

Town of Bon Accord
AGENDA
Regular Council Meeting
March 21, 2023 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1.** Council Briefing Meeting; March 2, 2023 (enclosure)
 - 3.2.** Regular Meeting of Council; March 7, 2023 (enclosure)
- 4. DELEGATION**
 - 4.1.** 9:10 a.m. Phil Dirks – Metrix Group – 2022 Financial Statements
- 5. DEPARTMENTS REPORT**
 - 5.1.** March 2023 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1.** Council Community Connections 2023 Dates (enclosure)
 - 6.2.** Council Benefits (enclosure)
 - 6.3.** Dark Sky Planning for 2023 (enclosure)
 - 6.4.** Laying Hens – Land Use Bylaw Amendment Request (enclosure)
 - 6.5.** Arena Ice Rental Fees (2023 - 2024 Season) (enclosure)
- 7. NEW BUSINESS**
 - 7.1.** Draft 2022 Audited Financial Statements (enclosure)
 - 7.2.** Library Request: Medieval Fair (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
POLICIES
 - 8.1.** Significant Life Events Recognition Policy (enclosure)
 - 8.2.** Proclamation – Economic Development Week (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1.** Go East of Edmonton 2023 Business & Community Digital Marketing Conference (enclosure)
- 10. COUNCIL REPORTS**
 - 10.1** Mayor Holden (enclosure)
 - 10.2** Deputy Mayor Bidney (enclosure)
 - 10.3** Councillor Laing (enclosure)
 - 10.4** Councillor Larson – No Report
 - 10.5** Councillor May (enclosure)

Town of Bon Accord
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11. CORRESPONDENCE
GENERAL

- 11.1. Gibbons Annual Golf Charity Classic – Save the Date (enclosure)
- 11.2. Sturgeon County Mayor’s Golf Tournament – Save the Date (enclosure)
- 11.3. Electric Vehicle Association of Alberta (enclosure)

ACTION REQUIRED

- 11.4. Business @ Lunch with Premier Smith – St. Alberta and District Chamber of Commerce (enclosure)

12. NOTICE OF MOTION

13. CLOSED SESSION

- 13.1. ACRWC Regional Agreement – FOIP Act 25(1)(d) Disclosure harmful to economic and other interests of a public body
- 13.2. Economic Development Assessment – FOIP Act 16(1) Disclosure harmful to business interests of a third party
- 13.3. Utility Account Adjustment – FOIP Act 17(1) Disclosure harmful to personal privacy and 25(1) Disclosure harmful to economic and other interests of a public body

14. ADJOURNMENT

**Town of Bon Accord
Council Briefing Meeting Minutes
March 2, 2023 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Lynn Bidney
Councillor Lacey Laing – Chair
Councillor Tanya May

REGRETS

Councillor Timothy J. Larson

ADMINISTRATION

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

CALL TO ORDER

Councillor Laing called the meeting to order at 4:59 p.m.

ADOPTION OF AGENDA

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the agenda for March 2, 2023, as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-098

UNFINISHED BUSINESS

Morinville Detachment Policing Priorities 2023-2024

The report was reviewed.

NEW BUSINESS

Community Life Survey

The report was reviewed. Discussion included clarification of survey questions and priorities to consider.

LED Lighting Upgrade: Library

The report was reviewed.

BYLAWS | POLICIES | AGREEMENTS

New Business Welcome Policy

The report was reviewed.

Winter Maintenance Policy Update

The report was reviewed.

**Town of Bon Accord
Council Briefing Meeting Minutes
March 2, 2023 5:00 p.m.
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ADJOURNMENT

The March 2, 2023 Council Briefing Meeting adjourned at 6:16 p.m.

Mayor Brian Holden

Jodi Brown, CAO

Unapproved

**Town of Bon Accord
Regular Meeting of Council Minutes
March 7, 2023 7:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

REGRETS

Councillor Timothy J. Larson

ADMINISTRATION

Jodi Brown – Town Manager
Jenny Larson – Economic Development and Planning Officer
Lila Quinn – Community Services Manager
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 7:00 p.m.

ADOPTION OF AGENDA

There were no objections to the addition of items 6.5 Elected Officials Education Program Courses and 6.6 Sturgeon Victim Services AGM to the March 7, 2023 agenda.

COUNCILLOR MAY MOVED THAT Council adopt the March 7, 2023 agenda, as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-099

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – February 21, 2023

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the January 17, 2023 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-100

DELEGATION

Larissa Gagne – Urban Chickens

COUNCILLOR LAING MOVED THAT Council direct administration to research this topic and accept the delegation as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-101

UNFINISHED BUSINESS

Community Life Survey

**Town of Bon Accord
Regular Meeting of Council Minutes
March 7, 2023 7:00 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR MAY MOVED THAT Council direct administration to proceed with the Community Life Survey Public Participation Plan as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-102

Morinville Detachment Policing Priorities 2023-2024

COUNCILLOR MAY MOVED THAT Council direct administration to include 2023 – 2024 policing priorities as a topic of discussion at the March 24th Coffee with a Cop session AND FURTHER THAT administration encourages residents that are unable to attend to respond by email AND FURTHER THAT Council direct administration to create a letter at the end of Coffee with a Cop session to include our top 3 policing priorities and with a formal response to be sent April 8, 2023.

CARRIED UNANIMOUSLY RESOLUTION 23-103

LED Lighting Upgrade: Library

COUNCILLOR MAY MOVED THAT Council direct administration to proceed with the library LED lighting project and allocate the funding shortfall to the community donations fund in the recreation budget and FURTHER that if 2022 surplus funds are available, that administration bring forward a 2023 budget amendment to address the shortfall rather than using funds from the community donations budget.

CARRIED UNANIMOUSLY RESOLUTION 23-104

NEW BUSINESS

Notice of Motion - 54th Ave

COUNCILLOR LAING MOVED THAT Council direct administration to get a new quote on 54 Avenue road reconstruction for 49 Street to Lily Lake Road, making a plan to work toward fixing the road.

In Favour: Councillor Laing

Opposed: Mayor Holden, Deputy Mayor Bidney, Councillor May

DEFEATED RESOLUTION 23-105

Notice of Motion - Council Benefits

COUNCILLOR MAY MOVED THAT Council direct administration to research the cost of providing Town medical and dental benefits for members of Council.

In Favour: Mayor Holden, Deputy Mayor Bidney, Councillor May

Opposed: Councillor Laing

CARRIED RESOLUTION 23-106

Future Skateboard Park Location

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to contact Minor Ball and advise the Town will fix up the ball diamond assess community need at that time.

CARRIED UNANIMOUSLY RESOLUTION 23-107

**Town of Bon Accord
Regular Meeting of Council Minutes
March 7, 2023 7:00 p.m.
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March Council Briefing Meeting

COUNCILLOR MAY MOVED THAT Council direct administration to proceed with planning and advertising the Council Briefing Meeting on March 22, 2023 from 5:30-7:30 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-108

Elected Officials Education Program Courses

COUNCILLOR MAY MOVED THAT Council direct administration to register Councillor May for Council's Role in Strategic Planning.

CARRIED UNANIMOUSLY RESOLUTION 23-109

Sturgeon Victim Services AGM

COUNCILLOR MAY MOVED THAT Council accept the Sturgeon Victim Services AGM as information.

CARRIED UNANIMOUSLY RESOLUTION 23-110

BYLAWS/POLICIES/AGREEMENTS

New Business Welcome Policy

COUNCILLOR MAY MOVED THAT Council approves the New Business Welcome Policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-111

CLOSED SESSION

- ***Citizens on Patrol Funding and Volunteer Update – FOIP Act 17(1) Disclosure harmful to personal privacy***
- ***Ice Plant Project – FOIP Act 16(1) Disclosure harmful to business interests of a third party and 24(1) Advice from officials***

COUNCILLOR LAING MOVED THAT Council enter into closed session to discuss Citizens on Patrol Funding and Volunteer Update – FOIP Act 17(1) Disclosure harmful to personal privacy and Ice Plant Project – FOIP Act 16(1) Disclosure harmful to business interests of a third party and 24(1) Advice from officials at 8:22 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-112

COUNCILLOR MAY MOVED THAT Council come out of closed session at 8:43 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-113

Citizens on Patrol Funding and Volunteer Update – FOIP Act 17(1) Disclosure harmful to personal privacy

COUNCILLOR LAING MOVED THAT Council accepts this correspondence as information and directs administration to include the additional COP funding received in the amount of \$255.30 in the Citizens on Patrol restricted reserve and FURTHER that Council directs administration to draft a letter of appreciation on behalf of Council and administration to the COP volunteers for their support of the Bon Accord Citizens on Patrol group.

**Town of Bon Accord
Regular Meeting of Council Minutes
March 7, 2023 7:00 p.m.
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CARRIED UNANIMOUSLY RESOLUTION 23-114

Ice Plant Project – FOIP Act 16(1) Disclosure harmful to business interests of a third party and 24(1) Advice from officials

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to proceed with awarding the tender for the Ice Plant Replacement Project as recommended in the amount of \$1,085,541 as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-115

ADJOURNMENT

COUNCILLOR MAY MOVED to adjourn at 8:46 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-116

Mayor Brian Holden

Jodi Brown, CAO

News | Projects | Events

News

- The Town received \$2742 in grant funding from Fortis Alberta to install new LED lights at the Bon Accord Library. Our thanks and appreciation to Fortis for their generous donation to this project. The total project cost is \$5137 with the Town covering the remainder of the project cost.
- The Town applied for an Edmonton Community Foundation grant to cover the cost of new chairs for the arena.
- There is a new business in Town! We are pleased to welcome Bon Accord Liquor to our community.
- The Town is seeking resident input! The Community Life Survey is now online at www.bonaccord.ca. Residents may also pick up a hard copy of the survey at the Town office or Library and return to the Town Office when completed. The survey will close on April 18th, 2023.

Projects

- The tender for the ice plant replacement project has been awarded.
- Town staff are working on options for replacement of the swing set at Centennial Park.
- The Town is currently seeking sponsors for the Music in the Park program this summer.
- Town staff are in the process of hiring summer staff. Please visit our website at www.bonaccord.ca for more information on the positions available.

Events

- The annual Family Day event was held on February 20th, 2023; 100 participants attended the event.
- Council Community Connections was held on March 09th, 2023; 5 residents attended; thank you to those that participated in this event for all the ideas and suggestions regarding the revitalization of the Dark Sky designation.

Key Meetings

- Feb 27 – Sturgeon Region Emergency Management Agency Meeting
- Mar 3 – Munisight/Catalis – Town Folio update meeting (Ec. Dev/Planning)
- Mar 8 – Municipal Development Plan update Review (Ec. Dev/Planning and Town Manager)
- Mar 9 – Micro-Development Intro Meeting (Ec. Dev/Planning and Town Manager)
- Mar 23 – Economic Development Association AGM (Ec. Dev/Planning)

Conferences and Training

- Feb 17 – Brownlee's Emerging Trends in Municipal Law Seminar (Town Manager, Corporate Services, Ec. Dev/Planning)
- Mar 2 – Night Matters (IDA) Advocate Action Meeting (Ec. Dev/Planning)
- Mar 15 – Night Matters (IDA) Women in Dark Skies (Ec. Dev/Planning)
- All staff are completing or renewing WHMIS and FOIP training
- Annual Alberta Water and Wastewater Operators Conference (Operations Supervisor)

Department Highlights

Administration | Town Manager

- Researched information on the cost of hiring a grant writer and naming rights/sponsorship specialists.
- Volunteered to assist with the Sturgeon Regional Partnership Terms of Reference review; submitted a draft revision of this document to the CAO working committee for input.
- Attended the Council Community Connections event on March 09th and enjoyed hearing the ideas of residents regarding the Dark Sky designation.
- Assisted with the development of the New Business Welcome Policy and working on the review of the Winter Maintenance Policy, Complaint Policy, and revisions to the Significant Life Events Policy.
- Liaised with our legal team for review of the draft Procedural Bylaw.
- Assisting with the resolution of a few bylaw issues related to increased enforcement.
- Met with the auditor and Corporate Services Manager to review the draft 2022 financial statements.
- Met with an Economic Development specialist regarding a proposal to assist the Town in developing an Economic Development strategy.
- Reviewed the Municipal Development Plan draft with Municipal Planning Services.
- Continued working with Municipal Planning Services on the proposed Joint Use and Planning Agreement.

Community Services

- Assisting the Public Works department with seeking quotes and options for replacement of playground equipment at Centennial Park.
- Completed grant application to the Edmonton Community Foundation for the purchase of new chairs for the arena.
- Working on hiring a Summer Program Coordinator for Summer Programs.
- Met with Public Works and Arena/Parks staff to plan for the transition from the winter to summer season.
- Collaborating with the Economic Development and Planning Officer and the Legislative Services and Communications Coordinator to develop plans for the revitalization of the Dark Sky designation.
- Planning presentations for the Community Services Advisory Board meeting on March 22 including information on the Dark Sky Plans and the development of an Ad Hoc Committee for Dark Sky initiatives.
- Continuing to manage the ice plant replacement project under the direction of the Town's engineers.

Corporate Services

- Audit has been completed and went very well.
- Completed a water leak information sheet for residents including some statistical information and things to look for; this can be posted to our website. Thank you to our Corporate Services Assistant Kaitie for this project.
- Received invoice for insurance. Total cost was \$62,422 versus the budget of \$56,656.
- Letter received regarding funding for the MSI Operating and Capital grants as well as the Canada Community Building Grant. Forecasted MSI Capital funds remain the same as budgeted at \$182,309. MSI Operating funds are forecasted to double for 2023 to \$119,284, versus the budgeted funds of \$59,642. Currently the Town allocates MSI Operating to our bylaw services, roads, and water. The Canada Community Building funds are forecasted to be \$95,715, versus an original budget of \$91,627.
- Working on quarterly Employee Wellness e-newsletter.
- Received assessments from Tanmar Consulting. Assessments have increased overall by 6% compared to last year. Taxable totals for 2023 are \$154,710,480 versus taxable totals in 2022 of \$146,248,160. Last year, assessments had increased by 3% over the previous year.
- Working on municipal tax rate information to bring to Council for the 2023 Rates of Taxation Bylaw.

Planning | Economic Development | Bylaw

- Subdivision Application was approved with conditions. Waiting for the agreement to be signed by the developer.
- Safety Training completed – Workplace Violence and Harassment, Fire Safety, and Bon Accord H&S Introduction and FOIP.
- Instead of renewing the Urban Development Institute membership for \$1911.00, the Town has joined the Innovating Commerce Serving Communities organization (ICSC) for \$180.00. The ICSC offers free online training for Economic Development staff and businesses. The organization was recommended to the Town by one of the Economic Development specialists in the Sturgeon region. The ICSC is a better fit for the Town's economic development goals.
- Working on the Complaint Policy to streamline the process.
- Worked on Dark Sky initiatives – RFD coming to Council at upcoming RMC.
- Attended an International Dark Sky Association (IDA) virtual meeting, regarding Public Speaking.
- Signed up for Night Matters IDA virtual meeting – Women of Dark Skies.
- Working on a Residential Snow Clearing Infraction procedure to help streamline the process.
- Contacted one resident regarding residential sidewalk snow clearing.
- Conducted weekly inspection of Town for Bylaw infractions.
- Registered for Economic Development: Establishing the Foundations course with the University of Calgary – online course.

- Processed two completed Compliance Certificates for development projects under the direction of Municipal Planning Services.

Operations | Public Works

- Researching opportunities to partner with local sheep farmers to bring in sheep to help with the solar farm grass maintenance. Thank-you to the City of Fort Saskatchewan for helping us to connect with the Alberta Sheep Breeders Association as a possible resource.
- Continued snow removal maintenance on sidewalks in front of Town property and sanding as per normal routines.
- Met with the Community Services and Parks team to review plans for the upcoming summer season, including removal of ice at the arena, transition to greenspace maintenance, and support for community events during the summer months.
- Staff are in the process of hiring 2 summer parks students.
- Continued maintenance of Town equipment.
- Working on purchase of new cab and attachments for the Ventrac mower which will allow this equipment to be used for snow removal during the winter months.
- Opening storm drains and catch basins to assist with drainage during the spring melt.
- Staff are completing FOIP and safety training programs.
- Assisted with unloading the new score clock for the Arena.
- Emptied the sewage tanks at the Public Works yard and water pump house.

Attachments

- Town Manager:
 - Action List
- Corporate Services Manager:
 - Variance Report
- Economic Development and Planning Officer:
 - Citation Report
 - Incident Report

Town Manager Action List

Date: March 21st, 2023
Reporting Period: February 17th – March 17th, 2023
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
Dark Sky Designation Administration to maintain the Dark Sky designation, and work on future events and better exposure of the title of Canada's First Dark Sky Community.	March 21 st Regular Council Meeting Agenda
Future Skateboard Park Location Contact Minor Ball and advise the Town will fix up the ball diamond assess community need at that time.	In Progress
Notice of Motion - Council Benefits Research the cost of providing Town medical and dental benefits for members of Council.	March 21 st Regular Council Meeting Agenda
DELEGATION Larissa Gagne – Urban Chickens Research this topic and accept the delegation as presented.	March 21 st Regular Council Meeting Agenda
Procedural Bylaw Expert Review Administration to proceed with the legal review of the draft Procedural Bylaw and decline the parliamentary review at this time.	March 22 nd Council Briefing Committee Meeting
Grant Writer/Sponsorship Research the cost to hire a temporary grant writer and researcher, as well as sponsorship and naming rights for the arena.	In progress

Council Community Connections: Future dates of Council Community Connections be put on hold until March.	March 21 st Regular Council Meeting Agenda
Notice of Motion: Springbrook Park Administration to create a timeline for playground maintenance and for administration to hold a Special Council Meeting or workshop for spring 2023.	Schedule for April or May 2023
Communities in Bloom Project: Heritage Project at the Cemetery	Location confirmed/installation next spring (install concrete base)
Christmas Tree Locations Direct administration to bring back a plan and costs for repair or replacement of the Christmas tree and for hanging new lights on the east side of Town.	2024 Budget Deliberations

OTHER PROJECTS:

- 2022 Annual Report
- Procedural Bylaw Update
- Municipal Development Plan Update
- New Fees and Charges Bylaw
- Arena Operational Policy
- New Winter Maintenance Policy
- Municipal Library Board Bylaw Update
- Continued policy and bylaw review (rescinding or updating old bylaws and policies)

ACTION ITEM LIST: COMPLETED

- ✓ Citizens on Patrol funding was returned and the letter thanking COP volunteers was sent; the Citizens on Patrol funding will be held in restricted reserve as directed by Council until a formal group is in place.
- ✓ Administration advised Sturgeon County of the multi-year, multi-phased approach to Arena upgrades; email communication forwarded to Council.
- ✓ Administration has forwarded a letter to the Alberta Capital Region Wastewater Commission as directed.
- ✓ The New Business Welcome Policy has been approved and the first Grand Opening event for the new liquor store is taking place on March 17th.
- ✓ The Community Life Survey is complete and is currently in circulation.

- ✓ Councillor Laing and Councillor Larson are registered for the Federation of Canadian Municipalities Conference in Toronto at the end of May.
- ✓ The advertising for the Coffee with a Cop session scheduled for March 24th has been updated to include an invitation for public input on 2023- 2024 Policing Priorities. The updated communications have been circulated to the public.
- ✓ The branded apparel donation items for the Yellow Ribbon Gala in support of the Military Family Resource Centre and the Sturgeon Composite High School Grad Banquet have been ordered.
- ✓ Councillor May has been registered for the Strategic Planning Elected Officials Education Program course.
- ✓ Administration has notified the library that the LED lighting upgrade will proceed as planned. The contractor is being scheduled to complete the work. Once the project is completed a photo opportunity with the grant funder (Fortis Alberta), Council representatives and the Library representatives will be arranged.
- ✓ The Veteran's Memorial Park Committee members have been notified of their appointment to the Committee. A meeting will take place once all the Committee members are available to attend.

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2023
Reporting period: up to March 13, 2023

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	89,482	62,052	27,430	13,653	115,430	- 101,777	75,829	- 53,377	129,206	242%
TOTAL MUNICIPAL	\$ 89,482.00	\$ 62,052.29	\$ 27,429.71	\$ 13,653.00	\$ 115,429.75	-\$ 101,776.75	\$ 75,829	-\$ 53,377	\$ 129,206	242%
Election	-	-	-	-	2,000	- 2,000	-	(2,000)	2,000	100%
Council	-	-	-	18,455	24,472	- 6,017	(18,455)	(24,472)	6,017	25%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 18,455	\$ 26,472	-\$ 8,017	-\$ 18,455	-\$ 26,472	\$ 8,017	30%
Administration	1,167	1,066	101	101,834	112,664	- 10,830	(100,667)	(111,598)	10,931	10%
TOTAL ADMINISTRATION	\$ 1,167	\$ 1,066	\$ 101	\$ 101,834	\$ 112,664	-\$ 10,830	-\$ 100,667	-\$ 111,598	\$ 10,931	10%
Fire Services	10,531	9,661	870	1,786	9,579	- 7,793	8,745	82	8,663	10586%
Emergency Services	-	-	-	18	3,384	- 3,366	(18)	(3,384)	3,366	99%
Bylaw	1,025	9,394	- 8,369	10,912	27,093	- 16,181	(9,887)	(17,699)	7,812	44%
TOTAL PROTECTIVE SERVICES	\$ 11,556	\$ 19,055	-\$ 7,499	\$ 12,716	\$ 40,056	-\$ 27,340	-\$ 1,160	-\$ 21,001	\$ 19,841	94%
Municipal Planning	1,450	4,688	- 3,238	11,923	35,025	- 23,102	(10,473)	(30,338)	19,865	65%
Economic Development	-	5,850	- 5,850	18,747	22,925	- 4,178	(18,747)	(17,075)	(1,672)	10%
TOTAL PLANNING & DEVELOPMENT	\$ 1,450	\$ 10,538	-\$ 9,088	\$ 30,670	\$ 57,951	-\$ 27,281	-\$ 29,220	-\$ 47,413	\$ 18,193	38%
Public Works - Roads	-	8,800	- 8,800	68,128	90,649	- 22,521	(68,128)	(81,849)	13,721	17%
Storm Sewer & Drain	-	-	-	3,535	9,985	- 6,450	(3,535)	(9,985)	6,450	65%
Water	81,576	94,307	- 12,731	57,807	113,462	- 55,655	23,769	(19,155)	42,924	224%
Sewer	52,456	56,724	- 4,268	34,093	70,867	- 36,774	18,363	(14,143)	32,506	230%
Garbage	14,558	14,054	505	17,800	24,863	- 7,063	(3,242)	(10,810)	7,568	70%
Cemetery	2,050	1,667	383	1,388	2,205	- 817	662	(538)	1,200	223%
TOTAL PUBLIC WORKS	\$ 150,640	\$ 175,552	-\$ 24,912	\$ 182,751	\$ 312,032	-\$ 129,281	-\$ 32,111	-\$ 136,480	\$ 104,369	76%
FCSS	11,195	11,570	- 375	12,830	19,480	- 6,650	(1,635)	(7,910)	6,275	79%
TOTAL FCSS	\$ 11,195	\$ 11,570	-\$ 375	\$ 12,830	\$ 19,480	-\$ 6,650	-\$ 1,635	-\$ 7,910	\$ 6,275	79%
Parks	54,763	56,778	- 2,015	11,022	31,091	- 20,069	43,741	25,687	18,054	70%
Arena	143,761	119,199	24,562	70,133	77,566	- 7,433	73,628	41,633	31,995	77%
Recreation	180,474	175,145	5,329	15,604	46,725	- 31,121	164,870	128,420	36,450	28%
TOTAL REC & COMMUNITY SERVICE	\$ 378,998	\$ 351,122	\$ 27,876	\$ 96,759	\$ 155,382	-\$ 58,623	\$ 282,239	\$ 195,741	\$ 86,498	44%
Library	-	-	-	34,263	57,361	- 23,098	(34,263)	(57,361)	23,098	40%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 34,263	\$ 57,361	-\$ 23,098	-\$ 34,263	-\$ 57,361	\$ 23,098	40%
Total Excl. General Municipal	\$ 555,006	\$ 568,903	-\$ 13,897	\$ 490,278	\$ 781,398	-\$ 291,120	\$ 64,728	-\$ 212,495	\$ 277,223	130%
Total Incl. General Municipal	\$ 644,488	\$ 630,955	\$ 13,533	\$ 503,931	\$ 896,827	-\$ 392,896	\$ 140,557	-\$ 265,873	\$ 406,430	

Budget approved October 18, 2022 Regular Meeting of Council, Resolution 22-443

Sturgeon County

BON ACCORD CITATION REPORT FEBRUARY 2023 Statistics from: 2/1/2023 12:00:00AM to 2/28/2023 11:59:00PM

Citation Printout Report by Violation

Total Citations of (53(1)(A) TSA DRIVE/PARK MV/TRAILER WITH EXPIRED PLATES): 1
Total Mandatory Appearances: 0

Total Citations of (MOVES/ROADS):0
Total Mandatory Appearances: 0

Total Citations of (ROR S.12(1) DRIVE LEFT OF CENTRE LINE): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.30(A)(I) U-TURN IN URBAN AREA BETWEEN INTERECTIONS): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 2
Total Mandatory Appearances: 0

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 6
Total Mandatory Appearances: 0

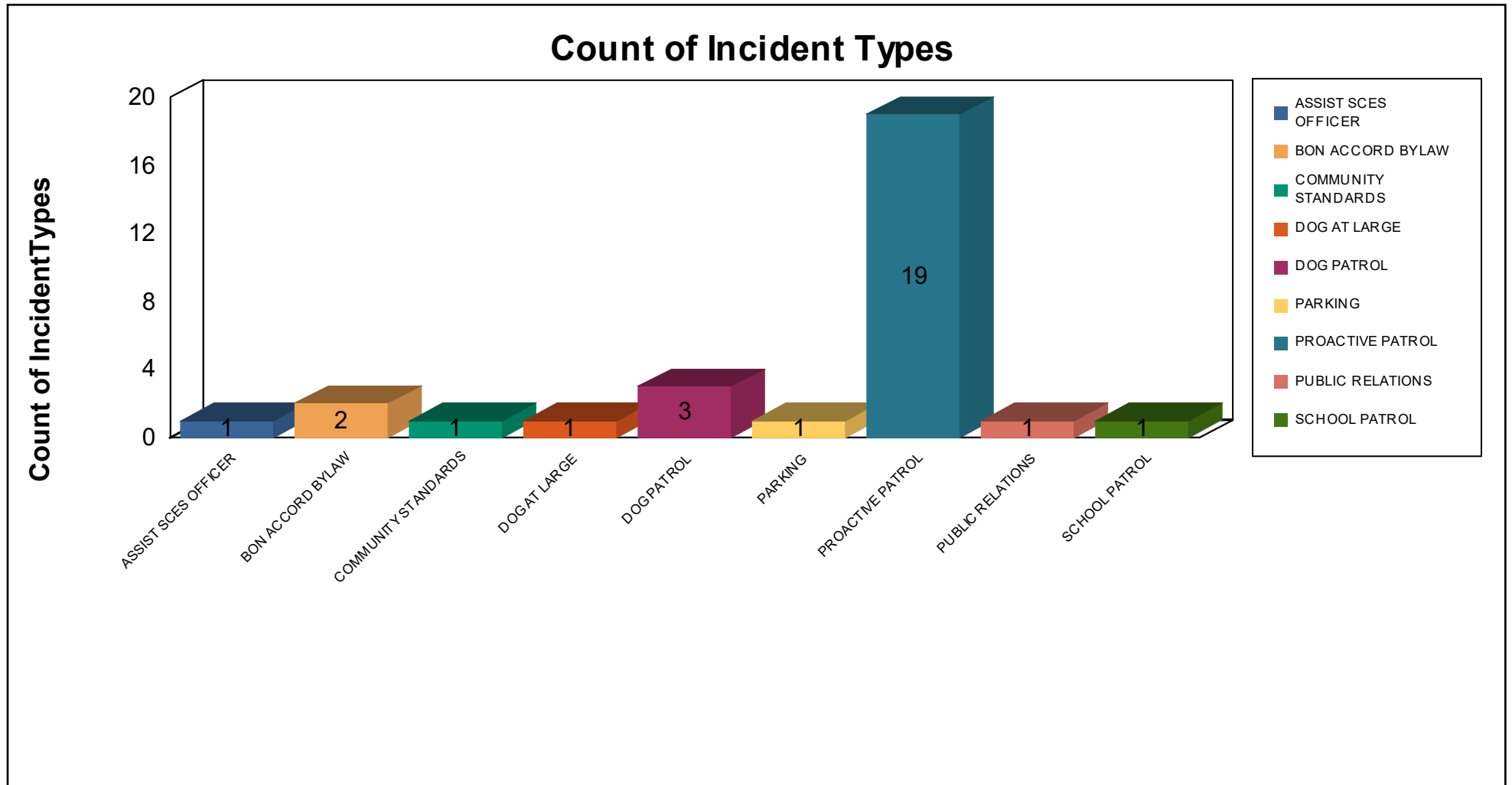
Grand Total

Total Number of Citations Reported: **13**
Total Fine Amounts Reported: **\$1757.00**
Total Mandatory Appearances: **0**

Sturgeon County

BON ACCORD INCIDENT COUNT FEBRUARY 2023 Statistics from Occurred Date: 2/1/2023 12:00:00AM to 2/28/2023 11:59:00PM

Incident Report



ASSIST SCES OFFICER: 1 3%

Incident Report

BON ACCORD BYLAW: 2	7%
COMMUNITY STANDARDS: 1	3%
DOG AT LARGE: 1	3%
DOG PATROL: 3	10%
PARKING: 1	3%
PROACTIVE PATROL: 19	63%
PUBLIC RELATIONS: 1	3%
SCHOOL PATROL: 1	3%

Grand Total: 100.00% Total # of Incident Types Reported: 30

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 21, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Council Community Connections 2023 Dates
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

At the January 17, 2023 RCM, Council chose the date and time for the March Council Community Connections event. At that time,

*COUNCILLOR LARSON MOVED THAT future dates of Council Community Connections be put on hold until March. **Carried resolution 23-012***

Therefore, administration has brought forward proposed dates for the remainder of the year for Council consideration.

The attached Public Participation Policy includes the provision for quarterly Council Community Connections events as noted below:

Council Community Connections Events:

- 1. The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, "Council Community Connections".*
- 2. Council Community Connections Events will be held 4 times per calendar year.*
- 3. The Council Community Connections events will be held in person where possible unless extenuating circumstances require the event to be held virtually.*

Historically, these events have been held outdoors in Centennial Park in the summertime (weather permitting) and in Council Chambers during the cooler months.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is seeking direction from Council to plan events for the remainder of 2023.

All events would be held in-person unless extenuating circumstances arise.

Factors for Consideration:

Date/Time:

Previous Council Community Connections have been held on a weekday evening. If the day and time of the event varies throughout the year, it may enable more residents to attend and connect with Council. This would align with the policy's Public Participation Standards that "Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility."

During the Public Engagement Training session provided by Municipal Affairs, it was recommended that engaging public in informal settings like entertainment events could glean more interest and feedback. Council may wish to consider holding one of their Council Community Connections events during one of the Tuesday evenings in the summer when Music in the Park takes place, as noted in August's options below.

Topics

Council Community Connections offers residents the opportunity to bring forward any topic of their choosing and this informal, open dialogue format has worked well. Hence, administration recommends continuing with this practice and not choosing specific topics for each session.

Proposed Dates

The following are presented for Council consideration and times may vary as per Council's direction.

June 2023

- Date Options:
 - Thursday, June 8
 - Tuesday, June 13
- Location: Centennial Park (weather permitting). Alternate Location: Council Chambers

August 2023

- Date Options:
 - Tuesday, August 22
 - Tuesday, August 29
- Location/Time: Centennial Park evening (weather permitting). Alternate Location: Council Chambers

December 2023:

- Date Options:
 - Wednesday, December 6
 - Thursday, December 7

- Location: Council Chambers

Once plans are confirmed by Council, administration will develop and circulate event communications closer to each date.

STRATEGIC ALIGNMENT

Value Statement: Transparency

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

Value Statement: Collaboration

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

COSTS/SOURCES OF FUNDING

Annual Budget

RECOMMENDED ACTION (by originator)

Each of the following:

Resolution #1 for June

1. That Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date in **June**] from [selected times].

Resolution #2 for August

2. That Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date in **August**] in conjunction with Music in the Park or _____.

Resolution #3 for December

1. That Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date in **December**] from [selected times].

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, round-tables, town halls, open houses and

workshops;

- Digital participation which 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; ~~and~~
3. Report the findings of the Public Participation to Council;
4. Consider timing, resources and engagement when developing and modifying Public Participation Plans;

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

PUBLIC PARTICIPATION OPPORTUNITIES

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

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

COUNCIL COMMUNITY CONNECTIONS EVENTS:

1. The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, "Council Community Connections".
2. Council Community Connections Events will be held 4 times per calendar year.
3. The Council Community Connections events will be held in person where possible unless extenuating circumstances require the event to be held virtually.

POLICY EXPECTATIONS

1. **Legislative and Policy Implications**

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

2. Public Participation Standards

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

3. Public Participation Plans

- a. When so directed by this policy or Council, the Town Manager shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. The nature of the matter for which Public Participation is being sought;
 - ii. The impact of the matter on Municipal Stakeholders;
 - iii. The demographics of potential Municipal Stakeholders in respect of

which Public Participation Tools to utilize, the level of engagement, and time for input;

- iv. The timing of the decision and time required to gather input;
- v. What information is required, if any, to participate; and
- vi. Available resources and reasonable cost.

b. Public Participation Plans will, at minimum, include the following:

- i. A communication plan to inform the public about the Public Participation Plan and opportunities to provide input;
- ii. Identification of which Public Participation Tools will be utilized;
- iii. Timelines for participation;
- iv. Information about how input will be used; and
- v. The location of information required, if any, to inform the specific Public Participation.

4. Reporting and Evaluation

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

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 21, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Council Benefits
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

At the March 7, 2023, Regular Meeting of Council: COUNCILLOR MAY MOVED THAT Council direct administration to research the cost of providing Town medical and dental benefits for members of Council. Resolution #23-106.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The benefits available through GroupSource include:

- Basic Life
- Short Term Disability
- Long Term Disability
- Health
- Dental
- Healthcare Spending Account
- Employee Family Assistance Program
- People Connect (Virtual Counselling)
- Optional Critical Illness
- Optional Life
- Optional AD&D

All of Council would need to sign up for the benefits program, however health and dental benefits can be waived during each individual's sign-up process provided that the individual is covered by a spouse or partner's employee group plan.

Council can determine what is included in the Class of benefits offered to Council, such as all benefits, or only health and dental benefits.

STRATEGIC ALIGNMENT

Values statement of Stewardship: Administration and Council embody the responsible planning and management of our resources.

Values statement of Service Excellence: Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

Council could choose to pay all the costs themselves, or have a portion paid by the Town, e.g., 75%.

The cost of benefits are as follows:

Extended Health Benefits: Single \$125.22/month, Family \$365.72/month

Dental Health Benefits: Single \$77.58/month, Family \$212.64/month

Long-Term Disability: Mayor \$25.47/month, Councillor \$12.74/month

Short-Term Disability: Mayor \$12.70/month, Councillor \$6.35/month

Employee Family Assistance Program: \$1.31/month

People Connect: \$1.26/month

The full monthly cost of the above benefits would be:

	Single	Family
Mayor	\$243.54	\$619.10
Councillor	\$224.36	\$600.02

Additional Costs to consider would be:

Basic Life: Flat rate of \$15,000 \$3.96/month or Flat rate of \$25,000 \$6.78

Health Spending Account: \$29.17/month

The cost of optional benefits will vary per applicant and can depend on lifestyle and medical history.

RECOMMENDED ACTION (by originator)

One of the following:

THAT ... Council directs administration to sign-up Council for the Town benefits program *including ALL benefits* to be paid in full by each member of Council through payroll deduction.

Or

THAT ... Council directs administration to sign-up Council for the Town benefits program *including ALL benefits* to be paid 25% by each member of Council and 75% subsidized by the Town, through payroll deduction.

Or

THAT ... Council directs administration to sign-up Council for the Town benefits program *including only health and dental* to be paid in full by each member of Council through payroll deduction.

Or

THAT ... Council directs administration to sign-up Council for the Town benefits program *including only health and dental* to be paid 25% by each member of Council and 75% subsidized by the Town, through payroll deduction.

Or

THAT...Council accepts this RFD regarding Council benefits as information.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 21, 2023
Presented by:	Jenny Larson – Officer, Economic Development & Planning
Title:	Dark Sky Planning for 2023
Agenda Item No.	6.3

BACKGROUND/PROPOSAL

At the Regular Council Meeting on December 6, 2022, administration brought forward the results from the Dark Sky survey. The results indicated that residents were vastly in favour of keeping the Dark Sky designation.

Councillor May moved that Council direct administration to maintain the Dark Sky designation, and work on future events and better exposure of the title of Canada's First Dark Sky Community. ***Carried Resolution 22-509.***

During the Council Community Connection meeting on March 9, 2023, five (5) residents attended and expressed their ideas on different Dark Sky initiatives.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Town staff discussed options to start generating increased exposure to the Dark Sky designation and came up with two fiscally responsible solutions for 2023.

- Partner with the Bon Accord Library to provide a Dark Sky recognition week in alignment with the International Dark Sky Week (April 15 - 22). The library will display books about astronomy, the dark skies, and nocturnal animals for children and adults. The Town will provide a night sky puzzle for the library patrons. We will also have a Dark Sky colouring contest with a prize.
- Town staff will update the Dark Sky brochures that were created in 2017, the updated brochures will be added to the utility bills in April and will be available for pick up at the Town office and the library.

The residents from the Council Community Connections discussed forming an Ad-Hoc Committee of the Community Services Advisory Board, creating a Facebook page dedicated to the Dark Sky initiative, and engaging the schools and youth with Dark Sky initiatives. The attendees provided information on possible resources such as helpful websites and apps to help with education and awareness. Many great ideas were discussed on how to create sustainable, cost-effective ways to begin revitalizing the Dark Sky designation.

The Community Services Advisory Board Bylaw 2021-07 section 10- H states the following: “The Board may appoint Ad Hoc Committees from within its own membership or from other residents of the Municipality or Sturgeon County Division V. These Ad Hoc Committees shall make recommendations to the Board regarding any special phase of work of the Board for which the Ad Hoc Committee was appointed., always provided that such work comes within the scope and jurisdiction of the Board”.

At the March 22nd, Community Services Advisory Board Meeting, administration will bring forward the suggestion to create a Dark Sky Ad Hoc Committee.

As per the Bylaw, Committee members would be appointed by the Board.

Additionally, administration is currently seeking quotes for the revitalization of the Town’s logo. The Town may consider adding the “Canada’s First Dark Sky Community” tagline into the design.

STRATEGIC ALIGNMENT

Priority #4: Identity

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

COSTS/SOURCES OF FUNDING

\$40 for puzzle and colouring contest prize.

Administrative costs for printing brochures (approximately \$250)

Funding is available in the Economic Development budget to cover these expenses.

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

Resolution option #1

1. THAT Council approve this preliminary plan to begin revitalizing the Dark Sky designation.

Resolution option #2

2. THAT Council direct administration to.....

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 21, 2023
Presented by:	Jenny Larson – Officer, Economic Development & Planning
Title:	Laying Hens – Land Use Bylaw Amendment Request
Agenda Item No.	6.4

BACKGROUND/PROPOSAL

At the Regular Council Meeting on March 7, 2023, a delegate brought forward a request to allow laying hens in all the Town's districts, excluding R3 and commercial districts.

Councillor Laing moved that Council direct administration to research this topic and accept the delegation as presented. ***Carried Resolution 23-101***

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Land Use Bylaw (LUB) 2016-03 states "The keeping of laying hens may be allowed as an accessory use in R1, R1A and R1B Districts the discretion of the Development Authority. A development permit shall be required, and the number of laying hens and form of enclosure shall be regulated in accordance with the Town's Animal Control Bylaw."

Animal Control Bylaw 2019-10 Part 6 – Restricted Animals, states

"1.1 Bees, poultry and livestock without permit will only be allowed on land in the Town of Bon Accords municipal boundaries on land designated under the land use bylaw as that of UR, Urban Reserve when; (a) It is done only in the use of standard family type farming; and

(b) With no high intensity use of that such as a feed lot operation or poultry barns in excess of a total of 500 birds.

1.2 In other land use designations restricted animals in limited quantities may be permitted for, if in the opinion of the development officer, keeping of said animals will not put any hardship on the neighbors or in violation of any other bylaws. Examples of that could be 4 laying hens, 1 hive of bees 2 boxes high. Conditions shall be set forth in the permit and may include but not be limited to; numbers, types, sexes, habitation requirements and distances from property lines."

Recommendation from Municipal Planning Services

Administration reached out to Municipal Planning Services (MPS) for their recommendation in this matter. The recommendations provided by MPS are attached.

Land Use Bylaw—Part 6, Administration 1- Application to amend Bylaw is attached.

“Subject to the provisions of the Municipal Government Act a person may apply to have this Bylaw amended, by applying in writing to the municipality, in care of the Development Authority, furnishing reasons in support of the application and paying the fee therefore required under Part 6.2(6) of this Bylaw.”

There is a fee in the Town’s Fees for Service Procedure of \$1000 plus advertising costs. However, this fee has not been established in a bylaw. Council may set a fee or waive any fees in this circumstance. Administration plans to bring forward other LUB amendments (based on recommendations from MPS) soon. Therefore, we believe that the delegate would not have to proceed with the amendment application as the delegate’s proposed amendment could be included with the other proposed amendments at Council’s discretion.

Administration will also be working with MPS to review this section of the LUB to determine if further clarification is needed as to when this fee would be applied.

There are three options for Council to consider:

1. Public Engagement: As per the recommendations from MPS, hold a Public Open House or conduct a survey.
2. Proceed with Land Use Bylaw Amendment: This would require advertising of the proposed amendment and a public hearing.
3. Decline to amend the Land Use Bylaw.

Recommendation: Administration recommends holding an Open House event. This option would allow greater opportunity to answer questions for the public and provide background information while seeking input. Representatives from MPS may be invited to attend.

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Priority #1: Identity

- The Town of Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

COSTS/SOURCES OF FUNDING

- Advertising of the Land Use Bylaw amendment – if approved.

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

Resolution Option #1: Seek Public Input Before Proceeding with Land Use Bylaw Amendment

THAT Council direct Administration to plan a Public Open House event about laying hens to provide background information for residents and to gather resident input on the proposed Land Use Bylaw amendment AND

FURTHER THAT Council directs administration to advise the delegate of the decision to seek public input on this matter.

Resolution Option #2: Proceed with Land-Use Bylaw Amendment

THAT Council directs administration to proceed with the required legislative processes to amend Land Use Bylaw 2016- 03 to permit laying hens in all Town districts, excluding R3 and commercial districts and directs administration to advise the delegate of Council's decision.

Resolution Option #3: Decline to Amend Land Use Bylaw 2016-03

THAT Council declines to amend Land Use Bylaw 2016-03 to permit laying hens in the additional land-use districts at this time and directs administration to advise the delegate of Council's decision.

Resolution Option #4: Other

THAT Council directs administration to...

Additional Resolution:

If Council chooses to waive the Land Use Bylaw application fee for the delegate, the following resolution would be required:

THAT Council waive any fees for the Land Use Bylaw Application Amendment requested by Larissa Gagne to amend the Land Use Bylaw to allow for laying hens in all the Town's districts, excluding R3 and commercial districts as the Town plans to include other Land Use Bylaw amendments at the same time.

14 March 2023

Town of Bon Accord

Laying Hens Chickens in the R2 District



Background

When the Town of Bon Accord *Land Use Bylaw 2016-03* (the “LUB”) was adopted in September 2016, the decision was made to restrict the keeping of animals on parcels of land within the Town. Part 8.6 of the LUB outlines the regulations for the keeping of animals/birds in Town. These regulations apply to animals which are considered “livestock” rather than “household” or “domestic” pets, and includes animals such as horses, llamas, cows, pigs, etc.

Amongst other things, the LUB generally restricts the keeping of animals/livestock to areas of Town which are more “rural” in nature and identified as “Urban Reserve” on the Land Use District Map in the LUB. The purpose of the Urban Reserve District in the LUB is to “protect significant tracts of predominantly vacant land for future urban development, and to allow a limited range of low intensity uses which are consistent with that intent.”

However, Part 8.6(8) of the LUB states:

keeping of laying hens may be allowed as an accessory use in R1, R1A and R1B Districts the discretion of the Development Authority. A development permit shall be required and the number of laying hens and form of enclosure shall be regulated in accordance with the Town’s Animal Control Bylaw.

The result of this regulation allows residents whose land is within the R1, R1A and R1B Districts to make application to the Development Authority for a development permit to keep laying hens on their property. Residents with land in the R2 and R3 Districts are prohibited from keeping animals on their property and if a resident in the R2 or R3 District applied to keep animals, including laying hens, the Development Authority would be unable to approve the application and must refuse an application to keep laying hens (or any animal besides a domestic pet, which do not require a development permit, but are licenced by the Town).

A resident has made a presentation to Council, requesting that Council consider initiating an amendment to the LUB to allow the keeping of laying hens in R2 District.

Discussion

The Government of Canada, Province Alberta, and the Alberta Farm Animal Care Association have published a list of items for a municipality to consider when a municipality is considering permitting residents to keep urban chickens:

- 1) Is there a local veterinarian who can provide support, education, and treat laying hens?
 - a. Gibbons Veterinary Clinic – called 9 March 2023; they do not treat laying hens.
 - b. Docbarr Veterinary Service Ltd. – called 9 March 2023 and 13 March 2023, left message; Dr. Barr is a mixed animal mobile practitioner serving Thorhild County

and surrounding areas - including Boyle, Rochester, Redwater, Waskatenau, Gibbons, **Bon Accord**, Morinville, Legal, Vimy, Radway, Lamont, Athabasca and Fort Saskatchewan.

- 2) Are there trained municipal staff who can be responsible for the following:
 - a. processing Development Permit applications?
 - i. Yes, MPS and Town Administration can manage the Development Permit application process.
 - b. inspect properties with a Development Permit for chickens to determine if the animals are being cared for properly?
 - i. MPS does not know if the Town has capacity to inspect premises which have received a development permit to keep chickens.
- 3) Does the Town of Bon Accord have existing problems with coyotes or other predatory animals, such as jays, crows, hawks, owls, or foxes?
 - a. Administration has indicated that predatory animals are seen in Town and the numbers of coyotes in urban areas has been increasing throughout the greater Edmonton area, however they are not believed to be a problem at this time.
- 4) Does the Town of Bon Accord have a designated area where poultry owners can dispose of chicken manure/bedding material and any mortalities?
 - a. The Town does not have a designated areas to dispose of chicken waste. Public Works has indicated that chicken waste may be disposed of at the Roseridge Regional Landfill. Roseridge Roseridge Regional Landfill staff confirmed that they will accept “household quantities” of chicken manure in regular garbage pickup or dropoff at the landfill by residents (phone conversation 14 March 2023).
- 5) Is there a poultry professional nearby who can provide an educational workshop to residents on keeping urban chickens, and provide ongoing expertise and support?
 - a. River City Chickens presents "Chickens 101", which is approved by the City of Edmonton and meets their standards of training required for urban hen licence applications.
 - b. The University of Alberta presents “Small Flock Poultry Course”, which is approved by the City of Edmonton and meets their standards of training required for urban hen licence applications.

Many urban and rural municipalities across Alberta have successfully provided opportunities for their hamlet residents to keep chickens, including large metropolitan areas such as the City of Edmonton, the City of Calgary, and the City of Red Deer. These municipalities have developed guidelines that residents must comply with in order to keep laying hens on their property. Notably, the City of Edmonton does not identify a minimum lot area where a resident can keep chickens, if the minimum yard setbacks for accessory building can be met. Examples of minimum requirements include:

- Obtain a Provincial Premise ID (PID). The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a PID.
- Each hen keeper must complete an introductory urban hen keeping course that is specific to an Alberta context.

- Hen enclosures may only be located in backyards of properties that are completely fenced and secure. Some properties, due to the smaller size of a backyard or other factors, may not be deemed suitable for urban hen keeping through the application process.
- Provide each Hen with at least 0.37m² of interior floor area, and at least 0.92m² of outdoor enclosure, within the coop.
- Proposed sites should minimize impacts to adjacent neighbours (away from bedroom windows, the furthest point from building).
- An approved site may house only one coop and run, and they must be in compliance with program guidelines. The Town of Bon Accord LUB requires that an accessory structure be:
 - in a rear yard,
 - a minimum of 1.2 m from a side property line,
 - a minimum of 1.2 m from the rear property line, and,
 - a minimum of 2.0 m from the dwelling on the site.
- Approved sites must keep a minimum of three hens and shall not exceed six hens per site.
- Roosters are not permitted.

Recommendation

If a resident can satisfy the minimum requirements to site a chicken coop on their property, it may be appropriate to allow the keeping of laying hens in the R2 District. Because this amendment has the potential to impact a significant number of residents, MPS recommends that Council undertake public engagement on this matter to discern the opinion of residents in the Town, such as hold a Public Open House or survey included in the monthly utility bills.

If residents are supportive of expanding the keeping of laying hens to the R2 District, MPS is happy to conduct additional research and prepare an amendment to the LUB to enable the keeping of laying hens. MPS recommends that specific regulations be prepared for the keeping of laying hens, which address:

1. requirements to obtain a development permit;
2. requirement to obtain an annual licence;
3. requirements for training;
4. minimum coop dimensions;
5. minimum coop construction requirements (ie. insulation, heating, ventilation, etc.)
6. minimum number of nesting boxes per chicken;
7. maximum number of chickens which can be kept on a property;
8. minimum age of the chickens which can be kept on a property;
9. prohibits on site slaughter of birds;
10. prohibits the sale of eggs, manure, meat, or chicken related products; and
11. other matters which may impact the keeping of laying hens in the Town of Bon Accord.

Prepared & submitted by:

Jane Dauphinee, Principal/Senior Planner MPS
Kyle Miller, Planner MPS

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 21 st , 2023
Presented by:	Jodi Brown, Town Manager
Title:	Arena Ice Rental Fees (2023 - 2024 Season)
Agenda Item No.	6.5

BACKGROUND/PROPOSAL

Hockey groups are starting to plan for the 2023 – 2024 season and have asked for confirmation of ice rental fees for the upcoming hockey year.

Therefore, administration is bringing forward the ice rental fees for Council approval to assist arena user groups to plan for any changes to the fee schedule for the upcoming season.

A Fees and Charges Bylaw may be established later and will incorporate all Town Fees and Charges including Arena Ice Rental Fees.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

During the review process it is important to consider the following factors:

1. **Operational and Capital Costs:** Ice rental fees help to offset operational costs (i.e., staffing, maintenance and repairs, utilities, capital upgrades, etc.). These costs may increase from year to year to maintain current service levels. Hence, fees are usually reviewed on an annual basis.
2. **Competitive Rates:** In order to remain competitive with other arena facilities in the region, administration has researched ice rental fees in Sturgeon County and the surrounding area and included this information for comparison while reviewing fees (see enclosure Regional Ice Rental Rates Comparison).
3. **Regional Agreements:** Note, that due to the Intermunicipal Collaboration Framework agreement with Sturgeon County and the funding received through this agreement, Sturgeon County residents cannot be charged higher, non-resident fees. Therefore, a notation has been added to the Ice Rental Fee Schedule to establish that non-resident fees apply to non-resident groups from outside of Bon Accord or Sturgeon County.

Options:

Administration has provided three options for Council consideration on the enclosed Proposed 2023 – 2024 Proposed Ice Rental Fees document:

- Option 1: Hold fees at the current rates as shown.
- Option 2: Increase fees by 3% as shown.
- Option 3: Increase fees by 5% as shown.

Recommendation:

The ice rental fees were not increased for the 2022 – 2023 hockey season.

In comparing the ice rental rates across the region, Bon Accord rates are higher than average in all categories except tournament fees. Therefore, administration recommends maintaining the ice rental rates for the 2023-2024 season at the same rate as the 2022-2023 season.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Priority Three: Infrastructure

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

Funding Strategy:

- Annual review of fees and charges

COSTS/SOURCES OF FUNDING

Annual Operating Budget

RECOMMENDED ACTION (by originator)

Choose one of the following options:

1. That Council hold the ice rental fees for the arena at the current rates for the 2023 – 2024 season.
2. That Council direct administration to increase fees for the 2023 – 2024 season by _____ %, rounded to the nearest dollar.
3. That Council direct administration to....

2023-2024 Proposed Ice Rental Fees

Option 1: Hold at current rates

Arena Ice	
	Per Hour
Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$135
Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$195
Adult	\$215
Birthday Parties/Non-Profit (not available during COVID-19)	\$135
Tournament – Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$110
Tournament – Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$130
Tournament – Adult	\$135

Option 2: 3% increase

Arena Ice	
	Per Hour
Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$139
Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$201
Adult	\$222
Birthday Parties/Non-Profit (not available during COVID-19)	\$139
Tournament – Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$113
Tournament – Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$134
Tournament – Adult	\$139

Option 3: 5% increase

Arena Ice	
	Per Hour
Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$142
Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$205
Adult	\$226
Birthday Parties/Non-Profit (not available during COVID-19)	\$142
Tournament – Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$116
Tournament – Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$137
Tournament – Adult	\$142

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 21, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Draft 2022 Audited Financial Statements
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Earlier in this meeting, Phil Dirks, auditor with Metrix Group LLP presented the draft 2022 Financial Statements. The independent auditor's report states the following opinion:

"We have audited the financial statements of the Town of Bon Accord (the Town), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2022, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards."

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Per Section 276(1) of the MGA, each municipality must prepare annual financial statements for the immediately preceding year.

With the preparation of the draft financial statements having been completed, we now know that there is \$252,946 of unrestricted operating surplus available.

Administration will be bringing recommendations forward at the April council meeting for Council to determine if and where these surplus funds may be allocated. Following these decisions, the financial statements can then be approved with any amendments. Some items to keep in mind for consideration are the following:

- Storm Water Management – consider infrastructure requirements and future project needs. Funds could be transferred to reserves to continue proactive planning.

- Naming Rights Consultant – approx. \$25,000 investment for future revenue opportunities.
- Administration: Council chambers desk and kitchen upgrades (for sanitation/OH&S purposes) \$2,500.
- Public works: cab and sweeper attachment accessory kit \$1,200, for the Ventrac cab purchase approved in the 2023 budget.
- OH&S: First aid kit upgrades required due to recent changes to OH&S legislation \$1,600.
- Any additional considerations Council may have at this time.

Council may also choose to leave the funds in unrestricted operating surplus and could therefore approve the 2022 audited financial statements as is, at this time.

STRATEGIC ALIGNMENT

Values statement of **Stewardship**: Administration and Council embody the responsible planning and management of our resources.

Values statement of **Integrity**: A Town of great moral character that promotes consistency, truthfulness, and trust.

Values statement of **Transparency**: Open and accountable to our residents and encourage open communication.

COSTS/SOURCES OF FUNDING

Unrestricted 2022 operating surplus.

RECOMMENDED ACTION (by originator)

THAT ... Council accepts this RFD regarding the draft 2022 audited financial statements and the unrestricted operating surplus as information and directs administration to bring back recommendations to the April 4th, 2023 regular council meeting.

TOWN OF BON ACCORD
Financial Statements
For The Year Ended December 31, 2022

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of Town of Bon Accord

Opinion

We have audited the financial statements of Town of Bon Accord (the Town), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2022, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

(continues)



Independent Auditors' Report to the Mayor and Council of Town of Bon Accord *(continued)*

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
March 21, 2023

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To His Worship the Mayor and Members of Council of the Town of Bon Accord

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Town Council to express an opinion on the Town's financial statements.

Jodi Brown
Chief Administrative Officer

TOWN OF BON ACCORD
Statement of Financial Position
As At December 31, 2022

	2022	2021
FINANCIAL ASSETS		
Cash and cash equivalents <i>(Note 2)</i>	\$ 3,381,736	\$ 2,697,127
Receivables <i>(Note 3)</i>	282,567	340,783
Land held for resale	114,498	142,498
	<u>3,778,801</u>	<u>3,180,408</u>
LIABILITIES		
Accounts payable and accrued liabilities	359,061	309,660
Deposit liabilities	92,378	74,240
Deferred revenue <i>(Note 4)</i>	151,208	58,988
Long-term debt <i>(Note 5)</i>	1,386,724	1,552,824
	<u>1,989,371</u>	<u>1,995,712</u>
NET FINANCIAL ASSETS	<u>1,789,430</u>	<u>1,184,696</u>
NON-FINANCIAL ASSETS		
Tangible capital assets <i>(Note 6)</i>	15,522,761	15,369,826
Prepaid expenses	16,515	1,378
	<u>15,539,276</u>	<u>15,371,204</u>
ACCUMULATED SURPLUS <i>(Note 7)</i>	<u>\$ 17,328,706</u>	<u>\$ 16,555,900</u>
Contingencies <i>(Note 10)</i>		

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD**Statement of Operations and Changes in Accumulated Surplus****For the Year Ended December 31, 2022**

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 1,571,017	\$ 1,569,803	\$ 1,523,502
Sales and user charges (Schedule 4)	1,092,658	1,094,187	1,082,287
Government transfers for operating (Schedule 3)	415,092	424,073	568,862
Franchise and concession contracts (Note 13)	239,922	227,975	217,953
Interest	11,000	75,319	12,511
Penalties and costs on taxes	47,700	36,184	51,916
Fines	3,500	9,486	6,675
Licenses and permits	8,500	6,488	9,140
Other	-	3,903	2,415
Rentals	-	25	-
	<u>3,389,389</u>	<u>3,447,443</u>	<u>3,475,261</u>
EXPENSES			
Environmental use	895,763	810,455	895,755
Recreation and cultural services	594,268	525,758	451,565
Administrative	487,811	470,142	464,545
Transportation services	409,365	358,810	408,430
Planning and development services	268,369	268,676	285,443
Protective services	156,692	148,412	141,899
Legislative	114,369	105,036	90,505
Public health and welfare services	69,297	75,811	49,997
Amortization	-	616,245	603,612
	<u>2,995,934</u>	<u>3,379,345</u>	<u>3,391,751</u>
ANNUAL SURPLUS BEFORE OTHER REVENUE	<u>393,455</u>	<u>68,098</u>	<u>83,510</u>
OTHER REVENUE			
Government transfers for capital (Schedule 3)	713,204	564,058	552,015
Gain on disposal of tangible capital assets	-	-	44,887
Other capital revenue	-	140,650	-
	<u>713,204</u>	<u>704,708</u>	<u>596,902</u>
ANNUAL SURPLUS	<u>1,106,659</u>	<u>772,806</u>	<u>680,412</u>
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>16,555,900</u>	<u>16,555,900</u>	<u>15,875,488</u>
ACCUMULATED SURPLUS, END OF YEAR (Note 7)	<u>\$ 17,662,559</u>	<u>\$ 17,328,706</u>	<u>\$ 16,555,900</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD
Statement of Changes in Net Financial Assets
For the Year Ended December 31, 2022

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
ANNUAL SURPLUS	\$ 1,106,659	\$ 772,806	\$ 680,412
Acquisition of tangible capital assets	(719,919)	(769,181)	(771,643)
Amortization of tangible capital assets	-	616,245	603,612
Proceeds on disposal of tangible capital assets	-	-	49,100
Loss (gain) on sale of tangible capital assets	-	-	(44,887)
	386,740	619,870	516,594
(Acquisition) use of prepaid expenses	-	(15,136)	434
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	386,740	604,734	517,028
BALANCE, BEGINNING OF YEAR	1,184,696	1,184,696	667,668
BALANCE, END OF YEAR	\$ 1,571,436	\$ 1,789,430	\$ 1,184,696

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD
Statement of Cash Flows
For The Year Ended December 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Annual surplus	\$ 772,806	\$ 680,412
Non-cash items not included in annual surplus:		
Amortization	616,245	603,612
Gain on disposal of tangible capital assets	-	(44,887)
	<u>1,389,051</u>	<u>1,239,137</u>
Changes in non-cash working capital balances related to operations:		
Receivables	58,217	398,900
Land held for resale	28,000	72,060
Accounts payable and accrued liabilities	49,393	74,639
Deferred revenue	92,220	(111,744)
Deposit liabilities	18,145	3,605
Prepaid expenses	(15,137)	433
	<u>230,838</u>	<u>437,893</u>
Cash flow from operating activities	<u>1,619,889</u>	<u>1,677,030</u>
CAPITAL ACTIVITIES		
Proceeds on disposal of tangible capital assets	-	49,100
Purchase of tangible capital assets	(769,180)	(771,643)
Cash flow used by capital activities	<u>(769,180)</u>	<u>(722,543)</u>
FINANCING ACTIVITIES		
Repayment of long-term debt	(166,100)	(189,760)
CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR	<u>684,609</u>	<u>764,727</u>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>2,697,127</u>	<u>1,932,400</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 3,381,736</u>	<u>\$ 2,697,127</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD**Schedule of Equity in Tangible Capital Assets****(Schedule 1)****For the Year Ended December 31, 2022**

	2022	2021
BALANCE, BEGINNING OF YEAR	\$ 13,817,002	\$ 13,463,425
Acquisition of tangible capital assets	769,180	771,643
Amortization of tangible capital assets	(616,245)	(603,613)
Repayment of capital long-term debt	166,100	189,760
Net book value of tangible capital assets disposed of	-	(4,213)
BALANCE, END OF YEAR	\$ 14,136,037	\$ 13,817,002
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value)	\$ 15,522,761	\$ 15,369,826
Long-term debt used for tangible capital assets	(1,386,724)	(1,552,824)
	\$ 14,136,037	\$ 13,817,002

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD
Schedule of Property Taxes
For the Year Ended December 31, 2022

(Schedule 2)

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
TAXATION	\$ 1,977,511	\$ 1,972,759	\$ 1,926,606
REQUISITIONS			
Alberta School Foundation Fund	392,268	390,340	389,225
Sturgeon Foundation	14,226	12,616	13,879
	406,494	402,956	403,104
NET MUNICIPAL PROPERTY TAXES	\$ 1,571,017	\$ 1,569,803	\$ 1,523,502

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD**Schedule of Government Transfers****(Schedule 3)****For the Year Ended December 31, 2022**

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
TRANSFERS FOR OPERATING			
Local government transfers	\$ 312,964	\$ 316,917	\$ 310,307
Provincial government unconditional transfers	102,128	107,156	258,555
	415,092	424,073	568,862
TRANSFERS FOR CAPITAL			
Provincial government conditional transfers	713,204	564,058	552,015
TOTAL GOVERNMENT TRANSFERS	\$ 1,128,296	\$ 988,131	\$ 1,120,877

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD
Schedule of Segmented Information
For the Year Ended December 31, 2022

(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 464,764	\$ 87,201	\$ 84,758	\$ 349,397	\$ -	\$ 583,683	\$ 1,569,803
Sales and user charges	4,954	127,085	-	200	911,213	50,735	1,094,187
Government transfers	-	311,472	51,164	9,212	9,212	43,013	424,073
All other	425	-	12,489	-	6,940	339,526	359,380
	<u>470,143</u>	<u>525,758</u>	<u>148,411</u>	<u>358,809</u>	<u>927,365</u>	<u>1,016,957</u>	<u>3,447,443</u>
EXPENSES							
Salaries, wages and benefits	288,636	312,123	9,798	168,685	224,018	243,439	1,246,699
Contracted and general services	64,960	81,765	129,779	60,866	136,333	76,561	550,264
Materials, goods, and supplies	86,563	40,624	6,893	60,419	191,131	91,117	476,747
Utilities	6,518	24,956	1,941	53,776	219,757	6,677	313,625
Insurance	18,018	14,843	-	12,463	8,990	1,461	55,775
Transfers to local boards	-	50,580	-	-	-	633	51,213
Interest on long-term debt	867	867	-	2,600	30,227	1,635	36,196
Cost of land sold	-	-	-	-	-	28,000	28,000
Repairs & maintenance	4,581	-	-	-	-	-	4,581
	<u>\$ 470,143</u>	<u>\$ 525,758</u>	<u>\$ 148,411</u>	<u>\$ 358,809</u>	<u>\$ 810,456</u>	<u>\$ 449,523</u>	<u>\$ 2,763,100</u>
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	116,909	567,434	684,343
Amortization	28,360	67,248	363	221,205	203,491	95,578	616,245
NET REVENUE (DEFICIT)	<u>\$ (28,360)</u>	<u>\$ (67,248)</u>	<u>\$ (363)</u>	<u>\$ (221,205)</u>	<u>\$ (86,582)</u>	<u>\$ 471,856</u>	<u>\$ 68,098</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BON ACCORD
Schedule of Segmented Information
For the Year Ended December 31, 2021
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 446,551	\$ -	\$ 90,704	\$ 340,345	\$ -	\$ 645,902	\$ 1,523,502
Sales and user charges	6,372	81,166	-	-	974,099	20,650	1,082,287
All other	166	200	6,675	2,049	7,029	284,491	300,610
Government transfers	11,458	396,231	44,521	66,035	8,135	42,482	568,862
	<u>464,547</u>	<u>477,597</u>	<u>141,900</u>	<u>408,429</u>	<u>989,263</u>	<u>993,525</u>	<u>3,475,261</u>
EXPENSES							
Salaries, wages and benefits	\$ 289,251	\$ 218,400	\$ 12,288	\$ 173,150	\$ 229,033	\$ 250,761	\$ 1,172,883
Contracted and general services	84,749	106,887	132,870	89,282	193,769	42,252	649,809
Utilities	(130)	26,057	(9,042)	82,246	240,252	(7,534)	331,849
Materials, goods, and supplies	70,170	39,796	5,784	50,584	191,548	62,957	420,839
Provision for allowances	-	-	-	-	-	72,059	72,059
Transfers to local boards	-	44,558	-	-	-	470	45,028
Insurance	16,637	14,161	-	11,921	8,599	1,377	52,695
Interest on long-term debt	1,706	1,706	-	1,246	32,553	3,601	40,812
Repairs & maintenance	2,164	-	-	-	-	-	2,164
	<u>464,547</u>	<u>451,565</u>	<u>141,900</u>	<u>408,429</u>	<u>895,754</u>	<u>425,943</u>	<u>2,788,138</u>
NET REVENUE, BEFORE AMORTIZATION	-	26,032	-	-	93,509	567,582	687,123
Amortization	32,705	68,495	363	207,154	204,008	90,888	603,613
NET REVENUE (DEFICIT)	<u>\$ (32,705)</u>	<u>\$ (42,463)</u>	<u>\$ (363)</u>	<u>\$ (207,154)</u>	<u>\$ (110,499)</u>	<u>\$ 476,694</u>	<u>\$ 83,510</u>

The accompanying notes are an integral part of these financial statements.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town of Bon Accord (the "Town") are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses, and cash flows of the reporting entity. The entity is comprised of all the organizations that are owned or controlled by the Town and are, therefore, accountable to Town Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

(b) Basis of Accounting

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Town has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Cash and cash equivalents

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of one year or less at acquisition.

(e) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

(continues)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

(f) Land held for resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under the respective function.

(g) Tax Revenue

Property taxes are recognized as revenue in the year they are levied..

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality and are recognized as revenue in the year in which the local improvement project is completed.

(h) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Land improvements	15 years
	50 Years
Engineered structures:	
Water System	45 - 75 years
Wastewater	45 - 75 years
Storm Sewer	45 - 75 years
Roads	10 - 40 years
Computer Hardware and Software	10 years
	18 years
	10 - 25 years
Electrical systems	25 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

(i) Equity in Capital Assets

Equity in capital assets represents the town's net investment in its capital assets after deducting the portion financed by third parties through debenture, bond and mortgage debts, long term capital borrowings, capitalized leases and other capital liabilities which will be repaid by the municipality.

(continues)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

(j) Contaminated Sites

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Town is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

(k) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(l) Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(m) New Accounting Standards not yet Adopted

Effective for fiscal years beginning on or after April 1, 2022, *PS 3280 Asset Retirement Obligations* provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, *PS 3400 Revenue* provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

2. CASH AND CASH EQUIVALENTS

	2022	2021
Cash on hand	\$ 182	\$ 70
Operating accounts	2,421,202	1,751,256
High interest savings account	960,352	945,801
	\$ 3,381,736	\$ 2,697,127

TOWN OF BON ACCORD
Notes to Financial Statements
December 31, 2022

3. RECEIVABLES

	2022	2021
Trade and other	\$ 174,788	\$ 160,435
Utilities	64,319	73,926
Taxes and grants in place of taxes	29,934	81,796
Goods and Services Tax rebate	13,526	24,626
	\$ 282,567	\$ 340,783

4. DEFERRED REVENUE

	2021	Funds Received	Funds Spent	2022
Canada Community-Building Fund	\$ 178	\$ 472,995	\$ (371,749)	\$ 101,424
Prepaid bulk water	40,456	-	(5,486)	34,970
Offsite levies	10,084	-	-	10,084
Other	8,270	-	(3,540)	4,730
Municipal Sustainability Initiative	-	182,309	(182,309)	-
	\$ 58,988	\$ 655,304	\$ (563,084)	\$ 151,208

5. LONG-TERM DEBT

	2022	2021
Government of Alberta debenture repayable in semi-annual installments of \$50,048 including interest at 3.023% maturing June 2032.	\$ 858,292	\$ 930,795
Government of Alberta debenture repayable in semi-annual installments of \$37,514 including interest at 1.592% maturing June 2030.	528,432	594,260
Government of Alberta debenture repayable in semi-annual installments of \$28,084 including interest at 2.269% maturing June 2022.	-	27,769
	\$ 1,386,724	\$ 1,552,824

Principal and interest payments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 141,591	\$ 33,533	\$ 175,124
2024	144,936	30,189	175,125
2025	148,367	26,758	175,125
2026	151,886	23,238	175,124
2027	155,497	20,115	175,612
To maturity	644,447	43,118	687,565
	\$ 1,386,724	\$ 176,951	\$ 1,563,675

TOWN OF BON ACCORD
Notes to Financial Statements
December 31, 2022

6. TANGIBLE CAPITAL ASSETS

	2022 Net Book Value	2021 Net Book Value
Engineered structures		
Water and wastewater systems	\$ 6,803,470	\$ 7,012,157
Roadways	4,798,478	4,330,646
Electrical systems	1,026,648	1,072,341
	<u>12,628,596</u>	<u>12,415,144</u>
Buildings	1,301,145	1,328,643
Machinery and equipment	650,289	577,299
Land improvements	472,167	529,740
Vehicles	222,638	257,982
Land	175,611	175,611
Information systems, computer, hardware & software	72,315	85,407
	<u>\$ 15,522,761</u>	<u>\$ 15,369,826</u>

	Cost Beginning of Year	Purchased Additions	Disposals	Adjustments	Cost End of Year
Engineered structures					
Roadways	\$ 8,556,477	\$ 613,900	\$ -	\$ -	\$ 9,170,377
Water and wastewater systems	11,895,848	-	-	-	11,895,848
Electrical systems	1,142,324	-	-	-	1,142,324
	<u>21,594,649</u>	<u>613,900</u>	<u>-</u>	<u>-</u>	<u>22,208,549</u>
Buildings	2,060,767	14,570	-	-	2,075,337
Machinery and equipment	1,167,268	140,710	-	-	1,307,978
Land	175,611	-	-	-	175,611
Land improvements	991,409	-	-	-	991,409
Vehicles	498,512	-	-	-	498,512
Information systems, computer hardware, & software	242,164	-	-	-	242,164
	<u>\$ 26,730,380</u>	<u>\$ 769,180</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,499,560</u>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 4,225,831	146,068	\$ -	\$ -	\$ 4,371,899
Water and wastewater systems	4,883,691	208,687	-	-	5,092,378
Electrical systems	69,983	45,693	-	-	115,676
	<u>9,179,505</u>	<u>400,448</u>	<u>-</u>	<u>-</u>	<u>9,579,953</u>
Buildings	732,124	42,068	-	-	774,192
Machinery and equipment	589,969	67,720	-	-	657,689
Land improvements	461,669	57,573	-	-	519,242
Vehicles	240,530	35,344	-	-	275,874
Information systems, computer hardware, & software	156,757	13,092	-	-	169,849
	<u>\$ 11,360,554</u>	<u>\$ 616,245</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,976,799</u>

TOWN OF BON ACCORD
Notes to Financial Statements
December 31, 2022

7. ACCUMULATED SURPLUS

	2022	2021
Unrestricted surplus	\$ 1,120,834	\$ 867,888
Restricted surplus		
Capital reserves <i>(Note 8)</i>	1,445,829	1,245,004
Operating reserves <i>(Note 8)</i>	626,006	626,006
Equity in tangible capital assets <i>(Schedule 1)</i>	14,136,037	13,817,002
	\$ 17,328,706	\$ 16,555,900

8. RESERVES

	2022	2021
Capital Reserves		
Road improvement	\$ 486,000	\$ 461,000
Water system	265,753	245,753
Parks & recreation	256,107	156,107
Sanitary sewer system	176,396	156,396
Fire	91,506	81,506
Stormwater	62,579	46,754
Water offsite levies	21,265	21,265
Building	16,416	16,416
Snow removal	15,000	15,000
Cemetery	14,085	14,085
Economic & community development	10,618	10,618
Equipment	10,552	10,552
Solar farm	10,000	-
Community development	3,853	3,853
Karing for Kids	2,755	2,755
Roots of Empathy Reserve	1,662	1,662
Administration building	782	782
Lilian Schick School	500	500
	\$ 1,445,829	\$ 1,245,004
Operating Reserves		
General operating	\$ 599,974	\$ 599,974
Recreation	26,032	26,032
	\$ 626,006	\$ 626,006

9. CREDIT FACILITY

The Town has access to a revolving line of credit with a maximum limit of \$230,000. No amounts were drawn on the line of credit at December 31, 2022 or 2021.

10. CONTINGENCIES

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Town could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

11. CONTRACTUAL OBLIGATIONS

a) Waste Services

The Town has entered into an agreement for waste hauling services for the period December 2021 - November 2026. The estimated cost of these services is approximately \$110,000 annually. Future requirements will be adjusted based on the Consumer Price Index as calculated by Statistics Canada each year with the increase to take effect on January 1 of each year.

b) Peace Officer and Fire Services

The Town has entered into agreements with Sturgeon County for the provision of Peace Office and fire services for the period of January 1, 2022 - December 31, 2026. The estimated cost of these services is approximately \$70,000 annually increased by 2% or Consumer Price Index as whichever is greater.

12. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Bon Accord be disclosed as follows:

	2022	2021
Total debt limit	\$ 5,171,165	\$ 5,212,892
Total debt	(1,386,724)	(1,552,824)
Total debt limit remaining	\$ 3,784,441	\$ 3,660,068
Service on debt limit	\$ 861,861	\$ 868,815
Service on debt	(175,124)	(203,209)
Total service on debt limit remaining	\$ 686,737	\$ 665,606

The debt limit is calculated at 1.5 times revenue of the Town (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Town. Rather, the financial statements must be interpreted as a whole.

13. UTILITY FRANCHISE AGREEMENTS

Disclosure of utility franchise agreement annual revenues as required by Alberta Regulation 313/2000 is as follows:

	2022	2021
Fortis Alberta Inc.	\$ 136,246	\$ 136,826
Atco Gas	91,729	81,127
	\$ 227,975	\$ 217,953

14. BUDGET FIGURES

The 2022 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on December 14, 2021. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	2022 Budget	2022 Actual
Annual surplus	\$ 1,106,659	\$ 772,806
Amortization expense	-	616,245
Purchase of tangible capital assets	(719,919)	(769,180)
Repayment of long-term debt	(192,630)	(166,100)
Net transfers (to) from reserves	(200,825)	(200,825)
	\$ (6,715)	\$ 252,946

15. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash and cash equivalents, receivables, accounts payable and accrued liabilities and long-term debt. It is management's opinion that the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

The Town is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of customers minimizes the Town's credit risk.

16. SEGMENTED INFORMATION

The Town provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1. For additional information see the Schedule of Segmented Disclosure (Schedule 4).

TOWN OF BON ACCORD
Notes to Financial Statements
December 31, 2022

17. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Town officials, the Town Chief Administrator Officer and designated officers are required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits (2)	2022	2021
Mayor Holden (Oct 18 - Dec 31)	\$ 22,464	\$ -	\$ 22,464	\$ 4,333
Mayor Mosychuk	-	-	-	16,104
Councillors				
May	12,995	541	13,536	14,542
Bidney	12,995	541	13,536	12,255
Laing	10,970	425	11,395	11,778
Roemer	4,324	168	4,492	2,789
Larson	3,604	144	3,748	-
Holden (Jan 1 - Oct 17)	-	-	-	10,588
	<u>\$ 67,352</u>	<u>\$ 1,819</u>	<u>\$ 69,171</u>	<u>\$ 72,389</u>
Chief Administrative Officer	<u>\$ 120,537</u>	<u>\$ 20,051</u>	<u>\$ 140,588</u>	<u>\$ 177,157</u>
Designated Officers	<u>\$ 14,451</u>	<u>\$ -</u>	<u>\$ 14,451</u>	<u>\$ 13,173</u>

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

18. SUBSEQUENT EVENT

In January 2023 the Town obtained a debenture in the amount of \$633,700 for the arena ice plant replacement project. The debenture bears interest at a fixed rate of 5.27% and is repayable in semi-annual instalments of principal and interest of \$25,821 maturing March 2043.

19. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council and management.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 21, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Library Request: Medieval Fair
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

On March 14, 2023, administration received a letter and poster (attached) from Friends of the Bon Accord Public Library.

The letter is requesting Council's approval for use of Centennial Park August 12 and 13, 2023 for the Bon Accord Medieval Fair. The event is free for all attendees and Friends of the Bon Accord Public Library are requesting that Council waive any fees associated with utilities for the event.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In accordance with the Town's Facility Rental Policy and Procedure, the fees to rent Centennial Park for this event are as follows:

- A refundable damage deposit of \$250
- Weekend rate (Friday 4pm – Sunday 6pm) for local non-profit with power \$570.00

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

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)

Resolution #1:

THAT Council approve the use of Centennial Park for the Friends of the Bon Accord Public Library on August 12 and 13, 2023 for their Medieval Fair and waive the rental and damage deposit fees associated with this facility.

Resolution #2:

THAT Council direct administration to...



Friends of the Bon Accord Public Library

Box 749, Bon Accord, AB T0A 0K0

March 13, 2023

Town of Bon Accord
Box 779
Bon Accord, AB
T0A 0K0

Dear Mayor Holden and Councilors;

We are writing to request approval to use Centennial Park on August 12th and 13th for what we are calling the Bon Accord Medieval Fair. We are partnering with The Society for Creative Anachronism Inc, who will be providing the people, equipment and supplies for the event at no charge.

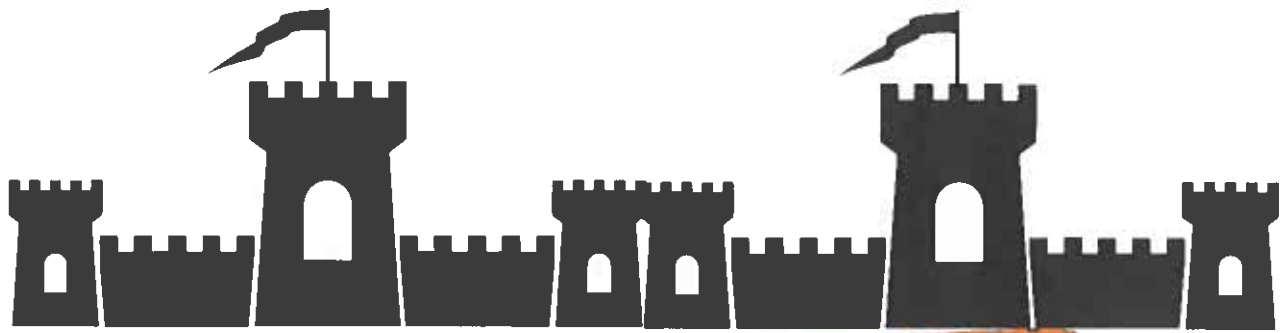
The event will look like a small medieval encampment and include static displays of games, arts and science type items. A blacksmith or woodworker demonstrating how things were made way back when as well as an Elizabethan tailor shop that will showcase different era and cultural clothing. There may even be musicians and medieval dancers present. As there are many components, some set up will begin the evening before and SCA members will stay in the park overnight to keep everything and everyone safe.

This event will be open to the community and will occur during the Harvest Days weekend. We will be collecting donations for the food bank and the library but will not be charging a fee to enter the event. I have attached certificates of insurance for the SCA and the Friends of the Library as well as a draft of the advertising poster. The Friends insurance certificate includes the Town of Bon Accord as an additional named insured.

Thank you for your consideration on this matter. If I may also ask, since we are not charging for the event, that you consider waiving any charges associated with using the utilities at Centennial Park.

Kindest Regards

Brenda Gosbjorn
Chairperson – Friends of the Bon Accord Library



BON ACCORD

Medieval Fair

MAIDENS, KNIGHTS & JESTERS OH MY!

● *Bon Accord meets the
Middle Ages*

- Displays
- Games
- Fighting Demos
- Try on Armor
- And much more!

● *August 12&13*

● *During Harvest Days*



SPONSORED BY

Bon Accord Public Library
780-921-2540



TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 21, 2023
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Significant Life Events Recognition Policy
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Recognition – Condolence, Get Well, or Congratulatory Policy was first implemented in 2001 and was last updated in 2006. It provides for the capacity for Council, employees, and their immediate family members to be recognized for specific life events such as the death of a family member or the birth of a child.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The most frequent use of this policy takes the form of condolences and sending a bouquet of flowers. The current cost allowance for gifts in accordance with this policy is \$30-\$40. Administration is proposing a cost allowance increase relative to the increase in cost of goods and services since 2006.

Please see the following summary of proposed changes:

- Change of policy name to Significant Life Events Recognition Policy to better reflect the policy scope.
- Clarification to whom this policy pertains (i.e.: Scope: “*former and current* Council members or Immediate Family Members of Employees and *current* Council members”).
- Clarification of which events are not covered by this policy, such as anniversaries and birthdays.
- Responsibility provisions.
- Updated cost allowance of \$80, up from \$30-\$40.
- Procedures regarding a donation in lieu of a gift*.
- A section for retirement and end of employment circumstances with a cost allowance for these celebrations.
- Reference to supporting policies such as Employee Long-Term Service Awards and Council Service Awards and how they would be applied relative to the Significant Life Events Recognition Policy.

*Donation in lieu of a gift was included in the original policy, however, administration would like Council's feedback on whether to continue with this process, as it is seldom used. These portions of the policy are highlighted in yellow.

These changes provide a more comprehensive guide for staff to follow and expand on which life events fall within the scope of this policy.

STRATEGIC ALIGNMENT

Priority #4: Identity

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

COSTS/SOURCES OF FUNDING

Annual budget.

RECOMMENDED ACTION (by originator)

Resolution Option #1

THAT Council approve the revised Significant Life Events Recognition Policy as presented.

Resolution Option #2

THAT Council approve the revised Significant Life Events Recognition Policy as amended, removing the donations in lieu provisions [or list other amendments].

Resolution Option #3

THAT Council direct administration to...

SIGNIFICANT LIFE EVENTS RECOGNITION

SECTION: Administration / Council

DEPARTMENT: Administration / Public Works / Finance / Recreation and Community Services

COUNCIL APPROVAL DATE: December 4, 2001

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The Town is committed to recognizing Employees and Council members when Significant Life Events occur with flowers, a gift, or a donation in lieu. This policy is complementary to the Employee Long-Term Service Awards Policy and Council Service Awards Policy.

PURPOSE

To facilitate the details related to the recognition of Significant Life Events expressing sympathy, quick recovery, or congratulations.

SCOPE

This policy will be enacted on a case-by-case basis for Town Employees, current and former Council members, and Immediate Family Members of Employees and current Council members as approved by the Town Manager.

Gifts for any other personal events, such as anniversaries and birthdays, are not covered under this policy.

DEFINITIONS

“Council” means the elected officials of the Town of Bon Accord.

“Employee” means a person employed by the Town for wages or salary.

“Immediate Family Member” means, but is not limited to, a spouse, child, parent, guardian, in-laws, siblings, and other members of the employee’s household.,

“Significant Life Event” includes, but is not limited to, the death of an Immediate Family Member, adoption or birth of a child, hospitalization, illness or recovery, retirement, birthdays, or marriage.

“Town” means the Town of Bon Accord.

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

I. RESPONSIBILITIES

1. The Town Manager will approve all recognition of Significant Life Events.
2. The Town Manager will advise the appropriate staff member to order or arrange delivery of a gift or payment of a donation.
3. The Town Manager will advise Employees and Council of Significant Life Events which are recognized under this policy.

II. SIGNIFICANT LIFE EVENTS (EXCLUDING RETIREMENT AND END OF EMPLOYMENT)

1. The cost allowance for a Significant Life Event gift or donation is not to exceed \$80, excluding GST and delivery.
2. In lieu of a gift, a monetary donation may be made to the recipient’s charity of choice. Donations must be accompanied by a letter on official Town letterhead which states the donation was made on behalf of the Town.
3. Employees and Council members should be recognized in a consistent and fair manner.
4. When possible, a gift will be accompanied by a small card or note. The card

should be from “Town of Bon Accord Council and Staff”.

III. RETIREMENT OR END OF EMPLOYMENT

1. Upon receiving notice that an Employee is retiring or ending their employment with the Town, the Town Manager may arrange for a gift and/or celebration.
2. The cost allowance for a celebration under this section is not to exceed \$275, including gift, food, and refreshments.
3. Celebrations should be relative to the Employee’s length of service and are solely at the Town Manager’s discretion.
4. Where possible, celebrations for retirement or end of employment for eligible employees under the Employee Long-Term Service Recognition Policy should accompany presentation of an award.
5. At the end of a Council member’s term, the Council Service Awards Policy would apply.

REFERENCES

Employee Long-Term Service Recognition Policy

Council Service Awards Policy

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 21, 2023
Presented by:	Jenny Larson – Officer, Economic Development & Planning
Title:	Proclamation – Economic Development Week
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

May 8 – 12, 2023 has been chosen for Economic Development Week. Economic Developers Alberta, Alberta Municipalities, the Rural Municipalities of Alberta, and many other municipalities are proclaiming the week as Economic Development Week.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town adopted the Proclamation of Special Days, Weeks, or Months Policy on April 19th, 2022. This policy does not currently include Economic Development Week.

Economic Development is a vital part of the Town of Bon Accord's identity, growth, and future. Joining the efforts of many other communities and recognizing the week would help promote the importance of economic development to the Town.

Therefore, administration recommends that Council amend the Proclamation of Special Days, Weeks or Months Policy to include Economic Development Week in the month of May.

The draft policy amendment is enclosed. The addition of Economic Development Week is noted in red under the month of May in the "Special Days, Weeks or Months to be Proclaimed" section of the policy.

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Vision Statement

- The Town of Bon Accord promotes a prosperous, residential, and industrial growth community while maintaining a hometown feeling.

Priority #1: Economy

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

Resolution option #1

THAT Council approve the addition of Economic Development Week to the Special Days, Weeks and Months Policy as presented.

Resolution option #2

THAT Council direct administration to...

PROCLAMATION OF SPECIAL DAYS, WEEKS, OR MONTHS

SECTION: Administration

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: April 21, 1998

LAST REVIEWED BY COUNCIL: April 19, 2022

POLICY STATEMENT

Proclamations are approved by Council to recognize Special Days, Weeks, or Months of significance to the Town including but not limited to public awareness campaigns, commemoration, or special recognition.

PURPOSE

The purpose of this policy is to establish the Special Days, Weeks, or Months that will be proclaimed by Council on an annual basis.

SCOPE

This policy establishes the Special Days, Weeks or Months that will be proclaimed by the Mayor on behalf of Council on an annual basis.

It does not establish direction to administration as to the programs, events or activities related to a Special Day, Week, or Month that will be offered by the Town. Those programs, events or activities are offered based on the annual budget (including recommendations from the Community Services Advisory Board) and available staff resources.

DEFINITIONS

“Mayor” means the chief elected official of the governing body of elected officials of the Town of Bon Accord.

“Council” means the elected officials of the governing body of the Town of Bon Accord.

“Proclamation” means an official public announcement and declaration of Special Days, Weeks, or Months.

“Public Awareness Campaign” means an organized, systematic effort through various communications media to alert the general population of a given area to anything of significant interest or concern.

“Special Day, Week or Month” means those identified provincially or federally that are intended to acknowledge a special day, group, commemoration, or special recognition.

“Town” means Town of Bon Accord.

SPECIAL DAYS, WEEKS, OR MONTHS TO BE PROCLAIMED:

The following Special Days, Weeks or Months shall be proclaimed by the Mayor on behalf of Council each year:

February:

Pink Shirt Day: *Promote anti-bullying awareness.*

April:

National Volunteer Week: *Volunteer recognition and appreciation.*

National Day of Mourning: *Remembrance of lives lost in the workplace.*

May:

Emergency Preparedness Week: *Promote emergency preparedness.*

National Mental Health Awareness Week: *Promote mental health awareness.*

National Public Works Week: *Promote awareness of the value of Public Works.*

Communities in Bloom – Year of the Garden: *Promote the planting of red blooms in Town.*

[Economic Development Week: Promote Economic Development](#)

June:

Alberta Seniors Week: *Recognition and appreciation of seniors and their contributions.*

National Indigenous Peoples Day: *Recognition and appreciation of indigenous peoples and their contributions.*

Pride Month: *Recognition of 2SLGBTQ+ culture, diversity, and activism.*

National AccessAbility Week: *Promote equal opportunities for persons with disabilities.*

World Oceans Day: *Recognize and support national and international efforts to protect 30% of the ocean by 2030.*

September:

Alberta Culture Days: *Celebration of arts, culture, community spirit and diversity.*

National Day for Truth and Reconciliation: *Honours the lost children and survivors of residential schools, their families, and recognition of the ongoing impact of residential schools; also known as Orange Shirt Day.*

October:

Fire Prevention Week: *Prevention and awareness of fire safety.*

Small Business Week: *Celebration of Canadian entrepreneurs and their contribution to Canada's economy.*

November:

Family Violence Prevention Month: *Awareness of the warning signs of family violence and the resources and supports available.*

OTHER SPECIAL DAYS, WEEKS, OR MONTHS:

Administration may bring forward a recommendation to Council at any time to consider any other Special Days, Weeks, or Months that are not included in this policy.

PROCLAMATION COMMUNICATIONS:

1. The Proclamation (Schedule "A") will be prepared by administration and signed by the Mayor on behalf of Council prior to the Special Day, Week, or Month.
2. The Proclamation will be shared on the Town website, social media platforms and monthly newsletter.
3. The Proclamation shall be posted in the Town Office reception area.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	March 21, 2023
Presented by:	Jenny Larson – Officer, Economic Development & Planning
Title:	Go East of Edmonton 2023 Business & Community Digital Marketing Conference
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

The Town of Bon Accord has been a part of the Go East of Edmonton publication for two years. The Go East publication is focused on tourism. It is an excellent tourism magazine that promotes communities east of Edmonton. The Town has also participated in their Road Trip Adventure Game. This activity has been well received and involves local businesses thereby significantly increasing their exposure beyond Bon Accord.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

On March 28, 2023, Go East is hosting a full day Business Community and Digital Marketing Conference in Vegreville.

There are two options to participate in this event:

1. Participation in the Conference (educational sessions or seminars)
2. Municipalities and businesses may also set up a table to promote their businesses or Towns throughout the day. The cost of registration (\$50 per person) includes the option to set up a promotional table (1 per organization).

The Economic Development and Planning Officer will be attending to learn more about tourism and how to increase the Town's tourism footprint. The Town will host a table with promotional information about Bon Accord.

Administration will be circulating the invitation to local businesses to increase awareness and possibly local participation in the event. This may be a beneficial resource for our business community.

Council members may also wish to attend the Conference and assist with promoting the Town at the event.

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Priority #1: Economy

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

Priority #4: Identity

- The Town of Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

COSTS/SOURCES OF FUNDING

- \$50 per person (Council Membership and Registration Budget); This event was not included in the 2023 budget; surplus under Mileage and Subsistence would need to cover the cost. Recommend: 1 – 2 Councillors attend.
- Council per diems (Full Day \$150 per person)
- Council Mileage and Subsistence Budget (travel to and from Vegreville)

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

Resolution Option #1:

THAT Council directs administration to register Council member(s) _____ to attend the Go East of Edmonton 2023 Business & Community Digital Marketing Conference.

Resolution Option #2:

THAT Council directs administration to

2023

HOSTED BY



BUSINESS & COMMUNITY DIGITAL MARKETING CONFERENCE

**FULL DAY
CONFERENCE
TUESDAY
MARCH 28, 2023
VEGREVILLE, AB**

Vegreville Social Centre
4802 - 47A Street Vegreville, AB
9:00AM - 5:00PM

Showcase your business during the one day conference as part of your registration.

Tables will be provided.
Please RSVP your participation in the showcase to
jenniferfilip.goeast@gmail.com

REGISTER BY
MARCH 22, 2023

www.goeastofedmonton.com

SCHEDULE AT A GLANCE

- 9:00 – 9:30: REGISTRATION
- 9:30 – 10:45: STRATEGIC SOCIAL MEDIA MARKETING IN 2023
- 10:45 – 11:00: NETWORKING BREAK & TOURISM SHOWCASE
- 11:00 – 12:00: COMMUNICATIONS FOR RURAL BUSINESS / WORKING WITH INFLUENCERS
- 12:00 – 1:00: LUNCH - TOURISM SHOWCASE
- 1:00 – 2:00: TOURISM TRENDS & OPPORTUNITIES
- 2:00 – 2:15: NETWORKING BREAK & TOURISM SHOWCASE
- 2:15 – 3:30: TOURISM OPERATOR & COMMUNITY PANEL FEATURING EVENTS, AG-TOURISM, RETAIL, COMMUNITY AND TOURISM DEVELOPMENT OPPORTUNITIES
- 3:30 – 4:00: DIGITAL TIPS FOR YOUR ONLINE FOOTPRINT
- 4:00 – 5:00: SOCIAL NETWORKING
SAMPLE LOCAL FOODS & BEVERAGES

TOWN OF
VEGREVILLE

TOWN OF BON ACCORD

Mayor Report – for period February 16 – March 14, 2023

February 16, 2023	Attended Emerging Trends Seminar. As always, there was a lot of good information. I took away the most from the Municipal Economic Development presentation. Especially the Heading; Your Purpose. We, as a municipality, must promote and encourage growth. And (do we have an Incentive and Economic Bylaw)?
February 21, 2023	Attended Regular Meeting of Council
February 23, 2023	Attended Alberta Municipalities Future of Municipal Government Webinar. Good webinar; however, too much info too fast. I found it difficult to stay on track. My most interesting take away was the presentation on Good Governance Principles. (Efficiency – Capacity – Accountability – Accessibility – Responsiveness)
March 1, 2023	Attended Telephone Town Hall meeting with Minister Rebecca Schulz to discuss 2023 Provincial Budget. Minister Schulz did a great job presenting and answering questions on the 2023 Provincial Budget. Still waiting for the LGFF Formula to be completed so that we can calculate funding for Bon Accord. The LGFF will be replacing MSI funding in 2024.
March 1, 2023	Attended Alberta Municipalities Webinar to discuss 2023 Provincial Budget. In comparison to Rebecca Schulz' presentation, I found the AM Webinar way too complicated.
March 2, 2023	Attended Council Briefing Committee Meeting. We discussed several items that were on our Regular Meeting of Council Agenda including the New Business Welcome Policy which was quite appropriate as the new Liquor Store will be having their grand opening in a couple of days.
March 7, 2023	Attended Regular Meeting of Council
March 9, 2023	Monthly Roseridge Meeting. Report regarding the design and construction of Administration Building, scale house and Shop. Office Building designed for "Net Zero Ready"

March 11, 2023

Presented a cheque for \$2,500 to CNN Spurs Minor Hockey to cover part of the cost to install the new score clock in the arena. Spurs President Ernie Overeem, Vice President 2 Jake Mann and Treasurer Jen Moffat as well as Lila Quinn, our Community Services Manager were in attendance. Ernie Overeem indicated how much they appreciate the Town and said that he has a lot of contacts, so if there is anything that we could use financial help with moving forward with the arena upgrades, to give him a call and Ernie will do his best to advocate for support.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Deputy Mayor Report – for period Feb 15 – Mar 15, 2023

Feb 16, 2023	Attended “Emerging Trends” by Brownlee LLP. It is always interesting to hear about the upcoming legal issues municipalities are facing. Lots of discussion about land use.
Feb 20, 2023	Attended the Family Day activities at the arena. Free skate and hot lunch, games and activities are a nice low cost option to celebrate Family Day right here in town.
Feb 21, 2023	Attended the Regular Meeting of Council.
Feb 23, 2023	Attended the board meeting for Homeland Housing. I will be attending the ASCHA conference in April along with several other board members.
Feb 27, 2023	Attended the SREMPAC meeting on behalf of Councillor Larson.
Mar 2, 2023	Attended the Committee of the Whole meeting.
Mar 7, 2023	Attended the Regular Meeting of Council.
Mar 9, 2023	Attended the Community Connections evening. It is a good chance for residents to drop in and have an informal discussion about Community topics. We had some great ideas and discussions about how to move forward with maintaining the Dark Sky designation.

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period February 16- March 15, 2023

February 21	Attended Regular Council Meeting
February 24	Attended Salutes Meeting- they need help in the “National reserves” and have asked municipalities to raise awareness for members to join. Reserves have been used for many emergency situations and they are really trying to add more members to their service.
March 2	Attended Council Briefing meeting
March 7	Attended Regular Council Meeting
March 9	Council connections in the chambers, was a great conversation with the community members, we had talked about the dark sky theme and what it means for our town. Ideas to move forward with and ponder for our town.

Note:

Lacey Laing
Councillor
Town of Bon Accord

TOWN OF BON ACCORD
February 15 – March 27, 2023

- March 13 Attended Trends in Municipal Law. Very informative. Gain knowledge on Permits, Codes of Practice, Government rights, Residents Compensation, Cyber Attacks, Planning and Development, Land titles, and taxes. It is a very good information session to take.
- February 20 Attended and volunteered for the Family Day Events.
- February 21 Attended Regular Meeting of Council.
- February 24 Attended NLLS Meeting. Province will be increasing Library funding this year.
- March 2 Attended Council Briefing Meeting.
- March 6 Attended AGM Working Meeting for Sturgeon Victim Services. Province working on the New Zonal Model. Whenever possible if we could advocate for Sturgeon Victim Services it would be appreciated.
- March 7 Attended Regular Meeting of Council.
- March 9 Attended Council Community Connections. Great conversations about revitalizing the Dark Sky Name and programs in town. Wonderful turn out. Thank you to the residents for their input and ideas.
- March 13 Attended Library Board Meeting.

Note:

Tanya May
Councillor
Town of Bon Accord

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: SAVE THE DATE - 2nd Annual Gibbons Charity Golf Classic
Date: March 14, 2023 12:47:26 PM
Attachments: [image006.png](#)

From: Eric Paterson <EPaterson@gibbons.ca>
Sent: March 2, 2023 2:38 PM
To: Eric Paterson <EPaterson@gibbons.ca>
Cc: Louise Bauder <LBauder@gibbons.ca>
Subject: SAVE THE DATE - 2nd Annual Gibbons Charity Golf Classic



Hello there,

Please save the date for our 2nd Annual Gibbons Charity Golf Classic on June 23rd, 2023. Last year was a great time had by all and we can not wait to continue that again this year. Information on registration and sponsorships will be sent out by the end of March. If you have any questions, please do not hesitate to reach out.

If applicable, please forward to your mayor, council, leadership team, or co-workers. Thank you.

Sincerely,

Eric Paterson

Recreation & Youth Coordinator

Town of Gibbons

Ph. (780) 923-2374

epaterson@gibbons.ca

<https://www.gibbons.ca/>

<https://www.gibbons.ca/recreation>



From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: SAVE the DATE: Sturgeon County MAYOR's Golf Tournament June 16, 2023
Date: March 14, 2023 12:47:04 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

From: Alanna Hnatiw <ahnatiw@sturgeoncounty.ca>

Sent: Tuesday, March 14, 2023 11:53:10 AM

Subject: SAVE the DATE: Sturgeon County MAYOR's Golf Tournament June 16, 2023

Please join Sturgeon County Council on Friday, June 16th at Sturgeon Valley Golf & Country Club for the Annual Mayor's Golf Tournament.

Your day will feature a round of golf at the beautiful Sturgeon Valley Golf & Country Club, along with great networking opportunities all in support of some worthy local charities.

Sponsorship and registration information will be sent out shortly, watch your email.

Thank you in advance for your support.

Check In & Breakfast: 7:30 AM

Shotgun Start: 9 AM



Alanna Hnatiw (she/her)

MAYOR

780-939-8327

ahnatiw@sturgeoncounty.ca

sturgeoncounty.ca

9613 100 Street, Morinville, AB T8R 1L9





Contact: info@albertaev.ca
More information: www.albertaev.ca

Tuesday, March 14, 2023

bholden@bonaccord.ca

Dear Mayor Brian Holden, Town of Bon Accord,

On behalf of the Electric Vehicle Association of Alberta (EVAA), I am writing to express our sincere appreciation for your commitment to sustainability and environmental preservation by installing electric vehicle (EV) chargers in your local municipality. Your forward-thinking approach is truly commendable and has not gone unnoticed.

As an EV advocacy group, we are thrilled to see the installation of these charging stations in your community. The availability of charging infrastructure is a crucial factor in adopting electric vehicles, and your efforts will undoubtedly encourage more people to switch to cleaner transportation options.

By installing EV chargers, you are helping reduce greenhouse gas emissions and air pollution and contributing to our planet's overall well-being. Your dedication to sustainability is an inspiration to us all, and it is heartening to see that you are taking steps to ensure a cleaner future for generations to come.

We understand that installing EV chargers is not always an easy decision, but your commitment to sustainability demonstrates your willingness to take bold steps toward a cleaner future. Your efforts will go a long way in promoting the adoption of electric vehicles and reducing our dependence on fossil fuels.

Once again, thank you for your leadership and commitment to a sustainable future. Your efforts are truly making a difference and are helping to create a cleaner and healthier environment for all of us.

Sincerely,

Angie Thomas
Electric Vehicle Association of Alberta (EVAA)

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Get ready for the Business@Lunch- Premier Smith
Date: March 9, 2023 1:37:30 PM

Begin forwarded message:

From: Meggan Nepoose-Hill <meggan@stalbertchamber.com>
Date: March 8, 2023 at 3:00:29 PM MST
To: Lynn Bidney <lbidney@bonaccord.ca>
Subject: Get ready for the Business@Lunch- Premier Smith

YOU'RE INVITED
Business@Lunch with Premier Smith
April 12, 2023
11:30 AM MDT



Join St. Albert and District Chamber of Commerce on April 12th as Premier Smith

delivers a keynote address to the business community.

Date/Time

11:30 am - Arrival and networking

12:00 pm - Commencement of Meeting and Lunch

1:30 pm - Scheduled End Time

Fees/Admission

Early Bird Pricing: Until March 22, 2023

\$65 Members

\$75 Non-Members

Pricing after March 22, 2023

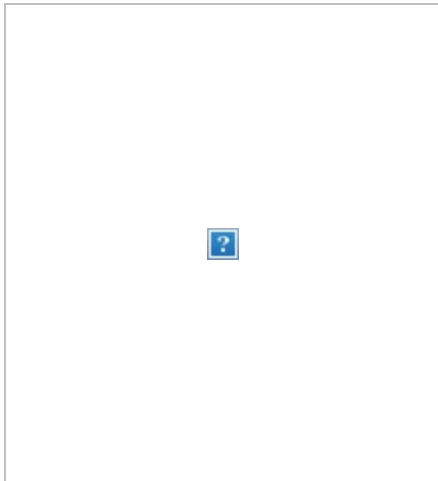
\$85 Members

\$95 Non-Members

Ticket-less event; once registered you are on the guest list.

48-hour written notice is required for the cancelation of this event.

Location



[Register](#)

Hope you'll join us!

Events@stalbertchamber.com

St. Albert and District Chamber of Commerce

[Business@Lunch- Premier Smith](#) | [Add to Calendar](#) | [Decline Invite](#) | [Register](#)

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