

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

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. March 4, 2025; Regular Council Meeting (enclosure)
- 4. DELEGATION**
- 5. DEPARTMENTS REPORT**
 - 5.1. March 2025 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. Utility Bill – Water Consumption Dispute (enclosure)
 - 6.2. Education Property Tax Information (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Councillor May Motion – Skate Park Funding (enclosure)
 - 7.2. Councillor May Motion – Question and Answer Period (enclosure)
 - 7.3. Proposed Park Naming Survey (enclosure)
 - 7.4. Fire Hall—Sewer Inspection (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Public Participation Policy (enclosure)
 - 8.2. Council Remuneration Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
 - 10.1. Mayor Holden (enclosure)
 - 10.2. Deputy Mayor Larson – No Council Business to Report
 - 10.3. Councillor Bidney (enclosure)
 - 10.4. Councillor Laing (enclosure)
 - 10.5. Councillor May (enclosure)
- 11. CORRESPONDENCE**

ACTION REQUIRED

 - 11.1. Redwater Mayor’s Breakfast (enclosure)
 - 11.2. Playgrounds for a Brighter Future – Zip Line (enclosure)
 - 11.3. Sturgeon Public Schools Business & Community Engagement Event (enclosure)

GENERAL

 - 11.4. SRP Committee Appointments (enclosure)

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12. NOTICE OF MOTION

- 12.1.** Councillor Laing – Provincial Cuts – Disability Funding (enclosure)
- 12.2.** Councillor Laing – School Bus Stop Lights (enclosure)

13. CLOSED SESSION

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

14. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
March 4, 2025 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Councillor Lynn Bidney
Councillor Lacey Laing
Councillor Tanya May

REGRETS

Deputy Mayor Timothy J. Larson

ADMINISTRATION

Jodi Brown – Town Manager
Terry Doerkson – Infrastructure Manager
Jessica Spaidal – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

There were no objections to adding item 10.4 Emergency Service Long Term Service Awards Invitation and Closed Session item 12.3 Enforcement Issue - FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information.

COUNCILLOR BIDNEY MOVED THAT Council adopt the March 4, 2025 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-085

ADOPTION OF MINUTES

February 18, 2025; Regular Council Meeting

COUNCILLOR MAY MOVED THAT Council adopt the February 18, 2025 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-086

February 26, 2025; Committee of the Whole Meeting

COUNCILLOR BIDNEY MOVED THAT Council adopt the February 26, 2025 Committee of the Whole Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-087

UNFINISHED BUSINESS

Letter to Minister Ellis re: Police Funding Model

**Town of Bon Accord
Regular Meeting of Council Minutes
March 4, 2025 6:00 p.m.
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COUNCILLOR LAING MOVED THAT Council approve the letter to Minister Ellis regarding the Police Funding Model as presented and directs Mayor Holden to sign the letter on behalf of Council.

CARRIED UNANIMOUSLY RESOLUTION 25-088

NEW BUSINESS

Elected Official Education Program – Munis 101 Reallocation

COUNCILLOR MAY MOVED THAT Council directs administration to register 5 Council members for the in-person (possible virtual) Munis 101 course on October 30th, 2025 in Fort Saskatchewan and bring back to Council further information with regards to virtual and in-person attendance.

CARRIED UNANIMOUSLY RESOLUTION 25-089

2025 Organizational Meeting Date

COUNCILLOR MAY MOVED THAT Council direct administration to plan and advertise an Organizational Meeting on Thursday, October 30, 2025 at 6 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-090

Arena Elevator Repair Funding

COUNCILLOR BIDNEY MOVED THAT Council approves the transfer of necessary funds (approximately \$5,700.00) from the 2025 arena operating budget to the capital budget for the funding of the repairs to the arena elevator.

CARRIED UNANIMOUSLY RESOLUTION 25-091

BYLAWS/POLICIES/AGREEMENTS

Bylaw 2025-02 – Repeal of Bylaw 204

COUNCILLOR MAY MOVED THAT Council gives first reading to bylaw 2025-02 Repeal of Bylaw 204.

CARRIED UNANIMOUSLY RESOLUTION 25-092

COUNCILLOR LAING MOVED THAT Council gives second reading to bylaw 2025-02 Repeal of Bylaw 204.

CARRIED UNANIMOUSLY RESOLUTION 25-093

COUNCILLOR BIDNEY MOVED THAT Council gives unanimous consent to hear all three readings of Bylaw 2025-02 Repeal of Bylaw 204.

CARRIED UNANIMOUSLY RESOLUTION 25-094

COUNCILLOR MAY MOVED THAT Council gives third and final reading to Bylaw 2025-02 Repeal of Bylaw 204.

CARRIED UNANIMOUSLY RESOLUTION 25-095

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CORRESPONDENCE

Resident Utility Bill Letter

COUNCILLOR LAING MOVED THAT Council accepts the letter as information and direct administration to bring back further information for review.

CARRIED UNANIMOUSLY RESOLUTION 25-096

2025/26 Annual Policing Priorities

COUNCILLOR MAY MOVED THAT Council direct administration to add 2025/26 Annual Policing Priorities to the next Committee of the Whole meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-097

2025 Minister's Awards for Municipal and Public Library Excellence

COUNCILLOR MAY MOVED THAT Council directs administration to write a letter to nominate the Bon Accord Public Library for the Minister's Awards for Municipal and Public Library Excellence.

CARRIED UNANIMOUSLY RESOLUTION 25-098

Emergency Service Long Term Service Awards Invitation

COUNCILLOR MAY MOVED THAT Council directs administration to RSVP Mayor Holden, Deputy Mayor Larson, Councillor Bidney, Councillor May, and Councillor Laing for the awards and bring back clarification on the correct date and time.

CARRIED UNANIMOUSLY RESOLUTION 25-099

NOTICE OF MOTION

Councillor May – Skate Park Funding

Councillor May – Question and Answer Period

CLOSED SESSION

- ***Community Asset Sponsorship Package – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body***
- ***Audit Letter Approval – FOIP Act Section 17 Disclosure harmful to personal information and Section 24 Advice from officials***
- ***Enforcement Issue - FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss *Community Asset Sponsorship Package – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body, Audit Letter Approval – FOIP Act Section 17 Disclosure harmful to personal information and Section 24 Advice from officials, and Enforcement Issue - FOIP Act Section 17 Disclosure*

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harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information at 6:43 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-100

COUNCILLOR LAING MOVED THAT Council come out of closed session at 7:23 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-101

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

COUNCILLOR LAING MOVED THAT Council directs administration to bring back the Community Asset Sponsorship Package to the March 18, 2025 Regular Council Meeting with approved amendments.

CARRIED UNANIMOUSLY RESOLUTION 25-102

Audit Letter Approval – FOIP Act Section 17 Disclosure harmful to personal information and Section 24 Advice from officials

COUNCILLOR BIDNEY MOVED THAT Council directs Mayor Holden and Town Manager Brown to sign the document and proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 25-103

Enforcement Issue - FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information

COUNCILLOR BIDNEY MOVED THAT Council accept the information as discussed and direct administration to proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 25-104

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the March 4, 2025 Regular Meeting of Council adjourn at 7:25 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-105

Mayor Brian Holden

Jodi Brown, CAO

News | Projects | Events

News

- The 2024 – 2025 hockey/skating season at the arena will soon end. Thank you to Sturgeon County for the recreational funding to support the arena and to Pembina Pipelines for their generous sponsorship of public skating this season. We look forward to welcoming our patrons and hockey groups back again in the fall.

Projects

- The Parks and Trails Committee met on February 10th and March 10th, 2025. A community survey regarding park names was reviewed by the Committee this month. Town staff are working on finalizing proposed park and trails plans based on input from the Committee for Council approval.
- The repairs to the Fire Hall garage door (waterproof sensor replacement and the weather-stripping replacement) were completed this month.
- The repairs to the arena elevator (lift) were completed to ensure patrons have access to the second floor viewing and concession area.

Events & Programs

- March 8th: Little Italy Adult field trip – 6 people attended.
- March 12th: Muttart Conservatory Adult field trip (Rescheduled) – 12 people attended.
- March 12th Fraud Prevention by RCMP at 3:00 PM.
- March 15th: Family Glow Dance Party (Rescheduled).
- Please note the March 21st Community Bowling field trip to St. Albert was cancelled due to low registrations.
- Upcoming events include:
 - March 18th Community Art Night at the Bon Accord Arena mezzanine at 6:30 PM.
 - April 12th Old Strathcona Antique Mall Adult Field Trip
 - April 14th & 15th: Free Tax Clinic for seniors and low-income residents. Contact the Town Office for more information.
 - April 15th Community Art Night at the Bon Accord Arena mezzanine at 6:30 PM.
 - April 18th: Easter Egg Hunt
 - April 22: Earth Day Picnic

Key Meetings

- Monthly Staff Safety Meeting
- Leadership Team Meeting
- Sturgeon Regional Partnership Meeting
- Community Services Advisory Board Meeting
- Parks and Trails Committee Meetings

Conferences and Training

- President's Summit & Municipal Leaders' Spring Caucus

Department Highlights

Administration | Town Manager

- Led the Parks and Trails Committee meetings with the Infrastructure Manager.
- Attended the Alberta Municipalities Spring Leadership Caucus with Mayor Holden.
- Met with grant representatives for the Federation of Canadian Municipalities and the Drought and Flood Protection Program grant funded project (stormwater park).
- Addressed four bylaw enforcement matters and supported two development projects.
- Drafted the Ice Allocation Policy and CNN Spurs Arena Board Advertising Agreement with the Recreational Facilities and Parks Supervisor.
- Continued research on funding opportunities for the stormwater park project; meeting scheduled with the Wetland Replacement grant program this month.
- Attended the Sturgeon Regional Partnership Committee Meeting on March 12th, 2025, with Mayor Holden.
- Advised the Town's engineers of the successful application to the Alberta Community Partnership Program (supported by Sturgeon County); the engineering work covered by this grant will begin on this project next month.
- Lead the leadership team meeting on February 24th, 2025.

Legislative Services & Communications

- The Town website has switched platforms and may look slightly different, but the information available remains the same. The URLs (website addresses) have been updated, meaning old links will not work. Simply navigate to the new website at www.bonaccord.ca and locate the information you accessed previously – you can use the drop down menus (Living Here, Government, etc.) or type in key words in the search bar.
- In discussions with Sturgeon County's Returning Officer to share an election day space. An RFD will come forward to Council at a future meeting to set the location for election day.

Community Services

- The sponsorship guide has been sent to 47 local area businesses and organizations. The Town has already received a \$100 'Shining Star' tier sponsorship from Roseridge toward our Bon Accord Connects event. Staff also applied to Wolf Midstream through their online application process and received \$500 for Music in the Park.
- Additionally, the Town has been awarded the \$500 Fire Smart Canada Grant. These funds will go towards our Wildfire Preparedness Day on May 3, 2025.
- Staff were also successful in applying for the Volunteer Alberta Grant. The Town will receive \$600 from this program to help pay for the Volunteer Appreciation event.

Corporate Services

- The majority of the audit has been completed. Final work and adjustments will be made up until the auditor's presentation of the financial statements.
- The LGFF operating funding has not yet been announced; however, with the tabling of the Government of Alberta budget, the government did commit to maintaining LGFF funding.
- 2024 LGFF capital funding was \$380,306; 2025 is \$422,612; and 2026 will be \$393,889.
- Administration has been working on the rewrite of the cemetery bylaw.
- Tax assessments have been received. Assessments have increased. The taxable total for 2025 is \$161,489,550. In 2024, the taxable total was \$156,186,250.
- Education property tax requisition has increased to \$441,007 in 2025 from \$414,300 in 2024.
- The rates assessed per equalized assessment have increased as well, increasing to \$2.72 (from \$2.56) for residential and farmland and \$4.00 (from \$3.76) for non-residential.
- The senior's Homeland Housing requisition is less than budgeted at \$13,761. The budgeted value was \$14,435, and the requisition in 2024 was \$14,014.
- Circular Materials will begin communicating with residents regarding the recycling changes in April. Recycling will continue to be picked up by GFL, but all questions and concerns from residents regarding recycling will be forwarded to Circular Materials. Circular Materials has also provided a portal for us with communications to post on our website and social media to help educate our residents about the upcoming changes.

Economic Development | Safe Communities

- Contacted Jaffer Group, Royal Hotel Group, APX Groups, Jiffy Lube, & Kal Tire to discuss possible development opportunities.
- Continued to keep up to date with 2025 Economic Development & Safe Communities grants.
- Conducted preliminary research on filming bylaw policies & shared key findings with the Legislative & Communications department to support the development of the filming bylaw/policy.
- Completed the first draft of the Business Retention & Expansion survey as part of the Business Retention & Expansion plan.
- Researched, drafted & submitted key findings/research for Investment Attraction Magazine to the Legislative & Communications department. The magazine is in design process.
- Developed a comprehensive event plan for a potential tourism attraction called Sip n' Sculpt, strategically leveraging local business to enhance community engagement.

Operations | Public Works

- Public Works staff went from snow clearing to dealing with drainage issues due to the warm weather. As overnight temperatures dropped below zero, daily melt volumes were kept in check, allowing the day's thaw to drain away before the next day's melt. This, along with the snow clearing staff did in main ditches prior to the melt, aided in the "problem free" run-off season.
- Numerous culverts and storm catch basins were thawed open to assist drainage.
- Staff cleared all alleys/lanes as much as possible before the melt.
- Ongoing equipment/building maintenance and monthly utility duties continued to be the focus of tasks, when not dealing with drainage.
- The opening and closing of a full grave were completed.
- A new overhead forced air furnace was installed in the water distribution plant.
- Ground prep work for the upcoming salt/sand storage facility has been started in the Public Works yard.
- On March 10th, the tender for the 2025 mill/overlay project for 49th St. went out for bidding. It is expected to award the contract by the end of March.
- The arena is in the final few weeks of the season. Recent repairs were completed to the elevator, a water supply line at the arena, and a valve in the chiller building.
- The Infrastructure Manager participated in the 2nd Parks and Trails Committee meeting.
- Staff are in the process of sorting, organizing, and digitizing Public Work's files at the office. As time permits, staff work with and input data into the Town's web map, ensuring all data on the town infrastructure is recorded and retrievable in the days ahead.
- Staff continue with the required training on Workhub.

Attachments

- Town Manager:
 - Action List
- Corporate Services Manager:
 - Variance Report

Town Manager Action List

Date: March 18th, 2025
Reporting Period: February 18th, 2025 – March 18th, 2025
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST:

Action Item	Status
<p>Rosieridge Waste Management Services Commission Council resolved to direct administration to enter into conversations with Rosieridge Waste Management Services Commission to explore coordinating waste collection across the region.</p>	<p>In-Progress</p>
<p>Economic Development Regional Working Group Council approves the Terms of Reference for the Regional Economic Development Working Group as presented.</p>	<p>Complete Administration has advised the regional group of Council's decision.</p>
<p>Boundary Tree Policy Resolved that Council directs administration to respond to the resident as directed and to draft a Boundary Tree Policy to be brought forward to Council for approval.</p>	<p>The "Trees on Municipal Property" Policy draft is scheduled for review at the March Committee of the Whole Meeting.</p>
<p>Engineering Study Fees Resolved that Council directs administration to include the engineering study fees in the final 2025 proposed budget for Council review per resolution 24-355.</p>	<p>Final Budget Review (spring 2025)</p>
<p>Municipal Affairs Invitation: School Tax Collection Resolved that Council direct administration to have Municipal Affairs attend a Council meeting to clarify the Alberta School Foundation Fund and the fees regarding the Greater St. Albert Roman Catholic Separate School District No. 734.</p>	<p>March 18th, 2025 RCM</p>

<p>Municipal Affairs Invitation: Social Media Advertisement Resolved that Council direct administration to advertise widely on social media and signage to the public that we are having Municipal Affairs come in to talk about the school taxes.</p>	Update to be provided March 18 th , 2025 RCM
<p>Community Asset Sponsorship Package Resolved that Council directs administration to bring back more information.</p>	March 18 th , 2025, RCM
<p>Local Growth and Sustainability Grant (LGSG) Resolved that Council directs administration to proceed as directed.</p>	This grant program has been discontinued.
<p>Arena Advertising Agreement Resolved that Council directs administration to bring back more information.</p>	Complete
<p>Fire Hall Maintenance Budget Council approves the reallocation of \$2,500 from the Facility Infrastructure Reserve to Fire Hall Maintenance in the 2025 operating budget.</p>	Complete The garage door sensors were replaced and the weather-stripping work has also been completed.
<p>Alberta Municipalities Resolution: Police Funding Model Resolved 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 neighbors requesting a letter of support, plus the Minister of Finance, Nate Horner.</p>	Letter sent; Resolution in progress
<p>Public Participation Policy Resolved that Council postpones the Public Participation Policy until the March 18 regular meeting.</p>	March 18 th , 2025 RCM
<p>CUPW Input Request Letter Council resolved that the Town write a letter to the Federal Minister of Labour, Steven MacKinnon, Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos and Dane Lloyd, MP in support of maintaining Canada Post services in our community.</p>	Complete--Attached

<p>Plan 9022300 Lot 2 – FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 24 Advice from officials, and Section 27 Privileged information</p> <p>Council accepts the information presented by the Town Manager and directs the administration to prepare and bring back further estimates for detailed consideration and review at the next meeting.</p>	<p>In-Progress Waiting for estimates from contractor</p>
<p>Arena Advertising Agreement – FOIP Act Section 24 Advice from officials</p> <p>Council directs administration to draft a new agreement with CNN Spurs for arena board advertising for Council review and approval.</p>	<p>In-Progress Scheduled for March 26th, 2025 Committee of the Whole Meeting and April 01st, 2025 RCM</p>
<p>Sand and Salt Storage Facility</p> <p>Resolved that Council directs administration to proceed with the construction of the sea can structure, for the cost of up to \$25,000.00 to be funded from the Canada Community Building Fund.</p>	<p>Complete—the structure has been ordered. Permits in progress</p>
<p>Land Sale Negotiations</p> <p>Resolved that Council directs administration to proceed with negotiations with the landowners to acquire the environmental reserve (ER) and public utility lots (PULs).</p>	<p>March 18th, 2025, RCM</p>
<p>Intermunicipal Collaboration Framework Agreement – FOIP Act Section 21 Disclosure harmful to intergovernmental relations and 24 Advice from officials</p> <p>Council directs administration to provide additional information for further consideration.</p>	<p>March 18th, 2018 RCM</p>
<p>Joint Use and Planning Agreement – FOIP Act Section 21 Disclosure harmful to intergovernmental relations and 24 Advice from officials</p> <p>Council recognizes the value of accessible community spaces but maintains its stance on the inefficiencies and complexities associated with booking school facilities due to ownership, operational, and legal considerations AND FURTHER THAT Council instructs administration to negotiate the terms of the Joint Use and Planning Agreement and return with a draft agreement for Council's review.</p>	<p>School Board advised of policy decision related to facility bookings under the proposed Joint Use and Planning Agreement.</p> <p>Negotiations are in-progress relative to the proposed draft JUPA agreement.</p>

<p>Letter to Minister Ellis re: Police Funding Model Council approve the letter to Minister Ellis regarding the Police Funding Model as presented and directs Mayor Holden to sign the letter on behalf of Council.</p>	<p>Complete</p>
<p>Elected Official Education Program – Munis 101 Reallocation Council directs administration to register 5 Council members for the in-person (possible virtual) Munis 101 course on October 30th, 2025 in Fort Saskatchewan and bring back to Council further information with regards to virtual and in-person attendance.</p>	<p>Complete (Information on registration policies regarding changes to in-person versus virtual registration has been forwarded to Council).</p>
<p>Arena Elevator Repair Funding Council approves the transfer of necessary funds (approximately \$5,700.00) from the 2025 arena operating budget to the capital budget for the funding of the repairs to the arena elevator.</p>	<p>Repair completed</p>
<p>Resident Utility Bill Letter Council accepts the letter as information and direct administration to bring back further information for review.</p>	<p>In-Progress A letter advising the resident of the option for meter testing by the Public Works department and an external source has been sent to the resident.</p>
<p>Nature-Based Stormwater Project Council approved engaging Magna Engineering Services to work on a Nature-Based Stormwater Park and to continue working on grant funding opportunities, capital planning, and landowner negotiations as required for this project.</p>	<p>Meeting held with the Alberta Wetland Replacement Program (grant) on March 12th, 2025, RCM</p>
<p>Cemetery Memorial Bench Request Council approves the installation of a memorial bench, as requested, at the South side of the columbarium in the Bon Accord Cemetery with the signing of a waiver as recommended.</p>	<p>Complete The family that made this request has been advised of Council’s decision and the waiver requirement.</p>
<p>Fence Proposal: Lilian Schick School Track Area Council directed administration to have further discussions with the school regarding the fencing.</p>	<p>Administration reached out to the school board on March 12th, 2025, for further discussions.</p>



March 5, 2025

Honourable Steven MacKinnon
Honourable Jean-Yves Duclos
Mr. Dane Lloyd, MP, Sturgeon River-Parkland

Via email: Steven.MacKinnon@parl.gc.ca
Via email: jean-yves.duclos@parl.gc.ca
Via email: Dane.Lloyd@parl.gc.ca

House of Commons
Ottawa, Ontario,
Canada
K1A 0A6

RE: Support for Maintaining Canada Post Services

Dear Minister MacKinnon, Minister Duclos, and Mr. Lloyd:

At the February 18, 2025 regular council meeting, council reviewed correspondence from the Canadian Union of Postal Workers (CUPW) noting that the Minister of Labour had created an Industrial Inquiry Commission with a deadline of May 15, 2025 to submit its final report. Further, council resolved to write a letter to the Federal Minister of Labour, Federal Minister of Public Services and Procurement of Canada, and our local MP in support of maintaining Canada Post services in our community. We ask that this letter be considered in the Commission's public review.

While we recognize that there are many facets to the CUPW strike, Canada Post services directly affect residents and local businesses in our Town and region, therefore, this letter focuses on and supports maintaining these services in our community.

Bon Accord is a rural community of approximately 1500 located 20 minutes north of Edmonton that depends on Canada Post for affordable mail and delivery services within our region and across Canada. During the Canada Post strike that began in November 2024, our municipality had to consider alternatives to mailing utility bills and ensure statutory advertising requirements were met, as our local newspaper where we post these notifications was not in circulation during the strike; a loss of postal services would significantly impact our ability to provide these services within our community.

Additionally, many residents, such as seniors and vulnerable populations, rely on Canada Post for affordable and reliable services that remain vital to their livelihoods. Further, many rural residents in Sturgeon County also use the Bon Accord's Canada Post mailboxes to ensure their mail is delivered in a secure location.





We stress to the Committee the importance of maintaining reliable and affordable Canada Post services in Town that serve our residents and the surrounding community.

Sincerely,

Brian Holden
Mayor
Town of Bon Accord



Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2025
Reporting period: up to March 10, 2025

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Interim Budget	Variance	Actual	Interim Budget	Variance	Actual	Interim Budget	Variance	
General Municipal	95,837	67,122	28,715	13,760	14,435	- 675	82,077	52,687	29,390	36%
TOTAL MUNICIPAL	\$ 95,837.27	\$ 67,122.33	\$ 28,714.94	\$ 13,760.28	\$ 14,435.00	-\$ 674.72	\$ 82,077	\$ 52,687	\$ 29,390	56%
Election	-	-	-	-	-	-	-	-	-	#DIV/0!
Council	-	-	-	18,592	18,343	248	(18,592)	(18,343)	(248)	1%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 18,592	\$ 18,343	\$ 248	-\$ 18,592	-\$ 18,343	-\$ 248	1%
Administration	4,979	2,898	2,081	81,424	88,077	- 6,653	(76,445)	(85,179)	8,734	-11%
EV Chargers	25	125	- 100	3	300	- 297	21	(175)	196	926%
TOTAL ADMINISTRATION	\$ 4,979	\$ 2,898	\$ 2,081	\$ 81,424	\$ 88,077	-\$ 6,653	-\$ 76,445	-\$ 85,179	\$ 8,734	10%
Fire Services	10,923	10,353	570	34,360	33,114	1,246	(23,437)	(22,761)	(676)	3%
Emergency Services	-	-	-	4,347	3,126	1,221	(4,347)	(3,126)	(1,221)	28%
Bylaw	1,691	508	1,183	11,318	11,264	54	(9,627)	(10,756)	1,129	-12%
TOTAL PROTECTIVE SERVICES	\$ 12,614	\$ 10,861	\$ 1,752	\$ 50,024	\$ 47,504	\$ 2,520	-\$ 37,411	-\$ 36,643	-\$ 768	2%
Municipal Planning	2,258	2,417	- 159	3,533	20,681	- 17,149	(1,275)	(18,265)	16,990	-1333%
Economic Development	-	-	-	17,836	18,871	- 1,035	(17,836)	(18,871)	1,035	-6%
Safe Communities	-	-	-	-	-	-	-	-	-	#DIV/0!
TOTAL PLANNING & DEVELOPMEN	\$ 2,258	\$ 2,417	-\$ 159	\$ 21,368	\$ 39,552	-\$ 18,183	-\$ 19,111	-\$ 37,135	\$ 18,025	49%
Public Works - Roads	56	-	56	41,347	75,065	- 33,718	(41,291)	(75,065)	33,774	-82%
Storm Sewer & Drain	-	-	-	4,033	4,031	3	(4,033)	(4,031)	(3)	0%
Water	79,778	92,448	- 12,670	43,263	73,563	-30,300	36,514	18,885	17,630	48%
Sewer	57,794	63,395	- 5,601	58,918	65,698	-6,781	(1,124)	(2,303)	1,179	-105%
Garbage	18,474	19,006	- 532	14,292	23,023	-8,731	4,182	(4,017)	8,199	196%
Cemetery	6,900	-	6,900	2,839	2,172	666	4,061	(2,172)	6,234	153%
TOTAL PUBLIC WORKS	\$ 163,002	\$ 174,849	-\$ 11,847	\$ 164,692	\$ 243,552	-\$ 78,861	-\$ 1,690	-\$ 68,704	\$ 67,013	98%
FCSS	11,098	12,209	- 1,111	10,858	18,839	- 7,981	240	(6,630)	6,870	2858%
TOTAL FCSS	\$ 11,098	\$ 12,209	-\$ 1,111	\$ 10,858	\$ 18,839	-\$ 7,981	\$ 240	-\$ 6,630	\$ 6,870	104%
Parks	57,339	56,975	364	14,942	20,600	- 5,658	42,397	36,375	6,023	14%
Arena	172,407	144,672	27,735	37,585	61,004	- 23,419	134,822	83,668	51,154	38%
Recreation	190,407	192,653	- 2,246	13,922	18,252	- 4,331	176,485	174,400	2,085	1%
TOTAL REC & COMMUNITY SERVICE	\$ 420,154	\$ 394,300	\$ 25,854	\$ 66,449	\$ 99,857	-\$ 33,408	\$ 353,705	\$ 294,443	\$ 59,262	20%
Library	-	-	-	33,535	34,372	- 837	(33,535)	(34,372)	837	-2%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 33,535	\$ 34,372	-\$ 837	-\$ 33,535	-\$ 34,372	\$ 837	2%
Total Excl. General Municipal	\$ 614,104	\$ 597,534	\$ 16,570	\$ 446,941	\$ 590,096	-\$ 143,155	\$ 167,163	\$ 7,438	\$ 159,725	96%
Total Incl. General Municipal	\$ 709,941	\$ 664,656	\$ 45,285	\$ 460,702	\$ 604,531	-\$ 143,829	\$ 249,240	\$ 60,126	\$ 189,114	

Variance Report Notes

Reporting Period: up to March 10, 2025

Municipal:

Return on investments is \$17,000 higher than budgeted.

Protective Services:

Fire hall expenses will be offset by the reallocation of \$2,500 from the facility infrastructure reserve per resolution #25-064.

Water & Sewer:

Water sales were under budget by \$4,860.

Bulk water sales were under budget by \$8,228.

Penalties were over budget by \$408.

Sewer sales were under budget by \$5,636.

Expenses are currently under budget for water, wastewater, and garbage services.

Economic Development & Planning:

Municipal planning - contracted services, invoices for planning services need to be entered.

FCSS & Community Services:

The first quarter grant funding for FCSS has been received; \$11,098.

Cemetery:

Plot sales are over budget by \$6,250 and open/close revenue is over budget by \$650.

Recreation, Parks & Arena

The Sturgeon Recreation Funding Grant has been received, a total of \$337,758.

Budgeted to receive \$339,758.

Library:

The first half of the library grant payment from the Town has been paid.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 18, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Utility Bill – Water Consumption Dispute
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

At the March 4, 2025, regular meeting of Council, Council reviewed a letter from a resident regarding their utility billing and water consumption. The resolution passed was that administration bring back further information at the next meeting.

In early February, the resident contacted the Town regarding concerns over their December utility bill, which reflected double their typical water consumption. Town staff provided standard recommendations, including checking for leaks using dye tabs and explaining how water usage can fluctuate due to various factors. However, the resident remained firm in their belief that their water consumption could not have increased to that extent.

A meeting was scheduled with Town staff to review the concern. During this meeting, staff explained that water meters do not function intermittently; if a meter malfunctioned, it would consistently produce incorrect readings rather than only affecting a single billing period. Additionally, water meters typically slow down with age rather than speed up. A review of subsequent utility bills showed that water consumption returned to normal levels after December.

It was noted that in December, the household had a toilet replaced, temporarily leaving the residence with only one functioning toilet. Toilets are a common source of leaks and intermittent issues—such as a flapper getting stuck open or a chain becoming caught—resulting in unexpected water consumption. These issues may resolve themselves or persist until they are manually addressed.

Despite staff's explanation that the water meter is functioning correctly and the potential for increased water use due to the appliance replacement, the resident maintains that the December consumption reading is inaccurate and has requested that the charges be waived.

As part of Town administrative procedure, when there are questions regarding utility billing and water meter functionality, administration offers to have public works staff inspect the water meter against a checklist to ensure it is working properly. Secondly,

the resident is also offered the option of sending the meter to an external company for additional testing as per Section 5.15 of the Utilities Bylaw 2024-12.

- 5.15 If an Owner doubts the accuracy of the meter installed, the Owner may provide the Town with a written notice and request for Meter testing. The Town will have the Meter tested by an approved external agency. The Owner will be notified of the test results and receive a copy.
- 5.15.1 If the test shows the meter is recording between 98.5% and 101.5% of true consumption, the Owner will be liable for the full costs of the test and any Town related costs, including but not limited to Service Call charges. The costs will be charged to the Owner's Account.
- 5.15.2 If the test shows the meter is not recording between 98.5% and 101.5% of true consumption, the meter will be repaired or replaced, and all expense will be borne by the Town. The rates for the previous two (2) meter readings periods will be adjusted by the same percentage as the meter found to be in error. No rate will be reduced below a minimum rate normally charged if one has been established.

These options were offered; however, due to personal circumstances for the resident, both options were declined.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The resident is requesting a billing adjustment for their December water consumption, citing concerns over accuracy. Town staff is confident that the water meter is functioning correctly, and potential explanations for increased water usage have been provided. The resident declined to proceed with meter testing as noted above.

Options

- a.) **Deny the request** – Maintain the integrity of the billing system by upholding the charges, as there is no indication of a meter malfunction or billing error.
- b.) **Provide a partial adjustment** – Offer a one-time goodwill adjustment while reinforcing that the Town's bylaw states to bill based on recorded consumption.
- c.) **Waive the full amount of the disputed charges** – Approve the resident's request in full, setting a potential precedent for future billing disputes.

Benefits

- **Upholding the charges (Option A)** ensures fairness and consistency in billing practices, preventing future challenges based on perceived discrepancies.
- **Providing a partial adjustment (Options B or C)** may be viewed as a gesture of goodwill, given that there is a dispute of the meter reading and personal circumstances deterring testing the meter at this time.

Disadvantages

- **Waiving the contested amount** may set a precedent for other residents to request billing reductions without evidence of an error.
- **If a partial adjustment is granted** without a clear policy basis, it could create inconsistencies in how similar cases are handled in the future.

STRATEGIC ALIGNMENT

Value Statement: Transparency

- Open and accountable to our residents and encourage open communication.

Value Statement: Service Excellence

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

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

Source of funding: Operating Budget

The average water consumption for this household in the last year was 16.3m³ per month. The consumption in December reflected 31m³.

A refund of the entire consumption above the household's yearly average would amount to 14.7m³, which equates to \$101.14

A partial refund, meeting in the middle of the discrepancy, would amount to 7.35m³, which equates to \$50.57.

RECOMMENDED ACTIONS

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

or

THAT Council approve a one-time, partial adjustment to the resident's December utility charges of \$50.57 as a goodwill gesture, and that future adjustments will only be considered in cases of verified meter malfunction or billing error.

or

THAT Council approve waiving the portion of the resident's December utility charges that exceeds their average water consumption, in the amount of \$101.14.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	March 18, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Education Property Tax Information
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

At the October 15, 2024, regular meeting of Council, Council passed resolution 24-425 that Council direct administration to have Municipal Affairs attend a Council meeting to clarify the Alberta School Foundation Fund and the fees regarding the Greater St. Albert Roman Catholic Separate School District No. 734. Council also passed resolution 24-426 to direct administration to advertise widely on social media and signage to the public that we are having Municipal Affairs come in to talk about the school taxes.

These resolutions arose due to information shared by administration regarding an under-levy on the 2024 education tax requisitions in the amount of \$9,812.63 due to the Greater St. Albert Roman Catholic Separate School District No. 734 opted-out payments not being added to the total requisition amount in an administration miscommunication error.

Council therefore requested that Municipal Affairs clarify further information about fees regarding the opted-out school district.

The explanation below references the following Terminology and Acronyms:

In Alberta, an opted-out school board is a separate school board that has opted out of the Alberta School Foundation Fund (ASFF) program. These boards collect education property tax money directly from municipalities and any difference between what they collect and what they are entitled to receive is adjusted to ensure no financial gain from opting out of the ASFF.

The Alberta School Foundation fund is used to pool education property tax dollars collected by municipalities, which are then allocated among school boards throughout the province to ensure quality education for students regardless of their location.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Since October, administration has been in communication with both Municipal Affairs and Alberta Education multiple times in attempts to fulfill the request of Council per the above resolutions.

Multiple phone calls and emails have passed back and forth to communicate and clarify Council's request and questions between October 2024 and March 2025. Municipal Affairs and Alberta Education have expressed a willingness to attend a Council meeting only if absolutely necessary; however, this has been difficult due to their scheduling and the Alberta budget taking time for both these organizations.

On March 5th, Municipal Affairs provided information that clarifies the Alberta School Foundation Fund (ASFF) and the opted-out separate school fund, which may make their attendance at a Council meeting unnecessary.

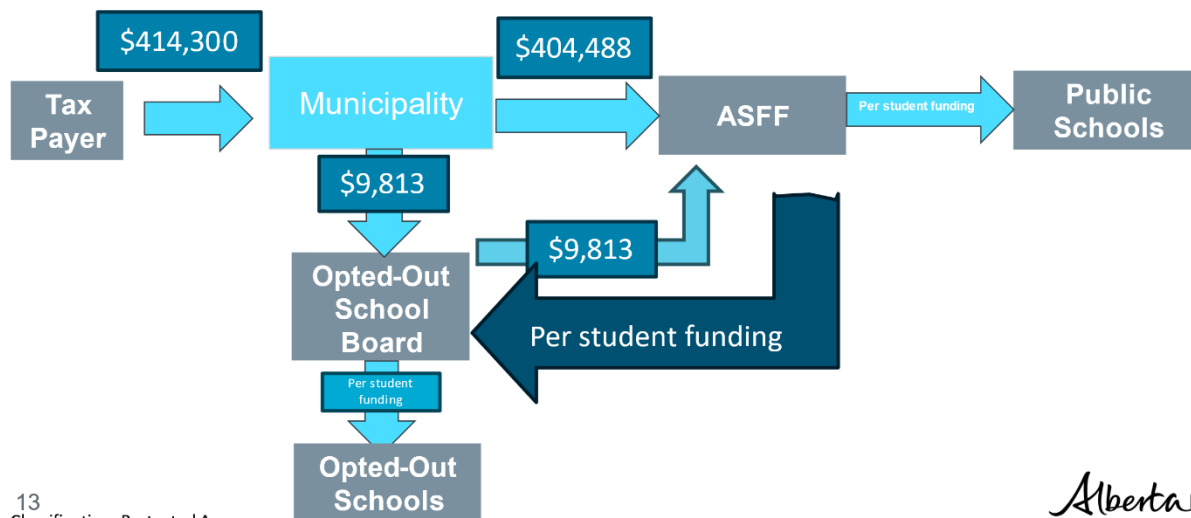
The following information has been provided:

There is no advantage or disadvantage to having an opted-out school district. All students in Alberta are funded on an equal basis that comes from the ASFF (Alberta School Foundation Fund).

The following slides illustrate the collection and disbursement of education property tax.

The first slide represents Bon Accord with the opted-out board of the Greater St. Albert Roman Catholic Separate School District No. 734.

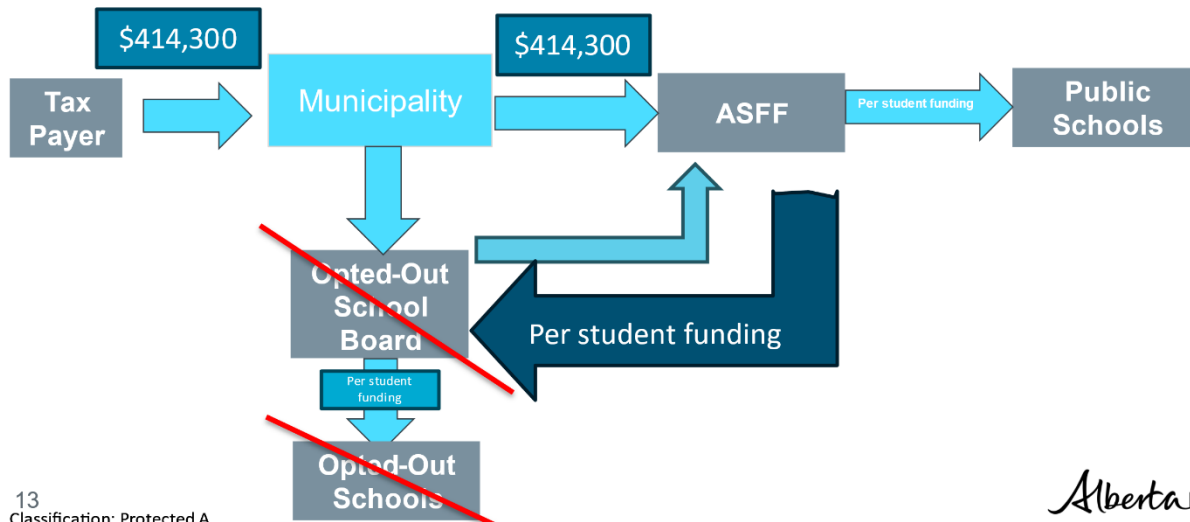
Disbursement of Funding



Our total requisition amount collected from taxpayers in 2024 was \$414,300. \$404,488 was directed toward public schools, and \$9,813 was paid to the opted-out school board (Greater St. Albert Roman Catholic Separate School District No. 734.)

The second slide represents what the collection and disbursement would look like if Bon Accord **did not** have an opted-out board.

Disbursement of Funding (no opted-out)



The total requisition amount collected from taxpayers is still \$414,300, which is directed toward the public school board.

In both examples, Bon Accord still collects the same education property tax, since this is based on the municipality's equalized assessment and is not influenced by property owners' school support declarations. In both examples, the ASFF ends up with the same amount of education property tax. From the ASFF, funding is provided on an equal per-student basis, which is determined by Alberta Education.

Per legislation, the Town must send out the education declaration form to allow property taxpayers to declare whether they want their education taxes to go toward public or separate schools. Because Bon Accord does not have a Catholic School directly in Town, the funds are directed to the nearest separate school board.

Given this information, the legislation, and the amount of administration time already dedicated to this matter, Council could consider rescinding resolutions 24-425 and 24-426.

Should Council still be concerned that residents be educated about education property tax, there is a Government of Alberta website that administration can post a link to on our website and social media, and further in our property tax notice newsletter that is distributed with tax notices.

<https://www.alberta.ca/education-property-tax>

STRATEGIC ALIGNMENT

Values Statement of Stewardship – Administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT...Council rescinds resolutions #24-425 and #24-426.

Or

THAT... Council rescinds resolutions #24-425 and #24-426 and FURTHER directs administration to post the Government of Alberta education property tax information link on our website, social media, and in our tax notice newsletter.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	March 18, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Councillor May Motion: Skate Park Funding
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Councillor May brought forward a Notice of Motion at the March 4, Regular Meeting of Council regarding Skate Park Funding.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor May's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Re two notice of motions
Date: February 24, 2025 3:36:42 PM

-----Original Message-----

From: Tanya May <tmay@bonaccord.ca>
Sent: February 24, 2025 9:27 AM
To: cao <cao@bonaccord.ca>; Brian Holden <bholden@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>; Lacey Laing <lailing@bonaccord.ca>; Timothy Larson <tlarson@bonaccord.ca>
Subject: Re two notice of motions

Good morning everyone. I would like to add two notice of motions for the next council meeting.

Notice of motion 1:

I would like to put forward a notice of motion requesting administrative staff to look into more funding for the skate park and recreational parks in our community. Possibly contacting NWR and other community leaders for donations to better the parks for our community.

Notice of motion 2:

I would like to put forward a notice of motion asking council to reinstate the question and answer period of our agenda to allow our resident to have a voice and feel the we are listening to them. Some residents don't have time to file delegations. If people come to our meetings and have questions they have a right to ask them. Lots of different communities around us still have this portion on their agenda and I am asking once again to bring it back to our residents.

Thank you!
Tanya May
Sent from my iPhone

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	March 18, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Councillor May Motion: Public Question and Answer Period
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Councillor May brought forward a Notice of Motion at the March 4, Regular Meeting of Council regarding a Public Question and Answer Period.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor May's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
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Sent from my iPhone

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 18, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Proposed Park Naming Survey
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

The Parks and Trails Committee recommends that the Council consider the enclosed survey to gather public input on renaming Springbrook and Roseglen Park.

As outlined in the Town's Public Participation Policy, the Town Manager is required to develop Public Participation Plans for Council approval, either in accordance with this policy or as directed by Council.

The enclosed survey was reviewed by the Parks and Trails Committee during their meeting on March 10th, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Proposed Park Naming Survey

The proposed survey gives residents the option to either keep the current name of each park, select an alternative name that aligns with the Town's Dark Sky designation, or provide their own suggestion.

A naming option for Springbrook Park was also included in the survey as "Heritage Park". This would create a thematic connection with the nearby Heritage Rose Garden and potentially tie in a historical aspect related to the railway in Bon Accord.

A train-themed play area for this park is under consideration by the Parks and Trails Committee. A sign with historical facts or stories about the local railway could be added to align with the heritage theme.

The survey is also open to all ages and includes a section on demographics of the survey participants.

The survey also includes a question regarding participant satisfaction with the proposed names. Council may consider if the results of this question would provide value when making decisions based on the survey results.

Proposed Public Participation Plan

- I. Survey Timeline: April 01st – April 30th, 2025 (one month)
- II. Survey Results Reporting: May 06th, 2025 Regular Council Meeting followed by public release of the results on the Town's website and social media.
- III. Communication and Circulation Plan:
 - Town website, newsletter and social media
 - Local school newsletters
 - Town signs
 - Hard copies provided to the Bon Accord Library and Jewel Box
 - Hard copies available at the Town office

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

Priority #2: Community

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council approves the Park Naming Survey and Public Participation Plan as presented.

OR

THAT Council directs administration to amend the Park Naming Survey by incorporating the following changes: [list amendments].

OR

THAT Council directs administration to amend the Public Participation Plan by incorporating the following changes: [list amendments].

"Share Your Thoughts: Renaming Springbrook Park and Roseglen Park"

The Town is considering renaming **Springbrook Park** and **Roseglen Park**.

Below are the addresses for each park:

- **Springbrook Park ("Purple Park"):** [Insert address here]
- **Roseglen Park ("Green Park"):** [Insert address here]

We are seeking input from residents on the potential new names for these parks. The proposed new names were selected to align with the Town's Dark Sky Designation.

Please consider the following:

1. Would you like each park to retain its current name? If so, please select the option with the current park name.
2. Do you like any of the proposed names? If so, select your preferred option.
3. Do you have another suggestion? If so, select "Other" and add your suggestion on the line provided.

Your feedback on the proposed names for Springbrook Park and Roseglen Park is important to us. The results of this survey will be shared publicly and presented to Town Council for review and consideration.

1. Springbrook Park Naming Options

Please choose your preferred name for the park located at [Insert location details here].

- Keep as Springbrook Park
- Galaxy Park
- Sky Park
- Twinkle Park
- Starfall Park
- Heritage Park
- Other (please specify): _____

2. Roseglen Park Naming Options

Please choose your preferred name for the park located at [Insert location details here].

- Keep as Roseglen Park
- Galaxy Park
- Sky Park
- Twinkle Park
- Starfall Park
- Other (please specify): _____

3. Overall Satisfaction

- How satisfied are you with the proposed names for both parks?
 - Very satisfied
 - Somewhat satisfied
 - Neutral
 - Somewhat dissatisfied
 - Very dissatisfied
-

4. Open Feedback

Please provide any additional comments or suggestions regarding the naming of these parks or any other thoughts about the parks in general.

5. Demographic Information (*Optional*)

Please help us understand the community better by answering the following questions.

Age Range:

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65 and older

What community do you live in?

- Bon Accord
- Sturgeon County
- Gibbons
- Other: _____

Do you live near Springbrook Park or Roseglen Park?

- Yes
- No

Thank you for participating! Your feedback is important to us.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 18, 2025
Presented by:	Terry Doerkson, Infrastructure Manager
Title:	Fire Hall – Sewer Inspection
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

There have been concerns about a strong sewer smell occurring in the fire hall. The odor happens randomly without anything apparently initiating the smell. Over the past few months, administration and Sturgeon County Fire staff have brought in certified plumbers to investigate the issue with no results. Consultation with the Town’s engineers resulted in a recommendation to “camera” the buildings sewer lines, looking for a possible source of the smell.

An estimate to have the work completed was received in the amount of \$2212.88. To have the Town’s engineer here for the inspection and to prepare the record drawings would be another roughly \$3000.00 for an approximate total of \$5212.88.

There have been previous repairs this year in the firehall dealing with overhead and man door issues, thus already using much of the set aside budget for repairs to the fire hall building. To continue to work towards finding the source of the smell, extra funding will be required.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The smell has been off and on for several years. The area of the building of concern is the oldest part of the structure. Underground infrastructure can shift, break, and decay over the years. Potentially the smell source might come from a break, crack, or plugged area of the sewer lines. Video footage will confirm the condition of the lines. The inspection will also provide an indication as to how the buildings sewer lines are laid out, as presently there are no drawings available of the building’s sewer lines.

However, there is still the chance that doing this inspection does not locate the smell source.

The estimate received is not a quote. The actual costs may vary depending on a few factors, but it should give a rough idea of costs.

Presently, after the door repairs were done, there is only \$1300.00 available in the fire hall maintenance budget including the additional funding recently reallocated by Council to fire hall maintenance. To ensure that there are enough funds to cover any extra costs to complete the inspection, it is recommended to transfer \$6000.00 into the maintenance budget from either the Facility Reserve or surplus Local Government Fiscal Framework Funding (if any). This would leave the \$1300 in the budget for anything arising later in the year.

Note: There are potentially other fire hall issues coming forth in the coming months. Roof inspections and repairs, electrical and lighting upgrades/changes, and renovations are required to mitigate several concerns brought forth by the Fire Department.

As these repair or maintenance projects are confirmed with estimated costs, administration will bring forward the options to Council for approval.

STRATEGIC ALIGNMENT

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.

Value Statement: Stewardship

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

Priority # 3: Infrastructure

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

Priority #5: Collaboration

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

COSTS/SOURCES OF FUNDING

\$6000.00 transfer from surplus LGFF or Facility reserve.

Current reserve balances are enclosed.

RECOMMENDED ACTION (by originator)

THAT Council approves the transfer of \$6000.00 from 2024 LGFF surplus to the fire hall maintenance budget for the building sewer line inspection.

OR

THAT Council approves the transfer of \$6000.00 from the Facility Reserves to the fire hall maintenance budget for the building sewer line inspection.

OR

THAT Council holds off on the project to allow the required funds to be worked into the 2026 budget.

OR

Council directs administration to...

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	March 18, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Public Participation Policy
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

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

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

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 “*Meet Your Council*” 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 “*Meet Your Council*” 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)

RECOMMENDED ACTION (by originator)

THAT Council approves the Public Participation Policy as presented.

OR

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

OR

THAT Council directs administration to...

PUBLIC PARTICIPATION POLICY

SECTION: Administration / Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: July 3, 2018

LAST REVIEWED BY COUNCIL: March 15, 2022

POLICY STATEMENT

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

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

PURPOSE

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

SCOPE

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

DEFINITIONS

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

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

“Municipality” means the Town of Bon Accord.

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

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

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

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

workshops.

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

COUNCIL RESPONSIBILITIES

Council shall:

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

ADMINISTRATION RESPONSIBILITIES

The Town Manager shall:

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

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

PUBLIC PARTICIPATION OPPORTUNITIES

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

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

~~COUNCIL COMMUNITY CONNECTIONS~~ MEET YOUR COUNCIL 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~~ Meet Your Council events will be held annually during the fall Bon Accord Connects event.
2. Council may hold additional ~~Council Community Connections~~ Meet Your Council events during the calendar year as needed and as directed by Council. ~~4 times per calendar year.~~
3. The ~~Council Community Connections~~ Meet Your Council events will be held in person where possible unless extenuating circumstances require the event to be

held virtually.

POLICY EXPECTATIONS

1. Legislative and Policy Implications

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

2. Public Participation Standards

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

3. Public Participation Plans

- a. When so directed by this policy or Council, the Town Manager shall develop a Public Participation Plan for approval by Council which shall consider the following:

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

4. Reporting and Evaluation

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

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 18, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Council Remuneration Policy
Agenda Item No.	8.2

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.

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.

RECOMMENDED ACTION (by originator)

THAT Council approve the Council Remuneration Policy as presented.

OR

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

OR

THAT Council directs administration to....

COUNCIL REMUNERATION

SECTION: Council

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE: December 6, 2005

LAST REVIEWED BY COUNCIL: January 21, 2025

PURPOSE AND INTENT

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

POLICY STATEMENT

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

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

Honorarium fees paid to Council shall be as follows:

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

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

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

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

Schedule “A”

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

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

COUNCIL REMUNERATION

SECTION: Council

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE:

LAST REVIEWED BY COUNCIL:

POLICY STATEMENT

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

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

PURPOSE AND INTENT

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

DEFINITIONS:

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

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

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

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

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

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

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

Commented [JS2]: This section not previously included

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

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

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

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

I. REMUNERATION RATES AND POLICY STATEMENTS:

A. Honorariums

1. Honorariums for Council are established as follows:

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

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

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

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

Commented [JS4]: Sections 3-5 revised wording

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

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

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

B. Per Diems:

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.



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

Reimbursable Expenses (attach receipts)

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

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

Meals - Reimbursable without Receipt

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

Mileage (per attached Detailed Travel Record)

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

APPROVED BY
SIGNATURE: _____
 Mayor/Deputy Mayor

SIGNATURE: _____
 Town Manager/CAO

TOWN OF BON ACCORD

Mayor Report – for period February 11 – March 11, 2025

February 12, 2025	Attended CPTED for Business presentation. There was not a huge turnout, however, it was an informative presentation.
February 13, 2025	Attended Brownlee's Emerging Trends presentation. Always a good presentation with a lot of new information for both Council and Administration.
February 13, 2025	Attended Monthly Roseridge Meeting. Dan Deck, Mayor of Gibbons stepped down as Chair and I was appointed for that position.
February 14, 2025	Attended Agenda Committee Meeting
February 18, 2025	Chaired Regular Meeting of Council
February 19, 2025	Attended Coffee With a Cop. This was a great event with a good turnout. Seargent Mike Febbraro did a great job building relationships with our residents.
February 24, 2025	Attended CRNWSC Meeting. A lot of information at this meeting, however, it was mostly in closed session.
February 26, 2025	Attended Committee of the Whole Meeting. We discussed possible letter to Minister Ellis regarding our feelings regarding the Police Funding Model as well as some bylaws and policies.
February 27, 2025	Attended Agenda Committee Meeting
March 4, 2025	Chaired Regular Meeting of Council Meeting
March 5, 2025	Attended Alberta Munis President's Summit. So much information. Mainly about civility with Council and Administration.
March 6 – 7, 2025	Attended Alberta Munis Spring Caucus. This year was great. A lot of good, relevant information. This years Spring Caucus had the best attendance ever.

Brian Holden
Mayor, Bon Accord

TOWN OF BON ACCORD
Councillor Report – for Feb 12 to Mar 12, 2025

- Feb 12, 2025 Attended the Crime Prevention Through Environmental Design information session. This was geared to businesses but applicable to residential property as well. Some interesting discussions held and an opportunity to ask questions.
- Feb 13, 2025 Attended Emerging Trends seminar hosted by Brownlee LLP. There were some very good topics this year. In particular I enjoyed the parts on Bill 20 (FOIP Act).
- Feb 18, 2025 Attended the Regular Meeting of Council.
- Feb 19, 2025 Attended Coffee with a Cop. Seems as though there are no pressing concerns presently. Some residents expressing concerns again with speeding in town.
- Feb 26, 2025 Attended the Committee of the Whole meeting.
- Feb 27, 2025 Attended the Homeland Housing Board meeting followed by the Governance Committee meeting.
- March 4, 2025 Attended the Regular Meeting of Council.
- Note: Any additional information for report

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period February 13-March 12, 2025

February 18	Attended Regular Council Meeting
February 26	Chaired the Committee of the Whole Meeting with council.
February 28	Attended the Edmonton Salutes Committee Meeting
March 10	Attended Parks and Trails Committee Meeting- I think this meeting went really well. We had 4 town residents who participated in the meeting. We appointed a Vice Chair for the committee and we had some really meaningful conversations on trails and playground equipment.

Note:

Councillor
Lacey Laing
Town of Bon Accord

TOWN OF BON ACCORD
February 12 - March 12, 2025

February 13	Attended Emerging Trends virtually.
February 13	Attended final meetings of Sturgeon Victim Services. Board is officially shut down now.
February 18	Attended Regular Meeting of Council.
February 26	Attended Committee of the Whole meeting.
February 28	Attended Northern Lights Library Board meeting.
March 4	Attended Regular Meeting of Council.
March 10	Attended Parks and Trails Committee Meeting.

Note:

Tanya May
Councillor
Town of Bon Accord

FRIDAY, APRIL 4, 2025



DAVE MCRAE

Mayor of Redwater

JOIN MAYOR DAVE MCRAE FOR A
COMMUNITY UPDATE HIGHLIGHTING
KEY PAST, PRESENT, AND FUTURE AREAS
OF INTEREST.



Register By
March 28th, 2025

SCAN TO REGISTER



MAYOR'S BREAKFAST

Menu
Buffet style

- Waffles
- Scrambled eggs
- Bacon
- Sausage
- Hash browns
- Fruit
- Yogurt
- Croissants/toast
- Coffee
- Juice

Playgrounds For A Brighter Future Society
P.O. Box 553
Bon Accord, AB
T0A 0K0

March 4, 2025

To Mayor Holden and Town council

I hope this letter finds you well. We are writing to you on behalf of Playgrounds for a Brighter Future Society, a community organization dedicated to enhancing the quality of life for residents of Bon Accord. Our mission is to provide safe, enjoyable, and accessible recreational opportunities for families and children in our community.

The non profit society was originally created to help fund a playground in Bon Accord, specifically Bon Acres crescent. The playground ideas have had to shift and adapt over time and that brings us to our current idea. The non profit executive committee has a current idea to suggest that the town of Bon Accord could use a zip line. It is a less common playground feature and could be beneficial for our small town to have one. We have done some investigating on costs related to purchasing and installing a zipline.

We have visited St. Paul and Smokey Lake and children form lineups on both ends of the equipment. It is my childrens absolute favourite thing to do when they go to St. Paul. The town of St. Paul has used Park and Play to supply the playground equipment.

We would love to see one in Bon Accord and would be committed to donating \$6300 towards the purchase and installation of a zip line.

We feel that it would be a highlight to our community and outlying region for students and children of the community of all ages. Encouraging children of all ages to spend time outside and away from devices and social media.

It would be a highly utilized piece of playground equipment. During our travels in playgrounds of Alberta, the lineups never ended. Children love using it. It brings so much joy to their faces and helps with crucial muscle development.

We are reaching out to request your support of accepting our donation of \$6300 towards the purchase of the zip line materials and supplies, to help bring this initiative to life. Our goal is to create a vibrant, safe, and inclusive playground where children of all ages and abilities can play, learn, and grow together.

The total estimated cost of the project is \$30,000-50,000. This includes expenses for equipment, safety features, installation, and landscaping. We have secured partial funding through community fundraising, but we are seeking additional support from the Town Council to meet our goal and ensure the success of this important project.

We would be incredibly grateful for any consideration the town may take on this project to bring this project to fruition. If this idea is not accepted, the society would consider further conversations regarding the donation to other projects but would prefer to be actively engaged in the conversation. Your support would not only benefit the children who will directly use the playground but also contribute to the overall well-being of our community by providing a safe, welcoming space for families to come together.

Thank you for considering our request. We look forward to the possibility of working together to create a wonderful community resource for the children and families of Bon Accord. Should you have any questions or need additional information, please do not hesitate to contact me at [S. 17](tel:507-251-1717)

Sincerely,
Ammon Laing
Finance Executive
Playgrounds for a Brighter Future Society

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: You're Invited: Sturgeon Public Schools Business & Community Engagement Event
Date: March 14, 2025 1:16:23 PM
Attachments: [image001.png](#)
[image002.png](#)
[Letter of Invitation Business and Community Partners Engagement.pdf](#)

From: Nisha Patel <Nisha.Patel@sturgeon.ab.ca>
Sent: March 14, 2025 12:40 PM
To: cao <cao@bonaccord.ca>
Cc: Jonathan Konrad <Jonathan.Konrad@sturgeon.ab.ca>
Subject: You're Invited: Sturgeon Public Schools Business & Community Engagement Event

Email sent on behalf of Jonathan Konrad, Deputy Superintendent, Education Services

Dear Ms. Jodi Brown

I hope this message finds you well.

I want to take a moment to express my appreciation for the connection between the Town of Bon Accord and Sturgeon Public Schools. Whether through past collaborations or ongoing conversations, we truly value the role you play in supporting students and shaping opportunities for young people in our community.

As we look ahead, we are hosting a Business and Community Engagement Event on Tuesday, April 15, 2025, from 6:30 pm. to 8:00 p.m. at the Morinville Community Cultural Centre. I would be honored if you would join us for this important conversation.

Our goal is to move beyond asking, "What kind of graduates do you want to see?" and instead focus on how we can work together now — to give students hands-on experiences in trades, agriculture, aviation, and other emerging fields, so they are better prepared for life after high school.

This evening will also be an opportunity to connect with other community partners, enjoy light refreshments, and share ideas about how we can strengthen and grow these partnerships.

I've attached a formal invitation with full details, including RSVP information. Please let me know if you're able to attend — I would love to see you there.

Thank you again for your incredible support of our students, and I hope to connect with you on April 15.

Take care,

Jonathan

[Jonathan Konrad](#)

Deputy Superintendent, Education Services

Nisha Patel

Executive Assistant

Deputy Superintendent, Education Services

Frank Robinson Education Centre

9820 – 104 Street, Morinville, AB T8R 1L8

P: [780-939-4341](tel:780-939-4341) ext. 1222

E: nisha.patel@sturgeon.ab.ca

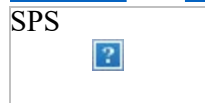
W: sturgeon.ab.ca



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SPS





March 12, 2025

Dear Partner of Sturgeon Public Schools,

We value the important role you play in supporting Sturgeon Public Schools (SPS) and warmly invite you to our SPS Business and Community Engagement event. As K-12 education continues to evolve, we are seeking your input on how to ensure students have access to rich and diverse learning opportunities — including work experience, apprenticeships, job placements, fieldwork, and practicums.

These experiences help students build essential skills such as a strong work ethic, career readiness, workplace knowledge, professional connections, and financial literacy. We want to provide our students with *“trade-specific skills at an early stage and give them a head start on certification and career entry, explore career options before committing to a particular career path, experience a seamless transition from school to work, enhance their employability, increase their financial independence, and strengthen personal growth and self-confidence.”* (Ministerial Order (#005/2024))

This gathering will offer an opportunity to connect over light refreshments and networking, as well as to share your feedback and insights on how we can strengthen partnerships, better prepare students for success and explore future opportunities to work together.

When: Tuesday, April 15, 2025
Time: 6:30 pm to 8:00 pm
Where: [Morinville Community Cultural Centre \(Hall B\)](#)
[9502 - 100 Avenue, Morinville, AB](#)

We look forward to hearing your thoughts on how local businesses and community organizations can collaborate with SPS to support students. The evening will include guided conversations and opportunities to share ideas on what we are doing well, what we might be missing and how we can grow together.

We ask that you kindly RSVP on or before Friday, April 11, 2025 to [Nisha Patel, Executive Assistant, Education Services](#).

Sincerely,



Mr. Jonathan Konrad
Deputy Superintendent, Education Services





Sturgeon Regional Partnership
Town of Bon Accord
c/o Jodi Brown, Chief Administrative Officer
PO Box 779
Bon Accord, AB
TOA OKO

February 28, 2025

RE: Town of Legal Council Committee Appointments

Dear Jodi,

We would like to advise you of a member change from the Town of Legal for the Sturgeon Regional Partnership (SRP) Committee.

As the SRP Terms of Reference state that the Committee shall consist of the Mayor or Deputy Mayor, Deputy Mayor Andrew Beaton has now been appointed as the alternate for the SRP Committee effective February 3, 2025.

Deputy Mayor Beaton can be reached at abeaton@legal.ca.

Should you have any questions, please contact the Town of Legal at 780-961-3773.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Proulx".

Robert Proulx
Chief Administrative Officer
Town of Legal

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

From: Lacey Laing <lailing@bonaccord.ca>

Sent: March 11, 2025 12:11 PM

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

Subject: Re: Recent cuts provincial gov

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

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

Thank you so much
Councillor Lacey Laing
March 12, 2025

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Notice of Motion

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

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

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

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

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