and Industrial" Magazine for Bon Accord with the tagline " Bon Accord: Where Opportunity Meets Innovation 2025".

STRATEGIC ALIGNMENT

Priority #1: Economy

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

Priority #4: Identity

- Bon Accord has a strong, positive identity as an environmentally progressive, family orientated, welcoming community.

COSTS/SOURCES OF FUNDING

N/A.

**TOWN OF BON ACCORD
REPORT TO COUNCIL**

Meeting:	Committee of the Whole
Meeting Date:	March 26 th , 2025
Presented by:	Jodi Brown, Town Manager
Title:	Trees on Municipal Property Policy
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

The Town of Bon Accord has numerous trees on Town property and some trees located partially on Town property and private property.

This policy serves as a governance policy because it governs how the municipality handles its responsibilities for public trees, ensuring decisions are made responsibly, consistently, and in the public’s best interest. Key components include: public accountability, regulation and oversight, sustainability and stewardship, risk management, financial management, framework for decision making, and ensures legal compliance.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The enclosed draft Trees on Municipal Property Policy outlines management of Trees on Municipal Property.

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 includes an allocation of \$5,000 for annual tree maintenance.

TREES ON MUNICIPAL PROPERTY

SECTION: Administration**DEPARTMENT:** Administration / Public Works**COUNCIL APPROVAL DATE:** [date]**LAST REVIEWED BY COUNCIL:** [date]

POLICY STATEMENT

The Town's urban forest assets provide community-wide benefits, including stormwater management, carbon absorption, air quality improvement, heating and cooling, beautification, wildlife habitat, connections to culture, and enhancements to quality of life and health. Therefore, to the greatest extent practical, the Town will prioritize preservation of existing trees and, wherever conditions permit, trees should be retained or replaced in the same locations.

PURPOSE

The purpose of this policy is as follows:

1. Prioritize the safety of residents of the Town of Bon Accord (the "**Town**") and the property of residents by creating a process with respect to inspection and mitigation of potential hazards or nuisances created by trees on the Town's property or straddling the Town's property.
2. Establish the process following an application by residents to work on border trees or boundary trees that are partially owned by the Town because they are located on the boundary of private property and the Town's property or that are entirely located on the Town's property, but overhang into private property (collectively, the "**Town's Trees**").
3. Establish the process for Town staff to assess the suitability of the location and manner of construction associated with Town led projects to prioritize the preservation and protection of the Town's Trees.

SCOPE

This Policy applies to all trees located on Town property or straddling the Town's property.

DEFINITIONS

"Arborist" means a person certified by a recognized professional organization such as (ISA – International Society of Arboriculture, UFN – Urban Forestry Network, or SMA – Society of Municipal Arborists).

"Infrastructure Department" means the department area including Public Works and Recreation.

"Infrastructure Manager" is the person responsible for the Town's Infrastructure Department or designate.

"Sturgeon County Fire Chief" is the person responsible for fire services in the Town of Bon Accord or designate.

"Town" means the municipal corporation of the Town of Bon Accord.

"Town Trees" means the trees located on municipal property or straddling the Town's property.

I. RESPONSIBILITIES

1. The management of Town Trees is the responsibility of the Town's Infrastructure Department under the direction of the Infrastructure Manager.
2. Any reference in this Policy to the Infrastructure Manager includes the designate or delegate of the Infrastructure Manager.

II. AUTHORITY TO PERFORM WORK

1. Only persons authorized by the Town Infrastructure Services Department are authorized to perform work on Town Trees.
2. Where the work is undertaken by the Town, it may only be performed by the Town's contractors, approved by the Town's Infrastructure Services Department.
3. Where the work is being undertaken by a resident, it may only be performed as authorized by the Infrastructure Manager.

III. MANAGEMENT OF TREES ON TOWN PROPERTY

1. The Town's priority is to retain trees on Town property where practical.
2. The Town's Trees shall be maintained in such a manner as to promote their general good health.
3. All pruning or removal of the Town's Trees shall be completed by Town staff or by contractors approved by the Infrastructure Manager.
4. The Town will endeavor to have all tree pruning completed using acceptable arboricultural practices and standards.
5. Topping of Town Trees is not considered an acceptable pruning practice with the following exceptions:
 - a. Where statutory clearance from overhead services is required and no other options are available.
 - b. Where a Town Tree has been previously topped and required re-topping to mitigate a safety concern.
6. No person may plant, remove, or otherwise undertake any activity that may affect the health and welfare of a Town Tree without first obtaining written permission

from the Infrastructure Manager (reference section 4 for application to remove or prune Town Trees).

IV. MAINTENANCE PRIORITIES: PRUNING

1. Within approved budget allocations, the Town will prioritize and carry out pruning or other maintenance on the Town's Trees based on the following, in order of priority:
 - a. Provide minimum clearance for roads, sidewalks, driveways, streetlights, traffic lights, public street signage or structures;
 - b. Manage risk and the safety of users of the Town's property and other adjacent properties;
 - c. Mitigate conflicts with adjacent municipal infrastructure; and
 - d. Maintain tree health and structural integrity and the overall form and structure appropriate for a tree's species.

2. If the removal or pruning of the Town's Trees does not accomplish one of these objectives, the Town will not consent to the pruning or removal of any of the Town's Trees except in extraordinary circumstances (reference section 4 for application to remove or prune Town Trees).

V. REMOVAL OF TOWN TREES

1. The Town may remove the Town's Trees at its own expense when:
 - a. An assessment by an Arborist determines that the tree is a high or extreme risk tree with an imminent likelihood of failure and the risk or likelihood of failure cannot be mitigated other than by removing the tree.
 - b. The tree is diseased, and the removal is necessary to prevent spread and for the protection of surrounding ecosystems.
 - c. The tree is endangering the stability or health of another, more desirable tree.
 - d. The tree is creating a hazard due to their location by interfering with sight lines for pedestrian or vehicular traffic or with street lighting.

- e. The tree is impeding the construction, installation or repair of a highway, utilities, drainage or a Town-owned facility and such problems cannot be mitigated by any other means; or
- f. If the Town's Trees are in a high wildfire risk area and removal is required to mitigate wildfire hazard, as determined by the Sturgeon County Fire Chief and/or Arborist approved by the Town.

2. Emergency removal of Town Trees can be undertaken by the Town without notification.

VI. TREE PROTECTION DURING CONSTRUCTION

1. The Town's Tree's within or adjacent to a construction area must be protected during construction by:
 - a. Installing and maintaining tree protection fencing around the protected root zone of the Town's Tree or implementing alternative protective measures approved by the Infrastructure Manager.

VII. SHARED OWNERSHIP OF THE TOWN'S TREES

1. A resident requesting the pruning or removal of any of the Town's Trees must apply in writing (email or written submission) to the Infrastructure Manager to request the removal or pruning of the Town Tree.
 - a. The Town will not prune branches of Town Trees that extend onto private property.
 - b. A resident may only prune branches of Town Trees that extend onto private property with Town approval in accordance with section VII.1.
2. Applications for removal or pruning will be reviewed by the Infrastructure Manager.

3. Where the Town's Trees may be responsible for damage to private property or services, applicants will be required to outline their concerns or claims in writing to the Infrastructure Manager.
4. Where an applicant is alleging a nuisance or hazard, the applicant must establish that the nuisance or hazard is being created by the Town's Tree and that the proposed pruning (on Town Property only) or removal is the least impactful method of managing the nuisance or hazard.
 - a. The Town may require supporting documentation such as an Arborist report, at the resident's expense, approved by the Town.
5. The Infrastructure Manager will communicate in writing a decision to the applicant.
6. In all cases the Town retains absolute discretion to refuse pruning or removal of any Town Tree.
7. If the application for removal of a Town Tree is approved, the cost of removal of any of the Town's Trees that are jointly owned with another person will be shared in proportion to the amount of the base of the tree trunk situated on each property (as determined by a land survey) unless otherwise authorized by Council.
 - a. The applicant will be responsible for land surveyor fees to confirm the above information, or the cost may be shared 50/50 between the Town and the applicant.
8. The Infrastructure Manager will not permit removal or pruning of the Town's Trees for:
 - a. Aesthetics
 - b. Views
 - c. Shade
 - d. Size
 - e. Sunlight penetration

- f. Commercial signage
- g. Litter issues
- h. Wildlife issues

VIII. TREE REPLACEMENT

1. The Town will only replace Town Trees within budget allocations and staff capacity.

DRAFT

TOWN OF BON ACCORD
REPORT TO COUNCIL

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 26, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Council Remuneration Policy
Agenda Item No.	5.2

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.

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.

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:

1. 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.

2. 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.
3. 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.
4. Per diem rates will be paid for the following activities if attendance or appointment has been approved by Council:
- i. Training and Professional Development: Council Workshops, Orientation, Seminars, Courses, Webinars, Conferences or Conventions.
 - ii. 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**.
 - iii. Regional community events as approved by Council (including but not limited to parades, golf tournaments, or other special events hosted by other municipalities)
 - iv. Council Community Connections Events that are a full day (4 hours or more).
 - v. Other events as approved by Council.
5. Intermunicipal Subdivision and Appeal Board Per Diems and expense reimbursement are established in **Schedule B**.

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

6. 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:

Commented [JS8]: Chart added for improved clarity.

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.

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



COUNCIL EXPENSE FORM

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



DETAILED TRAVEL RECORD

DATE	FROM	TO	PURPOSE	KMs
TOTAL				\$ -