

Town of Bon Accord
AGENDA
Regular Council Meeting
June 20, 2023 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. Regular Meeting of Council; June 6, 2023 (enclosure)
- 4. DELEGATION**
- 5. DEPARTMENTS REPORT**
 - 5.1. June 2023 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. Budget Reallocation (Library, Picnic Tables, Legal Fees) (enclosure)
 - 6.2. Playground Equipment: Public Participation Plan (enclosure)
- 7. NEW BUSINESS**
 - 7.1. 2023 Council Meeting Schedule Amendments (enclosure)
 - 7.2. Council Community Connections – August (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**

AGREEMENTS

 - 8.1. Library Agreement (enclosure)

POLICIES

 - 8.2. Branded Apparel Policy Pause (enclosure)
 - 8.3. Policies to Rescind and Amend (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1. Alberta Municipalities Convention Registration & Hotels (enclosure)
- 10. COUNCIL REPORTS**
 - 10.1 Mayor Holden (enclosure)
 - 10.2 Deputy Mayor Bidney (enclosure)
 - 10.3 Councillor Laing (enclosure)
 - 10.4 Councillor Larson (enclosure)
 - 10.5 Councillor May (enclosure)
- 11. CORRESPONDENCE**
 - 11.1. Smoky Lake County - North Saskatchewan Regional Plan and Subregional Planning (enclosure)
 - 11.2. Smoky Lake County - Urgent Need for Good Planning and Reclamation (enclosure)

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12. NOTICE OF MOTION

13. CLOSED SESSION

13.1. Permanent Rental of Town Office Basement – FOIP Act 24(1)(c) Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body

13.2. Residential Property – Compliant – FOIP Act 17(1) Disclosure harmful to personal privacy

14. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
June 6, 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 Timothy J. Larson
Councillor Tanya May

ADMINISTRATION

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

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

There were no objections to adding a document relative to the 2023 Requested Operating and Capital Expenditures.

COUNCILLOR LARSON MOVED THAT Council adopt the June 6, 2023 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-249

PROCLAMATIONS

World Oceans Day
Pride Month
Alberta Seniors' Week
National Indigenous Peoples' Day

COUNCILLOR MAY MOVED THAT Council accept the proclamations as information.

CARRIED UNANIMOUSLY RESOLUTION 23-250

ADOPTION OF MINUTES

Regular Meeting of Council – May 16, 2023

COUNCILLOR LARSON MOVED THAT Council adopt the minutes of the May 16, 2023 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-251

Council Briefing Meeting – May 29, 2023

**Town of Bon Accord
Regular Meeting of Council Minutes
June 6, 2023 7:00 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the May 29, 2023 Council Briefing Meeting as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-252

Councillor Laing joined the meeting at 7:10 p.m.

DELEGATION

Sgt. Lew Simms – Morinville RCMP – Quarterly Report

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

CARRIED UNANIMOUSLY RESOLUTION 23-253

UNFINISHED BUSINESS

Laying Hens and Urban Beekeeping Survey Results

COUNCILLOR LARSON MOVED THAT Council directs administration to start the process of amending the Land Use Bylaw 2016-03 to allow laying hens in all districts except R3 and Commercial districts and FURTHER that Council directs administration to amend the Animal Control Bylaw 2019-10 and prepare an Urban Beekeeping Program and Laying Hens Program that align with the Town's bylaws.

CARRIED UNANIMOUSLY RESOLUTION 23-254

2023 Requested Operating and Capital Expenditures

COUNCILLOR MAY MOVED THAT Council approves the requested operating and capital expenditures, and necessary allocation of funds and transfer of reserves as presented with an amendment to remove the shale.

In favour: Mayor Holden, Deputy Mayor Bidney, Councillor Laing, Councillor Larson

Opposed: Councillor May

CARRIED RESOLUTION 23-255

NEW BUSINESS

2023 Road Rehabilitation Project

COUNCILLOR LARSON MOVED THAT Council approves the additional spend for the swales for the 2023 road rehabilitation project for 48th street and 51st A avenue to a total of \$159,348 using MSI grant funds.

CARRIED UNANIMOUSLY RESOLUTION 23-256

BYLAWS|POLICIES|AGREEMENTS

Procedural Bylaw 2023-05

COUNCILLOR MAY MOVED THAT Council give second reading to Procedural Bylaw 2023-05 as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-257

**Town of Bon Accord
Regular Meeting of Council Minutes
June 6, 2023 7:00 p.m.
Live streamed on Bon Accord YouTube Channel**

DEPUTY MAYOR BIDNEY MOVED THAT Council give third and final reading to Procedural Bylaw 2023-05 as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-258

WORKSHOPS/MEETINGS/CONFERENCES

Alberta Municipalities Municipal Summer Leaders' Caucus

COUNCILLOR LAING MOVED THAT Council direct administration to register Mayor Holden and Councillor Larson for in-person attendance on June 22 and Councillor May and Councillor Laing on June 22 for virtual attendance at the 2023 Summer Municipal Leaders' Caucus.

CARRIED UNANIMOUSLY RESOLUTION 23-259

CORRESPONDENCE

Sturgeon County Emergency Services Long-Term Service Awards Invitation

COUNCILLOR MAY MOVED THAT Council direct administration to register Mayor Holden, Deputy Mayor Bidney, Councillor Larson, and Councillor May for Sturgeon County's Emergency Services Long-Term Service Awards.

CARRIED UNANIMOUSLY RESOLUTION 23-260

CLOSED SESSION

- ***Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy***
- ***Sturgeon Regional Partnership (SRP)– FOIP Act 24(1)(c) Advice from officials***
- ***Municipal Realities Approval – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations; FOIP Act 24(1)(c) Advice from officials***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy, Sturgeon Regional Partnership (SRP)– FOIP Act 24(1)(c) Advice from officials, and Municipal Realities Approval – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations; FOIP Act 24(1)(c) Advice from officials at 8:32 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-261

COUNCILLOR LAING MOVED THAT Council come out of closed session at 9:17 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-262

Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy

COUNCILLOR LAING MOVED THAT Council approves the proposed amendments to the Organizational Chart as presented if all changes are within the 2023 salaries and wages budget allocation.

CARRIED UNANIMOUSLY RESOLUTION 23-263

Sturgeon Regional Partnership (SRP)– FOIP Act 24(1)(c) Advice from officials

**Town of Bon Accord
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June 6, 2023 7:00 p.m.
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COUNCILLOR MAY MOVED THAT Council approve the Sturgeon Region Partnership Terms of Reference as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-264

Municipal Realities Approval – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations; FOIP Act 24(1)(c) Advice from officials

COUNCILLOR MAY MOVED THAT Council approve the Municipal Realities template as presented and direct administration to complete the “three largest contributors to the municipality’s assessment” section.

CARRIED UNANIMOUSLY RESOLUTION 23-265

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the June 6, 2023 Regular Meeting of Council adjourn at 9:21 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-266

Mayor Brian Holden

Jodi Brown, CAO

News | Projects | Events

News

- Sturgeon County has now lifted the Full Fire Ban and returned to Fire Restriction status as of May 31, 2023.

“Under a “Fire Restriction” the use of backyard fire pits used for Warming or Cooking, Propane BBQ’s, Portable Propane Fireplaces, Electric Smokers, Pellet Type Smokers, Outside Fireplaces, Chimneys and Propane Heaters are permitted under this restriction.

No new burn permits will be issued. All current fire permits (including those for burn barrels and incinerators) previously issued remain suspended until further notice. All outdoor fires presently burning, whether set under the authority of a fire permit or not, are required to be extinguished.

Firework permits for low hazard/family fireworks issued remain suspended. No new fireworks permits will be issued. Use of exploding targets and tracer rounds are also prohibited.

The restriction and ban on use of ATV’s and or OHV’s is also lifted.

Sturgeon County urges everyone to use extreme caution when working or driving in grassy areas, be mindful of hot exhaust and keep vehicles clean and free of debris as smoldering debris can fall off and start fires.

Always know your location and Dial 911 for any emergency!

Note: These restrictions also apply within the Town limits of Bon Accord, Legal and Redwater.

For further updates visit the Sturgeon County website at www.sturgeoncounty.ca and the Alberta Fire Bans website at www.albertafirebans.ca. All other inquires contact 780-939-8400.”

Projects

- Staff are planning new playground equipment for Centennial Park and Springbrook Park. More information is coming soon.
- Road work on 53 Avenue & 46 Street and 51A Avenue & 48 Street is scheduled to start on June 15th, 2023. Notifications have been sent to residents.
- New chairs for the arena will arrive on June 20th, 2023. Thank you to the Edmonton Community Foundation for the grant funding to make this possible.

Events

- The Community Services Advisory Board volunteers will be out planting Canadian flags on June 30th, 2023, to kick off our Canada Day celebration.
- Join us in celebrating Canada Day on July 01st, 2023. The event will include a pancake breakfast, craft station, free cupcakes, face painter and balloon artist. Watch for full event details to be released soon.
- Music in the Park will start the first Tuesday of July! The performance schedule is now available on our website (www.bonaccord.ca).
- Administration and Council participated in a Mock Council Meeting at Lilian Schick School on June 06th, 2023.

Programs

- Administration is working on developing both Urban Hen and Beekeeping Programs in alignment with Town bylaws and provincial legislation. Watch for more information in the fall.
- Registration for Summer Programs for Children and Youth is now open! The program brochure is available at the Town office or on our website (www.bonaccord.ca).

Key Meetings

- June 09th – 2nd quarter All Staff Meeting and Training session. This included workplace harassment and violence training and cyber security training.
- June 8th – Corporate Services met with Associated Engineering regarding Asset Retirement Obligations.
- June 7 – Ec Dev Assessment kick off meeting; follow up meeting June 14
- June 15 – EDA Mentorship program meeting
- Staff attended the Harvest Day Committee Meetings to assist with planning and preparation for this year's event.
- Community Services Advisory Board Meeting is planned for June 22nd

Conferences and Training

- May 25th – Council and administration attended an Asset Management workshop in Edmonton.
- May 15-17 – Attended the GFOA (Government Finance Officers of Alberta) conference.
- Orientation training for new staff has now been created.

Department Highlights

Administration | Town Manager

- Planning for the leadership and all staff meetings that took place this month.
- Attended the Asset Management Workshop on May 25th, 2023.
- Assisted with departmental coverage while staff were on vacation and to accommodate organizational changes.
- Enjoyed supporting the Seniors Week event that took place on June 07th, 2023.
- Attended the Sturgeon Region Partnership Committee meeting with the Mayor in Redwater.
- Attended the grand opening of the Montessori Child Development Centre.
- Working with the engineering team, contractor, and funder for the ice plant project.
- Assisting with the playground equipment replacement at Centennial Park and Springbrook Park.
- Assisted with the proposed 2023 budget projects as required.
- Enjoyed participating in the Mock Council Meeting at Lilian Schick School on June 06th, 2023.

Community Services

- The Seniors Week event was held on June 07th, 2023 in Centennial Park with over 100 seniors in attendance.
- Thank you to the Ag Society for sponsoring the event, the 4H Club and several community members for volunteering at the event, and to Two Bad Apples for the wonderful entertainment.
- Staff are now working on the Canada Day event. Volunteers are always appreciated and needed. If anyone is interested in volunteering, please contact Christina at the Town Office @ 780- 921-3550.
- Administration staff are in the process of confirming the master ice schedule for the upcoming hockey season.
- Staff visited the schools to promote the planned Summer Programs offered by the Town this year.
- The Town is seeking sponsors to help support the 2023 Music in the Park program.

Corporate Services

- Working on the Asset Retirement Obligations for the new Public Sector Accounting Standard PS-3280 regarding the obligations associated with the retirement of a tangible long-lived asset. Next step is to provide Associated

Engineering with a listing of our tangible capital assets. They will prepare a report and justification of valuations to satisfy the standard for the auditors.

- Attended the Asset Management Workshop on May 25th which added valuable insight to the future growth of our asset management program.
- The Government Finance Officers of Alberta conference was well attended this year and provided great networking and learning opportunities.
- Staff have been cross-training.
- First-aid kits are arriving, though many are backordered due to the high demand created by the updated legislation.
- Cemetery files are being digitized.
- The Government of Alberta Land Titles department is still behind, affecting move in and move outs.
- Our Incident Report Form has been updated to include psychological incidents, and safety training is ongoing.
- Combined assessment and property taxes have been mailed and the deadline for payment is June 30th.

Planning | Economic Development | Bylaw

- Attended the grand opening of the Bon Accord Montessori Childcare facility. A press release was sent to the Free Press.
- Handled 7 complaints
 - 3 unsightly properties
 - 2 noise
 - 1 abandoned vehicle
 - 1 parked travel trailer
- Completed and passed University of Calgary Fundamentals of Economic Development online course.
- Handled several calls regarding residential development i.e.: fences, flag poles, decks, solar panels, etc.
- Obtaining 2 more quotes for electric vehicle charging station cabling requirements.
- Finished OH&S training on Workhub.
- Spoke with landowners regarding sale of land.
- Attended Morinville Chambers of Commerce luncheon.
- Finalizing details of dark sky event at Harvest Days with the help of the Undergraduate Astronomy Society of the U of A.
- Met with Yolo Nomads regarding attracting workers and developers to Bon Accord. More information to come to Council at a later date.
- Attended Mock Council meeting at Lilian Schick school.
- Received one development permit for deck.
- Completed weekly drive through Town to note any bylaw infractions.

Operations | Public Works

- We are well into the regular summer maintenance of the parks, playgrounds, sports grounds, cemetery, and green spaces including parks checks, mowing, string trimming and flower watering.
- The annual road crack sealing program has been completed.
- Initiated with the grading of 54 Ave twice a week—Tuesdays and Fridays during the school months.
- Dealt with 1 opening/closing of a full burial and 2 cremation burials.
- Assisted with water leak issues arising from a leak on a residential service in the trailer park.
- Completed the annual Spring Water Maintenance program consisting of spring hydrant inspections, unidirectional flushing and water main valve exercising.
- Public Works staff repaired a number of valve issues, both residential and main valves, that we were made aware of as a result of our annual maintenance program. The task is an ongoing process as time permits.
- Equipment has been prepped for the start of this year's spray patching. It will be starting this week and, if the weather cooperates, we hope to be completed by the middle of July.
- In the process of training a new temporary Public Works operator.
- Have started assisting the contractor and engineers in this year's road rehab project.

Attachments

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

Town Manager Action List

Date: June 20th, 2023
Reporting Period: May 17th – June 20th, 2023
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
<p>Council Community Connections – August Council postpones the decision on the August date for Council Community Connections until after the June Council Community Connections, prior to the summer break.</p>	<p>The Council Community Connections event is planned for Saturday, June 17th from 2 – 4 pm in Centennial Park. The event has been advertised.</p>
<p>Community Space Fees Council amended the Community Space Rental Fees as shown in Option #1 and directed administration to bring forward a new policy for non-profits/children’s functions or programming, waiving the funding required.</p>	<p>In-Progress</p>
<p>Municipal Development Plan DRAFT Council direct administration to make revisions as directed by Council AND FURTHER THAT administration plan and advertise a public open house and release the revised draft one week before the open house.</p>	<p>Administration has contacted Municipal Planning Services for an update on the draft Municipal Development Plan and the release date.</p>
<p>2023 Road Rehabilitation Project Council approves the additional spend for the swales for the 2023 road rehabilitation project for 48th street and 51st A avenue to a total of \$159,348 using MSI grant funds.</p>	<p>In-Progress The project will start on June 15th.</p>

<p>Community Survey Results Council accepts this report as information and direct administration to come back with a plan.</p>	<p>In-Progress A plan to be brought forward during the 2024 budget deliberations</p>
<p>Town of Redwater – Annual Golf Tournament Council direct administration to register Mayor Holden and Deputy Mayor Bidney for the Redwater Annual Golf Tournament on Friday, August 11.</p>	<p>In-Progress Registrations will be completed when registration opens.</p>
<p>Urban Hens and Beekeeping</p>	<p>In progress Staff are working with Municipal Planning Services on the Land Use Bylaw amendment and the required amendment to the Animal Control Bylaw. Following these amendments, staff will create the Urban Hen and Beekeeping Programs to align with the above noted bylaws.</p>
<p>Meeting with Director of the Alberta China Offices Council directs administration to set up a meeting with William Wang, Director of Alberta China Offices.</p>	<p>In-Progress Administration has contacted William and are waiting to hear back.</p>
<p>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.</p>	<p>Schedule for the June 28th, 2023 Committee of the Whole Meeting</p>
<p>Communities in Bloom Project: Heritage Project at the Cemetery</p>	<p>The site for the installation of the commemorative plough is ready; waiting for installation.</p>
<p>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.</p>	<p>2024 Budget Deliberations</p>

OTHER PROJECTS:

- New Fees and Charges Bylaw
- Policies: Road Maintenance Policy and the Arena Operational Policy
- Logo Revitalization Project
- Continued policy and bylaw review (rescinding or updating old bylaws and policies)
- Stormwater and Road Projects research

ACTION ITEM LIST: COMPLETED

- ✓ Procedural Bylaw 2023-05 is now approved.
- ✓ 2023 Minister's Awards for Municipal and Public Library Excellence: Administration reached out to the Library Board Chair in regard to assisting with the library's application to this award program. The application has been submitted.
- ✓ Alberta Municipalities Municipal Summer Leaders' Caucus: Administration registered Mayor Holden and Councillor Larson for in-person attendance on June 22 and Councillor May and Councillor Laing on June 22 for virtual attendance at the 2023 Summer Municipal Leaders' Caucus.
- ✓ Sturgeon County Emergency Services Long-Term Service Awards Invitation: Administration confirmed attendance of Mayor Holden, Deputy Mayor Bidney, Councillor Larson, and Councillor May for Sturgeon County's Emergency Services Long-Term Service Awards.
- ✓ The proposed amendments to the Organizational Chart as presented and all changes are within the 2023 salaries and wages budget allocation.
- ✓ Sturgeon Regional Partnership Committee Terms of Reference: Council's approval of the SRP Terms of Reference was communicated to the Committee.
- ✓ Municipal Realities Approval: Council approved the Municipal Realities template as presented and direct administration completed the three largest contributors to the municipality's assessment section.
- ✓ Staff have met with Brenda McBride regarding the Butterfly Way project and administration to coordinate this initiative.
- ✓ The additional funding needed for the LED lighting at the library was approved as part of the 2023 Budget amendments brought forward to Council for approval on June 06th, 2023.
- ✓ The Golden Gems Society has been advised of the request from Council to consider if use of funds for building maintenance could be added to the dissolution clause in the Board's new bylaws.
- ✓ The Open House event regarding Urban Hens and Beekeeping took place and the survey results were reported to Council.
- ✓ Economic Development Assessment: Administration has hired Paul Salvatore of Municipal Experts Inc. to prepare an Economic Development Assessment in the amount of \$5250.00.



Year-to-Date Variance Report (Unaudited)
 for the year ending December 31, 2023
 Reporting period: up to June 14, 2023

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,267,875	2,174,663	93,213	111,238	300,495	- 189,257	2,156,637	1,874,168	282,469	15%
TOTAL MUNICIPAL	\$ 2,267,875.00	\$ 2,174,662.50	\$ 93,212.50	\$ 111,238.00	\$ 300,494.50	-\$ 189,256.50	\$ 2,156,637	\$ 1,874,168	\$ 282,469	15%
Election	-	-	-	-	1,000	- 1,000	-	(1,000)	1,000	100%
Council	-	-	-	53,303	56,579	- 3,276	(53,303)	(56,579)	3,276	6%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 53,303	\$ 57,579	-\$ 4,276	-\$ 53,303	-\$ 57,579	\$ 4,276	7%
Administration	3,079	1,808	1,272	241,629	288,544	- 46,915	(238,550)	(286,737)	48,187	17%
TOTAL ADMINISTRATION	\$ 3,079	\$ 1,808	\$ 1,272	\$ 241,629	\$ 288,544	-\$ 46,915	-\$ 238,550	-\$ 286,737	\$ 48,187	17%
Fire Services	10,531	9,661	870	34,726	32,628	2,099	(24,195)	(22,967)	(1,229)	5%
Emergency Services	-	-	-	398	5,374	-4,976	(398)	(5,374)	4,976	93%
Bylaw	5,087	2,300	2,787	21,826	21,181	645	(16,739)	(18,881)	2,142	11%
TOTAL PROTECTIVE SERVICES	\$ 15,618	\$ 11,961	\$ 3,657	\$ 56,950	\$ 59,182	-\$ 2,232	-\$ 41,332	-\$ 47,221	\$ 5,889	12%
Municipal Planning	2,335	4,500	- 2,165	40,714	87,061	- 46,347	(38,379)	(82,561)	44,182	54%
Economic Development	-	-	-	44,685	55,346	- 10,661	(44,685)	(55,346)	10,661	19%
TOTAL PLANNING & DEVELOPMENT	\$ 2,335	\$ 4,500	-\$ 2,165	\$ 85,399	\$ 142,407	-\$ 57,008	-\$ 83,064	-\$ 137,907	\$ 54,843	40%
Public Works - Roads	-	-	-	153,669	216,035	- 62,366	(153,669)	(216,035)	62,366	29%
Storm Sewer & Drain	-	-	-	8,417	9,667	-1,250	(8,417)	(9,667)	1,250	13%
Water	229,896	185,681	44,215	223,854	263,375	-39,521	6,042	(77,694)	83,736	108%
Sewer	131,198	113,449	17,749	92,487	159,434	-66,947	38,711	(45,985)	84,696	184%
Garbage	37,843	28,107	9,736	48,901	59,672	-10,771	(11,058)	(31,565)	20,507	65%
Cemetery	6,850	4,000	2,850	3,213	4,190	-976	3,637	(189)	3,827	2019%
TOTAL PUBLIC WORKS	\$ 405,787	\$ 331,237	\$ 74,550	\$ 530,541	\$ 712,372	-\$ 181,831	-\$ 124,754	-\$ 381,135	\$ 256,381	67%
FCSS	25,636	22,091	3,546	36,660	46,087	- 9,427	(11,024)	(23,996)	12,972	54%
TOTAL FCSS	\$ 25,636	\$ 22,091	\$ 3,546	\$ 36,660	\$ 46,087	-\$ 9,427	-\$ 11,024	-\$ 23,996	\$ 12,972	54%
Parks	55,213	53,978	1,235	36,601	77,303	- 40,702	18,612	(23,325)	41,937	180%
Arena	151,094	164,845	- 13,751	139,550	166,650	- 27,100	11,544	(1,805)	13,349	740%
Recreation	181,234	177,489	3,745	47,764	58,349	- 10,585	133,470	119,140	14,330	12%
TOTAL REC & COMMUNITY SERVICE	\$ 387,541	\$ 396,312	-\$ 8,771	\$ 223,915	\$ 302,302	-\$ 78,387	\$ 163,626	\$ 94,010	\$ 69,616	74%
Library	-	-	-	40,823	56,319	- 15,496	(40,823)	(56,319)	15,496	28%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 40,823	\$ 56,319	-\$ 15,496	-\$ 40,823	-\$ 56,319	\$ 15,496	28%
Total Excl. General Municipal	\$ 839,996	\$ 767,908	\$ 72,088	\$ 1,269,220	\$ 1,664,790	-\$ 395,570	-\$ 429,224	-\$ 896,883	\$ 467,659	52%
Total Incl. General Municipal	\$ 3,107,871	\$ 2,942,570	\$ 165,301	\$ 1,380,458	\$ 1,965,285	-\$ 584,827	\$ 1,727,413	\$ 977,285	\$ 750,128	

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

Variance Report Notes

Reporting Period: up to June 14, 2023

Municipal:

Combined Assessments and Tax notices were mailed and payment is due June 30th. To date, 42% of current outstanding taxes have been collected, compared to 37% at this time last year.

Fire:

Invoice from Sturgeon for first quarter fire services is slightly over budget due to CPI. Power allocated to the fire hall is currently over budget due to timing of the solar credit.

Bylaw:

Bylaw revenues are currently over budget for the year by \$1,367 from fines revenue. Animal licenses are also over budget for the year by \$670.

Water:

Bulk water sales are currently over budget by \$6,700. Water sales are over budget. Budgeted consumption to date was 38,741 m³ and actual to date is 40,509 m³.

Sewer:

Sewer sales are over budget, due to the water consumption being higher.

FCSS:

Received the Heritage Grant of \$2,000 for Canada Day

Sturgeon County

Statistics from: 5/1/2023 12:00:00AM to 5/31/2023 11:59:00PM

Citation Printout Report by Violation

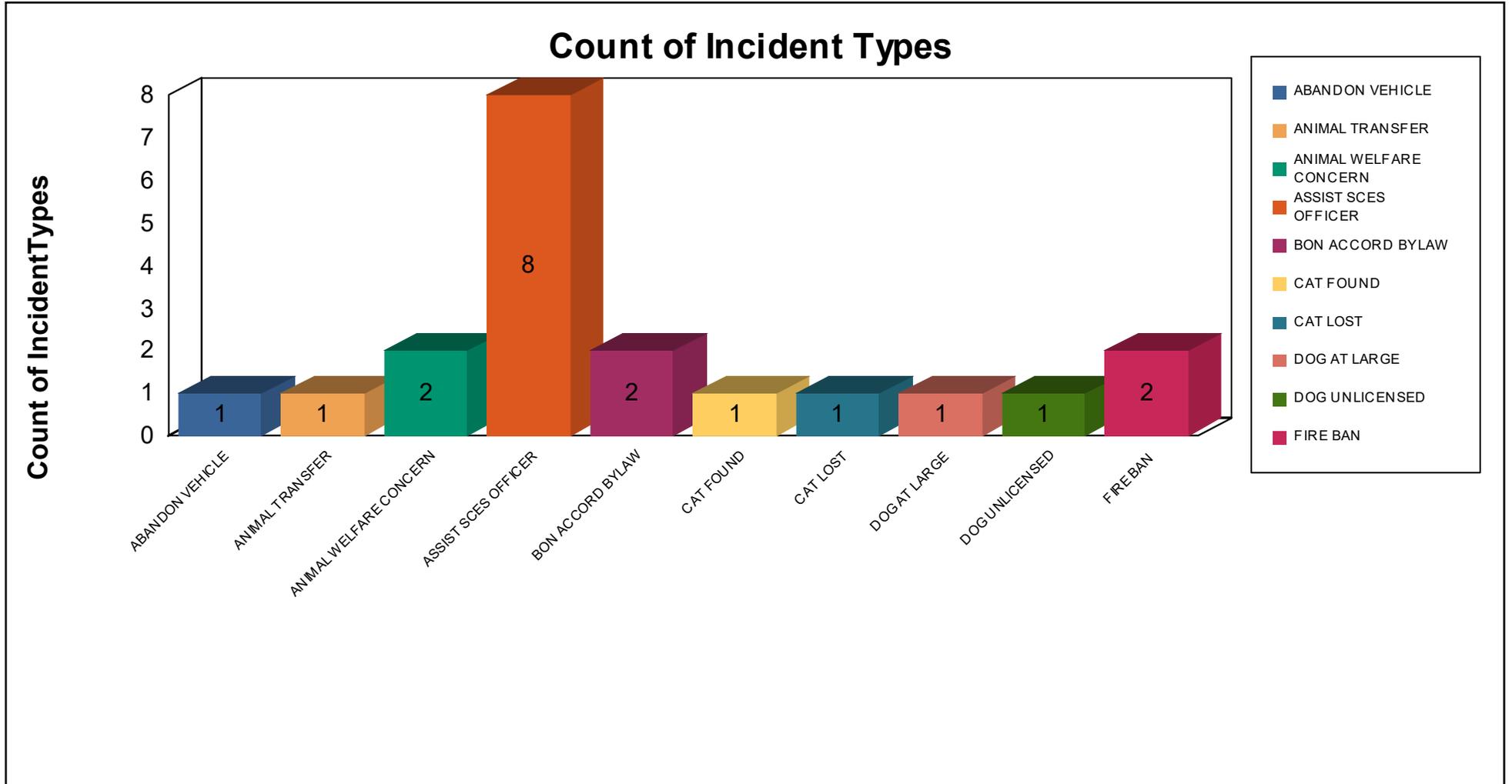
Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 5
Total Mandatory Appearances: 0

Total Citations of (TSA S.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 1
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: **6**
Total Fine Amounts Reported: **\$1773.00**
Total Money Collected:
Total Money Still Due: **\$1773.00**
Total Mandatory Appearances: **0**

Incident Report



ABANDON VEHICLE: 1 2%

Incident Report

ANIMAL TRANSFER: 1 2%

ANIMAL WELFARE CONCERN: 2 4%

ASSIST SCES OFFICER: 8 16%

BON ACCORD BYLAW: 2 4%

CAT FOUND: 1 2%

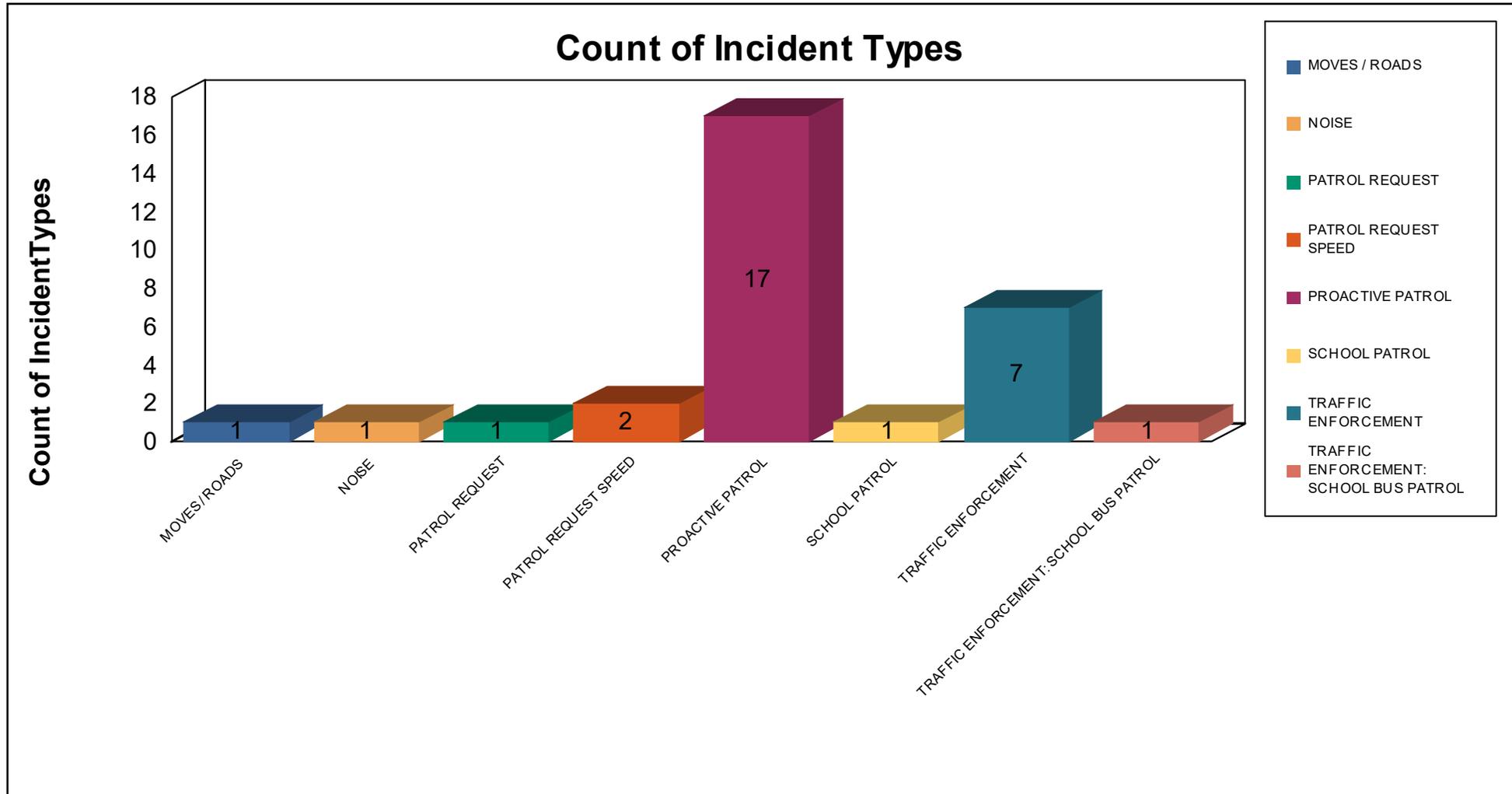
CAT LOST: 1 2%

DOG AT LARGE: 1 2%

DOG UNLICENSED: 1 2%

FIRE BAN: 2 4%

Incident Report



MOVES / ROADS: 1 2%

NOISE: 1 2%

PATROL REQUEST: 1 2%

PATROL REQUEST SPEED: 2 4%

Incident Report

PROACTIVE PATROL: 17 33%

SCHOOL PATROL: 1 2%

TRAFFIC ENFORCEMENT: 7 14%

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 1 2%

Grand Total: 100.00% Total # of Incident Types Reported: 51

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Budget Reallocation (Library, Picnic Tables, Legal Fees)
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

Administration presented the requested operating and capital expenditures for 2023 at the June 6th regular meeting of Council, and Council passed Resolution #23-254 stating THAT Council approves the requested operating and capital expenditures, and necessary allocation of funds and transfer of reserves as presented with an amendment to remove the shale.

With the removal of the shale, there is still a remaining \$9,840 of surplus operating revenue to allocate.

It is recommended that \$1,886 be donated to the library and \$7,954 be transferred to Administration – Legal.

As well, at the June 6th meeting, there was discussion to defer the purchase of the picnic tables for \$10,062 to another time or to look for sponsorship or donations, however this was not on the amendment list to remove.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Friends of the Bon Accord Public Library sent a letter dated June 6 to Council requesting contribution towards the cost of boosting the wi-fi signal for the building. The letter is attached. This would be specifically for cell phone wi-fi service. The total cost of this expense is \$3,771.60 (including GST). This expense is an approved use of the Friend's casino funds. Administration recommends that Council could support 50% of the cost as it will benefit a portion of the Town office space as well and support the library.

The remaining \$7,954 is recommended to be allocated to Administration – Legal for unexpected situations that have required legal consultation.

STRATEGIC ALIGNMENT

Priority #5 Collaboration

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

Values Statement of Stewardship

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

COSTS/SOURCES OF FUNDING

The 2023 operating and capital budget.

RECOMMENDED ACTION (by originator)

THAT...Council approves the donation of \$1,886 to the Friends of the Bon Accord Public Library for their wi-fi booster, \$7,954 be allocated towards administration legal fees, and the \$10,062 capital expense for picnic tables be deferred to a future year in the capital plan.

COPY



Friends of the Bon Accord Public Library
Box 749, Bon Accord, AB T0A 0K0 (780) 921 - 2540

June 6, 2023

Dear Mayor Holden and Council;

The Friends of the Bon Accord Public Library has obtained a quote for the cost of boosting the Wi-Fi signal in the building. Attached is a copy of the quote.

We are writing to ask if the town would consider contributing to this expense as it would also be of benefit to the town side of the building. We have confirmed that this expense is an approved use of proceeds for our casino income so we will be going ahead with this, however, we have other items on our wish list for the casino income and would appreciate any help you can provide.

We appreciate your support of the library and I look forward to hearing from you at your earliest convenience.

Kindest Regards,

Brenda Gostjorn
Chairperson of the Friends of the Bon Accord Library

From: [Brenda Gosbjorn](#)
To: [cao](#); [Jessica Caines](#)
Subject: Fw: Fullbars in Bon Accord
Date: June 13, 2023 9:17:27 AM

Good morning Jodi and Jessica.

At our board meeting last night Tanya suggested that I watch the recording of the June 6 council meeting discussion regarding Fullbars as there were questions and concerns expressed.

I watched it this morning and have reached out to the executive director of NLLS asking for his endorsement.

I am forwarding his reply so you can share it with Council at the June 20th meeting.

Let me know if you require any more info and I'll do my best to find out.

Thanks so much and have a great day.
Brenda

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Tuesday, June 13, 2023, 9:05 AM, James MacDonald <jmacdonald@nlls.ab.ca> wrote:

Hi Brenda.

I assume you mean cellular signal?

We've had the system at NLLS for over 2 years now. Before installation, we had very weak cellular service in the building and often none. Phone calls would drop, and staff might have to stand by a window to get service. Since installation, we have full coverage throughout the building. I've not dropped a single call. Additionally, the system has been completely maintenance-free. The power goes out in town occasionally, but the system automatically restarts when it comes back on.

When we installed this service, we cancelled all our desk phones and went strictly to cell phones. We could even port our 1-800 number over to a cellphone. We were paying 12k a year for desk phones. We haven't looked back since. I am very pleased with the outcome.

I'm not sure what other companies are out there. I had an alarm system guy out here a couple of days back, and he mentioned that they sold the units Fullbars installed. I believe he is from Eyetech Solutions in St. Paul.

I hope this helps.

James

From: Brenda Gosbjorn <17(1)>

Date: Tuesday, June 13, 2023 at 6:58 AM

To: James MacDonald <jmacdonald@nlls.ab.ca>

Subject: Fullbars in Bon Accord

Good morning James.

I've had Terry from Fullbars come out and give us a quote to boost our internet.

I've sent a letter to our town council asking for financial assistance and they have some concerns regarding whether it will work or not.

Would you be willing to send me a testimonial on your experience with its success?

They also suggested getting another quote from someone else. Do you know if there's any other companies that do this?

Thanks for your help with all this.

Brenda

[Sent from Yahoo Mail for iPhone](#)

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: FullBars Explanation
Date: June 16, 2023 10:03:35 AM

From: Brenda Gosbjorn <17(1)>
Sent: Thursday, June 8, 2023 2:29 PM
To: cao <cao@bonaccord.ca>; Jessica Caines <lscoordinator@bonaccord.ca>
Subject: FullBars Explanation

Below is the reply I received from Terry at FullBars.

This system is a cell phone signal enhancement system. It is bringing the cell phone signal from outside to inside into areas needing the boost.

We accomplish this by mounting an external antenna on the roof, running a cable to the brains of the system in the library computer room and then an additional cable out to each of the 2 indoor antennas from the brains.

The frequencies do not interfere with anything other technologies since they are the same cell phone frequencies that are already all around us every day.

Let me know if you need any more info.

Thanks
Brenda

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	June 20 th , 2023
Presented by:	Jodi Brown, Town Manager
Title:	Playground Equipment: Public Participation Plan
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

In 2022, the swing set at Centennial Park was inspected by a certified Playground Inspector employed by the Town of Bon Accord. It was determined that the swing set no longer meets current safety standards and was removed.

During the April 26th, 2023, Council Briefing Committee Meeting, administration presented several options under \$50,000 for the replacement of equipment in Centennial Park. These options do not include swings as new safety standards require much more space to accommodate swings than is available in Centennial Park. Additionally, given that several community events take place in this park on an annual basis, space for play equipment is limited.

During the June 06th, 2023 Regular Council Meeting, Council approved \$50,000 of the Canada Community Building Fund grant funding received by the Town, to replace the playground equipment in Centennial Park.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As per the Public Participation Policy, the Town Manager shall “In accordance with this policy or as directed by Council, develop Public Participation Plans, for Council approval;”.

Public Participation Plan:

Administration recommends that Council consider conducting a public survey with the enclosed playground options. These options are all within the \$50,000 budget allocated to this project. The playground option with the highest number of votes would be the chosen equipment to be installed in Centennial Park this fall.

Note: The options selected include metal slides. Plastic slides may cause issues for children with cochlear implants and are more susceptible to vandalism. Metal slides are placed specifically to have the least amount of direct sunlight to avoid becoming too hot.

Surfacing Choice: The playground options include wood chip surfacing rather than sand or poured rubber as this is the most economical choice for accessibility.

The survey will be conducted online, and hard copies will be available at the Library and Town Office. An advertisement about the survey and how to access it will be sent home with students at both schools before the end of the school year.

Note, administration is working on confirming information and options for swings in Springbrook Park. This information, once confirmed, could be included in a second survey or included in this survey.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

COSTS/SOURCES OF FUNDING

Canada Community Building Fund Grant Funding: \$50,000

Note, administration has been contacting industry partners regarding sponsorship; unfortunately, a sponsor has not yet been found.

Administration will continue to try and find sponsors for this project up until install of the new play equipment.

RECOMMENDED ACTION (by originator)

Choose one or both of the following:

1. THAT Council approves the proposed public participation plan for new play equipment at Centennial Park.
2. THAT Council approves the proposed public participation plan for the new play equipment at Centennial Park and directs administration to include choices for new swings at Springbrook Park once options and costs are finalized.
3. THAT Council direction administration otherwise..



layout # I12027-1-C1

Note: Colours shown may not accurately reflect actual colours.



layout # I12050-1-C1

Note: Colours shown may not accurately reflect actual colours.



Henderson®
Providing Playground Fun

Model No. L05858R0



Colors:

Posts: Green
Accents: Lime - Tan
HDPE-Plastic: Lime / Black



**CENTENNIAL PARK
OPTION 1**

Brought to you by your local representative:

KIDNATION 
Playgrounds Ltd.



Henderson®
Providing Playground Fun

Model No. L05859R0



Colors:

Posts: Red
Accents: Yellow - Black
HDPE-Plastic: Yellow /Black



**CENTENNIAL PARK
OPTION 2**

Brought to you by your local representative:

KIDNATION 
Playgrounds Ltd.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2023
Presented by:	Jodi Brown, Town Manager
Title:	2023 Council Meeting Schedule Amendments
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

At the June 6, 2023 regular Council meeting, the Procedural Bylaw 2023-05 was passed. With this new bylaw in place, changes to the Council Meeting Schedule are required.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The attached meeting schedule has been amended to include the following changes:

- Addition of Committee of the Whole (COW) meetings for the remainder of 2023
- Removal of the word “Regular” in the title to accommodate both meeting types
- Evening meeting times adjusted to 6 p.m. as per the Procedural Bylaw

Please note, the November COW meeting would have fallen on the day after the Regular Council Meeting (Nov 22). To allow administration time to prepare the package, the November COW is scheduled for Nov 29.

COW meetings have intentionally been left out during July and December due to holidays, however, Council may wish to amend this schedule in the resolution.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council approves the 2023 Council Meeting Schedule as presented.

THAT Council approved the 2023 Council Meeting Schedule as amended [list amendments].



2023 REGULAR COUNCIL MEETING SCHEDULE

Regular Meetings of Council are held on the 1st and 3rd Tuesday of each month. The 1st meeting of the month commences at 6:00 p.m. and the 2nd meeting of the month commences at 9 a.m.

Committee of the Whole Meetings are held on the 4th Wednesday of each month from 5 pm to 7 p.m.

Formatted: Superscript

All meetings take place in Council Chambers, unless otherwise posted.

January 17, 2023	9 a.m.
February 7, 2023	7 p.m.
February 21, 2023	9 a.m.
March 7, 2023	7 p.m.
March 21, 2023	9 a.m.
April 4, 2023	7 p.m.
April 18, 2023	9 a.m.
May 2, 2023	7 p.m.
May 16, 2023	9 a.m.
June 6, 2023	7 p.m.
June 20, 2023	9 a.m.
<u>June 28, 2023</u>	<u>5 p.m.</u>
July 4, 2023	<u>7-6</u> p.m.
August 15, 2023	9 a.m.
<u>August 23, 2023</u>	<u>5 p.m.</u>
September 5, 2023	<u>7-6</u> p.m.
September 19, 2023	9 a.m.
<u>September 27, 2023</u>	<u>5 p.m.</u>
October 3, 2023	<u>7-6</u> p.m.
October 17, 2023	9 a.m.
<u>October 25, 2023</u>	<u>5 p.m.</u>
November 7, 2023	<u>7-6</u> p.m.
November 21, 2023	9 a.m.
<u>November 29, 2023</u>	<u>5 p.m.</u>
December 5, 2023	<u>7-6</u> p.m.
December 19, 2023	9 a.m.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Council Community Connections – August
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

At the March 21, 2023 RCM:

*COUNCILLOR LAING MOVED THAT Council directs administration to plan and advertise the Council Community Connections public engagement session on June 17 from 2 p.m. – 4 p.m. in Centennial Park with Council Chambers as a back up location AND FURTHER THAT administration bring back this topic to a June meeting to set the date for August. **Carried resolution 23-122***

Therefore, administration has brought forward proposed dates for August 2023 for Council’s consideration.

The 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

The August event would be held in-person unless extenuating circumstances arise.

Factors for Consideration:

Date/Time:

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." Options include weekday evenings, as was typical in the past, or an afternoon on the weekend like the June 17 session.

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. Council may wish to select a topic for consideration or leave the topic open.

Proposed Dates

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

August 2023

- Date Options:
 - Wednesday, August 9
 - Thursday, August 10
 - Wednesday, August 16
 - Thursday, August 17
- Location/Time: Centennial Park evening (weather permitting). Alternate Location: Council Chambers

Once plans are confirmed by Council, administration will develop and circulate event communications.

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)

Choose one of the following options:

THAT Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date] from [time].

OR

THAT Council direct administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2023
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Library Agreement
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

In 2022, discussion began with the Bon Accord Library Board Chair regarding the existing Library Services Agreement and Program Services Agreement. Since the Municipal Library Board Bylaw 2023-03 was passed, administration has been consolidating the two agreements into one, updating with best practices in accordance with literature from the Public Library Services Branch of the Government of Alberta and based on the town’s current processes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

There was much overlap in the Library Services Agreement and Program Services Agreement. The consolidated Library Agreement removes this redundancy with only one agreement to reference. Additionally, the town does not receive program services from the library, therefore the need for a Program Services Agreement is obsolete.

The following clauses were added based on the Public Library Services Branch literature:

- Section 2.3 re: General Terms.
- First sentence of section 2.4 re: Waiver.
- Section 2.5 re: Termination.

Other changes include:

- Change in title from “Library Services Agreement” to “Library Agreement”.
- Updates for grammar, punctuation and flow.
- Definition updates:
 - Addition of “Select Utilities”.
 - Deletion of “Proportionate Share”.
 - Amendment to “Town Business Hours” to include reference to the relevant town policy.
 - Amendment to “Prior Agreements” to reference the two former agreements that are being consolidated.

- Updates to section 2.13 re: Notices.
- Removal of a portion of section 3.1 to reflect current processes.
- Clauses 3.2 and 4.12 that reflect best practices for insurance liability.
- Addition of section 3.4 pertaining to routine safety inspections.
- Addition of section 4.4 re: Security of the building that is consistent with third party contracts.
- Addition of section 4.8 re: Board Appointments. The new process requires a form for board appointments to formalize the application process and accompanying written request on Board letterhead which is already common practice.
- Removal of FOIP-related clauses, as the Board is responsible for its own information access requests.

The draft has been reviewed by the Bon Accord Library Board Chair with no concerns to note. Administration is seeking Council's review and comments on the draft agreement prior to forwarding to the Board for signatures.

STRATEGIC ALIGNMENT

Priority #5: Collaboration

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT Council approve the Library Agreement as presented.

OR

THAT Council approve the Library Agreement as amended [list amendments].

OR

THAT Council direct administration to...

LIBRARY AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2023

BETWEEN:

THE TOWN OF BON ACCORD, a municipal corporation established and existing pursuant to the laws of the Province of Alberta.
(hereinafter referred to as the “Town”)

OF THE FIRST PART

AND:

THE TOWN OF BON ACCORD LIBRARY BOARD, a municipal corporation established and existing pursuant to the laws of the Province of Alberta.
(hereinafter referred to as the “Board”)

OF THE SECOND PART

PREAMBLE

WHEREAS pursuant to Part II of the Libraries Act, RSA 2000, c.L-11, the Council of the Town of Bon Accord passed a bylaw on April 4, 2023 establishing the Board;

AND WHEREAS pursuant to Section 7 of the Libraries Act, RSA 2000, c.L-11, the Board has full management and control of the Municipal Library in the Town subject to any enactment that limits its authority;

AND WHEREAS the Town and the Board wish to set forth the provisions by which the parties hereto are responsible and the manner in which they are to be provided and the addition or deletion of any responsibilities, as the case may be;

AND WHEREAS the Board and the Town wish to continue to communicate effectively and operate efficiently in the interests of careful fiscal management of municipal funds;

NOW THEREFORE, in consideration of the mutual covenants, terms and conditions contained herein, the parties hereto agree as follows:

1.0. DEFINITIONS

In this Agreement the following words and expressions shall have the meanings herein set forth unless inconsistent with the subject matter or context:

- 1.1 “Agreement” means this Agreement and includes Schedule “A”.

- 1.2 “Building” means that certain Building located on the lands legally described as Lot 10, 11 & 12, Block 5 and Plan 5261BA and municipally described as 5025B – 50 Avenue.
- 1.3 “Library Premises” means that portion of the Building commonly referred to as the Bon Accord Public Library, located on the east side of the Town Administration Building consisting of approximately 1925 square feet; which includes the main library area, storage room, two washrooms, programs room/kitchen area and the connecting storage room.
- 1.4 “Prior Agreements” means the Library Services Agreement signed January 1, 2018 and the Program Services Agreement signed March 18, 2018.
- 1.5 “Town Business Hours” are as defined in the Town Facility Hours of Operation and Location Policy.
- 1.6 “Town Premises” means that portion of the Building which is not the Library Premises.
- 1.7 “Select Utilities” means gas, power, waste disposal, water, and wastewater.

2.0 GENERAL TERMS

2.1 The parties acknowledge that any and all Prior Agreements are hereby replaced in their entirety. This Agreement shall be effective and the Prior Agreements shall be terminated upon the execution of this Agreement by the parties.

2.2 Term

This Agreement shall remain in full force and effect for a period of three (3) years (hereinafter referred to as the “Term”) unless terminated earlier as provided in section 2.5.

2.3 Any changes to this Agreement must be mutually agreed to by all parties and evidenced in writing.

2.4 Waiver

A waiver of any breach of a provision hereof shall not be binding upon a party unless the waiver is in writing and the waiver shall not affect such party’s rights with respect or any other or future breach. No consent or waiver by either party of any breach by the other party shall be construed to be a continuing consent or waiver to further such breaches.

2.5 Termination

This Agreement may be terminated:

- 2.5.1 At any time by the mutual written consent of the parties to this Agreement;
- 2.5.2 By either the Board or the Town upon 90 days' written notice to the other party to this Agreement;
- 2.5.3 By the Board by written notice to the Town if the Board is not then in material breach of any provision of this Agreement and there has been a material breach, inaccuracy or failure to perform any representation, warranty, covenant or agreement made by the Town pursuant to this Agreement and such breach, inaccuracy or failure cannot be cured by the Town within 90 days from receipt by the Town of written notice of such material breach;
- 2.5.4 By the Town by written notice to the Board if the Town is not then in material breach of any provision of this Agreement and there has been a material breach, inaccuracy or failure to perform any representation, warranty, covenant or agreement made by the Board pursuant to this Agreement and such breach, inaccuracy or failure cannot be cured by the Board within 90 days from receipt by the Board of written notice of such material breach; or
- 2.5.5 By either the Board or the Town if there shall be any applicable law that makes consummation of the agreements contemplated by this Agreement illegal or otherwise prohibited.

2.6 Town Contact, Delegation

The Town designates the Chief Administrative Officer/Town Manager with the authority to administer this Agreement as the Town's representative under this Agreement with the Board on any and all matter pertaining to this Agreement.

2.7 Relationship of Parties

Nothing contained herein shall be construed to create the relationship where one party to this Agreement becomes the agent, partner, joint venture or other legal representative of the other party and each party acknowledges, confirms and agrees that it has no authority to assume or create any obligations whatsoever, express or implied, in the name of the other party. Each party further acknowledges, confirms and agrees that each party is solely responsible for its own affairs and undertakings including but not limited to, contracts and employment relationships that each may respectively have with third parties from time to time.



2.8 Right of Entry

The Board agrees that the Town and its authorized agents have the right at all reasonable times and in the event of a perceived emergency to enter the Library Premises to inspect, repair or otherwise carry out any work required. The Board or Library Manager will be notified upon completion of the foregoing in a timely manner.

2.9 The Board, nor any member thereof, nor any Library staff member shall not pledge the credit of the Town in any manner whatsoever.

2.10 The Board and the Town agree that all Library staff members are employees of the Board, and function under the Board's policies.

2.11 The Board retains full management and control over the Library as defined in the *Libraries Act* and *Libraries Regulation*.

2.12 Further Assurances

The parties hereto and each of them do hereby covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

2.13 Notices

All notices, communications, requests and statements required or permitted under this Agreement shall be in writing. Notice shall be served by one of the following means:

2.13.1 Personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours; or

2.13.2 By email or by any like method by which a written or recorded message may be sent and directed to the party on whom it is to be served at the address set out herein. Notice served shall be deemed received with response confirmation:

a. if received within normal business hours; or

b. at the commencement of the next ensuing business day following transmission.

2.13.3 Notices shall be provided to:

a. Town of Bon Accord
5025- 50 Avenue
PO Box 779

Bon Accord, AB T0A 0K0
Attention: Chief Administrative Officer/Town Manager
Email: cao@bonaccord.ca

b. Library Board
5025 – 50 Avenue
PO Box 749
Bon Accord, AB T0A 0K0
Attention: Board Chairperson
Email: bgosjorn@yahoo.com

Or to such other address as each party may from time to time direct in writing.

2.14 Headings

The headings in the Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.

2.15 Assignment

This Agreement shall not be assignable by either party to any other person, firm or corporation without the prior written consent of the other party.

3.0 TOWN RESPONSIBILITIES

3.1 Town Contribution to the Board

The Town agrees to provide the Board a minimum of the required per capita matching funds specified by Alberta Municipal Affairs. Town Council may, at its discretion, authorize a higher per capita rate or such other contributions deemed appropriate by resolution.

3.2 Insurance

The Town will insure and keep insured against all losses during the term hereof the Building and Town's equipment located therein. The parties hereto agree that the Town continues to have the Board on the Town's insurance policy as an additional insured.

3.3 Maintenance and Repairs

The Town shall be responsible for all external Building maintenance in addition to all internal Building maintenance that is structural in nature, together with all necessary repairs to the Building's heating, ventilation, air conditioning system, plumbing, electrical systems and flooring. The Board shall be responsible for all other maintenance or repairs to the Library Premises which are not structural in nature.

3.4 The Town agrees to inspect fire extinguishers on the Library Premises in accordance with current Safety Codes requirements.

3.5 The Town is responsible for clearing snow and ice from the sidewalk abutting the Library Premises during Town Business Hours.

3.6 Utilities

The Town shall pay for Select Utilities for the Library Premises.

3.7 Use of Library Premises

The Town agrees to provide the Board with access to the Library Premises for the business of a Library and for such other related purposes as the Board may approve from time to time, on a rent-free basis.

3.8 Storage

The Town agrees to provide the Board with up to four (4) cabinets in the Town Premises basement for storage.

4.0 BOARD RESPONSIBILITIES

4.1 Use of Town Facilities

The Board may request to use the Town Premises basement, rent-free. The following conditions will apply:

4.1.1 The Board must notify the Town of the Board's intention to use this facility at least one (1) week in advance.

4.1.2 Town Premises basement use will be determined on a first-come first-serve basis.

4.2 Safety

The Board agrees to establish its own safety program for its employees and volunteers.

4.3 Privileges

During the course of this Agreement, the Town will provide to the Board

4.3.1 Keys for the Library Premises and

4.3.2 Alarm codes to disarm and arm the Library Premises.

4.4 Security

The Board agrees to ensure the security of the Building and Library Premises at all times, including the use of alarm codes, keys and internal procedures which are privileged and confidential.

4.4.1 Should the Board or its staff lose, misplace or misuse any or all items outlined in 4.3, rekeying may be required to ensure the security of Town property. The Board shall be responsible for rekeying costs, payable to the Town.

4.4.2 The Board shall be responsible for maintaining the security of Town property and ensure appropriate doors are locked and the security system is armed when vacating the premises. The Board shall be responsible for any damage to or loss of property resulting from improperly securing and/or arming Town property.

4.4.3 Any false alarms must be called in to the public works on-call phone number immediately at 780-975-0770.

4.4.4 The Town may, at its discretion, charge the Board for setting off a false alarm.

4.4.5 If, upon entering the premises, the Board becomes aware of a matter requiring immediate attention, including, but not limited to, the smell of gas, frozen pipes, flooding, fire, etc., the Town must be notified immediately by calling the public works on-call number at 780-975-0770.

4.5 Records

The Board agrees to treat all Records and information provided or made available by the Town to the Board for the purpose of fulfilling the Board's or the Town's obligations under this Agreement as privileged and confidential.

4.6 Maintenance

The Board agrees to be responsible for any and all renovations, repairs or maintenance of any kind required or desired by the Board with respect to the Library Premises. All modifications must be approved by the Town prior to commencement of work.

4.7 Operating Expenses

The Library Board is responsible for the payment of all its operating costs, including but not limited to telephone and internet, or expenses other than those which the Town has expressly agreed to pay pursuant to the terms of this Agreement.

4.8 Board Appointments

The Board agrees to submit the Library Board Appointment Form (Schedule "A") together with a written request on Board letterhead for all Board appointment requests.

- 4.9 The Board agrees to support the Town and its endeavours to secure grant funding where a municipality may not be directly eligible.
- 4.10 The Board is responsible for clearing snow and ice from the sidewalk abutting the Library Premises outside of Town Business Hours.
- 4.11 The Board agrees to direct individuals with complaints or inquiries regarding Town business to the Town.
- 4.12 The Board agrees to maintain adequate insurance for the Library Premises, the cost of which shall be invoiced directly to the Board. The parties hereto agree that the Board continues to have the Town on the Board's insurance policy as an additional insured.
- 4.13 The Board agrees to indemnify and hold harmless the Town from any and all third party claims, demands, actions or costs, including legal costs on a solicitor-client basis) for which the Board is legally responsible, including those arising out of negligence or willful acts by the Board, its volunteers, or its agents.

5.0 SURVIVAL

- 5.1 The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the term shall survive the termination or expiry of the term and shall not be merged therein or therewith. Without restricting the generality of the foregoing in any way, the parties expressly agree that the provisions in section 4.0 and 5.0 shall survive the termination or expiry of this Agreement.
- 5.2 Any term or condition of this Agreement determined to be void or unenforceable in whole or in part shall not be deemed to affect or impair the validity of this Agreement or any other term or condition of it.

IN WITNESS WHEREOF the parties have set their seals and hands of their proper officers in that behalf on the day and year first above written.

TOWN OF BON ACCORD

TOWN OF BON ACCORD LIBRARY BOARD

Mayor

Library Board Chairperson

Chief Administrative Officer

Library Board Vice-Chairperson

DRAFT

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Branded Apparel Policy Pause
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

As part of the 2022-2026 Strategic Plan, the Town’s goal is to “develop a revitalized logo that reflects the priority statement”. At the May 29 Council Briefing Meeting, the topic of Logo Revitalization was reviewed and discussed which may affect the logo that is used for the Branded Apparel Policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Branded Apparel Policy was implemented in 2022 and uses our current Bon Accord logo as the embroidered or screen-printed logo for all apparel items ordered. With the logo revitalization process currently underway, administration is seeking Council’s input in pausing branded apparel orders until a new logo is available, as the old logo will become obsolete.

Orders are made four (4) times per calendar year, with an upcoming deadline for the next order on June 30 if Council wishes to continue the branded apparel orders without interruption.

STRATEGIC ALIGNMENT

Priority #4: Identity

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

COSTS/SOURCES OF FUNDING

\$50 per year per person

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT Council direct administration to pause the Branded Apparel Policy during the logo revitalization process and resume the Policy once a new logo is finalized.

OR

THAT Council accept the report as information.

BRANDED APPAREL FOR EMPLOYEES & COUNCIL

SECTION: Administration / Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: January 18, 2022

LAST REVIEWED BY COUNCIL: January 18, 2022

POLICY STATEMENT

The Town shall encourage Employees and Council to promote Bon Accord by providing them with Branded Apparel displaying the Town logo and/or name.

PURPOSE

To provide consistent guidelines for the Town of Bon Accord's contribution towards the purchase of branded apparel for Employees and Council.

DEFINITIONS

“Branded Apparel” means clothing, tote bags, backpacks and laptop bags that prominently display the Town of Bon Accord logo and name.

“Council” means the Mayor, Deputy Mayor, or members of Bon Accord Council.

“Employee” means an individual employed by the Town.

“Town” means the Town of Bon Accord.

RESPONSIBILITIES

The Chief Administrative Officer or delegate(s) is responsible to ensure that administrative procedures are established to administer the Branded Apparel Policy effectively.

STANDARD REQUIREMENTS

1. Branded Apparel purchased through the Branded Apparel Policy must be purchased by the Town through the Town supplier in order to access bulk purchasing discounts.

2. Branded Apparel shall include clothing, tote bags, backpacks, and/or laptop bags.
3. Eligible Employees must be permanent members of staff.
4. If Employees have not completed their probation period, they are entitled to order Branded Apparel but are subject to payroll deductions for the amount of the Branded Apparel if the probation is not successfully completed.
5. Councillors are eligible upon being sworn in as a member of Council.
6. The Town of Bon Accord will authorize the payment of a maximum of \$50.00 (exclusive of GST and shipping) per person per calendar year towards the purchase of Branded Apparel. Any remaining balance cannot be carried forward to the following year.
7. A Town of Bon Accord logo and/or name must be prominently displayed on Branded Apparel purchased through the Town.
8. If Councillors or Employees wish to purchase Branded Apparel over the \$50.00 limit, the Councillor or Employee shall pay the balance.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2023
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Policies to Rescind and Amend
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

At the June 6, 2023 regular Council meeting, the Procedural Bylaw 2023-05 was passed. There are a few policies affected by this change that will need to be rescinded or amended accordingly.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Policies to Amend:

- Council Remuneration Policy (attached with amendment)
 - Mentions the former “Council Briefing Committee” meetings, now referred to as “Committee of the Whole” meetings.

Policies to Rescind:

- Council Meeting Agenda Policy (attached)
 - Now covered under Schedules “A”, “B”, and “C2” in Procedural Bylaw 2023-05.
- Delegation Request Policy (attached)
 - Now covered under section 12 and Schedule “D” in Procedural Bylaw 2023-05.

For these reasons, administration recommends amending the Council Remuneration Policy and rescinding both the Council Meeting Agenda Policy and Delegation Request Policy.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

All of the following resolutions:

1. THAT Council approve the amendment to the Council Remuneration Policy, as presented.
2. THAT Council rescind the Council Agenda Policy.
3. THAT Council rescind the Delegation Request Policy.

COUNCIL REMUNERATION

SECTION: Council

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE: December 6, 2005

LAST REVIEWED BY COUNCIL: April 18, 2023

PURPOSE AND INTENT

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

POLICY STATEMENT

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

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

Honorarium fees paid to Council shall be as follows:

1. \$19,259 per annum paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff, dealing with and responding to the residents, Regular and Special Council meetings (including preparation for), ~~Council Briefing~~ Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.
2. \$9,630 per annum paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but not limited to meeting with staff, dealing with and responding to the residents,

Regular and Special Council meetings (including preparation for), **Council Briefing-Committee of the Whole** Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.

- a. Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings.
 - b. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of the Chief Elected Officer.
3. Per diems shall be paid including travel time (excluding travel, accommodations, and/or meals) for the following:
- a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
 - b. Town of Bon Accord Workshops: budget, strategic planning, etc.
 - c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
 - d. Per diem rates are to be as follows:
 - i. \$150.00 for a full day (four hours or more)
 - ii. \$75.00 for a half day
4. Intermunicipal Subdivision and Development Appeal Board Council remuneration
- a. \$200 per day for a meeting over 4 hours in duration
 - b. \$100 per day for a meeting 4 hours or less in duration
5. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.
6. Notwithstanding (5.), activities extending beyond a regular working day shall be

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

Schedule "A"

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

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

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Council

POLICY NO.: C-001

SUBJECT: COUNCIL MEETING AGENDA

RESPONSIBLE AUTHORITY: Council

REVIEWED & APPROVED BY COUNCIL:

September 1, 2015 – Resolution 15.182

March 1, 2016 – Resolution 16-055

January 15, 2019 – Resolution 19-015

PURPOSE AND INTENT: To provide a structure for addressing items for consideration, discussion, and/or decision at regular meetings of Council.

POLICY STATEMENT: Regular meetings of Council will attend to business matters per a set agenda.

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Council

POLICY NO.: C-002

SUBJECT: DELEGATION REQUESTS

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL: October 6, 2015 (Resolution 15-210)
Updated October 2, 2018 (Resolution 18-261)

PURPOSE AND INTENT:

To provide a process for members of the public to address Council during regular and special meetings, during an allotted time of 15 minutes unless extended by a special resolution of Council.

POLICY STATEMENT:

The Town of Bon Accord Council encourages members of the public to express their views and concerns. Council believes that the procedures for public input should be fair to all those in attendance at Council meetings. Council further believes that the public input process should reflect a balance between accessibility to Council and the effective use of meeting time.

PROCEDURE:

1. In these procedures “Mayor” shall mean the Presiding Officer.
2. The maximum time allotted for public appointments, excluding public hearings, shall be 15 minutes unless the Council, by special resolution, extends the time.
3. An individual or group presentation shall not exceed fifteen minutes.
4. Individuals or groups wishing to address Council are invited to complete a delegation request for an appointment stating the topic of discussion, name of speakers and any requests of council and a copy of the presentation being submitted to Council.
5. Individuals or groups may speak only once at a regular or special meeting of Council during the time allocated for the delegations.
6. Public Hearings are to be treated as separate forums at a Council meeting.
7. Delegations of Council may be addressed by any member of the Council through the presiding officer but cannot debate the response or information in any way.
8. The delegation presentation is to be accepted as information by Council.



DELEGATION REQUEST FORM

TO SPEAK TO COUNCIL AT THEIR COUNCIL MEETING HELD THE FIRST OR THIRD TUESDAY OF EVERY MONTH OR OTHERWISE POSTED. PLEASE CALL 789 921-3550 OR SUBMIT ONLINE. ALL REQUESTS ARE SUBJECT TO APPROVAL BY TOWN COUNCIL.

NAME OF APPLICANT:	PHONE NUMBER:
NAME OF SPEAKERS:	
ADDRESS:	
TOPIC OF DISCUSSION	
DO YOU HAVE A PRESENTATION OR INFORMATION YOU WISH TO BE INCLUDED WITH THE AGENDA AND SHARED WITH COUNCIL AND THE GENERAL PUBLIC PRIOR TO APPEARING BEFORE COUNCIL? YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF YES, THIS INFORMATION MUST BE PROVIDED TO ADMINISTRATION NO LATER THAN 4:00 PM ON THE WEDNESDAY PRIOR TO THE SCHEDULED MEETING.	
REQUESTED DATE:	
REQUESTED TIME:	

The applicant agrees and acknowledges that presentations are part of the public record, written materials may be accessed by others and false, defamatory or misleading statements may be subject to claims for damages or redress. Any presentations, documents or notes shall be provided to Council prior to the delegation's presentation and will become part of the record. The applicant also agrees that he/she shall abide by all applicable federal and provincial statutes, and Town bylaws and policies, including but not limited to the Municipal Government Act, RSA 2000, Chapter M-26, and the Town's current Procedure Bylaw and amendments thereto.

DISCLAIMER

Personal information and/or sensitive information may be collected about persons during the course of council meetings, particularly where they are participating in the public participation section of the meeting. If personal information/sensitive information is disclosed during the course of the meeting, either by the person directly or by a third party, this information will form part of the recording which will be able to be accessed by members of the public. By signing the consent form, persons consent to the use and disclosure of any personal information/sensitive information that is shared during the course of the meeting for the purposes of the council carrying out its function.

SIGNATURE OF APPLICANT:
DATE:

OFFICE USE ONLY
Chief Administrative Officer:
Assigned Date and Time:

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	June 20, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Alberta Municipalities Convention Registration & Hotels
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

The Alberta Municipalities' Convention is scheduled for September 27-29, 2023. Historically, Council and administration attend this annual event in Calgary or Edmonton.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Conventions that take place in Edmonton are closer to town, therefore, attendees usually drive to and from the convention each day, sometimes taking a cab. Alternatively, Council and administration may wish to seek accommodations at a hotel in Edmonton instead of travelling from Bon Accord each day. This may also allow attendees to partake in some of the evening itinerary.

Administration would like Council's feedback on booking hotels for the September convention. If Council would like to have rooms booked, the resolution is outlined below.

Additionally, since registration has not yet opened, administration would like to ask council to confirm their attendance (virtually or in person) for the convention.

STRATEGIC ALIGNMENT

Priority #5: Collaboration

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

COSTS/SOURCES OF FUNDING

Convention registration pricing:

- In person registration \$620 per person
- Virtual registration \$250 per person (does not include breakout rooms or plenary sessions)

Hotel options and pricing from Alberta Municipalities' website:

- Fairmont Hotel Macdonald - rates starting at \$265 per night + tax

- Courtyard Marriott Downtown - rates starting at \$265 per night + tax
- Westin Edmonton Downtown - rates starting at \$204 per night + tax
- Sandman Signature Downtown Edmonton - rates starting at \$160 per night + tax
- Chateau Lacombe Hotel - rates starting at \$154 per night + tax

RECOMMENDED ACTION (by originator)

Choose one or both of the following:

1. THAT Council direct administration to register [names of attendees] for [virtual OR in person] for the 2023 Alberta Municipalities' Convention.

AND/OR

2. THAT Council direct administration to book hotels in Edmonton for the 2023 Alberta Municipalities' Convention for [list names of Council members].

TOWN OF BON ACCORD

Mayor's Report – for period – May 11, June 13, 2023

- May 11, 2023 Participated in Bon Accord Food Drive. Not as many donations as last year, but overall, a fun day with some pretty good results.
- May 13, 2023 Helped out with Bon Accord Compost Give Away. A good day with an opportunity to speak with many residents.
- May 16, 2023 Chaired Regular Meeting of Council
- May 25, 2023 Attended Asset Management Workshop. Good workshop. Lots of great information as well as confirmation that our Administration is on the right track.
- May 26, 2023 Participated in Montessori Child Development Centre Grand Opening. This was an awesome time to spend with Lawrence and his wife/partner Lara. They are so excited to open yet another business in Bon Accord. Judging by the response of our residents, this is a business that is long overdue in our town. One more thing to make our town great.
- May 27, 2023 Participated in St. Albert's Rainmaker Parade. Always a fun day. Most Mayors in the region participate in this parade with their significant other. St. Albert provided a vehicle and driver as well as signs attached to the vehicle showing the Mayor's name and Town. There were many cheers for Bon Accord as we drove by.
- May 29, 2023 Attended Council Briefing Committee Meeting. We had discussions regarding: Logo Revitalization, Review of Requested Operating and Capital Expenditures, Dust Control Procedure, Municipal Realities Template for Sturgeon Region Partnership and Request for Permanent Rental of Town Office Basement.
- June 2, 2023 Attended RMC Agenda Committee Meeting
- June 6, 2023 Chaired Lilian Schick Mock Council Meeting. This was a great time for Council as well as the students. We tried to make this meeting appear professional as well as entertaining at the same time. The students had some good questions both during and after the meeting.
- June 6, 2023 Chaired Regular Meeting of Council

- June 7, 2023 Attended Seniors Week BBQ. There was a good turn out, lots of food and some great entertainment by 2 Bad Apples. A good time was had by all.
- June 8, 2023 Attended monthly Roseridge Landfill Meeting. The board gave the go ahead to Susan Berry, Executive Director, to begin construction of new buildings at the site.
- June 12, 2023 Attended Sturgeon Region Partnership Meeting. All six municipalities including the County were in attendance. We made a couple of important decisions to help us with laying the groundwork for this committee. We are still waiting for a few Municipalities' Councils to ratify the Terms of Reference before we can actually have discussions and meaningful decisions that will move us forward.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Deputy Mayor Report – for period May 11 – June 14, 2023

- May 16 – 17 2023 Attended the Alberta Capital Region Wastewater Workshop. It was a great 2 days of information and team building. We reviewed the last year from a SWOT perspective and looked forward with a new vision and scope for branding, including an ESG (environmental, social, governance) and Indigenous perspective. We looked at the political landscape and what we might expect after the election.
- May 18, 2023 Attended the Homeland Housing board meeting. The condition assessment report of all Homeland Seniors Subsidized Apartments was presented. It is forecast that \$13M is needed over the next 20 years for Capital Maintenance and Renewal of these facilities.
- May 25, 2023 Attended the Elected Officials Education Program course on asset management presented by Ab Munis and RMA. It was a basic course but a good review and generated some good questions and discussion.
- May 26, 2023 Attended the Grand Opening of Bon Accord's Montessori Child Development Centre. We were provided a tour of the facility. It is clean, bright and well planned. This will be a great asset to our community.
- May 29, 2023 Attended the Committee of the Whole Meeting.
- June 2, 2023 Attended the Agenda Committee meeting.
- June 6, 2023 Attended the Regular Meeting of Council.
Attended Lilian Schick School and participated in a mock council meeting for the grade 6 classes.
- June 7, 2023 Attended the Seniors Barbecue. It was a very nice evening to sit outside and enjoy visiting, food and music. Thank you to Christina and 4H.

Note: Any additional information for report

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD*Councillor Report – for period May 11 - June 14*

- May 16 Attended Regular Meeting of Council
- May 19 Attended Regular Meeting of Salutes Committee
- May 24-29 Attended FCM (Federation of Canadian Municipalities) annual convention in Toronto, ON.
Attended: Waste to renewable natural gas study tour, Taking action against online harassment class, women local government reception, A new fiscal framework for municipalities, help build a national climate resilience program, regional caucus meetings, Presidents Forum, political keynote, intercommunity transit closing the rural and regional transportation gap, Political keynote Conservative party, Green party & Liberal party, Resolution Plenary in great room, Successful storytelling and advocating for rural communities, Finding Home Canada's next generation on housing, from national adaptation on strategy to local climate resilience, Regional caucus chair election, the next federal election and the state of the race, host city closing gala reception.
- FCM was a really great experience, seeing how Canadian municipalities over the nation have similar issues, trying to resolve together and share insight. There were over 1700 delegates (councillors and admin from municipalities in Canada) in attendance and over 900 business advisors for the trade show.
- May 29 Council Briefing Meeting
- June 6 Council Mock Meeting at L.S. school
- June 6 Attended Regular Meeting of Council

Note:

Councillor
Lacey Laing
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – May 10 to June 14

- May 13,2023 Help with compost give away. Nice to talk to some of the folks.
- May 16,2023 Attended Regular Meeting of Council
- May 18, 2023 Attended meeting for Capital Region Northeast Water Service Commission. (Delt with Leaders International for recruiting for new Manager position)
- May 25, 2023 to
May 29, 2023 FCM Conference
Attended FCM (Federation of Canadian Municipalities) annual convention. I must say this was a very good conference. I attended a few study tours and work shops, two were about transit, development of and the involvement of satellite communities and the difficulties involved. I am still hopeful for a transit system to be develop for the smaller communities.
Attended a few plenary sessions (rural advocating for rural communities)
I found that all communities across Canada have the same basic problems. Government downloading onto municipalities.
Went to all of the political leaders' keynote speakers, very interesting and informative.
I'd like to give Kudo's to Councillor Neal Comeau from Sturgeon County for be coming a Board Member of Federation of Canadian Municipalities
I also would like to thank Council and Admin of Gibbons for being very helpful to me at the FCM convention. It was a lot to take in!
- June 6, 2023 Attended the Regular Meeting of Council
- June 6, 2023 Attended Lilian Schick mock council. This was an awesome and fun experience . I believe the students also enjoyed. Maybe this can be an annual event.
- June 8, 2023 Attended EOA Management Workshop (asset management). This was in my opinion one of the best sessions I have attended it was very well presented and gave a very good explanation of asset management. I would definitely recommend this for all councillors.

Timothy J LARSON
Councillor
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report May – June 14, 2023

May 11	Attended Councils Role in Strategic Planning
May 11	Attended Victim Services Monthly Board Meeting
May 16	Attended Regular Meetings of Council
May 18	Attended Councils Role in Strategic Planning
May 25	Attended Asset Management Training
May 25	Attended Council Role in Strategic Planning
May 26	Attended NLLS Board AGM
May 29	Attended Council Briefing Meeting
June 6	Attended Mock Council Meeting at LS School
June 6	Attended Regular Meetings of Council
June 8	Attended Victim Services Board Meeting
June 12	Attended Library Board Meeting

Note: After many years of training, I am proud to say the I have achieved getting my Municipal Leaders Certificate. To receive this, you must complete seven EOEP (Elected Officials Education Program) courses. It shows an elected leaders ongoing education in pursuit of higher quality service to their community.

Tanya May
Councillor
Town of Bon Accord



Smoky Lake County

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Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

June 9th, 2023

Alberta Land Use Secretariat
Stewardship Commissioner

OFFICE OF THE REEVE

Email: LUF@gov.ab.ca

Via Email

Re: **Resumption of Progress Toward a North Saskatchewan Regional Plan (NSRP) and Subregional Planning**

Dear Commissioner,

I hope this letter finds you very well. At the Rural Municipalities of Alberta November 2022 conference, Smoky Lake County sponsored a [Resolution](#) in support of resuming or continuing work on the entirety of Alberta's remaining incomplete Land Use Framework regional plans. Although said Resolution was not carried, this letter is in furtherance to the subsequent County Council Motion 192-22 (*carried* at the December 14, 2022 Council Meeting) specific to the North Saskatchewan Regional Plan (NSRP).

We were pleased that the former Minister's Mandate Letter dated November 9, 2022, included direction to '*...continue establishing new land use plans... under the Alberta Land Stewardship Act...*'. In addition to the ongoing caribou sub-regional planning, it is our express hope that this can include resuming progress on the NSRP.

We are aware that the purpose of regional planning is to support the numerous policies and strategies that guide natural resource development, support economic growth, and protect our environment. Regional plans integrate these policies and strategies at the regional level and provide policy direction and clarity for decision makers at the federal, provincial, and local levels.

The Alberta Land Use Framework (2008) provides a basis for regional plans that guide natural resource development, support economic growth, and protect the environment. Alberta is comprised of seven regional planning areas including the North Saskatchewan planning area, which is defined by provincial and municipal boundaries but includes most of the North Saskatchewan River watershed. Covering +85,780²-kilometers, the North Saskatchewan Region includes about 13% of the province and more than 1.5 million Albertans.

The interests of our rural communities could be advanced through a completed regional plan. Indeed, regional plans provide a framework for collaborative planning for the economy of the future, including support of energy, agriculture, forestry, and tourism. We want our children, grandchildren, and great-grandchildren to be able to grow up, thrive, be healthy, and prosper. Completion of the NSRP would be



Smoky Lake County

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www.smokylakecounty.ab.ca

June 9, 2023

Alberta Utilities Commission (AUC)
Email: info@auc.ab.ca

OFFICE OF THE REEVE
Via Email

Re: Urgent Need for Good Planning and Reclamation for Major Alternative/Renewable Energy Projects

To whom it may concern,

I hope this letter finds you very well. On behalf of Smoky Lake County Council, and in furtherance of **Motion 423-23** which carried at the March 27, 2023 Council Meeting, I am writing in relation to the urgent need for good and proper planning and reclamation for major alternative/renewable energy projects in Alberta, including in relation to the preservation of agricultural lands.

This subject was front and center at recent gatherings of the Rural Municipalities of Alberta (RMA), including the resounding passage of two precisely relevant Resolutions [9-22F](#): Renewable Energy Project Reclamation Requirements, and [21-22F](#): Loss of Agricultural Land to Renewable Energy Projects.

We are not opposed to Major Alternative/Renewable Energy Projects. To the contrary, it is in Albertan's interests, and the interests of our children and grandchildren that we rise to the occasion and get this right. We implore the AUC to seek any necessary directives from the Alberta Government to clarify and establish better consideration for reclamation security and agricultural integrity.

On behalf of Smoky Lake County Council, I eagerly await your reply. Finally, we would be pleased to meet with yourself, the Minister of Energy and Minerals, and/or others such as department officials regarding this matter. Please do not hesitate to contact myself or our Administration at 780-656-3730/lhalisky@smokylakecounty.ab.ca. Sincerely,

Lorne Halisky,
Reeve & Division 4 Councillor,
Smoky Lake County

cc: Hon. Premier Daniele Smith, <premier@gov.ab.ca>
Minister of Energy and Minerals, & MLA for Fort McMurray Lac La Biche <minister.energy@gov.ab.ca>
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Assistant Deputy Minister, Energy Policy Division <wade.clark@gov.ab.ca>
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Minister of Environment and Protected Areas (and Stewardship Minister) & MLA for Calgary-Shaw <aep.minister@gov.ab.ca>
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Minister of Municipal Affairs, & MLA for Calgary-Shaw, <minister.municipalaffairs@gov.ab.ca>
Glenn van Dijken, Parl. Sec. for Agrifood, & MLA for Athabasca-Barrhead-Westlock <Athabasca.Barrhead.Westlock@assembly.ab.ca>

Natural Resources Conservation Board (NRCB) < info@nrcb.ca >
Advocacy at Alberta Municipalities (AM) < advocacy@abmunis.ca >
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Smoky Lake County Council, CAO Office, & Planning and Development Services Department