

Town of Bon Accord
AGENDA
Regular Council Meeting
February 7, 2023, 7:00 p.m. in Council Chambers
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
 - 3.1. Pink Shirt Day (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1. Regular Meeting of Council; January 17, 2023 (enclosure)
 - 4.2. Council Briefing Meeting; January 25, 2023 (enclosure)
- 5. DELEGATION**
- 6. UNFINISHED BUSINESS**
 - 6.1. Resident Request – Utility Bill (enclosure)
 - 6.2. Green and Inclusive Community Building Program (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Ball and Soccer Field Rental Rates (enclosure)
 - 7.2. Appointment of CRASC ARB Members (enclosure)
 - 7.3. Canadian Park and Recreation Association (CPRA) Youth Employment Experience Grant Funding (enclosure)
 - 7.4. Council Briefing: February 2023 (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**

BYLAWS

 - 8.1. Bylaw 2023-03 – Repeal of Bylaw 85 (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1. Elected Officials Asset Management Workshop (enclosure)
 - 9.2. 2023 ACCPA Conference (enclosure)
 - 9.3. 2023 Spring Municipal Leaders' Caucus (enclosure)
 - 9.4. EOEP Training Course (enclosure)
 - 9.5. 2023 FCM Conference (enclosure)
- 10. CORRESPONDENCE**

GENERAL

 - 10.1. Minister Copping – Response To Morinville X-Ray Machine Letter (enclosure)
- 11. NOTICE OF MOTION**
 - 11.1. Grant Writer (enclosure)

Town of Bon Accord
AGENDA
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12. CLOSED SESSION

- 12.1.** Resident Complaint – FOIP Act 17(1) Disclosure harmful to personal privacy
- 12.2.** Hellinga Development Company Ltd. – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) harmful to economic and other interests of a public body

13. ADJOURNMENT

PROCLAMATION

PINK SHIRT DAY February 22, 2023

WHEREAS, Pink Shirt Day is observed on the last Wednesday of February each year across Canada and in countries around the world.

WHEREAS, the first Pink Shirt Day was established by Travis Price and David Shepherd of Berwick, Nova Scotia. In 2007, they bought and shared 50 pink shirts after Chuck McNeill, a male ninth grader, got bullied for wearing a pink shirt on the first day of school. The former Premier of Nova Scotia, Rodney MacDonald, then declared the second Thursday of September 'Stand Up Against Bullying Day' in commemoration of these events. The Premier of British Columbia in 2008, Gordon Campbell, finally announced February 27 to be the regional anti-bullying day, and that set the last Wednesday of every February as the national anti-bullying day in Canada. In 2009, Boys and Girls Clubs wore pink T-shirts that said 'Pink Shirt Day' and 'Bullying Stops Here' for Anti-Bullying Day.

WHEREAS, people wear pink shirts this day to signify the stand against bullying.

WHEREAS, Pink Shirt Day activities can take place at schools, workplaces, neighborhoods, or any peer group location. It usually involves abolishing bullying rallies, creating awareness, holding networking booths to help the community better understand the wrongs of bullying, and promoting anti-discrimination organizations. Other features include handouts, resources, and information promoting the message of the National Day of Action Against Bullying and Violence.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim February 22, 2023 as "Pink Shirt Day" in the Town of Bon Accord and encourage all citizens to observe this National Day of Anti-Bullying.

Mayor

Date

**Town of Bon Accord
Regular Meeting of Council Minutes
January 17, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Lila Quinn – Community Services Manager
Jenny Larson – Planning and Economic Development Officer
Falon Fayant – Corporate Finance Manager
Terry Doerkson – Operations Supervisor
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER

Mayor Holden called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA

COUNCILLOR MAY MOVED THAT Council adopt the January 17, 2023 agenda, as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-001

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – December 20, 2022

COUNCILLOR LARSON MOVED THAT Council adopt the minutes of the December 20, 2022 Regular Meeting of Council, as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-002

Special Meeting of Council Minutes – December 22, 2022

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the minutes of the December 22, 2022 Special Meeting of Council, as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-003

DELEGATION

Matt Roblin and Pat Mahoney – Year End Report

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the delegations as information.

CARRIED UNANIMOUSLY RESOLUTION 23-004

**Town of Bon Accord
Regular Meeting of Council Minutes
January 17, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

Dora L'Heureux – Fortis Franchise Agreement Report

COUNCILLOR LAING MOVED THAT Council accept the delegation as information.
CARRIED UNANIMOUSLY RESOLUTION 23-005

Marissa Bennett – Utility Bill

COUNCILLOR LAING MOVED THAT Council direct administration to have public works change out the Bennett's water meter and waive the replacement fee.
CARRIED UNANIMOUSLY RESOLUTION 23-006

COUNCILLOR LARSON MOVED THAT Council accept the delegation as information and direct administration to bring back information for the February 7, 2023 Regular Council Meeting.

CARRIED UNANIMOUSLY RESOLUTION 23-007

Mayor Holden called a short recess at 10:56 a.m.

Mayor Holden called the meeting back to order at 11:02 a.m.

DEPARTMENTS REPORT

COUNCILLOR LAING MOVED THAT Council accept the departments report as information.

CARRIED UNANIMOUSLY RESOLUTION 23-008

COUNCILLOR LAING MOVED THAT Council direct administration to bring back options for a public survey to the next Council Briefing Meeting.

CARRIED UNANIMOUSLY RESOLUTION 23-009

UNFINISHED BUSINESS

Organizational Chart Amendment

COUNCILLOR MAY MOVED THAT Council approve the proposed amendments to the Organizational Chart (Schedule A of the Organizational Chart Policy) as presented and circulated.

CARRIED UNANIMOUSLY RESOLUTION 23-010

NEW BUSINESS

Council Community Connections 2023 Dates

COUNCILLOR LARSON MOVED THAT Council directs administration to plan and advertise the Council Community Connections public engagement session on March 9, 2023 in Council Chambers from 6-8 p.m. with a St. Patrick's Day theme and discussion on Dark Sky Designation.

CARRIED UNANIMOUSLY RESOLUTION 23-011

**Town of Bon Accord
Regular Meeting of Council Minutes
January 17, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR LARSON MOVED THAT future dates of Council Community Connections be put on hold until March.

CARRIED UNANIMOUSLY RESOLUTION 23-012

COUNCILLOR LAING MOVED THAT the January 17, 2023 meeting extend past 12:00 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-013

Policy Amendments

COUNCILLOR LAING MOVED THAT Council direct administration to amend all policies that were approved since November 2021 to include the date "Last Reviewed By Council" under the "Council Approval Date" at the top of the first page.

CARRIED UNANIMOUSLY RESOLUTION 23-014

Council Briefing: January 2023

COUNCILLOR LARSON MOVED THAT Council direct administration to proceed with planning and advertising the Council Briefing Meeting on January 25, 2023 from 5-7 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-015

BYLAWS/POLICIES/AGREEMENTS

Utilities Bylaw 2022-20

COUNCILLOR MAY MOVED THAT Council gives second reading to Utilities Bylaw 2022-20 as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-016

DEPUTY MAYOR BIDNEY MOVED THAT Council gives third reading to Utilities Bylaw 2022-20 as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-017

COUNCILLOR LARSON MOVED THAT Council rescinds Policy 95.316 Correction of Utility Billing Errors.

CARRIED UNANIMOUSLY RESOLUTION 23-018

DEPUTY MAYOR BIDNEY MOVED THAT Council rescinds Policy 11.307 Utility Accounts – Remaining Balances.

CARRIED UNANIMOUSLY RESOLUTION 23-019

Waste Collection Bylaw 2022-21

COUNCILLOR MAY MOVED THAT Council gives second reading to Waste Collection Bylaw 2022-21 as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-020

**Town of Bon Accord
Regular Meeting of Council Minutes
January 17, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR LARSON MOVED THAT Council gives third reading to Waste Collection Bylaw 2022-21 as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-021

Municipal Borrowing - Operating Bylaw 2023-01

COUNCILLOR LARSON MOVED THAT Council gives first reading to Municipal Borrowing – Operating Bylaw 2023-01.

CARRIED UNANIMOUSLY RESOLUTION 23-022

COUNCILLOR MAY MOVED THAT Council gives unanimous consent to hear all three readings of Municipal Borrowing – Operating Bylaw 2023-01 in one meeting.

CARRIED UNANIMOUSLY RESOLUTION 23-023

COUNCILLOR LAING MOVED THAT Council gives second reading to Municipal Borrowing – Operating Bylaw 2023-01.

CARRIED UNANIMOUSLY RESOLUTION 23-024

DEPUTY MAYOR BIDNEY MOVED THAT Council gives third reading to Municipal Borrowing – Operating Bylaw 2023-01.

CARRIED UNANIMOUSLY RESOLUTION 23-025

Rescinding Outdated Policies

COUNCILLOR MAY MOVED THAT Council rescind the Council for the Public Information Posting Policy.

CARRIED UNANIMOUSLY RESOLUTION 23-026

COUNCILLOR LARSON MOVED THAT Council rescind the Licensing Policy.

CARRIED UNANIMOUSLY RESOLUTION 23-027

Rescind Performance Appraisals Policy

COUNCILLOR MAY MOVED THAT Council rescinds the Performance Appraisals Policy.

CARRIED UNANIMOUSLY RESOLUTION 23-028

Rescind Classification of Personnel Policy

COUNCILLOR LARSON MOVED THAT Council rescinds the Classification of Personnel Policy.

CARRIED UNANIMOUSLY RESOLUTION 23-029

COUNCIL REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 23-030

**Town of Bon Accord
Regular Meeting of Council Minutes
January 17, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

CORRESPONDENCE

Minister Ellis – Victim Services Response

COUNCILLOR MAY MOVED THAT Council direct administration to contact Elisabeth Melvin of Sturgeon Victim Services to hear her thoughts on the latest letter from Minister Ellis.

In Favour: Mayor Holden, Councillor Laing, Councillor Larson, Councillor May

Opposed: Deputy Mayor Bidney

CARRIED RESOLUTION 23-031

Military Family Resource Centre

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to donate an item valued at less than \$50 for the Yellow Ribbon Gala.

CARRIED UNANIMOUSLY RESOLUTION 23-032

Recognition for Retiring Canadian Armed Forces Member

MAYOR HOLDEN MOVED THAT Council direct administration to write a letter to Master Corporal Paul Shapka thanking him for his years of service and congratulating him on his retirement, including his partner Megan and their children Colton and Jesse, and send to the name and address provided.

CARRIED UNANIMOUSLY RESOLUTION 23-033

CLOSED SESSION

- ***Proposed Regional Multi-Municipal MOU – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations***
- ***Sturgeon School Division – FOIP Act Section 21(1)(b) Disclosure harmful to intergovernmental relations and 24(1)(c) Advice from officials***
- ***Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy and 24(1)(d) Advice from officials***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Proposed Regional Multi-Municipal MOU – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations, Sturgeon School Division – FOIP Act Section 21(1)(b) Disclosure harmful to intergovernmental relations and 24(1)(c) Advice from officials, and Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy and 24(1)(d) Advice from officials at 12:10 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-034

COUNCILLOR MAY MOVED THAT Council come out of closed session at 12:50 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-035

**Town of Bon Accord
Regular Meeting of Council Minutes
January 17, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

Proposed Regional Multi-Municipal MOU – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to move forward with participation in the Waste to Zero MOU, as long as there is no cost to the town.

CARRIED UNANIMOUSLY RESOLUTION 23-036

Sturgeon School Division – FOIP Act Section 21(1)(b) Disclosure harmful to intergovernmental relations and 24(1)(c) Advice from officials

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the report as information and direct administration to send an email to the school superintendent, as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-037

Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy and 24(1)(d) Advice from officials

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the information as presented and direct Mayor Holden and Deputy Mayor Bidney to proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 23-038

ADJOURNMENT

The January 17, 2023 Regular Meeting of Council adjourned at 12:54 p.m.

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Council Briefing Meeting Minutes
January 25, 2023 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Jenny Larson – Planning and Economic Development Officer
Terry Doerkson – Operations Supervisor
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER

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

ADOPTION OF AGENDA

There were no objections to adding item 3.1 Promotional Material Re-Order to the agenda.

MAYOR HOLDEN MOVED THAT Council adopt the agenda for January 25, 2023, as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-039

NEW BUSINESS

Promotional Material Re-Order

The report was reviewed.

Bylaw Services Review

The report was reviewed. Discussion included pet owners who do not clean up after their pets in public areas, enforcement, and storage of utility trailers.

Proposed Community Survey

The report was reviewed.

BYLAWS | POLICIES | AGREEMENTS

Draft Procedural Bylaw Review

The report was reviewed. Discussion included recorded votes, and clarification of verbiage.

**Town of Bon Accord
Council Briefing Meeting Minutes
January 25, 2023 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

Councillor Larson called a short recess at 7:01 p.m.
Councillor Larson called the meeting back to order at 7:08 p.m.

Proposed Winter Maintenance Policy Review

The report was reviewed.

ADJOURNMENT

The January 25, 2023 Council Briefing Meeting adjourned at 7:35 p.m.

Mayor Brian Holden

Jodi Brown, CAO

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 7, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Resident Request – Utility Bill
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

At the January 17th Regular Meeting of Council, Council heard the request of residents Marissa and Sean Bennett to have their utility bill for the month of December adjusted.

The Bennetts received a higher than normal utility bill in December of \$894.33 with water consumption of 136.81 m³. The Bennetts had a plumber check over their property and the plumber found no leaks during their check. Town public works staff checked the water meter, and it was working correctly during their check.

Because the Bennetts feel the situation is an unexplained anomaly, they are asking Council to waive the high utility bill and adjust the December billing to a consumption that is the average of their 2022 utility bills. This would be a consumption of 16.59 m³.

At the January 17th meeting, Council also made Resolution #23-006, directing administration to have public works change out the Bennett's water meter and waive the replacement fee. The replacement fee is the service call out charge of \$65 per hour, pro-rated, and the replacement was estimated to take 30-45 minutes. The cost of a meter is approximately \$200.

Reference: Bylaw 2022-20 Utilities Bylaw

Section 19.0 Utility Rates and Charges, Opening and Closing of Accounts

Section 19.1 The Consumer will pay to the Town the utility distribution and other charges as applicable as set out in Schedule "A" Utility Rates and Other Charges as attached to this Bylaw for all service consumption, including but not limited to leaks up to the utility mains.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Options for Council to consider are as follows:

Council waives the high utility bill and directs administration to adjust the Bennett's December 2022 billing consumption to the average of their 2022 consumption from January to November and waive the 2% late payment fee.

Council could also consider waiving a portion of the high utility bill, e.g., 50% of consumption or another portion of Council's choosing.

Council does not waive the high December 2022 utility billing or the late payment charges.

Key Points to Consider:

- The source of the higher water consumption was difficult to pinpoint – the Bennett's indicated they visually check water sources daily and have had a plumber go through their house. They had a water leak in September, and it was found to be a leaking toilet. Consumption returned to their usual average after this was fixed.
- The water meter was found to be working correctly at the time of public work's inspection.
- Water leaks can occur unbeknownst to homeowners. Even a small leak can cause a significant increase in consumption.
- The water consumption was 88% higher than their average monthly usage.
- Waiving a utility bill can set a precedent for future situations.
- The meter has been replaced, but what is the precedent should this situation re-occur.
- The cost to the Town for the water/sewer consumption (costs from Alberta Capital Northeast Water Services and Alberta Capital Region Wastewater Services only) was: \$431.98. This value does not include the additional costs of managing/maintaining the water/wastewater operations of the Town.

Historical Resolutions:

- 2004 (Resolution 04.031 Fleury Water Bill → Support action for following the Bylaw on the water billing situation and because the citizens did in fact consume the water, therefore are liable for it, will give them six months with no penalty to compensate the Town for the water that they used.
- 2007 (Resident question on 06Feb07) Water Bill Dispute → Postpone decision for two billing periods then revisit at the following Council meeting. No late payment fees for the interim.
- 2007 (Resolution 07.129(a) Water Bill Dispute → Moved that CAO get payment of water bill in full.

- 2018 (06 19 2018 RMC) Delegation – Meghan Richardson → MAYOR HUTTON
MOVED THAT Council respectfully decline the delegation's request for a reduction in the utility charges for the May 2018 billing.

STRATEGIC ALIGNMENT

Values statement: Stewardship

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

Values statement: Service Excellence

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

Values statement: Transparency

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

COSTS/SOURCES OF FUNDING

The cost to waive the utility bill and adjust the account to average consumption would be a total of \$772.88. This is the cost adjustment from 136.81 m³ to 16.59 m³ and includes the late payment penalty of \$17.89.

RECOMMENDED ACTION (by originator)

One of the following:

Resolution Option #1:

THAT ... Council waives the Bennett's high utility bill and directs administration to adjust their December 2022 billing consumption of 136.81 m³ to the average of their 2022 consumption from January to November billing of 16.59 m³ and to waive the 2% late payment penalty, and further to notify the resident of Council's decision.

Resolution Option #2:

THAT ... Council waives a portion of the Bennett's high utility consumption in the amount of [*insert percentage*] of 136.81 m³ and [*waives or does not waive*] the 2% late payment penalty and directs administration to adjust their account accordingly, and further to notify the resident of Council's decision.

Resolution Option #3:

THAT ... Council does not waive the Bennett's high utility consumption of 136.81 m³ and directs administration to notify the resident of the decision.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Green and Inclusive Community Building Program
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

During the December 14th, 2021, Regular Meeting of Council

Supplementary Budget Discussion – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations and FOIP Act 24(1)(d) and (g) Advice from officials
COUNCILLOR BIDNEY MOVED THAT Council approve the 2022 Operating budget as presented and accept the 2023 to 2025 Operating Plan as information and, further THAT Council approve the 2022 Capital Budget as presented and accept the 2023 to 2027 Capital Plan as information and THAT Council direct administration to have matching funds in the Capital budget for arena upgrades in order to apply for the Green and Inclusive Community Building Grant.

The 2nd funding stream of the GICB grant is now open until the end of February.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In August 2022, the Municipal Climate Change Action Centre confirmed \$472,500 in funding for the ice plant replacement project. Additionally, Sturgeon County recreational funding and grant funding from the Canada Community Building Fund are also supporting this project. This project will be completed in 2023 at a total estimated project cost of approximately 1.4 million.

As this project is now confirmed and will be completed this year, this presents challenges for the Town to apply for the 2nd funding stream of the GICB Program for the remaining upgrades as shown below:

GHG Emission Reduction:

The Town's application to this GICB grant will no longer include the ice plant project. Unfortunately, this means that our application to this grant program will be less competitive as the ice plant replacement would have resulted in higher GHG reductions. In order to be competitive, the reduction in GHG emissions would need to be greater than 25% and without the ice plant the GHG emissions are approximately 21 – 22%.

This is a highly competitive grant program and therefore our application would be at a disadvantage from the outset.

Matching Funds Requirement:

Secondly, to apply for the remaining upgrades needed at the arena (not including the ice plant), the 20% matching funds that the Town would need to commit is estimated to be \$742, 368.

Lost Operational Time:

Additionally, completing all the projects at one time, may result in lost operational time. It would be difficult to complete all the upgrades between April and September when the arena is normally closed.

Limited Time Before Application Deadline:

Administration has been focused on managing the ice plant project to be completed this year. Although some work on the application was completed in 2022 prior to the confirmation of grant funding for the ice plant, the application deadline is at the end of February, leaving only a few weeks to complete the remainder of the application.

Recommendation:

The remaining upgrade projects include the replacement of the arena floor and boards, upgrades to the roof and building envelope, upgrades to the parking lot to facilitate better drainage and remodelling of the dressing rooms to facilitate inclusivity and accessibility.

These projects may be broken down into several smaller project phases. Administration has already included these projects in the 10 year capital plan.

There are several advantages to this approach as shown below:

- User groups may be engaged in prioritizing of the upgrade projects.
- Allows more time for generating funding through grants, donations, and sponsorship for each phase. There are other grant opportunities that may be a better fit than the GICB Program at this time.
- Smaller upgrade projects are more manageable and may be planned to occur during the off-season to prevent loss of operational time.

STRATEGIC ALIGNMENT

Priority 3: Infrastructure

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

COSTS/SOURCES OF FUNDING

The 20% matching funds (estimated to be \$742,368) would need to be included in the 2024 capital budget with the intention of borrowing should the application be approved. Currently, the cost of borrowing is the following:

- 20-year debenture at 4.8% with payments of \$58,156 per year (total interest over the term of the loan is \$420,723).
- 10-year debenture at 4.45% with payments of \$92,786 per year (total interest over the term of the loan is \$185,483)

RECOMMENDED ACTION (by originator)

Choose one of the following options:

Resolution Option #1

THAT Council direct administration to continue with planning a phased approach for the arena upgrades as included in the ten-year capital plan and not proceed with application to the Green and Inclusive Community Building Program at this time.

Resolution Option #2

THAT Council direct administration to apply for the Green and Inclusive Community Building Program for the required upgrades to the arena and direct administration to include the required matching funds of \$742,368 in the 2024 capital budget.

Resolution Option #3

That Council direct administration to..

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 7, 2023
Presented by:	Lila Quinn, Community Services Manager
Title:	Ball and Soccer Field Rental Rates
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Prior to 2022, the Town had an agreement with the Community League for scheduling and rental of the ball and soccer fields.

In 2022, the Town assumed responsibility for scheduling and rental of these facilities.

Administration has reviewed the 2022 rental rates (see attached) and is proposing that the 2023 rental rates remain the same (0% increase). For comparison purposes, administration has also enclosed ball and soccer field fees established by other municipalities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Rental fees help offset the cost of maintenance and long-term capital costs for ball and soccer fields. These costs may include replacement of shale for ball diamonds, administration time to schedule bookings and contracts, upgrades to backstops, fencing or benches, and painting of lines (staff time and paint) as required each season.

Both minor ball and minor soccer are part of the Community League. Due to low enrollment, higher fees would not be feasible in order to maintain ball and soccer programs in Bon Accord. Additionally, maintaining the 2022 rental rates in 2023 will assist the Community League to continue to develop their programming again after COVID.

The Community League has offered to participate in a “Work Bee” if needed to assist in maintaining the soccer fields and ball diamonds this year in exchange for the fees to remain the same.

Therefore, administration recommends that the 2023 rental rates for the soccer and ball fields remain the same as the 2022 rental rates.

STRATEGIC ALIGNMENT

Priority 2: Community

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

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

Annual Budget

2022 revenue for ball and soccer field rental: \$900.00

RECOMMENDED ACTION (by originator)

Choose one of the following options:

1. THAT Council maintain the baseball diamond and soccer field rental rates at the 2022 rates for 2023.
2. THAT Council direct administration to....

2022 BALL AND SOCCER RATES

Archie Jenkins Baseball Diamond		
	Per Team Per Season	Tournaments (Friday 4:00 p.m. to Sunday 6:00 p.m.) Rate per tournament
Minor	\$125	\$100
Adult	\$200	\$175

Bon Accord Soccer Fields		
	Per Team Per Season	Tournaments (Friday 4:00 p.m. to Sunday 6:00 p.m.) Rate per tournament
Minor	\$125	\$100
Adult	\$200	\$175

Administration Recommendation: That the rates remain the same as above for the 2023 ball/soccer season.

BALL DIAMOND FEE COMPARISONS

Ball Diamonds	Westlock	Gibbons	Thorhild	Morinville	Legal	Bon Accord
Local Adult	\$152.40/team	\$181.91 (per team/per season)	Not ran by County	\$88/day \$22/hr	\$15/game \$150/season \$60/day/diamond	\$200/game resident or non- resident \$175/tournament/ game
Non-resident Adult	\$19.50/2 hrs			\$110/day \$25/hr	\$20/game \$80/day	
Local Minors	\$567.75/year	No charge		\$50/day \$12/hr	\$5/pp/season	\$125/game resident or non-resident \$100/tournament/ game
Midget Baseball	\$234.85/team					
Senior Baseball	\$306.05/team					
Non-resident Minor	\$13.10/2 hrs			\$85/day \$20/hr	\$15/game \$50/day	
Non-resident Labour Rate		\$55.13 (outdoor rink with bathrooms)		\$50/hr for set up/clean up charges	\$50/hr set up/down	
Out of Town Groups	\$26/2 hrs					
Damage Deposit	\$113.55/tournament			\$250 full day rental	\$100 for non-resident	
Non-league Occasional		\$50.99 (per diamond/ per day)				
Tournament	\$13.10/Friday night \$32.55 Full day local/ \$40.95 Full day non-local	\$173.65 (per day/per diamond)				

Redwater does not charge fees however user groups do maintenance on ball diamonds and soccer fields and manage their bookings.

SOCCER PITCH FEE COMPARISONS

Soccer Pitches	Redwater	Gibbons	Thorhild	Morinville	Legal	Bon Accord
Local Adult	No charge		No charge School owned	\$100/day \$20/hr	\$80/season \$10/game \$60/day/pitch	\$200/game or team or practice (resident & non-resident) \$175/tournament/game
Non-resident Adult				\$110/day \$22/hr	\$15/game \$50/day/pitch	
Local Minor		No charge		\$60/day \$15/hr	\$5/pp seasonal rate	\$125/game or team or practice (resident & non-resident) \$100/tournament/game
Non-resident minor				\$68/day \$17/hr	\$30/day/pitch \$10/game	
Damage Deposit				\$250 for all groups	\$100 for non-residents	

Westlock does not charge fees/on school property

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Appointment of CRASC ARB Members
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

Each year, administration receives a listing of the Capital Region Assessment Services Commission (CRASC) clerk and panelists who are qualified to adjudicate on assessment complaints for the Assessment Review Board (ARB). Please refer to enclosed email request.

At the Town's Organizational Meeting, members of Council are appointed to sit on the CRASC Board which oversees the Commission and ensures all decisions are made in its best interests. This differs from the CRASC ARB panel, which establishes a complaint process and reviews assessment complaints from within our municipality and the region.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The appointments of the CRASC ARB panelists and clerk are in accordance with ss. 455 and 456 of the Municipal Government Act RSA 2000, Chapter M-26.

All municipalities are required to appoint, by resolution, the following as your ARB officials for 2023:

ARB Chairman - Raymond Ralph

Certified ARB Clerk - Gerry Amorin

Certified Panelists – Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles, and Raymond Ralph

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.

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following:

Resolution Option #1:

THAT Council appoint Raymond Ralph as ARB Chair, Gerryl Amarin as Certified ARB Clerk, and Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles, and Raymond Ralph as Certified Panelists, as requested.

Resolution Option #2:

THAT Council direct administration to...

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Appointment of ARB Officials 2023
Date: February 1, 2023 9:02:17 AM
Attachments: [image001.png](#)

From: Gerryl Amorin <gerryl@amorinaccounting.com>

Sent: January 31, 2023 5:43 PM

Subject: Appointment of ARB Officials 2023

Hello All,

Please be advised that the annual requirement for all participating municipalities to appoint the ARB officials for 2023 is now due.

(As per MGA section 454)

-

All municipalities are required to appoint by resolutions the following as your ARB officials for 2023.

ARB Chairman - Raymond Ralph

Certified ARB Clerk - Gerryl Amorin

Certified Panelists - Darlene Chartrand
Tina Groszko
Stewart Hennig
Richard Knowles
Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.
(I apologize if you have already received this information)

Gerryl Amorin, CPA | Manager, Finance Officer

Capital Region Assessment Services Commission (CRASC)
11810 Kingsway Avenue
Edm AB T5G 0X5
Direct: 780 297 8185



Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	February 7, 2023
Presented by:	Lila Quinn, Community Services Manager
Title:	Canadian Park and Recreation Association (CPRA) Youth Employment Experience Grant Funding
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

Applications are now open to fund new youth positions in the community parks and recreation sector.

If funding is approved, it will enable the Town to hire one additional summer staff to assist with delivering summer youth programs to our residents while gaining new skills and experience in parks and recreation.

If our grant application is successful, this position would be fully funded by the grant.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Grant funding is available through the Canadian Parks and Recreation Association (CPRA) through the Youth Employment and Skills Strategy (YESS) Program to support job placements for youth, particularly those facing barriers to employment.

CPRA strongly encourages the hiring of youth who experience barriers to employment.

Eligible youth who will be engaged in this program must be:

- between 15 and 30 years of age when employment begins (inclusive)

Officially entitled the **CPRA Youth Employment Experience**, this program will provide direct financial support (via 100% wage subsidies), allowing us to offer placements that will focus on youth gaining a broad range of skills, knowledge and experience in the community parks and recreation sector. Not only will this program provide hands-on training, but each youth will be paired with a mentor at their place of employment to provide an immersive experience.

The CPRA Youth Employment Experience will provide release-time-allowances to successful applicant organizations (up to \$4,000 per mentor) to support the mentor-mentee relationship. Funding will be paid to the hiring organization, to cover the mentor's time as they support the youth through their job placement. Further financial support is also available for training, adaptive technologies, and other supports on an as-needed basis.

Applications are due February 17, 2023.

Recommendation:

Administration recommends applying for this grant opportunity to expand employment opportunities for youth in our community, support Town programs and to further support youth as an inclusive, equal opportunity organization.

STRATEGIC ALIGNMENT

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

The new position would be fully funded including Mandatory Employment Related Costs (MERC) such as: Employment Insurance Premiums, CPP, WCB.

In addition to this the Town could be eligible for up to \$4,000 per mentor to support the mentor-mentee relationship.

RECOMMENDED ACTION (by originator)

Choose one of the following:

Resolution Option #1:

THAT Council direct administration to continue to complete the grant application for the CPRA Youth Employment Experience to be submitted prior to the February 17, 2023 deadline.

Resolution Option #2:

THAT Council direct administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 07 th , 2023
Presented by:	Jodi Brown, Town Manager
Title:	Council Briefing: February 2023
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

Schedule A of the Town of Bon Accord Procedural Bylaw covers procedures relative to the Council Briefing Committee Meetings.

As per Schedule A, these meetings are “Subject to the control of the Council of the Town of Bon Accord, the mandate of the Council Briefing Committee is to provide a forum for the CAO:

- 1.1.1 to brief Councillors on specific topics
- 1.1.2 to provide a context for documents they have or will be receiving
- 1.1.3 to respond to detailed questions of clarification of material presented

Additionally, as per Schedule A of the Procedural Bylaw, meetings of the Council Briefing Committee are public meetings and therefore shall be governed and advertised accordingly (including a public agenda package).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration would like to provide an information briefing for Council on the following documents and topics:

- Procedural Bylaw Amendments
- New Business Welcome Policy
- Arena Operating Policy

Proposed Date: Wednesday, February 22nd from 5 -7 pm.

STRATEGIC ALIGNMENT

Value Statement: Transparency

- Open and accountable to our residents and encourage open communications

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

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following options:

1. That Council direct Administration to proceed with planning and advertising the Council Briefing Committee Meeting on _____ (date) from _____ time.
2. That Council direct Administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 7, 2023
Presented by:	Jessica Caines, Legislative Services & Communications Coordinator
Title:	Bylaw 2023-03 – Repeal of Bylaw 85
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

Bylaw 85 was passed in 1976. With the passing of this bylaw the Village (Town) of Bon Accord could provide a form to voters in lieu of enumeration. This meant that instead of going door to door to compile a master list of eligible voters, each elector who entered the voting station would complete a form declaring they are eligible to vote.

Bylaw 85's enabling legislation, the Municipal Elections Act, stated:

41(1) Notwithstanding anything in this Act, a municipality may by by-law provide for the completion of the list of electors by a system of registration in lieu of enumeration.

Although this legislation has since been repealed, the practice remains the same: each voter completes an Elector Register form at the voting station.

This is made possible, even with the repeal of the Municipal Elections Act, with the Local Authorities Election Act (LAEA), which provides for the opposite of the above italicized provision.

The LAEA states that the municipality, may, by bylaw:

50(1)(a) direct the secretary or returning officer to prepare a list of electors who are entitled to vote in an election, and

(b) prescribe procedures and forms governing the enumeration of electors and provide for the use of information from a permanent electors register, if any.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Since Bylaw 85's original purpose, and the town's current process, no longer requires such a bylaw in accordance with current legislation, the bylaw is redundant, and administration recommends its repeal.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

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

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT Bylaw 2023-03 – Repeal of Bylaw 85 be given first reading, as presented.

Resolution #2:

THAT Bylaw 2023-03 – Repeal of Bylaw 85 be given second reading, as presented.

Resolution #3:

THAT Council gives unanimous consent to hear three readings of Bylaw 2023-03 – Repeal of Bylaw 85 in one meeting.

Resolution #4:

THAT Bylaw 2023-03 – Repeal of Bylaw 85 be given third and final reading, as presented.

OF THE VILLAGE OF BON ACCORD.

A By-Law of the Village of Bon Accord, Province of Alberta
to provide for the Completion of the List of Electors by a
System of Registration in lieu of Enumeration.

WHEREAS Section 39.1 of the Municipal Election Act, being Chapter 245 of the Revised Statutes of Alberta, 1970 and amendments thereto, provides that the Council of a Municipality may be By-Law, provide that it is unnecessary to complete a list of Electors to be used at Elections or the Voting on By-Laws, Plebiscites and Questions;

NOW THEREFORE, the Council of the Village of Bon Accord, duly assembled enacts as follows:-

1. THAT it shall be unnecessary to prepare a Voter's list, either of Electors or Proprietary Electors, for the purpose of holding a vote of the Electors or of the Proprietary Electors of the Village of Bon Accord for the Election of Councillors or for Voting on By-Laws, Plebiscites or questions in the Village of Bon Accord.
2. THAT in lieu of a Voters' List the Returning Officer for the Village of Bon Accord shall require that every Proprietary Elector and every Elector shall subscribe to a declaration that he is qualified to vote as a Proprietary Elector or as an Elector, as the case may be, and any person subscribing to the declaration shall be permitted to vote.
3. Every declaration shall be subscribed in the presence of the officer presiding at the poll.
4. The form to be used in making the declaration of the Elector or the Proprietary Elector shall be in the form prescribed by the Minister under the Regulations of the Municipal Election Act.
5. The definitions of terms as used in this By-Law shall be those used in the Municipal Election Act.
6. This By-Law shall take force and effect on the final passing thereof and shall remain in force and effect until repealed by Council of The Village of Bon Accord or by an Act of the Provincial Legislature.

Read a First Time in Council this 20th day of July, 1976

Read a Second Time in Council this 20th day of July, 1976

Read a Third Time and Finally Passed in Council this 20th day of July, 1976.


A. J. JENKINS

MAYOR


JEAN CHUBB

SECRETARY TREASURER.

**TOWN OF BON ACCORD
BYLAW 2023-02
REPEAL OF BYLAW 85**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO REPEAL BYLAW 85.

WHEREAS the Local Authorities Election Act RSA 2000 Chapter L-21 provides that an elected authority may, by bylaw, establish a list of electors or, in absence of such a bylaw, each elector must make a declaration of eligibility in the prescribed form; and

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

NOW THEREFORE, the Council of the Town of Bon Accord, in the Province of Alberta, duly assembled, enacts as follows:

1. This bylaw hereby repeals Bylaw 85, being a bylaw of the Village (Town) of Bon Accord, in the Province of Alberta, to provide for the completion of the list of electors by a system of registration in lieu of enumeration.

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS _____ day of _____ 2023.

READ A SECOND TIME THIS _____ day of _____ 2023.

READ A THIRD TIME THIS _____ day of _____ 2023.

SIGNED AND PASSED THIS _____ day of _____ 2023.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

Item 9.1

Asset management is an important tool for councils to understand the link between infrastructure and service delivery. It also helps councils to make data-informed, community-minded decisions. This one-day course will allow elected officials to peer into the asset management process and learn more about the benefits. Although the workshop is mainly focused on elected officials, CAOs are encouraged to attend as well to get a sense of the strategic side of asset management.

At a minimum, by the end of this workshop, elected officials will have achieved the following:

- Develop an understanding of the asset management process to support your work as an elected official;
- Connect with other elected officials and share asset management experiences.

This one-day course will be offered five times in 2023. Workshops will be held in the Edmonton, Calgary, Lethbridge, Grande Prairie, and Vermillion areas.

February 16, 2023 LETHBRIDGE

Holiday Inn Lethbridge

2375 Mayor Magrath Drive South, Lethbridge, AB, T1K 7M1

March 2, 2023 CALGARY

Courtyard by Marriott Calgary Airport

2500 48 Avenue NE, Calgary, AB T3J 4V8

April 20, 2023 GRANDE PRAIRIE

Four Points by Sheraton Grande Prairie

6702 106 St, Grande Prairie, AB, T8W 0K8

May 25, 2023 EDMONTON

Holiday Inn Edmonton South

950 Parsons Rd. SW Edmonton, AB, T6X 0J4

June 8, 2023 VERMILION

Lakeland College

5707 College Drive, Vermilion, AB, T9X 1K5

WORKSHOP REGISTRATION FORM

This workshop is only available to **elected officials and CAOs** of municipalities in Alberta.

Please fill out the form as completely as possible. If you are registering multiple people, you will have to fill out the form for each participant. For any questions, please contact Karrina Jung or Clint Neufeld.

This registration form must be completed by May 26, 2023.

There is no cost to participate in the workshop. Breakfast, coffee breaks, and lunch will be provided. Participants will be responsible for any travel costs associated with attending the workshop.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 07 th , 2023
Presented by:	Jodi Brown, Town Manager
Title:	Elected Officials Asset Management Workshop
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

The Town received notification from the Alberta Municipalities Association of the opportunity for elected officials and Chief Administrative Officers (CAOs) to attend a free asset management workshop this spring.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Alberta Municipalities Association, in partnership with RMA and Infrastructure Asset Management Alberta are offering this workshop for free. Participants are responsible for their own travel or accommodation expenses. The workshops are aimed at CAOs and elected officials to provide an understanding of how asset management can support your municipality.

The closest workshop is in Edmonton on May 25th. This is a one-day workshop.

More detailed information on the workshop content is attached.

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 live.

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Per diems and mileage would be the only costs associated with attendance unless a Council member needed to attend any of the workshops offered outside of the Edmonton area for any reason.

RECOMMENDED ACTION (by originator)

Choose one of the following options:

Resolution Option #1:

That Council direct administration to register _____ (list Council member names) for the Alberta Municipalities, Asset Management Workshop to be held on May 25th in Edmonton, Alberta.

Resolution Option #2:

That Council direct administration to...

Asset management is an important tool for councils to understand the link between infrastructure and service delivery. It also helps councils to make data-informed, community-minded decisions. This one-day course will allow elected officials to peer into the asset management process and learn more about the benefits. Although the workshop is mainly focused on elected officials, CAOs are encouraged to attend as well to get a sense of the strategic side of asset management.

At a minimum, by the end of this workshop, elected officials will have achieved the following:

- Develop an understanding of the asset management process to support your work as an elected official;
- Connect with other elected officials and share asset management experiences.

This one-day course will be offered five times in 2023. Workshops will be held in the Edmonton, Calgary, Lethbridge, Grande Prairie, and Vermillion areas.

February 16, 2023 LETHBRIDGE

Holiday Inn Lethbridge

2375 Mayor Magrath Drive South, Lethbridge, AB, T1K 7M1

March 2, 2023 CALGARY

Courtyard by Marriott Calgary Airport

2500 48 Avenue NE, Calgary, AB T3J 4V8

April 20, 2023 GRANDE PRAIRIE

Four Points by Sheraton Grande Prairie

6702 106 St, Grande Prairie, AB, T8W 0K8

May 25, 2023 EDMONTON

Holiday Inn Edmonton South

950 Parsons Rd. SW Edmonton, AB, T6X 0J4

June 8, 2023 VERMILION

Lakeland College

5707 College Drive, Vermilion, AB, T9X 1K5

WORKSHOP REGISTRATION FORM

This workshop is only available to **elected officials and CAOs** of municipalities in Alberta.

Please fill out the form as completely as possible. If you are registering multiple people, you will have to fill out the form for each participant. For any questions, please contact Karrina Jung or Clint Neufeld.

This registration form must be completed by May 26, 2023.

There is no cost to participate in the workshop. Breakfast, coffee breaks, and lunch will be provided. Participants will be responsible for any travel costs associated with attending the workshop.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	2023 ACCPA Conference
Agenda Item No.	9.2

BACKGROUND/PROPOSAL

Since 1989, the Alberta Community Crime Prevention Association (ACCPA) was established to discuss mutual crime-related issues within communities, police and government. Through education and awareness, their goal of the safety of Albertans is achieved by providing resources for crime prevention initiatives, organizing the annual conference, promoting Crime Prevention Week, and organizing Fraud Prevention Month. The Town of Bon Accord is a current member of the ACCPA.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2023 annual conference is being held in-person May 1-3 at the Delta hotels Edmonton South Conference Centre. May 1 is the pre-conference day which consists of various workshops. May 2-3 are the main conference days which consist of speakers on various topics. May 2 is also a Networking Nexus Day, which can be attended without participation in the conference.

Early bird pricing ends March 31. Registration pricing is as follows:

Registration Type	ACCPA Member
Pre-conference workshop PLUS conference	\$450
Conference only	\$300
Pre-conference only	\$300
Networking Day	\$50

For pre-conference, conference workshops and speaker information, please visit <https://www.albertacrimeprevention.com/2023-conference/>

The Town's membership with the ACCPA is currently up for renewal and administration would like Council's direction regarding renewal of the membership. The total cost for annual membership is \$125.00. Members save \$50 in each category noted above except for the Networking Day which is \$50 for members and non-members.

STRATEGIC ALIGNMENT

Priority 2: Community

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

COSTS/SOURCES OF FUNDING

The 2023 budget includes provisions for both the annual membership fee of \$125 and for 2 Councillors to attend the Conference including registration fees, hotel for only one night, mileage and per diems.

RECOMMENDED ACTION (by originator)

Resolution #1

THAT Council direct administration to renew the Town's membership for 2023 with the Alberta Community Crime Prevention Association.

OR

THAT Council direct administration to...

Resolution #2

THAT Council direct administration to register [names of attendees] for [type of registration] for the ACCPA 2023 Conference.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	2023 Spring Municipal Leaders' Caucus
Agenda Item No.	9.3

BACKGROUND/PROPOSAL

Historically, Council has attended the annual Alberta Municipalities' Spring Municipal Leaders' Caucus. For 2023, this event takes place at the Westin Edmonton on March 30 and 31, 2023.

The Town of Bon Accord is a current member of the Alberta Municipalities Association.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Municipal Leaders' Caucus provides an opportunity for municipalities to discuss key policy matters and to submit Requests for Decision (RFDs) on issues Council would like Alberta Municipalities to address through support and advocacy.

If Council wishes to submit an RFD, it must be approved by Council through resolution and there must be a representative from Council to speak to the RFD at the Leadership Caucus. **Note:** RFDs must be submitted by **March 6, 2023** (please see attached sample RFD).

This year's Caucus is being held in conjunction with a President's Summit on the Future of Municipal Government which will run from March 29 to noon on March 30. The Summit will focus on opportunities and challenges related to intermunicipal collaboration and can be added to the registration for an additional cost.

More details on the Caucus and President's Summit will be available soon, including hotel booking details and overview agenda.

Additionally, please see attached invitation to meet with the Minister of Municipal Affairs, Honourable Rebecca Schulz, during the Caucus. The deadline to RSVP is February 10, 2023. Meetings are 15 minutes long and municipalities will receive two-weeks' notice if the meeting can be accommodated.

STRATEGIC ALIGNMENT

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

The 2023 budget includes full registration fees (\$395 per Councillor) for all of Council to attend the Spring Municipal Leaders Caucus as well as mileage and per diem costs.

Registration is available for in-person or virtual. Pricing options are provided below:

- Full Registration (Both events, in-person) - \$350
- President's Summit Only (March 29 to March 30 at noon) - \$200
- Municipal Leaders' Caucus Only (March 30 at noon - March 31) - \$200
- Municipal Leaders' Caucus Virtual - \$100

RECOMMENDED ACTION (by originator)

Choose one of the following:

Resolution #1:

THAT Council direct administration to register [names of attendees] for [virtual or in person attendance] at the 2023 Spring Municipal Leaders' Caucus.

OR

THAT Council direct administration to...

Resolution #2:

THAT Council direct administration to RSVP to meet the Minister of Municipal Affairs, Rebecca Schulz during the 2023 Municipal Spring Leader's Caucus.

MEMBER REQUEST FOR DECISION SPRING MUNICIPAL LEADERS' CAUCUS

DATE:

XXXX

TOPIC:

[Briefly identify the topic of the RFD]

RECOMMENDATION:

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

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

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

BACKGROUND:

[Provide background information on the issue or opportunity.]

The background should include:

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

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

ENCLOSURES:

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

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: INVITATION TO REQUEST A MEETING WITH THE MINISTER- ABmunis Spring 2023 Municipal Leaders Caucus including the Presidents Summit
Date: January 31, 2023 1:45:46 PM

From: MA Engagement Team <ma.engagement@gov.ab.ca>

Sent: January 31, 2023 11:50 AM

Subject: INVITATION TO REQUEST A MEETING WITH THE MINISTER- ABmunis Spring 2023 Municipal Leaders Caucus including the Presidents Summit

Dear Chief Administrative Officers:

We are writing to inform you of a potential opportunity for municipal councils and yourself to meet with the Honourable Rebecca Schulz, Minister of Municipal Affairs, during the 2023 Alberta Municipalities (ABmunis) Spring Leaders' Caucus, including the President's Summit on the Future of Municipal Government, scheduled to take place in Edmonton at the Westin Hotel (10135 100 Street) from March 29-31, 2022. These meetings will be in person at the Westin Hotel.

Should your council including yourself wish to meet with Minister Schulz during the event, please submit a request by email to ma.engagement@gov.ab.ca no later than February 10, 2023

In your meeting request, please be sure to include one to two specific Municipal Affairs related policy items or issues your municipality would like to discuss with the Minister.

We may receive more requests to meet with the Minister than can be reasonably accommodated over the course of the event. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister Schulz has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the event, but may be considered for future meeting opportunities.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipalities as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate

during the 2023 ABmunis Spring Leaders' Caucus including President's Summit.

Sincerely,

Stakeholder Relations
Municipal Affairs

Classification: Protected A

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Elected Officials Education Program Course
Agenda Item No.	9.4

BACKGROUND/PROPOSAL

Each year, the Elected Officials Education Program (EOPE) hosts training sessions that members of Council may wish to attend. EOEP is a division of Alberta Municipalities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Currently, the following course is available for registration:

- Municipal Corporate Planning and Finance
 - 4 weekly virtual sessions on Thursday, February 16 – Thursday, March 9, 2022
 - 6:00 – 8:00 p.m. each day
 - Cost \$295.00 + tax.

Please see attachment for details.

Other courses are not yet open for registration.

Councillor Larson is the only member of Council who has not taken this course to date.

Please see below summary with green indicating the course has been taken. Upon completion of all courses, the Council member will receive the Municipal Elected Leaders Certificate.

	Mayor Holden	Deputy Mayor Bidney	Councillor Laing	Councillor Larson	Councillor May
Munis 101					
Planning/Finance					
Public Engagement					
Strategic Planning					
Land Use/Development					
Service Delivery					
Partnership/Collaboration					

STRATEGIC ALIGNMENT

Values 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

The 2023 budget has provisions for 2 EOPE courses per Councillor in 2023 including mileage and per diems.

RECOMMENDED ACTION (by originator)

Choose one of the following:

Resolution Option #1:

THAT Council direct administration to register Councillor Larson for the 4-week Municipal Corporate Planning and Finance course.

Resolution Option #1:

THAT Council direct administration to...

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	February 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	2023 Federation of Canadian Municipalities Conference
Agenda Item No.	9.5

BACKGROUND/PROPOSAL

The Federation of Canadian Municipalities (FCM) unites governments of all sizes with more than 2000 members representing 90% of Canadians as the trusted and respected national voice of Canadian municipalities. The Town of Bon Accord is a member of FCM.

The 2023 annual FCM Conference is being held in-person in Toronto, Ontario at the Metro Toronto Convention Centre from May 25 – 28, 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Elected officials' registration includes:

- All sessions, workshops, and plenaries
- Trade show—full access, including opening reception
- Study tours (a single tour reserved at time of registration)
- Daily breakfasts, refreshment breaks, and lunches
- The Mayor's Welcome Reception and the closing dinner event
- Other networking opportunities
- Voting in FCM Board elections (accredited FCM Member - Elected Official delegates only)
- Conference delegate bag
- Access to the event app

Please see attached program for details.

STRATEGIC ALIGNMENT

Priority #5: Collaboration

- Town of Bon Accord has strong sustainable relationships to support and enhance municipal programs and recreation.

COSTS/SOURCES OF FUNDING

Expenses for two Council members to attend the annual FCM Conference have been included in the annual budget, including hotel, airfare, and registration fees.

Registration Fees (per person):

Early Bird – \$985.00

After April 21 – \$1,161.00

Airfare (subject to change at time of booking)

Edmonton to Toronto – Return Trip per person:

WestJet – \$440.39 (with discount code)

Air Canada – \$479.76 (with discount code)

AirNorth – no flights available at time of writing

Hotels Near Convention Centre (subject to change at time of booking)

Delta by Marriott Toronto – starting at \$671 per night per person

Toronto Marriott City Centre Hotel – starting at 619 per night per person

Residence Inn by Marriott Toronto – starting at \$781 per night per person

RECOMMENDED ACTION (BY ORIGINATOR)

Choose one of the following:

Resolution Option #1:

THAT Council direct administration to register [names of attendees] for the 2023 FCM Conference in person in Toronto.

Resolution Option #2:

THAT Council direct administration to...

Whatever the needs of your city or community, at FCM's 2023 Annual Conference and Trade Show, we go further.

Packed with learning opportunities, plenaries and networking opportunities, get access to the new tools you need to tackle today's challenges and gear up for the road ahead. As always, you'll engage with everyone from municipal experts to representatives of federal parties, with the conference and trade show offering something for every delegate.

Stay tuned for more details.

Legend

Simultaneous interpretation = (S/I)

Subject to change without notice.

Day 1	Day 2	Day 3	Day 4
Thursday, May 25			
8 a.m.–3 p.m.	Exhibitor registration and move-in		
8 a.m.–7 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>		
8:30 a.m.–5:30 p.m.	Big City Mayors' Caucus (BCMC) meeting (S/I) <i>Closed meeting for committee members only</i>		
12:45–3:30 p.m.	Study tours (concurrent)		
1–4 p.m.	Blanket exercise: Reconciliation through learning (TBC)		
4–5 p.m.	Regional caucus meetings		
5–7 p.m.	Official Trade Show opening and reception		
Friday, May 26			

Day 1	Day 2	Day 3	Day 4
7–8 a.m.	Breakfast on Trade Show floor		
7 a.m.–2:30 p.m.	Exhibitor registration		
7 a.m.–2:30 p.m.	Trade Show		
7 a.m.–5:30 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>		
8–9 a.m.	Opening ceremony (S/I)		
9–9:30 a.m.	Political keynote (S/I)		
9–11 a.m.	Companions access to Trade Show		
9:30–10:30 a.m.	President's Forum (S/I)		
10:30–11 a.m.	Coffee break		
10:45 a.m.–1 p.m.	Study tours (concurrent)		
11 a.m.–12:30 p.m.	Workshops (concurrent)		
11 a.m.–2 p.m.	Lunch and Learns on the Trade Show floor		
12:30–2 p.m.	Lunch on Trade Show floor		
2–3 p.m.	Political keynote and special presentation (S/I)		
3:15–3:45 p.m.	Coffee break		
3:15–4:15 p.m.	Ask the Experts sessions		
3:15–4:15 p.m.	Workshops (concurrent)		
3:15–5:15 p.m.	Study tours (concurrent)		
5–6:30 p.m.	VIP Sponsors Reception (by invitation only)		
6:30–8:30 p.m.	Mayor's welcome reception		

Day 1	Day 2	Day 3	Day 4
Saturday, May 27			
7:30–8:30 a.m.	Breakfast		
7:30 a.m.–2 p.m.	Exhibitor registration		
7:30 a.m. – 2:30 p.m.	Trade Show		
7:30 a.m.–6 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>		
8–9 a.m.	Resolutions Plenary (S/I)		
9–10 a.m.	Rural Plenary (S/I)		
9–11 a.m.	Companions access to Trade Show		
10–10:30 a.m.	Political keynote (S/I)		
10:30–11 a.m.	Coffee break		
10:45 a.m.–12:45 p.m.	Study tours (concurrent)		
11 a.m.–12:30 p.m.	Workshops (concurrent)		
11 a.m.–2 p.m.	Lunch and Learns on the Trade Show floor		
11 a.m.–2 p.m.	Lunch on the Trade Show floor		
12:30–2 p.m.	Trade Show prize draw		
2:30–3:30 p.m.	Plenary (S/I)		
3:30–4 p.m.	Coffee break		
3:45–4:45 p.m.	Ask the Experts sessions		
3:45–4:45 p.m.	Workshops (concurrent)		
3:45–5:45 p.m.	Study tours (concurrent)		

Day 1	Day 2	Day 3	Day 4
4:45–5:45 p.m.	Women in Local Government Reception (by invitation only)		
Sunday, May 28			
7–8 a.m.	Breakfast		
7 a.m.–4 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>		
8–10 a.m.	Awards presentations, table officers' election and AGM (S/I)		
10–10:30 a.m.	Coffee break		
10:30 a.m.–12:30 p.m.	Selection of candidates for Board of Directors		
12-1:30 p.m.	Lunch		
12:30–1 p.m.	Selection of candidates for Regional Caucus Chair		
1:45–2:15 p.m.	AGM and ratification of FCM 2023-2024 Board Directors (S/I)		
2:15–3:30 p.m.	Closing Plenary (S/I)		
6–11:30 p.m.	Host City Closing Gala Dinner		

Program subject to change without notice.



*Office of the Minister
MLA, Calgary - Varsity*

AR 207775

JAN 26 2023

His Worship Brian Holden
Mayor
Town of Bon Accord
PO Box 779
5025 50 Ave
Bon Accord AB T0A 0K0
lscoordinator@bonaccord.ca

Dear Mayor Holden:

Thank you for your letter regarding X-ray services in Morinville. I appreciate your advocacy for neighbouring communities to have access to health care services close to home.

Please be assured, and as I mentioned in my correspondence to Mayor Boersma, Alberta Health Services continues to work with my department on service planning and equipment replacement priorities. We will continue to ensure Morinville residents can access the X-Ray services they need in surrounding communities, such as St. Albert, Edmonton, Fort Saskatchewan and others.

Thank you again for writing and supporting the health and well-being of Albertans.

Sincerely,

Jason Copping
Minister of Health

cc: Honourable Dale Nally, MLA, Morinville-St. Albert
Honourable Rebecca Schulz, Minister of Municipal Affairs

NOTICE OF MOTION

I, Mayor Brian Holden, propose a notice of motion to request Administration to research the cost to hire a temporary grant writer and researcher.

This Notice of Motion is being brought forward to create some discussion and to direct Administration to research costs for temporary help. The benefits of having a grant writer and researcher could far outweigh the cost. It was only after my meeting with MP Dane Lloyd that I realized there are probably many grant opportunities that we are unaware of and should be going after.

Thank You

Mayor Holden