

**Town of Bon Accord
AGENDA
Regular Council Meeting
August 15, 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. Committee of the Whole Meeting; June 28, 2023 (enclosure)
 - 3.2. Regular Meeting of Council; July 4, 2023 (enclosure)
 - 3.3. Special Meeting of Council; August 2, 2023 (enclosure)
- 4. DELEGATION**
 - 4.1. 9:10 a.m. – Kathryn – Alchemy Communications
 - 4.2. 9:30 a.m. – Vincent and Christina – ViMark Solutions
- 5. DEPARTMENTS REPORT**
 - 5.1. July and August 2023 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. Communities in Bloom Request for Flag Project Approval (enclosure)
- 7. NEW BUSINESS**
 - 7.1. 2023 Council Meeting Schedule Amendment (enclosure)
 - 7.2. Council Workshop Dates/Topics (enclosure)
 - 7.3. Reallocation of MSI Funding (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Repeal Bylaw 259 (enclosure)
 - 8.2. Rescinding of Policies (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1. 2024 Alberta/Japan Twinned Municipalities Association Conference – Save the Date (enclosure)
 - 9.2. 2023 Annual EDA Ministry Dinner (enclosure)
 - 9.3. 2023 Recycling Council of Alberta: Circular Economy Conference (enclosure)
- 10. COUNCIL REPORTS**
 - 10.1 Mayor Holden (enclosure)
 - 10.2 Deputy Mayor Bidney (enclosure)
 - 10.3 Councillor Laing (enclosure)
 - 10.4 Councillor Larson (enclosure)
 - 10.5 Councillor May (enclosure)
- 11. CORRESPONDENCE**

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- 11.1. Alberta Municipal Affairs – MAP Review (enclosure)
- 11.2. Resident Request – Fenced Dog Park (enclosure)
- 11.3. MFRC Lobsterfest and Sponsorship (enclosure)

12. NOTICE OF MOTION

- 12.1. Speed Cameras

13. CLOSED SESSION

- 13.1. Municipal Development Plan Draft – *FOIP Act Section 23 Local public body confidences*
- 13.2. Amending Agreement Approval: 737 Enterprises – *FOIP Act – Section 16 Disclosure harmful to business interests of a third party and Section 25 Disclosure harmful to economic and other interests of a public body*
- 13.3. Subdivision Extension Request – *FOIP Act Section 16 Disclosure harmful to business interests of a third party*
- 13.4. Offer to Purchase – L2-B2-P9022300 – *FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body*
- 13.5. RFP Playground Equipment Award – *FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information*
- 13.6. Logo Revitalization – *FOIP Act Section 16 Disclosure harmful to business interests of a third party*

14. ADJOURNMENT

**Town of Bon Accord
Committee of the Whole Meeting Minutes
June 28, 2023 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCIL

PRESENT

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

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jenny Larson – Planning and Economic Development Officer
Terry Doerkson – Infrastructure Manager
Kaitie Blackwell – Corporate Services Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

There were no objections to adding item 6.3 Playground RFP 23(1)(a) Local public body confidences to the agenda.

COUNCILLOR LARSON MOVED THAT Council adopt the agenda for June 28, 2023, as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-293

UNFINISHED BUSINESS

Aerated Holding Cell Update

The report was reviewed and discussed.

NEW BUSINESS

Stormwater Management Proposal

The report was reviewed and discussed.

Playground Equipment Review

The report was reviewed and discussed.

BYLAWS/POLICIES/AGREEMENTS

Reserve Policy

The report was reviewed and discussed.

**Town of Bon Accord
Committee of the Whole Meeting Minutes
June 28, 2023 5:00 p.m.
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Workplace Violence and Harassment Policy

The report was reviewed and discussed.

CLOSED SESSION

- ***Sturgeon School Division – FOIP Act 24(1)(g) Advice from Officials***
- ***Development Updates – FOIP Act 16(1) Disclosure harmful to business interests of a third party, 24(1)(c) Advice from officials, 27(1) Privileged information***
- ***Playground RFP 23(1)(a) Local public body confidences***

MAYOR HOLDEN MOVED THAT Council enter into closed session to discuss Sturgeon School Division – FOIP Act 24(1)(g) Advice from Officials, Development Updates – FOIP Act 16(1) Disclosure harmful to business interests of a third party, 24(1)(c) Advice from officials, 27(1) Privileged information, and Playground RFP 23(1)(a) Local public body confidences at 5:41 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-294

MAYOR HOLDEN MOVED THAT Council come out of closed session at 6:40 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-295

ADJOURNMENT

MAYOR HOLDEN MOVED THAT the June 28, 2023 Committee of the Whole Meeting adjourn at 6:40 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-296

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Regular Meeting of Council Minutes
June 6, 2023 6:00 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
Falon Fayant – Corporate Services Manager
Jenny Larson – Planning and Economic Development Officer
Terry Doerkson – Infrastructure Manager
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

There were no objections to adding item 6.5 Town of Gibbons Pioneer Days to the agenda.

COUNCILLOR MAY MOVED THAT Council adopt the July 4, 2023 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-297

ADOPTION OF MINUTES

Regular Meeting of Council – June 6, 2023 Amendment

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the amended minutes of the June 6, 2023 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-298

Regular Meeting of Council – June 20, 2023

COUNCILLOR LARSON MOVED THAT Council adopt the minutes of the June 20, 2023 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-299

DELEGATION

Ted Kinjerski – Communities in Bloom re: Flag Project

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

CARRIED UNANIMOUSLY RESOLUTION 23-300

Jennifer Massig – Magna Engineering re: Stormwater Grant Project

**Town of Bon Accord
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June 6, 2023 6:00 p.m.
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COUNCILLOR LARSON MOVED THAT Council accept the delegation as information.
CARRIED UNANIMOUSLY RESOLUTION 23-301

UNFINISHED BUSINESS

Logo Revitalization

COUNCILLOR MAY MOVED THAT Council direct administration reach out to Vimark and Alchemy Communications and arrange for each to make presentations to Council.

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

Opposed: Councillor Laing

CARRIED RESOLUTION 23-302

NEW BUSINESS

Legal Fete Au Village Invitation

COUNCILLOR MAY MOVED THAT Council direct administration to register Mayor Holden, Councillor May and Councillor Laing and 3 guests for the Town of Legal Fete au Village on July 29, 2023 AND FURTHER THAT Council ride in the Legal “train” and bring the Town of Bon Accord vehicle to accommodate all guests.

CARRIED UNANIMOUSLY RESOLUTION 23-303

Stormwater Management Proposal

COUNCILLOR LAING MOVED THAT Council directs administration to work with Magna Engineering to apply to the Federation of Canadian Municipalities for \$175,000 to complete a feasibility study and that Council approve the required matching funds of \$35,000.

CARRIED UNANIMOUSLY RESOLUTION 23-304

Special Council Meeting – Playground

COUNCILLOR MAY MOVED THAT Council directs administration to plan and advertise a Special Meeting of Council on August 2, 2023, at 5 p.m. for the purpose of the Playground Equipment Proposal review.

CARRIED UNANIMOUSLY RESOLUTION 23-305

Advocacy for Funding for LS Road

COUNCILLOR LARSON MOVED THAT Council directs administration to invite the Sturgeon School board and Sturgeon County to a meeting with MLA Dale Nally to discuss the 54th Avenue Road at a date selected by administration.

CARRIED UNANIMOUSLY RESOLUTION 23-306

Town of Gibbons Pioneer Days

COUNCILLOR LARSON MOVED THAT Council direct administration to register Mayor Holden, Deputy Mayor Bidney, and Councillor Larson for the Town of Gibbons pancake breakfast and parade.

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CARRIED UNANIMOUSLY RESOLUTION 23-307

MAYOR HOLDEN MOVED THAT Council take a short recess at 7:40 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23- 308

Mayor Holden called the meeting back to order at 7:46 p.m.

BYLAWS|POLICIES|AGREEMENTS

Financial Reserves Policy

COUNCILLOR MAY MOVED THAT Council approves the Financial Reserves Policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-309

Workplace Violence and Harassment Policy

COUNCILLOR LARSON MOVED THAT Council approves the Workplace Violence and Harassment Policy #19-175 as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-310

Permanent Rental of Town Basement

COUNCILLOR LARSON MOVED THAT Council directs administration to sign the agreement with the OSC as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-311

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the June 6, 2023 Regular Meeting of Council adjourn at 7:49 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-312

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Special Meeting of Council Minutes
August 2, 2023 5:00 p.m. in Council Chambers
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**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Terry Doerkson – Infrastructure Manager
Kaitie Blackwell – Corporate Services Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

There were no objections to adding items 3.1 Road Project: 57 Street (RR240) and 4.2 Amending Agreement Proposal – *FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information* to the agenda.

COUNCILLOR LARSON MOVED THAT Council adopt the August 2, 2023 agenda, as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-313

Road Project: 57 Street (RR240)

DEPUTY MAYOR BIDNEY MOVED THAT Council approve the 57 St. repair project as presented to be completed in 2023 in the amount of \$22,785 using funding from the roads reserve AND THAT administration continue to do further negotiations and research with municipal partners regarding dust control on 54 Ave. starting from 45 St. to where the black top begins.

CARRIED UNANIMOUSLY RESOLUTION 23-314

CLOSED SESSION

- ***Playground RFPs – FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information***
- ***Amending Agreement Proposal – FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Playground RFPs – *FOIP Act – Section 25 Disclosure harmful to economic and other*

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interests of a public body and Section 27 Privileged information and Amending Agreement Proposal – FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information at 5:26 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-315

COUNCILLOR MAY MOVED THAT Council come out of closed session at 5:44 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-316

Amending Agreement Proposal – FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information

COUNCILLOR LARSON MOVED THAT Council approve the amendments to the Development Agreement with the changes as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-317

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the August 2, 2023 Special Meeting of Council adjourn at 5:45 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-318

Mayor Brian Holden

Jodi Brown, CAO

Town of Bon Accord

Logo Development

JUNE 2023

Jenny Larson
PO Box 779; 5025 50 Ave.
Bon Accord, AB T0A 0K0

June 14, 2023

Dear Jenny,

Thank you for considering Alchemy Communications Inc. for the rebrand for the Town of Bon Accord.

As a leading agency with a unique mixture of expertise in brand awareness strategies, strategic communications, government relations, media relations, content development and plan execution, Alchemy Communications is ideally positioned to dramatically improve the look and feel of the Bon Accord brand.

Alchemy also has extensive experience working with government, non-profit and Public Sector entities. Our team brings the skills, perspectives and experience needed to ensure you connect with the right stakeholders for your target prospects.

Alchemy Communications has been the agency of record for many towns and reserves, including but not limited to:

- Town of Drumheller, AB
- Sun Breaker Cove, AB
- Town of Redcliff, AB
- Piapot First Nation, SK

If you would like additional project references not included in this proposal, please do not hesitate to ask. You will also find additional references for Alchemy on [LinkedIn](#).

The team at Alchemy is excited for the opportunity to support you with your rebrand at Bon Accord. Based on this proposal, we would be ready to begin this project immediately and have it completed by the beginning of September 2023.

Please let us know if you have any questions. We look forward to discussing our proposal with you further.



Kathryn Kolaczek, CEO
Alchemy Communications Inc
403-819-2547
kathryn@alchemycommunications.ca



ALCHEMY COMMUNICATIONS: YOUR TRUSTED PARTNER

Whether you need to promote a product, improve a campaign, or handle a communications crisis, Alchemy Communications has your back.

ABOUT ALCHEMY COMMUNICATIONS

We are a full-service strategic communications agency headquartered in Calgary, Alberta, Canada. Our experienced team of writers, designers, media experts and social media marketers join forces, talents and skills to deliver cutting-edge custom solutions for our clients.

We specialize in [Crisis Communications & Reputation Management, Public Relations & Marketing, and Nonprofit Strategic Communications.](#)

[The core of our work involves developing and executing strategies that maximize brand development, grow your bottom line, and protect your company's reputation.](#)

[We provide a spectrum of integrated communications services, including:](#)

<ul style="list-style-type: none">• Branding• Corporate Communications• Art Development• Content Development• Design: Logos, Infographics, Animation + GIFs• Video Marketing• Crisis Communications• Reputation + Issues Management• Stakeholder Relations• Assertiveness Training	<ul style="list-style-type: none">• Inbound Marketing: Website Design, Email Campaigns, Social Media Strategy + more• Public Relations• Media Relations• Media Training• Speech Writing + Presentations• Nonprofit Communications, Marketing + Strategy• Municipal Communications Services• Grant Research, Applications, and Reporting
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WHO WE HELP

[We partner with large and small companies across North America, including B2C, B2B, small businesses and entrepreneurs, as well as municipalities, post-secondary institutions and nonprofits. We take pride in exceeding our clients' expectations and delivering incredible results. As your steadfast partner, we help you move through challenges and opportunities with success and confidence.](#)



COMPETITIVE PRICING

Alchemy Communications believes that every dollar counts, especially when it comes to marketing and communications. That is why we have set our price point to be competitive in the market and ensure that our clients see the value in their investment.

When you work with Alchemy, not only will you receive exceptional service, we leverage your marketing dollars for maximum impact. We pride ourselves on working closely with our clients to develop the best solutions that are right for them.

We're Here to Lead so You Can Focus on Your Business

At Alchemy, we know our clients need a partner that can anticipate risks and opportunities before anyone else. We leverage our expertise to proactively bring you the best and brightest new ideas. We pride ourselves on being agile, flexible and adaptable – when an opportunity presents itself, we're ready to act. We maximize value, innovation and impact for every client, every time.

We Get Creative

We bring fresh perspectives, cutting-edge ideas and outside-the-box thinking to tackle your biggest marketing & communications challenges. Our focus is on designing creative, compelling and scale-able strategies that empower your team with the right tools and supports.

The Details are in the Data

Data and analytics form the foundation of any successful strategy and are at the heart of everything we do at Alchemy Communications. When you work with Alchemy, our recommendations are always backed by data - there is a method to the madness! At the same time, we know data doesn't answer every question - that's why we are always committed to making recommendations that are rooted in your core values.

From Start to Finish

As a full-service agency, we're with you every step of the way in pursuit of achieving your marketing and communications goals. From traditional service offerings such as writing, communications planning, and implementation to more recent offerings such as podcasting and video production, Alchemy Communications is proud to do whatever it takes to make sure our clients are satisfied and happy. There are no hidden fees or extras if you want to explore innovation or new ways of doing things.

OUR APPROACH

We believe in putting people first. This means that every strategy we develop, every communication we draft, every message we share is focused on how it will impact people and the communities they live in.

We value honesty and integrity. We say the truth and do what's right, even if it's hard.

We take our work seriously but have fun doing it. We love what we do and our clients can tell.



GRAPHIC DESIGN

Today's print and digital media is highly visual and must capture a viewer's attention in an instant and hold their interest long enough to communicate your story. Creative design is instrumental in attracting viewers but must also assure the message doesn't get lost in the delivery. Attention-grabbing typography, well-designed infographics, and original, striking photography are replacing stock photos and traditional fonts and layout.

Alchemy PR's graphic designers are highly skilled in custom design and layout. Our creative team has expertise in understanding when to implement the latest graphic design trends so that you can capture the attention of the smart consumer - and knowing when simple, clear design and layout is more effective.

We specialize in:

- Annual Reports
 - Branding and Logo Development
 - Collateral for Stakeholder Relations
 - Collateral for Events
 - General Marketing Collateral
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COMMUNITY ENGAGEMENT SERVICES FOR NEW LOGO

Community engagement is crucial for building relationships and trust with your stakeholders, whether it's customers, employees, or the general public. Alchemy Communications offers comprehensive community engagement planning services to help you create a tailored plan that meets your unique business needs and objectives.

We will work with you to develop a community engagement plan for your new logo that builds long-term relationships with your stakeholders and ensures that your municipality's brand is meeting their needs.

Here's what you can expect:

1. Stakeholder Interviews

1. Mayor and Council, Committees, CAO, Communications Department, etc

Projected Hours: 12-15

2. Concept Development

1. 3-6 Concepts

Projected Hours: 12-15

3. Community and Focus Group Review

1. Feedback review and compilation

Projected Hours: 12-15

4. Presentation to:

1. CAO and Senior Team
2. Mayor and Council
3. Community

Projected Hours: 12-15

5. Follow-up Consultation

We will follow up with you to discuss the engagement plan and answer any questions you may have. We will also provide guidance on how to implement the new logo as needed.

6. Sharing of all Design files, Brand Guidelines, Recommendations

Total Investment: \$12,500 plus GST

*travel expenses billed on approval

Timeline: July 2023-September 2023

REFERENCES

Town of Drumheller

Heather Colberg, Mayor
HColberg@drumheller.ca

Cenera Inc.

Jennifer Doiron, Partner
Jennifer.doiron@cenera.ca

Ontario Psychology Association

Richard Morrison, Executive Director
richard@psych.on.ca

University of Calgary

Dean Parthenis
1 (403) 629-5806
dparthen@ucalgary.ca

News | Projects | Events

News

- We have hired Nicole Smith for the Administration and Community Services Assistant position. Training is underway. Welcome Nicole!

Projects

- The Town completed a small road paving project on Range Road 240 to improve road conditions and reduce maintenance. Additionally, the 2023 Road Rehabilitation projects have also been completed.
- Staff have been very busy with preparation for the Harvest Days weekend event.
- Town staff have been working on researching additional quotes and options for the new audio-visual system for Council chambers.
- The permitting process is being completed for the new Ice Plant with construction expected to begin soon.

Events

- Canada Day event was well attended. We fed approximately 300 people. The arena venue worked well, especially for ease of logistics with the number of activities provided and the people attending. We received \$90 for Food Bank donations.
- Harvest Days parade – received 42 entrants to date.
- Communities in Bloom Judging Day – July 31st. Bon Accord was beautifully displayed to the two judges who visited our community, and we await the final report.
- Our summer concert series, Music in the Park, continues each Tuesday from 6:30 – 8:00 p.m. until September 5. Free admission, please bring a lawn chair to enjoy the show. Rainout location is the Bon Accord Arena mezzanine.

Programs

- Summer programs are well attended. Many of the programs are at capacity. The out-of-town field trips are popular.

Key Meetings

- Weekly Economic Development Assessment update meetings.
- July 18 – Emergency Social Services (ICS) virtual meeting.
- July 18 – Stormwater Feasibility Study kick-off virtual meeting with Magna Engineering.
- July 26 – Administration Safety Meeting

Conferences and Training

- June 27-29 – LGAA Conference attended by Legislative Services and Communications Coordinator
- Staff have been assigned the CCOHS e-course “Dealing with Difficult or Hostile Customers” in WorkHub.

Department Highlights

Administration | Town Manager

- Continued support and assistance with development, planning, arena and/or road projects.
- Continued support and assistance with planning for the Harvest Days event.
- Finalizing plans for new playground equipment in Centennial Park and new swings in Springbrook Park.
- Participated in the Communities in Bloom judging day event. It was a pleasure meeting the judges and sharing information on all the great projects that have been achieved or are in progress including the new EV Charging stations installed this spring.
- The partnership with Magna Engineering was finalized to move forward with the feasibility study for stormwater management options for Bon Accord and application to the Federation of Canadian Municipalities Municipal Green Fund program.
- Working on scheduling the annual team building event and the annual Council Workshop event.

Community Services

- Planning is underway for September events including the following:
 - Bon Accord Connects event on September 10th. We have 15 registrants to date.
 - September 16th is Date Night in the Country event at Prairie Gardens – this event must have 6 participants to go ahead, and we have 6 (3 couples) registered.
 - World Clean Up Day on September 16th from 9:30 a.m. to 12:00 p.m., residents are encouraged to register online. Everyone will meet at the Town office to conquer the garbage. All volunteers will be entered for a chance to win one of two \$50 prepaid Visas. Posters will be going out soon.
 - It's Not Right Session on September 19th is a session on Elder Abuse to give information on recognition and support.
 - National Day for Truth and Reconciliation is on September 30th. Packages will be created for each home in Town that is interested in recognizing the day.
- Families First Camp Connect program has been using Town parks on Tuesday mornings with either the basement or arena mezzanine as a rainout backup.
- Received one noise complaint regarding Music in the Park from a nearby resident.

Corporate Services

- In June, we received notification that our FCSS funding increased by 4.5% due to provincial budget increases. In 2023 the Town will receive \$43,915 versus the originally expected \$42,481 and will subsequently receive \$44,393 in 2024 and 2025. As FCSS is an 80/20 program, this also increases the Town's portion from \$10,621 to \$10,979 and to \$11,098 in 2024 and 2025. As the Town historically contributes more than 20%, there should be no issues with this increase in funding.
- Requests for Proposals for auditing services were posted at the beginning of July; the deadline for proposals was July 28th, and we received three submissions. Administration will review the submissions and bring forward information to Council at the September 5th Regular Meeting.
- The RFI's (Request for Information) from Tanmar Consulting for additional property information to assist with assessments were mailed out on July 6th to 114 properties.
- The agreement with the Bon Accord Out of School Care organization was signed as per Council resolution, and their management has received access to begin their set-up and permitting processes.
- Assisting with development issues as Acting CAO.

Planning | Economic Development | Bylaw

- Assisting with Development issues
- Handling several questions regarding - garages, decks, and fences.
- Handled several complaints:
 - 1 Tree complaint
 - 1 Tar complaint
 - 2 Dog barking
 - 1 Neighbour dispute
 - 1 Boat located on road
 - 2 Unsightly properties
 - 1 Rodents
- Working on Electric Vehicle Charging stations solutions. Received 3 quotes, RFD to come to Council.
- Weekly meetings with Paul Salvatore regarding the Economic Development Assessment. A draft should be presented at the next Council meeting.
- Completed several drives through Town to proactively identify any bylaw infractions.
- Provided information, such as bylaw information, to new commercial landowner.
- Spoke to and provided information to Metchosin, BC representative regarding Dark Sky Communities.
- Participated in monthly Economic Development mentorship meeting.
- Filed and approved a Compliance Certificate.

- Forwarded Development Permit for Bon Accord's Ice Plant Building to MPS.
- Completed WorkHub safety training task.

Operations | Public Works

- In this period, the 2023 capital road rehabilitation project was completed.
- Road issues around Town have been repaired as we are nearing completion of the annual asphalt spray-patching program.
- Tree and shrub pruning was accomplished in areas around town so as to improve visibility at intersections.
- 5 cremation burials were completed.
- The cleaning of the Town's potable water reservoirs and pump reservoirs was completed as scheduled to maintain the safety of the water supply. This cleaning is done every 5 years.
- Town operators have been busy adjusting the water levels and monitoring water quality in the Town's reservoirs to determine the optimum operating parameters as per the Town's daily water usage and available fire suppression volumes.
- 5 hydrant isolation valves have been repaired as they were inoperable as determined in the spring inspections.
- Storm drain and culvert cleaning is underway and slated for completion by the end of the season.
- Have had meetings with engineers over the Town's drainage issues and with the asset retirement planning.
- There has been continued progress with the planning stages of the new arena ice plant construction with the installation starting within days.
- Mowing, string trimming, and regular Town maintenance is ongoing for the parks, playgrounds, and green spaces. All staff put in a great effort in preparation for the CIB town judging that took place on July 31/23.
- Regular day to day maintenance and repair of equipment and facilities.
- The ongoing completion of the department's safety training courses through the WorkHub app.
- One operator is registered for the Water and Wastewater Certification preparation course this fall which will prepare him for the government certification exam before the end of this year.

Attachments

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

Town Manager Action List

Date: August 15th, 2023
Reporting Period: June 21st – August 15th, 2023
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
<p>Communities in Bloom re: Flag Project</p> <p>Resolution #23-300: Council accepts the delegation as information.</p>	August 15 th , 2023, RCM
<p>Logo Revitalization</p> <p>Resolution #23-302 Council directs administration reach out to Vimark and Alchemy Communications and arrange for each to make presentations to Council.</p>	In-Progress
<p>Community Space Fees</p> <p>Resolution #23-277 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>	In-Progress

<p>Playground Equipment: Public Participation Plan</p> <p>Resolution #271 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 AND FURTHER THAT surface material options be included in the public participation plan.</p>	<p>In-progress</p> <p>Will be completed following RFP Process</p>
<p>Council Community Connections – August</p> <p>Resolution # 23-273 Council directs administration the plan and advertise Council Community Connections for September in conjunction with Meet the Community Night.</p>	<p>In Progress</p>
<p>Municipal Development Plan DRAFT</p> <p>Resolution# 23-242 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>August 15th, 2023, RCM</p>
<p>Community Survey Results</p> <p>Resolution # 23-205 Council accepts this report as information and direct administration to come back with a plan.</p>	<p>In-Progress</p> <p>A plan to be brought forward during the 2024 budget deliberations</p>

<p>Urban Hens and Beekeeping Survey</p> <p>Resolution #23-254 and #23-255 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.</p>	<p>In progress</p>
<p>Christmas Tree Locations</p> <p>Resolution #22-513 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)
- Road Projects research

ACTION ITEM LIST: COMPLETED

- Letters of congratulations have been sent to MLAs and Ministers
- Council members have been registered for the Alberta Municipalities conference as directed and hotel accommodation has been booked as approved.
- Approved agreement has been fully executed.
- The new center set skateboard park equipment has been ordered.
- The new lighting for the Public Works yard has been installed.
- The upgraded video surveillance system has also been installed at the Town office.
- The new ice painting equipment has been received.
- The RR240 road project has been scheduled for the week of August 08th, 2023.
- The 2023 Road Rehabilitation Project has been completed.
- The Town will be applying to ATCO for a grant to replace all the lights in the Town office with new LED lighting.



Year-to-Date Variance Report (Unaudited)
 for the year ending December 31, 2023
 Reporting period: up to August 8, 2023

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,322,959	2,241,804	81,155	111,238	341,620	- 230,382	2,211,721	1,900,184	311,537	16%
TOTAL MUNICIPAL	\$ 2,322,959.00	\$ 2,241,804.33	\$ 81,154.67	\$ 111,238.00	\$ 341,620.00	-\$ 230,382.00	\$ 2,211,721	\$ 1,900,184	\$ 311,537	16%
Election	-	-	-	-	1,333	- 1,333	-	(1,333)	1,333	100%
Council	-	-	-	65,651	74,202	- 8,551	(65,651)	(74,202)	8,551	12%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 65,651	\$ 75,536	-\$ 9,885	-\$ 65,651	-\$ 75,536	\$ 9,885	13%
Administration	4,307	2,410	1,897	309,531	365,633	- 56,102	(305,224)	(363,223)	57,999	16%
TOTAL ADMINISTRATION	\$ 4,307	\$ 2,410	\$ 1,897	\$ 309,531	\$ 365,633	-\$ 56,102	-\$ 305,224	-\$ 363,223	\$ 57,999	16%
Fire Services	10,531	9,661	870	35,564	33,195	2,369	(25,033)	(23,534)	(1,499)	6%
Emergency Services	-	-	-	1,521	7,081	-5,560	(1,521)	(7,081)	5,560	79%
Bylaw	8,454	2,550	5,904	32,336	31,692	645	(23,882)	(29,142)	5,260	18%
TOTAL PROTECTIVE SERVICES	\$ 18,985	\$ 12,211	\$ 6,774	\$ 69,421	\$ 71,968	-\$ 2,547	-\$ 50,436	-\$ 59,757	\$ 9,321	16%
Municipal Planning	2,980	5,500	- 2,520	60,413	111,982	- 51,569	(57,433)	(106,482)	49,049	46%
Economic Development	-	-	-	56,642	71,628	- 14,986	(56,642)	(71,628)	14,986	21%
TOTAL PLANNING & DEVELOPMENT	\$ 2,980	\$ 5,500	-\$ 2,520	\$ 117,055	\$ 183,610	-\$ 66,555	-\$ 114,075	-\$ 178,110	\$ 64,035	36%
Public Works - Roads	-	-	-	188,484	289,012	- 100,528	(188,484)	(289,012)	100,528	35%
Storm Sewer & Drain	-	-	-	11,747	13,223	-1,476	(11,747)	(13,223)	1,476	11%
Water	314,491	324,942	- 10,451	270,356	331,050	-60,694	44,135	(6,108)	50,243	823%
Sewer	187,836	198,535	- 10,699	159,275	208,664	-49,389	28,561	(10,129)	38,690	382%
Garbage	53,502	56,214	- 2,712	57,461	79,563	-22,102	(3,959)	(23,349)	19,390	83%
Cemetery	7,200	4,000	3,200	4,424	7,871	-3,447	2,776	(3,871)	6,647	172%
TOTAL PUBLIC WORKS	\$ 563,029	\$ 583,691	-\$ 20,662	\$ 691,747	\$ 929,382	-\$ 237,635	-\$ 128,718	-\$ 345,691	\$ 216,973	63%
FCSS	39,453	22,941	16,513	58,174	65,395	- 7,221	(18,721)	(42,454)	23,733	56%
TOTAL FCSS	\$ 39,453	\$ 22,941	\$ 16,513	\$ 58,174	\$ 65,395	-\$ 7,221	-\$ 18,721	-\$ 42,454	\$ 23,733	56%
Parks	55,463	53,978	1,485	57,958	103,909	- 45,951	(2,495)	(49,931)	47,436	95%
Arena	151,094	164,845	- 13,751	154,513	205,818	- 51,305	(3,419)	(40,973)	37,554	92%
Recreation	182,294	177,739	4,555	78,243	88,974	- 10,731	104,051	88,765	15,286	17%
TOTAL REC & COMMUNITY SERVICE	\$ 388,851	\$ 396,562	-\$ 7,711	\$ 290,714	\$ 398,701	-\$ 107,987	\$ 98,137	-\$ 2,139	\$ 100,276	4687%
Library	-	-	-	63,083	56,666	6,417	(63,083)	(56,666)	(6,417)	11%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 63,083	\$ 56,666	\$ 6,417	-\$ 63,083	-\$ 56,666	-\$ 6,417	11%
Total Excl. General Municipal	\$ 1,017,605	\$ 1,023,314	-\$ 5,709	\$ 1,665,376	\$ 2,146,891	-\$ 481,515	-\$ 647,771	-\$ 1,123,577	\$ 475,806	42%
Total Incl. General Municipal	\$ 3,340,564	\$ 3,265,119	\$ 75,445	\$ 1,776,614	\$ 2,488,511	-\$ 711,897	\$ 1,563,950	\$ 776,608	\$ 787,342	

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

Variance Report Notes

Reporting Period: up to August 8, 2023

Municipal:

Combined Assessments and Tax notices were mailed. The Town collected \$10,345 of penalty revenue on current outstanding balances on July 1st.

To date, 84% of current outstanding taxes have been collected, compared to 83% at this time last year.

Return on investments is \$40,163 over budget for the year-to-date.

Franchise fees are under-budget by \$10,000.

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 \$3,714 from fines revenue.

Animal licenses are also over budget for the year by \$1,690.

Water:

Bulk water sales are currently under budget by \$14,238.

Water sales are under budget. Budgeted consumption to date was 64,354 m3 and actual to date is 54,418 m3.

These numbers tend to fluctuate over/under throughout the year.

Water purchases from the commission are under budget reflected by the usage.

Sewer:

Sewer sales are under budget, due to the water consumption being lower.

Garbage:

Garbage contracted services is \$4,000 over budget due to the increase in fuel costs.

FCSS:

The FCSS provincial grant has increased by 4.5%.

Received \$600 for the Volunteer Alberta Grant.

Municipal Planning and Economic Development

Legal is currently over-budget by \$2,000 due to the on-going development issues, however it should be off-set by surpluses in other department areas.

Library

Contracted services overage reflects the lighting upgrade invoice.

Sturgeon County

BON ACCORD CITATION REPORT JUNE 2023 Statistics from: 6/1/2023 12:00:00AM to 6/30/2023 11:59:00PM

Citation Printout Report by Violation

Total Citations of (ROR S.37(B) FAIL TO STOP FOR STOP SIGN AT CROSS WALK OR STOP LINE): 1
Total Mandatory Appearances: 0

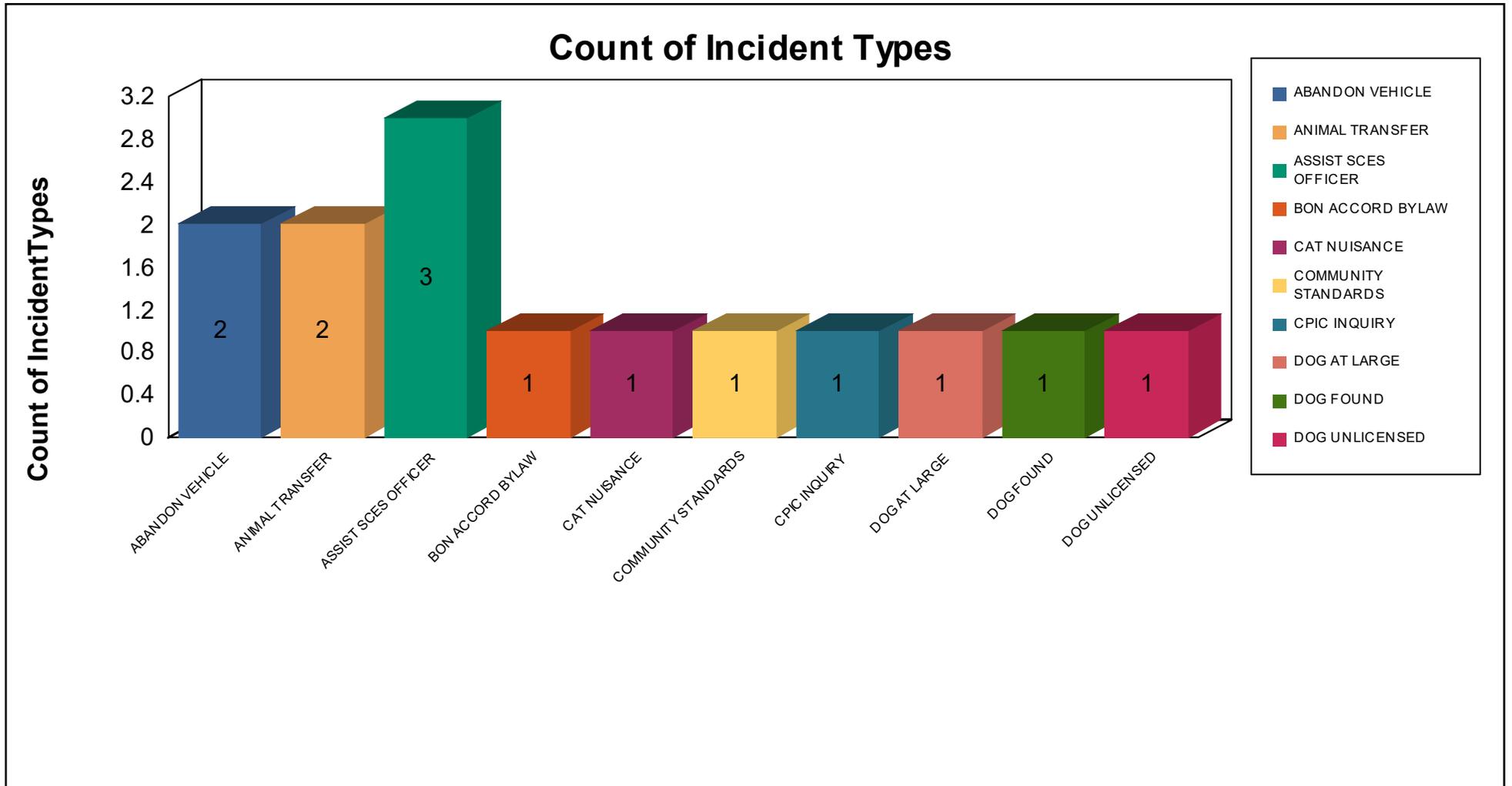
Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 6
Total Mandatory Appearances: 0

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: **8**
Total Fine Amounts Reported: **\$1405.00**
Total Money Collected:
Total Money Still Due: **\$1405.00**
Total Mandatory Appearances: **0**

Incident Report



ABANDON VEHICLE: 2 4%

Incident Report

ANIMAL TRANSFER: 2 4%

ASSIST SCES OFFICER: 3 6%

BON ACCORD BYLAW: 1 2%

CAT NUISANCE: 1 2%

COMMUNITY STANDARDS: 1 2%

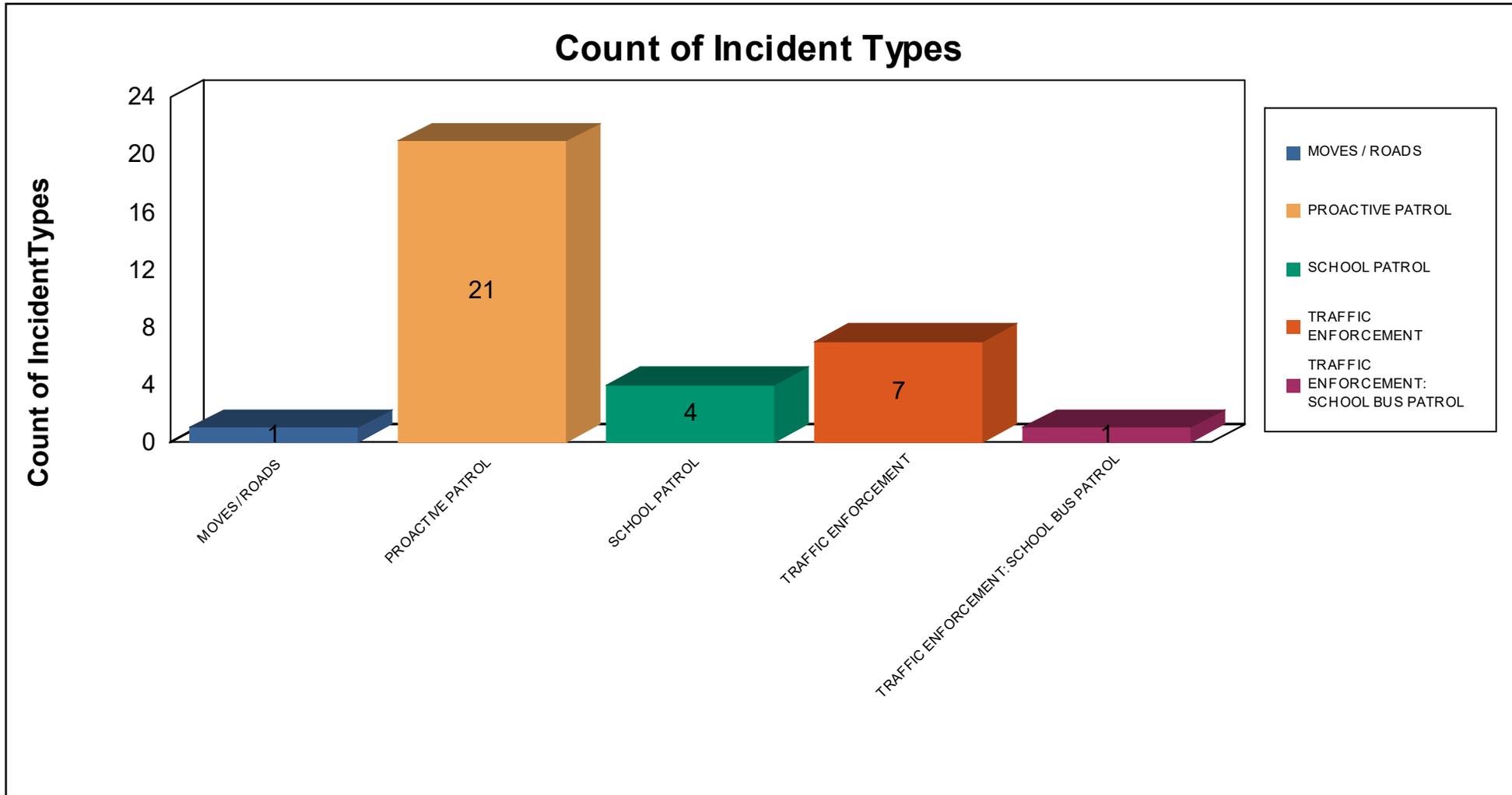
CPIC INQUIRY: 1 2%

DOG AT LARGE: 1 2%

DOG FOUND: 1 2%

DOG UNLICENSED: 1 2%

Incident Report



MOVES / ROADS: 1 2%

PROACTIVE PATROL: 21 44%

SCHOOL PATROL: 4 8%

TRAFFIC ENFORCEMENT: 7 15%

Incident Report

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 1 2%

Grand Total: 100.00% Total # of Incident Types Reported: 48

Sturgeon County

Statistics from: 7/1/2023 12:00:00AM to 7/31/2023 11:59:00PM

Citation Printout Report by Violation

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

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 9
Total Mandatory Appearances: 0

Total Citations of (VEH S.61(1) EXHAUST MUFFLER - EXCESSIVE NOISE/ FLAMES/ SPARKS/): 1
Total Mandatory Appearances: 0

Grand Total

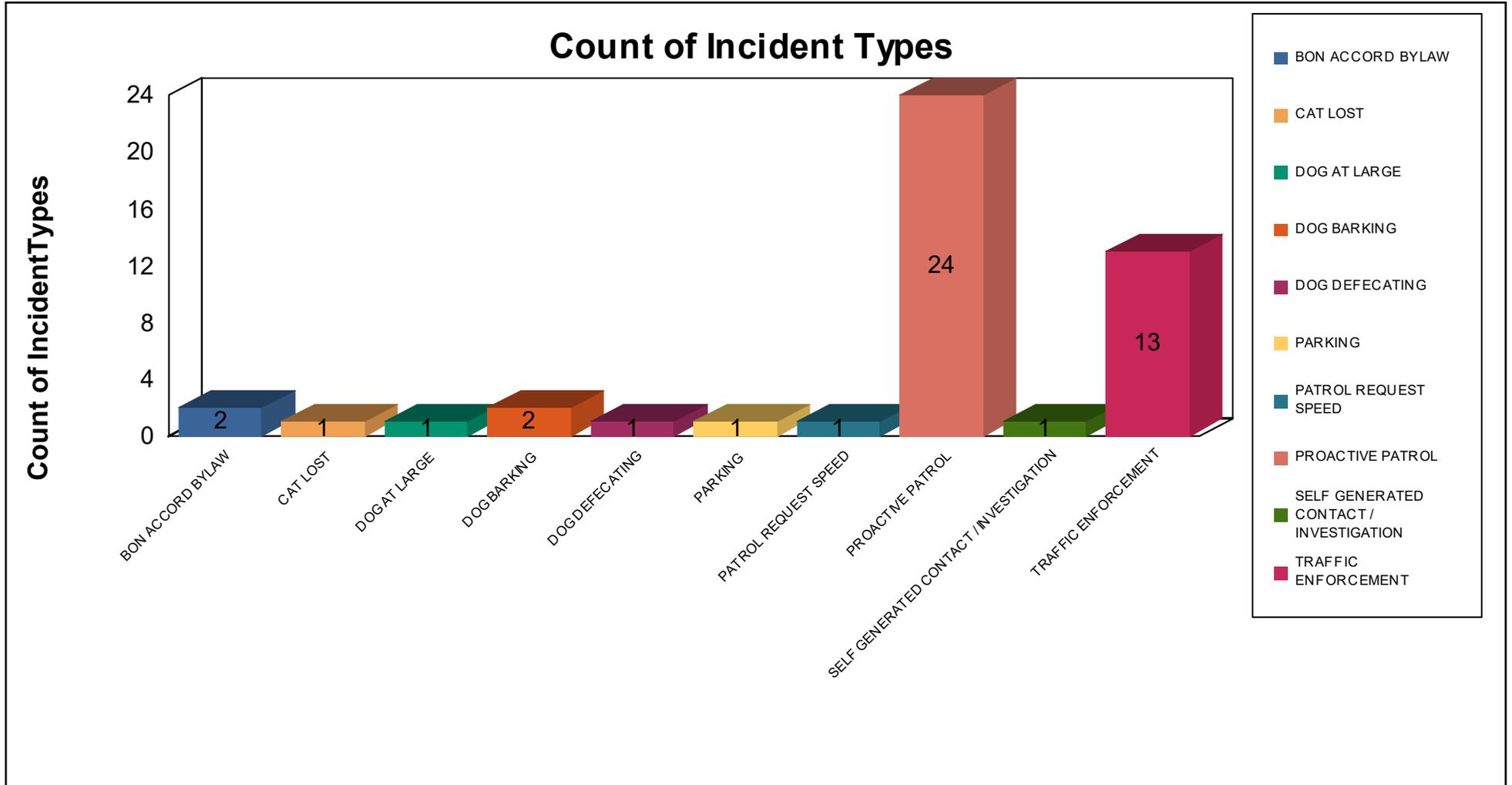
Total Number of Citations Reported: **11**
Total Fine Amounts Reported: **\$2,338.00**
Total Money Collected: **\$0.00**
Total Money Still Due: **\$2338.00**
Total Mandatory Appearances: **0**

Sturgeon County

Statistics from Occurred Date: 7/1/2023 12:00:00AM to 7/31/2023 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT



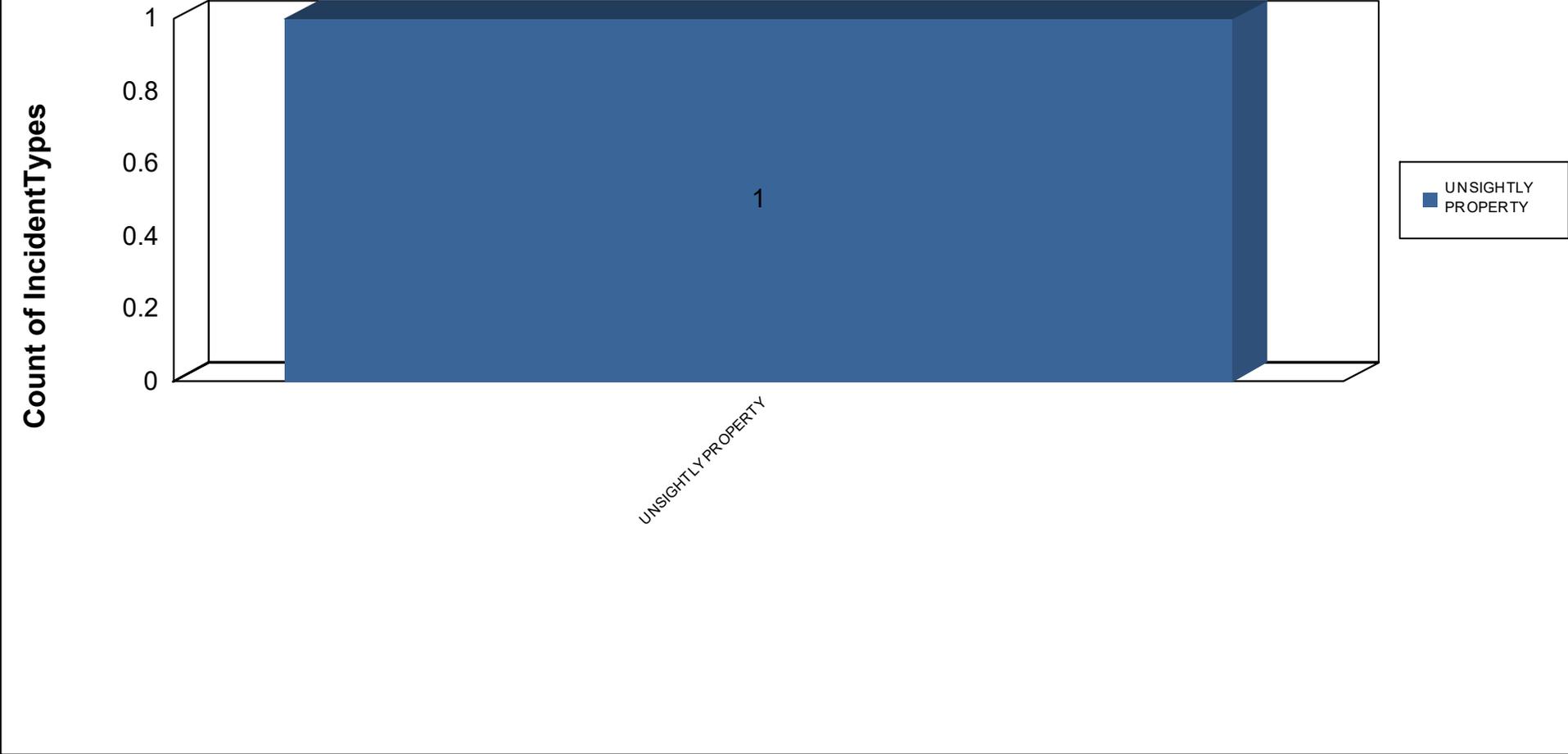
BON ACCORD BYLAW: 2 4%

Incident Report

STURGEON COUNTY ENFORCEMENT

CAT LOST:	1	2%
DOG AT LARGE:	1	2%
DOG BARKING:	2	4%
DOG DEFECATING:	1	2%
PARKING:	1	2%
PATROL REQUEST SPEED:	1	2%
PROACTIVE PATROL:	24	50%
SELF GENERATED CONTACT / INVESTIGATION:	1	2%
TRAFFIC ENFORCEMENT:	13	27%

Count of Incident Types



UNSIGHTLY PROPERTY: 1 2%

Grand Total: 100.00% Total # of Incident Types Reported: 48

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	August 15 th , 2023
Presented by:	Jodi Brown (Town Manager)
Title:	Communities in Bloom Request for Flag Project Approval
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

During the July 04th, Regular Council Meeting, representatives from the Bon Accord Communities in Bloom group presented their request to place a Communities in Bloom flag in the flower bed in front of Centennial Park.

Administration has enclosed the proposed drawing of the location of the 20-foot flagpole.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Communities in Bloom group has confirmed that the flag would only be in place during the summer/fall months (May – September) and would not be lowered during this time as this flag is not an official provincial or federal flag.

Additionally, the Veteran’s Park Memorial Committee has agreed to provide a flagpole to the CiB Committee for this purpose when the new flagpoles are placed in the Veteran’s Memorial Park. Note, the flagpoles that the Town would like to order for Veteran’s Memorial Park are out of stock until 2024. If the Communities in Bloom group can defer their project until 2024, it would save the cost of purchasing a flagpole.

Note, there is no requirement for a development permit to place a flag in Centennial Park.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

Priority # 05: Collaboration

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

COSTS/SOURCES OF FUNDING

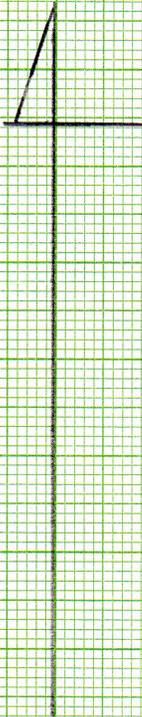
Not applicable

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

1. THAT Council approves the Communities in Bloom request to place a Communities in Bloom flag on a 20-foot pole in the flower bed in front of Centennial Park.
2. THAT Council directs administration to...

NORTH



50TH
STREET

EXISTING
SIDEWALK



49TH
AVENUE

FLAG POLE PROJECT

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	August 15, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Council Meeting Schedule Amendment
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

At the June 20, 2023 regular Council meeting, Council approved the amendments to the 2023 Council Meeting Schedule, as presented. It has come to administration’s attention that the September 27 Committee of the Whole meeting conflicts with the Alberta Municipalities Convention which runs from September 27 through 29.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council may wish to move the Committee of the Whole meeting from September 27 to one of the following:

- Thursday, September 21 from 5 p.m. – 7 p.m.
- Monday, September 25 from 5 p.m. - 7 p.m.

Alternatively, Council may wish to cancel the meeting for the month of September.

Note, if Council chooses one of the above dates for the September Committee of the Whole Meeting, this date will be eliminated as an option for the Municipal Development Plan Open House event in September.

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)

Choose one of the following:

THAT Council direct administration to move the September 27 Committee of the Whole meeting to [select date] and update the 2023 Council Meeting Schedule accordingly.

OR

THAT Council cancel the Committee of the Whole meeting for September and direct administration to update the 2023 Council Meeting Schedule accordingly.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	August 15, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Council Workshop Dates/Topics
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

In accordance with the Council Workshop Policy (attached), each year, administration will plan a workshop that includes a Strategic Plan review and other topics Council may wish to include on the agenda.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In accordance with the Council Workshop Policy, the Town Manager must present a proposed agenda for the workshop, therefore, administration is proposing the following agenda topics and would like Council's feedback on any additional topics of interest.

Topics: The Council Workshop Policy requires that the workshop include an annual review of the Town's Strategic Plan and goals. Additionally, administration will provide a brief, 30-minute training session (powerpoint presentation) on workplace bullying and harassment as per the Town's policy. Staff have already received this training.

Options for additional topics are included below:

Option #1: Municipal Planning Services (MPS) – Planning 101 Workshop

Presenter: Municipal Planning Services or Lidstone and Company

Time: 2 – 4 hours

Cost: To be determined

Option #2: Best Practices: Council Workshops or Retreats or Governance Workshops

Presenter: Lidstone and Company

Time: 1 – 2 hours

Costs: To be determined

Option #3: Council may also consider the free, Municipal Affairs' Workshops on the following municipal administration and governance topics:

- Roles and Responsibilities of Municipal Officials
- Actions to Effective Communications
- Assessment, Taxation and Tax Recovery
- Procedures, Bylaws, Agendas and Minutes

Option #4: Other

Council may also wish to propose other workshop topics of interest.

Depending on costs, it may also be possible to incorporate all the above topics into the workshop unless Council would like a more in-depth session on one particular topic.

Dates

Below are some suggested dates for the workshop:

- Thursday, October 19 from 8:30 a.m. to 4:30 p.m.
- Thursday, October 26 from 8:30 a.m. to 4:30 p.m.
- Wednesday, November 1 from 8:30 a.m. to 4:30 p.m.
- Thursday, November 9 from 8:30 a.m. to 4:30 p.m.
- Thursday, November 23 from 8:30 a.m. to 4:30 p.m.

STRATEGIC ALIGNMENT

The annual Council Workshop includes a review of the Strategic Plan and goals thereby fulfilling all 5 Priorities of Bon Accord's Strategic Plan: Economy, Community, Infrastructure, Identity and Collaboration.

COSTS/SOURCES OF FUNDING

The 2023 budget includes \$1000 for costs relating to the Annual Council Workshop.

RECOMMENDED ACTION (by originator)

Resolution #1

THAT Council direct administration to plan the annual Council Workshop on [select date].

Resolution #2

THAT Council direct administration to confirm costs and availability for presenters for the following educational topics (insert information here).

OR

THAT Council direct administration to ...

COUNCIL WORKSHOPS

SECTION: Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: November 1, 2022

LAST REVIEWED BY COUNCIL: November 1, 2022

POLICY STATEMENT

Periodically, Council Workshops may be held to provide Council training, education, or information on a specific topic without any intent to procure direction or a decision from Council.

PURPOSE

To prescribe standards pertaining to Council Workshops.

SCOPE

This policy will be enacted to address the annual Council Workshop and, on a case, by case basis for other workshops or training opportunities offered by the Town.

This policy shall not include apply to workshops, training opportunities or conferences offered by other agencies or organizations that Council may attend. For example, but not limited to, the annual Alberta Municipalities Conferences or regional workshops or training opportunities.

This policy shall also not apply to Council Workshops attended by less than a majority of Council (i.e.: 1 – 2 members of Council).

DEFINITIONS

“Council” means the members of Council including the Deputy Mayor and Mayor of the Town of Bon Accord.

“Council Workshop” means a workshop designed to train, educate, or issue alerts to Council on a specific topic, without any intent to procure direction or a decision from Council.

“Town” means the Town of Bon Accord.

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

RESPONSIBILITIES

1. The Town Manager shall provide Council with advance notice of upcoming Council Workshops.
2. The Town Manager shall provide public notice of Council Workshops.
3. The Town Manager shall ensure, where appropriate, that material presented to Council is available to the public.

SERVICE STANDARDS:

1. Council Workshops will not be regularly scheduled, but rather will be scheduled on an ad hoc, as-needed basis except for the annual Council Workshop as per the Annual Council Workshop section below.
2. Council members will make every effort to attend and participate in a Council Workshop.
3. No formal minutes of Council Workshops will be prepared.
4. No business of Council shall be conducted, meaning that Council shall not make a decision or direct Administration in the context of a Council Workshop.
5. Council Workshop sessions that include topics of discussion that may advance the business of the Town without formal decision or direction, (such as but not limited to, the annual review of the Strategic Plan) shall be open to the public.
6. Material presented at a Council Workshop shall not cover an existing Council motion.

ANNUAL COUNCIL WORKSHOP

1. Each year, the Town Manager will plan an annual Council Workshop that will include an annual review of the Strategic Plan and other topics as desired by Council.
2. The Town Manager shall present the proposed agenda for the Council Workshop

to Council for approval.

REFERENCES

Municipal Government Act

Freedom of Information and Protection of Privacy Act

Procedural Bylaw

Code of Conduct Bylaw

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	August 15, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Reallocation of MSI Funding
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

At the July 4th Regular Meeting of Council, Council approved the Stormwater Management proposal from Magna Engineering and the application for funding from the Federation of Canadian Municipalities, which included the approval of matching funds of \$35,000. These matching funds are to be sourced from the MSI Operating Grant. Resolution #23-304.

The 2023 MSI Operating Grant allocation is \$119,284. Typically, the grant is around \$59,642, however this year the government doubled the allocation to municipalities.

The original expected amount of \$59,642 was allocated in the 2023 budget to bylaw, roads, and water; \$35,000 has been allocated to the stormwater management study as per Resolution #23-304, leaving the remaining funds of \$24,462 requiring allocation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has identified two areas of need to allocate the funds towards.

1. Muniware Software Conversion provided from Catalis.
 - a. Since converting from our previous software program, Winfin, which was outdated, to iCity in 2019, we have identified multiple system inefficiencies and difficulties in customer service. The issues identified include but are not limited to:
 - i. A simple process that should take one or two steps, takes multiple time-consuming steps.
 - ii. Because of the way the system is designed, if issues are identified they require lengthy analysis to determine the cause and solution, and often require multiple steps to correct.
 - iii. This past year, a system error occurred with the way that iCity integrates with our utility Sensus water meter information. This resulted in an error that cost the Town \$63,000. Customer support

was unable to help and also unable to properly explain how their system identifies our meters.

- iv. The cash receipts program is inefficient due to poor integration with Sensus as well. iCity needed to add 3 additional digits to our utility accounts, but these digits are not in the Sensus software. We were told iCity was fully compatible with Sensus.
 - v. The system is also meant to import online payment data from the banking systems to further improve our efficiency, however because of iCity's poor integration with Sensus this function does not work for us.
 - vi. Customer support is poor. Administration must often follow up on cases/tickets for issues that are seemingly being ignored or have not been responded to. Sometimes we receive no solution at all.
 - vii. The system is slow due to the remote desktop access, it is not user-friendly, and lacks training resources for support.
- b. Catalis is offering Muniware with all the financial modules that we currently have, and they are including modules that we currently do not have access to in iCity:
- i. Business Licensing (currently we use Excel)
 - ii. Animal Licensing (currently we use Excel)
 - iii. Cemetery (currently we use a combination of Word, Excel, and Munisight)
- c. Catalis also owns Munisight, which the Town also uses, and therefore Muniware can integrate into Munisight. This would be useful for improving cemetery management.
- d. Catalis is also offering the Town their EGov system with the package, which is an online customer service tool. Residents can set up their own account and log in to view their account activity and information, including copies of recent bills.
- e. Administration has completed an in-depth consultation with Catalis and references from other municipalities to determine that Muniware is more user-friendly, efficient, integrates better with our utilities and other programs, and has better customer service support than iCity.
- f. Catalis has their offices located in Edmonton, and the consultants we have been communicating with have over 20 years of experience in local municipal government.
- g. While the Town did contribute \$26,014 to the iCity conversion in 2019, we have learned from the multiple issues with the software the right questions to ask Muniware support and municipal references who have been using the system for many years. As well, while we have implemented controls as best as we can, there is no guarantee that another \$63,000 iCity system error will not occur again.

2. The Sensus handheld water meter reading requires replacement. It has been operating slowly and inefficiently, and often reporting errors or missing reads for sections of the Town. Public works has tried replacing the battery and performing updates, but the technology has simply become outdated.
 - a. The other option would be to convert to a different handheld meter reading system, however that would require replacement of all the meters in Town and would not be cost-effective.

STRATEGIC ALIGNMENT

Priority #3: Infrastructure: The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

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

COSTS/SOURCES OF FUNDING

The cost of the Muniware software conversion is \$14,750. This includes the data conversion and training.

Please note there are yearly software licensing and support costs which are comparable to those of iCity (\$15,500 year 1, \$16,430, year 2, \$17,415 year 3, \$18,460 year 4). These software costs are a yearly expense already included in the annual budgets and is an expected cost whether the Town would be using iCity or Muniware.

The cost of a new Sensus handheld meter is \$16,608.24.

The MSI Operating funds can be used towards both items, \$14,750 towards the Muniware conversion, \$9,712 towards the Sensus handheld meter, and the remaining \$6,896.24 can come from the Water Contracted Services/Maintenance contingency.

RECOMMENDED ACTION (by originator)

THAT...Council approves the allocation of \$14,750 of MSI Operating Funds to the Muniware conversion and \$9,712 towards the purchase of the new Sensus handheld meter.

Or

THAT... Council direct administration to...

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	August 15, 2023
Presented by:	Jessica Caines, Legislative Services & Communications Coordinator
Title:	Bylaw 2023-09 – Repeal of Bylaw 259
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

Bylaw 259 was passed in 1990. This bylaw allowed Alberta Local Authorities Reciprocal Insurance Exchange (ALARIE) Attorney in Fact Ltd. power of attorney privileges for the Town of Bon Accord for the ALARIE Agreement.

What is A Reciprocal Insurance Exchange?

A reciprocal insurance exchange is a not-for-profit business structure for an insurance company in which members (subscribers) are also the owners of the company. To become a member of a reciprocal insurance exchange, subscribers enter into an agreement stating that they will contribute to fund the losses of the other subscribers in the exchange. If the loss within the year is less than expected, subscribers may receive dividends, or the surplus can accumulate for future years.

Management of a reciprocal insurance exchange is performed by an Attorney-In-Fact (AIF) who makes decisions for the company. This attorney also oversees an advisory committee and manages operations in the company including administration, underwriting, and sometimes claims management.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town of Bon Accord has insurance through Alberta Municipalities (AMSC) which has set up their own reciprocal insurance agreement (see page 5 of the following document: <https://www.ogilvielaw.com/wp-content/uploads/2019/02/Presentation-ALARIE-19-Sep-2016.pdf>). In the spring of 2017, the insurance license was cancelled (page 35), and on September 15, 2017, ALARIE was dissolved in a court ruling (<https://rmalberta.com/news/court-decision-issued-regarding-alarie-distribution/>). For more information on the structure of AMSC reciprocal insurance, please see the attached FAQ document from Alberta Municipalities.

For the above reasons, administration recommends the repeal of Bylaw 259.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT Bylaw 2023-09 – Repeal of Bylaw 259 be given first reading, as presented.

Resolution #2:

THAT Bylaw 2023-09 – Repeal of Bylaw 259 be given second reading, as presented.

Resolution #3:

THAT Council gives unanimous consent to hear three readings of 2023-09 – Repeal of Bylaw 259 in one meeting.

Resolution #4:

THAT Bylaw 2023-09 – Repeal of Bylaw 259 be given third and final reading, as presented.

Insurance & Risk Management Services “FAQ”

General Insurance Program Orientation

1. Who are we?

AMSC Insurance Services is a fully owned subsidiary of AUMA. AUMA is a not-for-profit advocacy organization created to help Alberta municipalities with their political advocacy efforts. All AMSC business services are designed to support AUMA member needs with products tailored to municipalities and community support groups.

2. How are we different?

Since we are owned by AUMA, there are no shareholders to satisfy. We work for the benefit of our members like you. We are not motivated to increase profits by selling more insurance products. Our focus is to provide insurance solutions that help you protect your balance sheet and ensure continuity of operations. Our mandate is to support Alberta communities.

3. How are we compensated?

All of insurance policies have either a fixed percentage of commission, a flat fee or combination of both. These are used to cover our direct operating expenses and support the AUMA.

4. What type of insurance products do we offer?

We offer almost all types of general insurance products commercially available elsewhere. Our most popular insurance products are Property, Liability, Automobile, Crime, Cyber Liability, Directors & officers Liability, and Pollution Liability, which are bundled together as a package to keep costs low. We also offer stand-alone specialty policies such as Event Liability, Aviation, Facility User Liability, and project-specific solutions for your major construction or infrastructure projects.

5. How does AUMA offer competitive insurance products and pricing stability?

We are a bit unique. We have developed a large insurance program for the benefit of our members which consists of a combination of insurance policies underwritten by MUNIX and commercial insurers. Property, Liability and a portion of automobile insurance is underwritten by MUNIX. We then use commercial insurers to build the program with various types of insurance coverages to support MUNIX. Premiums paid into MUNIX by its participants pay for claims. Any surplus remaining is invested to maintain the financial strength of the pool, enhance the coverage or paid to members as premium credits to offset unexpected premium increases that may happen in the program from one renewal to the next. Given this cooperative nature, each participant plays a direct role in the long-term success of MUNIX and the overall AUMA general insurance program by reducing their losses and managing their risks responsibly. Think of us like a co-operative or a credit union, it's the same concept.

6. What is MUNIX?

MUNIX is an alternative form of conventional insurance. The key difference is in the ownership and governance. In the case of commercial insurance, the insurer is generally a for-profit company that anticipates a return for its shareholders. In the case of MUNIX, it is owned by its like-minded participants called "subscribers", who pool their resources together to "self-insure". Essentially, by participating in MUNIX, you are agreeing to "insure" your fellow subscriber.

Given this cooperative nature, each participant plays a direct role in the long-term success of MUNIX and the overall AUMA general insurance program by reducing their losses and managing their risks responsibly. Think of us like a co-operative or a credit union, it's the same concept.

7. What is a 'Subscriber'?

Think about how you would join a co-operative. You complete an application, pay a small membership fee and become a co-op member to enjoy benefits offered by the co-operative. Our application process requires you to sign a MUNIX subscriber's agreement which explains your roles and responsibilities and how the insurance pool operates, what each other's legal requirements are and how the pool will conduct its business. MUNIX does not have an enrollment fee, however an AUMA membership in good standing is required for the duration of your MUNIX subscription.

8. How is MUNIX managed?

All insurance pools are regulated in Canada through the Office of Superintendent of Insurance in accordance with the Insurance Act for their respective province. The Insurance Act refers to pools as *Insurance Reciprocal Exchanges* and defines how its affairs are to be managed. The AUMA reciprocal, MUNIX, is governed by the MUNIX Board of Directors to oversee the activities of the Reciprocal along with a MUNIX Principal Attorney who represents the interests of subscribers to the Board.

9. I am a subscriber of MUNIX; what if I wish to leave?

You may leave MUNIX by providing 1-year written notice of withdrawal. A withdrawal notice must be provided before January 1st for you to leave the following year.

Examples:

- i. If you provided notice on Dec 15, 2021, you are required to continue for policy term of Jan 1 - Dec 31, 2022 and can leave effective Jan 1, 2023.
- ii. If you provided notice Jan 2, 2022, you are required to continue for policy years 2022 and 2023. You can leave us effective Jan 1, 2024.

10. Is it normal to have a 1-year withdrawal notice?

Yes. Insurance Reciprocal pools were designed for long-term service to its subscribers. Most Reciprocal pools require anywhere from 1-5 years notice for withdrawal. This measure is necessary to ensure financial stability of the pool for fellow subscribers who depend on it to pay their claims. Some Reciprocal pools also have a waiting period to rejoin. Although MUNIX does not have a waiting period restriction, please

remember that rejoining does not waive the withdrawal notice requirement, if you decide to leave again.

11. Do we offer insurance to commercial entities?

The AUMA general insurance program was designed to support Alberta Municipalities and Community-Related Organizations. Therefore, the insurance program is not generally offered to commercial entities at this time.

12. How can I be part of the AUMA insurance program?

3 steps:

- i. Be a member of AUMA;
- ii. Become a subscriber of the MUNIX insurance pool; and
- iii. Provide us with operational information about your entity. This information will be used to underwrite your entity for eligibility and pricing in the AUMA Insurance program.

TOWN OF BON ACCORD
BYLAW #259

A BYLAW OF THE TOWN OF BON ACCORD
IN THE PROVINCE OF ALBERTA TO
AUTHORIZE THE ENTERING INTO OF AN
AGREEMENT WITH THE ALBERTA LOCAL
AUTHORITIES RECIPROCAL INSURANCE
EXCHANGE AND THE PROVIDING OF A
POWER OF ATTORNEY TO ALARIE ATTORNEY
IN FACT LTD., BEING THE ATTORNEY IN
FACT FOR THE EXCHANGE; AND

WHEREAS Section 113 of the Municipal Government Act (Revised Statutes of
Alberta 1980 as amended) authorizes a municipality to enter into such an
agreement and provide power of attorney; and

WHEREAS the Council of the Town of Bon Accord, by resolution dated the
20th day of February, 1990 authorized the entering into of such an
agreement and provided a power of attorney; and

WHEREAS the Council now wishes to confirm the execution of the said
agreement and power of attorney by bylaw

NOW THEREFORE the Town of Bon Accord, duly assembled, hereby enacts as
follows:

1. That the resolution of Council, attached as schedule A, dated the 20th
day of February, 1990 to enter into an agreement and provide a power of
attorney is hereby confirmed; and
2. This bylaw shall come into effect on the date of its third and final
reading.

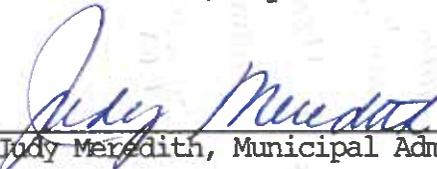
READ a first time this 4 day of DECEMBER, 1990.

READ a second time this 4 day of DECEMBER, 1990.

READ a third time and duly passed this 4 day of DECEMBER, 1990.



Glenda Bobbie, Mayor



Judy Meredith, Municipal Administrator

Town of Bon Accord
Regular Meeting of Council
February 20, 1990

SCHEDULE A

Alarie

Alberta Local Authorities Reciprocal Exchange Agreement.

Deputy Mayor Lane moved that the Town of Bon Accord participate in Alarie as presented.

Carried. RESOLUTION 90.72.

**TOWN OF BON ACCORD
BYLAW 2023-09
REPEAL OF BYLAW 294**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO REPEAL BYLAW 259.

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

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

1. This bylaw hereby repeals Bylaw 259, being a bylaw of the Town of Bon Accord, in the Province of Alberta, to authorize the entering into of an agreement with the Alberta Local Authorities Reciprocal Insurance Exchange and the providing of a power of attorney to ALARIE Attorney in Fact Ltd., being the attorney in fact for the Exchange.

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

READ A FIRST TIME THIS _____ day of _____ 2023.

READ A SECOND TIME THIS _____ day of _____ 2023

READ A THIRD TIME THIS _____ day of _____ 2023

SIGNED AND PASSED THIS _____ day of _____ 2023

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	August 15, 2023
Presented by:	Jessica Caines, Legislative Services & Communications Coordinator
Title:	Rescinding of Policies
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

The Extreme Weather Policy was passed in March 2020 to establish safety guidelines for recreation programs and Town events in the event of extreme weather to ensure the safety of staff, volunteers, and participants.

The Working Alone Policy was passed in May 2019 to establish procedures and processes of limiting risk and harm for employees who may be required at times to work alone.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Extreme weather and working alone both fall under our existing Health and Safety Policy, as do all our safe operating procedures. These two policies have little substance (see attached); internal procedures are better suited to address our needs in these areas. Therefore, administration recommends rescinding both the Extreme Weather and Working Alone Policies to allow necessary safety precautions and procedures to fall under the existing Health and Safety Policy.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Both of the following:

Resolution #1

THAT Council rescind the Extreme Weather Policy.

Resolution #2

THAT Council rescind the Working Alone Policy.

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Community Services

POLICY RESOLUTION NO.: 20-115

SUBJECT: Extreme Weather Policy

RESPONSIBLE AUTHORITY: Community Services Department

REVIEWED & APPROVED BY COUNCIL:

RMC March 17, 2020

PURPOSE AND INTENT: To establish safety guidelines for recreation programs and town events in extreme weather.

POLICY STATEMENT: Alberta sees extreme weather throughout the year, and Bon Accord is committed to ensuring the safety of our volunteers and participants.

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Public Works

POLICY RESOLUTION NO.: 19-143

SUBJECT: Working Alone Policy

RESPONSIBLE AUTHORITY: Public Works Department

REVIEWED & APPROVED BY COUNCIL: May 21, 2019 Resolution #19-143

PURPOSE AND INTENT: To protect the safety of employees required to work alone. The Town of Bon Accord is committed to:

- A) Conducting a hazard assessment;
- B) Eliminating or reducing risks;
- C) Establishing an effective means of communication for employees required to work alone with individuals who can respond; and
- D) Ensuring employees are trained and educated in the operation of this policy and safety in general.

POLICY STATEMENT: The Town of Bon Accord is dedicated to providing a safe working environment and limiting the risk of harm to any employee as a result of working alone. To the greatest extent possible, the Town of Bon Accord wishes to limit the hazards, which may be associated with working alone. Whenever possible, the Town of Bon Accord will take reasonable steps to ensure that employees are not required to work alone, however, this may not always be possible due to operational requirements, limited staff, the need to respond to emergent situations, or other unforeseen circumstances.



SAVE *the* DATE

ALBERTA/JAPAN TWIN
MUNICIPALITIES ASSOCIATION
EVENING RECEPTION

JULY 26, 2024
ROCKY MOUNTAIN HOUSE,
ALTA.

Formal invitation to follow

*Join us also for the Alberta/Japan
Twin Municipalities 2024
Conference and AGM!*

JULY 27, 2024

Registration details to follow



PROUDLY HOSTED BY
THE TOWN OF ROCKY
MOUNTAIN HOUSE

*in celebration of our 40th Twin
Town anniversary with
Kamikawa, Japan.*



From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: 2023 Annual EDA Ministry Dinner - Register Today to Ensure Your Place at the Table
Date: July 31, 2023 11:21:04 AM

From: Economic Developers Alberta (EDA) <admin@edaalberta.ca>
Sent: Monday, July 24, 2023 1:44 PM
To: ECDev <ecdev@bonaccord.ca>
Subject: 2023 Annual EDA Ministry Dinner - Register Today to Ensure Your Place at the Table



If you are involved in economic development in Alberta and would like to have meaningful one-on-one conversations with senior provincial and federal government officials, then you need to attend the:

[2023 Annual EDA Ministry Dinner](#)

Wednesday October 18, 2023

Coast Edmonton Plaza Hotel by APA

10155 105 Street NW, Edmonton, AB

Reception begins at 5:00 PM followed by dinner at 6:00 PM

The dynamic format of the dinner involves rotating table visitations to maximize networking during the meal. You'll have the opportunity to ask questions, share ideas, and explore potential partnerships with specific federal and provincial government Ministers and senior leadership staff.

More than 75 percent of the tickets have been sold, so be sure to register now to avoid disappointment.

[2023 Annual EDA Ministry Dinner](#)

If you are an EDA Member, please log in to our website with your user email and password to ensure you receive the discounted member pricing on registration.

Many thanks to the County of Grande Prairie, the Gold Partner for the 2023 Annual EDA Ministry Dinner.

We are grateful for your support.



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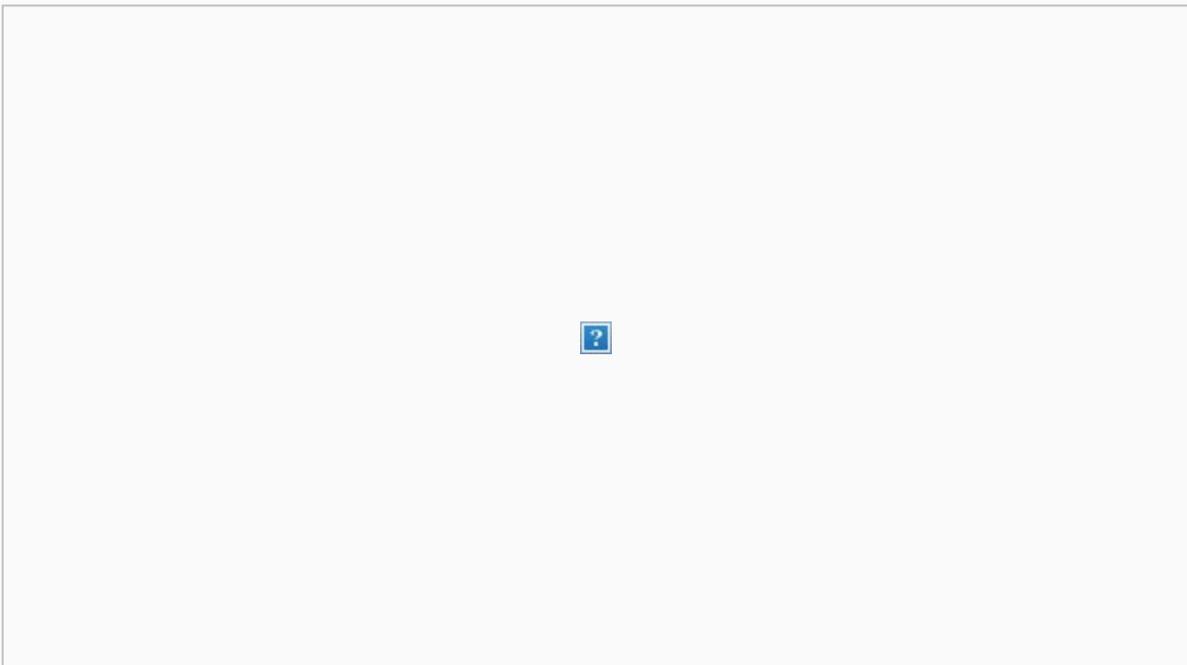
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[Unsubscribe](#)

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: 2023 RCA Circular Economy Conference Program Updates and Speaker Announcement
Date: July 31, 2023 1:25:10 PM

From: Recycling Council of Alberta <info@recycle.ab.ca>
Sent: Monday, July 31, 2023 9:34 AM
To: Info <info@bonaccord.ca>
Subject: 2023 RCA Circular Economy Conference Program Updates and Speaker Announcement

[View this email in your browser](#)



Get ready for an unforgettable experience at the highly anticipated 2023 Circular Economy Conference, hosted by the Recycling Council of Alberta. Set against the breathtaking backdrop of the Fairmont Chateau Lake Louise, this conference will be held from October 18 to 20. Prepare to embark on a transformative journey as we delve into the theme, **'There and Back Again: The Journey to Circularity,'** drawing inspiration from the epic Lord of the Rings saga.

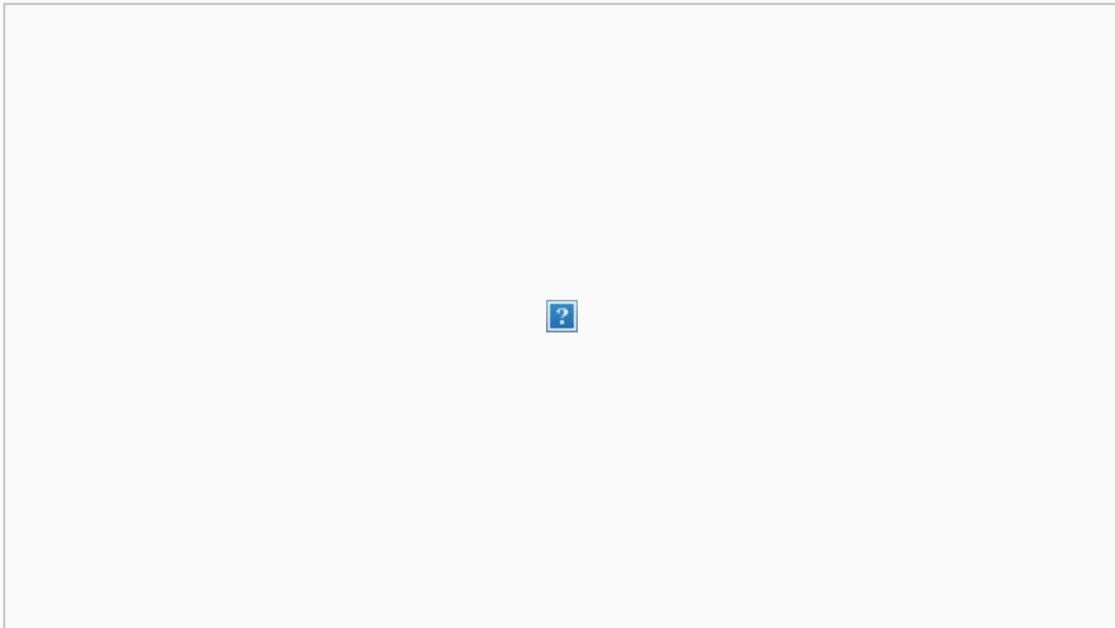
To explore the preliminary program and secure your registration, visit our conference website at www.conference.recycle.ab.ca. Don't miss the opportunity to choose from a wide range of sponsorship options or host a tradeshow exhibit during the event. We're here to assist you every step of the way.

Early bird registration ends on September 8, 2023 – make sure to register

before that date for reduced rates.

For any further inquiries, please contact the RCA at 403.843.6563 or email us at info@recycle.ab.ca. We look forward to making this conference an unforgettable experience!

Speaker Session Announcement - One Cannot Just Say They Are Circular



In the session, titled “One Cannot Just Say They Are Circular”, an exceptional lineup of speakers will emphasize the criticality of measuring progress, with the adage in mind: “You can’t manage what you can’t measure.” Discover valuable insights on obtaining reliable data and, more importantly, how to leverage this data for informed decision-making.

- **Sébastien Harvey & Mario Perron (Entropic)** - Leveraging data to drive sustainable practices
- **Catherine Tays (CSA Group)** – Standardizing Recycling in Canada: Definitions, Measuring, and Reporting
- **Lori Koebel (ABCRC)** – ESG reporting
- **Melissa Gorrie (Ecojustice / Waste Free Edmonton)** – Ecojustice federal legal framework with accountability mechanisms
- **Vicente Frias (Town of Banff)** – Municipal waste dashboard

Stay tuned to the website and our social media channels for updates on speakers for our other sessions! [More detailed bios on speakers can be](#)

[found here.](#)

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TOWN OF BON ACCORD

Mayor Report – for period June 14, 2023 – August 9, 2023

June 15, 2023	Agenda Approval Meeting
June 15, 2023	Coffee with a Cop. Our residents had another great opportunity to engage with Sergeant Lew Simms. Conversations and topics were many. Not only is this a good opportunity for our residents, it's a great opportunity to continue to build a strong relationship with our RCMP Detachment.
June 16, 2023	Sturgeon County Mayor's Golf Tournament. This is a great time to network with, not only our municipal partners, but with the many representatives of those companies and associations that support our municipalities. A good time was had by all.
June 17, 2023	Town of Morinville Pancake Breakfast
June 17, 2023	Bon Accord Air Cadet Review. This is always a humbling experience to participate in. The review was at the arena and then there was an awards banquet at the Town Hall. Awesome Event!!
June 20, 2023	Regular Meeting of Council
June 21, 2023	Indigenous Peoples Day at Lilian Schick School Featuring Chubby Cree. This was a great event for both the students and the adults alike.
June 22, 2023	Alberta Municipalities Summer Caucus. This was a full day of learning as well as hear speeches from Leaders like Minister Searle Turton, brand new Minister of Children and Family Services.
June 23, 2023	Town of Gibbons Annual Golf Tournament. This was the second year of this charity event. Great success and good time had by all.
June 28, 2023	Meeting with School Trustee, School Board, Lilian Schick Principal and our Administration.
June 28, 2023	Committee of the Whole Meeting
June 29, 2023	Met with Town Manager, Public Works Supervisor and Resident regarding some of this resident's issues.
July 1, 2023	Attended Canada Day Celebrations and had the opportunity to spend 3 hours flipping pancakes with Minister Dale Nally. Lots of valuable conversation.

- July 4, 2023 Regular Meeting of Council
- July 8, 2023 Participated in Town of Gibbons Pioneer Days Parade
- July 14, 2023 Showed up in Cardiff to volunteer with the Rotary Club at County Bounty, however, the smoke was so thick I had to leave.
- July 29, 2023 Participated in Legal's Fete Au Village Breakfast and Parade. This is always a good time. A chance to network with our partner Municipalities and hear about what's going on in their towns.
- July 31, 2023 9:00 am Communities in Bloom Meet and Greet and then supper with CiB at the Jewel Box. It was nice to see the Judges. Marie again from last year and a brand new judge Nolan. The judges had nothing but good things to say about our town. They were quite impressed with all we have done in the town.
- August 2, 2023 Special Meeting of Council
- August 5, 2023 Attended Airshow by invitation from Sturgeon County Mayor Hnatiw.
- Note: This summer break went by so quickly and was busier than usual for summer break. I'm looking forward to our team getting back together. Look like a busy end of summer and fall that could be quite fruitful for the town.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Deputy Mayor Report – June 15 – August 8, 2023

- June 15, 2023 Attended “Coffee with a Cop”. No new problems reported. Some general questions and discussions.
- June 16, 2023 Attended the Alberta Capital Region Wastewater Commission meeting. Plant is running well despite problems with delays for parts/equipment. JDP Wasserman was appointed as the auditor for 2023. Cathy Chichak (Canadian Strategy Group) provided an overview of the new political landscape. Preliminary discussions were held with Enoch regarding servicing to them. Advocacy efforts continue for funding to help finance the plant upgrade. It is not fair that rate payers finance needed expansion that would benefit industry. Two commission members attending FCM committee discussions with the federal government in Sept. Look for a new brand upcoming in the fall.
- June 17, 2023 Attended the Community Engagement opportunity. Attendance was disappointing. None of the participants had any concerns, one expressed that they would like to see more commercial development.
- June 20, 2023 Attended the Regular meeting of Council.
- June 22, 2023 Attended the Homeland Housing Board meeting. Resident survey was overwhelmingly positive.
- June 28, 2023 Attended the Committee of the Whole meeting.
- June 30, 2023 Attended the Agenda Committee meeting.
- July 1, 2023 Attended the Canada Day Celebrations and assisted with the pancake breakfast. Attendance was absolutely great and everyone enjoyed the activities on what turned out to be a very soggy day.
- July 4, 2023 Attended the Regular Meeting of Council.
- July 8, 2023 Attended the pancake breakfast and participated in the Gibbons parade for Pioneer Days.
- July 31, 2023 Attended breakfast and supper with communities in Bloom judges and CiB members.
- August 2, 2023 Attended the Special Meeting of Council
- Note: Large item garbage pick up occurred on June 24. There were a lot of residents happy to see this event and I think there is a desire to hold this annually. The fire department members and their assistants were extremely well organized and efficient. Thank you to all who made this successful.

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – for period June 15- August

June 20	Attended Regular Meeting of council
June 21	Lilian Schick Indigenous day ceremony
June 22	Municipal Leaders Caucus AB Municipalities virtual
June 23	Attended Regular Salutes meeting
June 28	Attended Committee of the Whole Meeting
July 1	Attended Canada Day celebrations in Bon Accord
July 4	Attended Regular Council meeting
July 29	Attended Fete Au Village Legal parade
August 2	Attended Special Meeting of Council virtually

Councillor
Lacey Laing
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – June 15 to July 09

- June 15, 2023 Coffee with a cop. These sessions are always good.
- June 16, 2023 Attended Sturgeon County Mayor's Golf Tournament This provided an amazing opportunity for the councillors to connect with industry partners, and some Councillors from Sturgeon. This was good to connect with municipal peers, network and build relationships.
- June 17, 2023 Attended Morinville Festival Days Pancake Breakfast, connected with the mayor of Morinville and a few other dignitaries very thankful for the invitation.
- June 17, 2023 Attended Council Community Connections, there wasn't very many people, still the conversations were good. I believe because of the hot weekend people were probably camping.
- June 20, 2023 Attended the Regular Meeting of Council
- June 21, 2023 Attended performance of Chubby Cree Chubby Cree at Lilian Schick. This was a wonderful dance and song presentation. I really enjoyed watching all the students getting involved with this presentation.
- June 22, 2023 Alberta Municipalities Municipal Summer Leaders' Caucus. This was very educational session. Still getting use to the amount of good information. Dealing with water management Principals, and the Future of government through collaboration.
- June 23, 2023 Attended Gibbons 2nd Annual Charity Golf Classic
I feel it is necessary to help support not only our communities but others in support of collaboration for the communities to support one another. I had some interesting conversations with folks from another engineering company.
- June 24, 2023 Talked to a few of the folks that were doing the large garbage pick up. They did a great job. I think their only concerns were the people who tried to do the large item pick up with out registering.
- June 28, 2023 Attended Committee of the Whole

June 28, 2023 Met with Town Manager Jodi, School Trustee, School Board, Lilian Schick Principal and Mayor Holden.

July 01, 2023 Attended the Canada Day Pancake Breakfast and Festivities. Mayor Holden, Deputy mayor Lynn Bidney and Councillor Lacey Laing. This was a fantastic day. Christina and staff and volunteers did a wonderful job. Minister Nally helped flip pancakes which was gratefully appreciated. There had to been well over 300 people in attendance who all seemed to enjoy the breakfasts and festivities.

July 04,2023 Attended the Regular Meeting of Council.

July 08,2023 Attended the pancake breakfast and participated in the Gibbons parade for Pioneer Days.

July 11,2023 Attended Veterans Memorial Park Meeting, went very well

August 02,2023 Attended the Special Meeting of Council

August 08,2023 Met with Town Manager, Infrastructure Supervisor, and Mayor Holden Update for CRNWC.

Note Summer break is gone by fast but there always next year!

Timothy J LARSON
Councillor
Town of Bon Accord

TOWN OF BON ACCORD
June 14, 2023

June 15	CRASC Meeting
June 17	Attended Morinville Festival Days Pancake Breakfast
June 20	Attended Regular Meetings of Council
June 22	Attended Community Service Advisory Board Meeting
June 22	Attended Summer Municipal Leaders Caucus
June 27	Attended Sturgeon Victim Service Meeting
June 28	Attended Committee of the Whole Meeting
June 30	Attended Canada Day Flag Planting
July 4	Attended Regular Meeting of Council
July 10	Attended Library Board Meeting
July 11	Attended Veterans Memorial Park Meeting
July 29	Attended Legal Fete Au Village Parade
August 2	Attended Special Meeting of Council

Note:

Tanya May
Councillor
Town of Bon Accord

Deputy Minister
18th Floor Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone: 780-427-4826
MA.DMO@gov.ab.ca

AR111594

Ms. Jodi Brown
Chief Administrative Officer
Town of Bon Accord
PO Box 779
Bon Accord AB T0A 0K0

Dear Ms. Brown:

Subject: Municipal Accountability Program Cycle 2

As you may know, the Municipal Accountability Program (MAP) was initiated in 2018 to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities. Municipal Accountability Advisors review municipal processes and procedures to develop and enhance knowledge of mandatory legislative requirements. Through these efforts, Municipal Affairs supports Alberta municipalities with legislative compliance, and Chief Administrative Officers (CAOs) are able to confirm areas where the municipality is doing well and receive guidance on areas for improvement.

The first cycle of the program is complete, with 210 municipalities participating in a MAP review from 2018-22. The program is mandatory for municipalities with populations of 2,500 or less and may be offered to any municipality upon council request, if approved by the Minister.

I am pleased to advise Municipal Affairs is initiating the second cycle of the MAP in conjunction with continued support for municipalities to complete their remaining action plans for legislative compliance from Cycle 1. Your municipality is not included in the schedule for the 2023 program year; however, as a municipality with a population of 2,500 or less, Municipal Affairs will schedule a review within the five-year cycle between 2024 to 2027. As in the first cycle of the program, municipalities will be notified of their scheduling in advance of their review.

To ensure MAP continues to provide value to program participants and to the Ministry, the review areas in Cycle 2 have been expanded to include discretionary areas within the *Municipal Government Act*. During a MAP Cycle 2 review, the program team will work with you as the municipality's CAO to highlight the municipality's progress made through MAP Cycle 1. Additionally, the program team will assist in identifying areas to review and identify discretionary legislative provisions that apply or are likely to apply to your municipality. In your role as CAO, you will also be invited to identify other areas of focus for inclusion in the review.

.../2

If you have any questions or concerns, or if you wish to be added to the 2023 program year, please contact a Municipal Accountability Advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs, toll-free by first dialing 310-0000, then 780-427-2225.

On behalf of Municipal Affairs, thank you for your continued participation in this program. Through our collective efforts, we will continue to proactively address legislative compliance in a collaborative and constructive manner.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brandy Cox", with a stylized flourish at the end.

Brandy Cox
Deputy Minister

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Fenced off leash dog park
Date: August 10, 2023 1:02:54 PM

From: Anne M. Sicard **s. 17(1)**
Sent: Saturday, August 5, 2023 5:53 PM
To: Info <info@bonaccord.ca>
Subject: Fenced off leash dog park

There are many large dogs in Bon Accord, and I have been talking to some of the larger dogs' owners, and we feel that a fenced, off leash area would be beneficial. Our household owns two of them. We have been yelled at for walking them on leash, and the dogs have been teased by a few people while they were in our fenced yard to a point that they barked and growled. We lost one smaller large dog about 4 years ago due to poisoning because the dog was barking. Our older dog does very little barking and our 2-year-old wears a bark deterrent collar most of the time. We feel that if we had a safe place to let the dogs run off leash so they could get exercise and be socialized with other people and dogs it would be of great benefit to noise control. I understand that many small dog owners would feel hesitant to let their small dogs loose with a big dog loose. To combat that complaint a schedule could be instated that large dogs get 3 days a week, small dogs get 3 days a week and one day could be a day to get large dogs and small dogs to be socialized with each other and if someone felt uncomfortable it would be an understanding that that day they could elect to stay home. I understand having this area in a populated area is not feasible, and I suggest it be set up in an area where there is no human population. Since I don't know where the boundaries of Bon Accord are I would leave it up to you to find the space.

I do hope you take this letter under serious consideration.

Thank You. Anne Sicard

CFB EDMONTON BASE COMMANDER'S



LOBSTERFEST

Saturday, September 23, 2023

Let's shell-abrate!

Join us for an evening of cracking good fun at the third annual CFB Edmonton Base Commander's Lobsterfest! This 18+ event will feature maritime lobster and 4 ounce steak dinner and all the fixings. Live entertainment by the Derina Harvey Band!

LAMPLIGHTER LOUNGE, BLDG 210, CFB EDMONTON

COCKTAILS: 5:30 PM (cash bar) DINNER: 6:30 PM DANCE: 7:30 PM

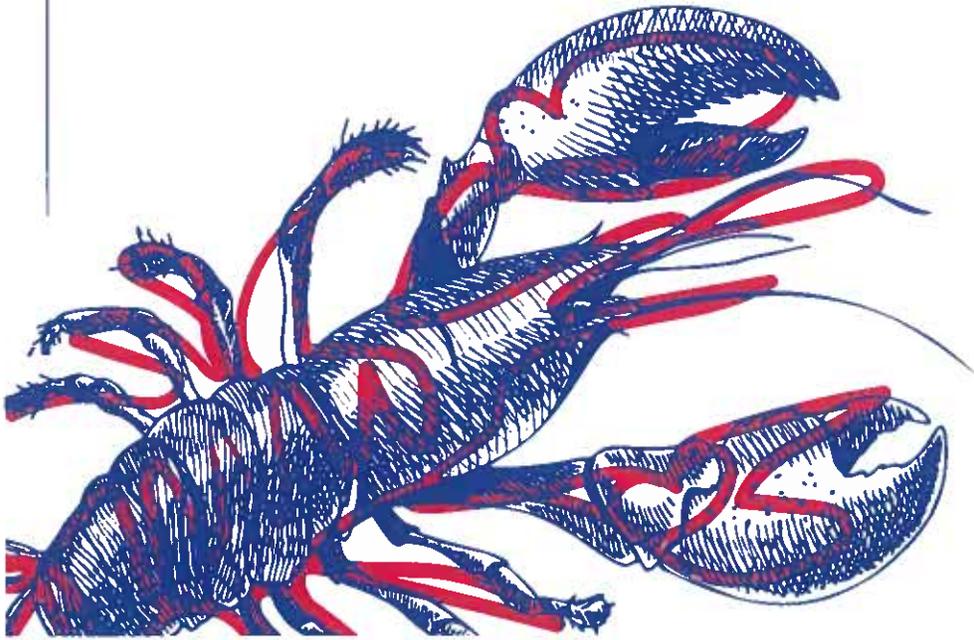
\$70/per person (non-refundable)

Dress is casual/festive.

For tickets scan the QR code or visit cfbedmlobsterfest.eventbrite.ca

Tickets can also be purchased in person at the MFRC.

For information call 780-973-4011 ext. 6300 or email funddev@mfrcedmonton.com



In support of:





Lobsterfest Sponsorship Opportunities

Title Sponsor - \$7,000

- 12 tickets to the event
- Company name and logo (66% size) on event collateral (poster, ads, and signage)
- Verbal recognition as presenting sponsor by the Master of Ceremonies at the event.
- Six social media posts tagging your company before event.
- Sponsor name displayed on Donor wall at the MFRC.
- Acknowledgement of your company in the MFRC's Annual General Report
- Company name, logo, and recognition on the MFRC web site with link.
- Company pull-up banner at the event (provided by sponsor)
- Opportunity to set up an awareness table or tent outside.

Gold Sponsor - \$5,000

- 8 tickets to the event
- Company name and logo (33% size) on event collateral (signage and ads)
- Verbal recognition by the Master of Ceremonies at the event.
- Four social media posts tagging your company before event.
- Sponsor name displayed on Donor wall at the MFRC.
- Acknowledgement of your company in the MFRC's Annual General Report
- Company name, logo, and recognition on the MFRC web site with link.
- Opportunity to set up an awareness table or a tent outside.

Silver Sponsor - \$2,000

- 4 tickets to the event
- Company name and logo (25% size) on event collateral (signage)
- Verbal recognition by the Master of Ceremonies at the event.
- Two social media posts tagging your company before event.
- Sponsor name displayed on Donor wall at the MFRC.
- Acknowledgement of your company in the MFRC's Annual General Report
- Company name, logo, and recognition on the MFRC web site.

Bronze Sponsor - \$1,000

- 2 tickets to the event
- Company name and logo (10% size) on event collateral (signage)
- Verbal recognition by the Master of Ceremonies at the event.
- Sponsor name displayed on Donor wall at the MFRC.
- Acknowledgement of your company in the MFRC's Annual General Report

Table Sponsor - \$420

- Company name and logo displayed on one table at the event.
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement of your company in the MFRC's Annual General Report

