

**Town of Bon Accord
AGENDA
Regular Council Meeting
September 19, 2023 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. Regular Meeting of Council; September 6, 2023 (enclosure)
- 4. DELEGATION**
 - 4.1. 9:15 a.m. Matt Roblin – Presentation on Monthly Reports
 - 4.2. 9:40 a.m. David Steer, Global Traffic Group – Speed Cameras
 - 4.3. 10:15 a.m. Paul Richards, CNN Spurs – Arena Renovations
- 5. DEPARTMENTS REPORT**
 - 5.1. September 2023 (enclosure)
- 6. CLOSED SESSION**
 - 6.1. Economic Development Assessment – *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*
- 7. UNFINISHED BUSINESS**
 - 7.1. Municipal Development Plan (MDP) Public Open House Presentation (enclosure)
- 8. NEW BUSINESS**
 - 8.1. CNN Arena Renovation Proposal Approval (enclosure)
- 9. BYLAWS/POLICIES/AGREEMENTS**
 - 9.1. Capital Region Emergency Preparedness Partnership (C-REPP) Agreement (enclosure)
 - 9.2. Donation Request Policy (enclosure)
- 10. WORKSHOPS/MEETINGS/CONFERENCES**
- 11. COUNCIL REPORTS**
 - 11.1 Mayor Holden (enclosure)
 - 11.2 Deputy Mayor Bidney (enclosure)
 - 11.3 Councillor Laing (enclosure)
 - 11.4 Councillor Larson (enclosure)
 - 11.5 Councillor May (enclosure)
- 12. CORRESPONDENCE**

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GENERAL

12.1. Minister Loewen – Letter Response (enclosure)

13. NOTICE OF MOTION

13.1. Sound Barrier – Councillor Laing

13.2. Resilient Rurals – Councillor Laing

13.3. Trail and Sidewalk Repairs – Councillor Laing (enclosure)

14. CLOSED SESSION

14.1. 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 and Section 27 Privileged information*

14.2. FCM Stormwater Management Grant Update – *FOIP Act – Section 16 Disclosure harmful to business interests of a third party*

15. ADJOURNMENT

**Town of Bon Accord
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**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
Kaitie Blackwell – Corporate Services Assistant

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 items 3.1 – Alberta Culture Days, 3.2 – National Day for Truth and Reconciliation, 7.1 – Updated Communications Policy Draft, and 6.3 – Supplemental Information for Notice of Motion Speed Cameras to the agenda.

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

CARRIED UNANIMOUSLY RESOLUTION 23-362

ADOPTION OF MINUTES

Regular Meeting of Council – August 15, 2023

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the August 15, 2023 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-363

Committee of the Whole Meeting – August 23, 2023

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the minutes of the August 23, 2023 Committee of the Whole Meeting as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-364

UNFINISHED BUSINESS

Council Workshop Update

COUNCILLOR LARSON MOVED THAT Council approves the proposed annual Council Workshop Agenda for November 01st, 2023 as presented AND FURTHER THAT Council

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directs administration to plan a full day workshop with Municipal Affairs on the topic of Actions to Effective Communications.

3 Opposed

DEFEATED RESOLUTION 23-365

COUNCILLOR LAING MOVED THAT Council approves the proposed annual Council Workshop Agenda for November 01st, 2023 as presented, with Municipal Affairs to present on the topic of Actions to Effective Communications during the one-day workshop.

2 Opposed

CARRIED RESOLUTION 23-366

NEW BUSINESS

Organizational Meeting

COUNCILLOR LAING MOVED THAT Council direct administration to plan and advertise an Organizational Meeting immediately preceding the Regular Council Meeting on October 3, 2023 at 5:15 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-367

Economic Development and Planning Fees

COUNCILLOR LAING MOVED THAT Council direct administration to bring back a range of percentages, to choose between three options.

1 Opposed – Recorded Vote: Councillor May

CARRIED RESOLUTION 23-368

Notice of Motion: Speed Cameras

COUNCILLOR LARSON MOVED THAT Council direct administration to invite Global Traffic Group to come in as a delegation to explain their process.

CARRIED UNANIMOUSLY RESOLUTION 23-369

BYLAWS|POLICIES|AGREEMENTS

Communications Policy

COUNCILLOR LAING MOVED THAT Council approve the Communications Policy as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-370

WORKSHOPS/MEETINGS/CONFERENCES

2023 Stronger Together Annual Conference

COUNCILLOR LARSON MOVED THAT Council approve Councillor May's attendance for the in-person 2023 Stronger Together Annual Conference.

CARRIED UNANIMOUSLY RESOLUTION 23-371

CORRESPONDENCE

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Premier Smith – Letter Response

Minister Schulz – Letter Response

Minister Jones – Letter Response

Minister Glubish – Letter Response

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

CARRIED UNANIMOUSLY RESOLUTION 23-372

Bruderheim Community Fall Festival

COUNCILLOR MAY MOVED THAT Council direct administration to register Mayor Holden, Councillor Larson, and Councillor May for the parade.

CARRIED UNANIMOUSLY RESOLUTION 23-373

Gibbons Mayor's Brunch

COUNCILLOR MAY MOVED THAT Council direct administration register Mayor Holden, Deputy Mayor Bidney, and Councillor Larson for the brunch.

CARRIED UNANIMOUSLY RESOLUTION 23-374

CLOSED SESSION

- ***Audit Request for Proposal Results – 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***
- ***Mix 107.9 Contract Renewal – FOIP Act – Section 24 Advice from officials***
- ***54th Avenue Project – FOIP Act – Section 21 Disclosure harmful to intergovernmental relations***
- ***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***
- ***FCM Stormwater Management Grant Update – FOIP Act – Section 16 Disclosure harmful to business interests of a third party***
- ***Playground Equipment Survey – FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information interests of a third party***

COUNCILLOR MAY MOVED THAT Council enter closed session to discuss Audit Request for Proposal Results – 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, Mix 107.9 Contract Renewal – FOIP Act – Section 24 Advice from officials, 54th Avenue Project – FOIP Act – Section 21 Disclosure harmful to intergovernmental relations, 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, FCM Stormwater Management Grant Update – FOIP Act – Section 16

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Disclosure harmful to business interests of a third party, Playground Equipment Survey – FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information interests of a third party at 7:42 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-375

DEPUTY MAYOR BIDNEY MOVED THAT Council come out of closed session at 9:06 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-376

Audit Request for Proposal Results – 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

COUNCILLOR MAY MOVED THAT Council direct administration proceed as directed to have the agreement signed.

CARRIED UNANIMOUSLY RESOLUTION 23-377

Mix 107.9 Contract Renewal – FOIP Act – Section 24 Advice from officials

COUNCILLOR LARSON MOVED THAT Council directs administration to sign a one-year renewal trade contract with Mix 107.9 Kenner Media (Edmonton) Limited.

CARRIED UNANIMOUSLY RESOLUTION 23-378

54th Avenue Project – FOIP Act – Section 21 Disclosure harmful to intergovernmental relations

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to proceed with the letter as directed.

CARRIED UNANIMOUSLY RESOLUTION 23-379

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

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to bring back more information at the September 19 regular meeting.

CARRIED UNANIMOUSLY RESOLUTION 23-380

FCM Stormwater Management Grant Update – FOIP Act – Section 16 Disclosure harmful to business interests of a third party

COUNCILLOR MAY MOVED THAT Council table this item until a special meeting date is determined by Council.

CARRIED UNANIMOUSLY RESOLUTION 23-381

Playground Equipment Survey – FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information

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DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to proceed as directed regarding the playground equipment.

CARRIED UNANIMOUSLY RESOLUTION 23-382

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the September 6, 2023 Regular Meeting of Council adjourn at 9:09 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-383

Mayor Brian Holden

Jodi Brown, CAO

DRAFT

CNN Minor Hockey Association

Presenters: Paul Richards (CNN Equipment Director), Jake Mann (CNN President)

Presentation Date: September 19th 1015hrs

Reference: Adding two female dressing rooms to the main floor lobby (Bon Accord Arena)

CNN Spurs Minor Hockey Association is a local non-profit organization that provides a safe, affordable and inclusive hockey experience for players in Bon Accord and surrounding areas. We have nearly 200 players annually who range in age from 5 to 17 years old. CNN Minor Hockey Association is part of the North Eastern Alberta Hockey League and a member of Alberta Hockey.

The CNN Spurs Organization wishes to assist the Town of Bon Accord with arena updates. Already this year we have rebuilt coaches shelves on the benches, added stick holders and purchased new equipment such as new goal pegs for the nets, shooter tutors for use by any renter, donation of a new clock in the bleachers in the works and we will continue to look for opportunities to assist in making the facility better within our means.

Alberta Minor Hockey has rules set in place to protect the children, one of which is having a separate change room for females when there is a mixed team above the U13 age group. Age groups younger than this have the ability to have mixed teams in the same room with the use of a female trainer in the room simultaneously. When the arena is being used by all female organizations the rooms are adequate as there are no males on those teams.

Currently, Bon Accord has one female dressing room. This room is more of a hallway than a room measuring only five and half feet wall to wall, with very little space to change. 4 kids in this space with bags meets capacity. With only a makeshift bench and a shower that doesn't work the room looks like an afterthought, the lighting is dim and not inviting. (attached pictures "Room A" shows the current state)

Bon Accord only having one female change room means when you have a female on both teams they now have to share the one small room. Imagine playing a hard fought game against your opponent and having to go back to the same dressing room. How do we solve this currently? Currently we utilize the storage room for the home team with a few folding chairs, the storage room is inadequate and not meant for that use. The door locks behind you when exiting and if you don't catch the arena attendant in time your player could be waiting until the ice is flooded to get back into the room. (attached pictures "Room B" is the storage room)

A few seasons ago, the CNN Organization approached the Town of Bon Accord with a proposal to add an additional room. The Alarm panel was moved to accommodate the renovation, due to time and commitments the project never went any further. This renovation would have seen a room added for females, but also included the loss of the main floor handi-cap washroom, a washroom that could be used by all genders. This renovation also included the removal and relocation of plumbing: an added cost.

After talking with Arena staff Andrea and JC along with the Infrastructure Manager, Terry Doerkson, suggesting the change and laying out what it would look like in person, talking about pros and cons and what options were available, we come today with the updated proposal of closing off the two bathrooms on the main level located in the main floor lobby (attached drawing shows what the proposal looks like "Room C&D"). Each room would then have its own bathroom and fit up to 8 kids with bags comfortably. The handi-cap washroom would remain accessible and can be used by anyone and any gender. The dressing room washrooms would still be accessible for events such as Harvest Days and town events by allowing the door to remain open, having the washrooms accessible when the dressing rooms are not in use.

The Scope of the proposed changes are as followed:

- x1 20' wall with drywall finish
- x2 8' walls with drywall finish
- Relocating the existing handi-cap washroom door to a wall currently drywalled
- Addition of 2 interior doors with locks
- Installation of x4 - 8' benches with coat hooks and a shelf above
- Additional plug added to exterior, to accommodate arena staff vacuum
- Relocation of x1 security camera
- Addition of x2 lights (one each room with switch)
- Addition of privacy stalls (current mens washroom) to divide stalls*

*No plumbing will need to be touched

Pros and Cons:

Pros:

- No cost to the town for additional dressing rooms
- The existing female room can be repurposed
- Inclusion for those who currently feel left out and getting a second grade option.
- Bright rooms, with power and washrooms.
- The handicap door will be in the lobby rather than down the players\ referees hall.
- Gender neutral washroom remains on the main floor
- Construction labour will be done by professional and certified tradesmen.
- Openness, comfortable and a safe dressing room, for our female players.

Cons:

- The loss of the male & female washrooms on the main floor when in use.
- No shower in the new dressing rooms*
- One dressing room will only have one toilet (x2 urinals) the other will have three.

*Potential addition of a shower in the future, the current washrooms are big enough to house a stand up shower if needed.

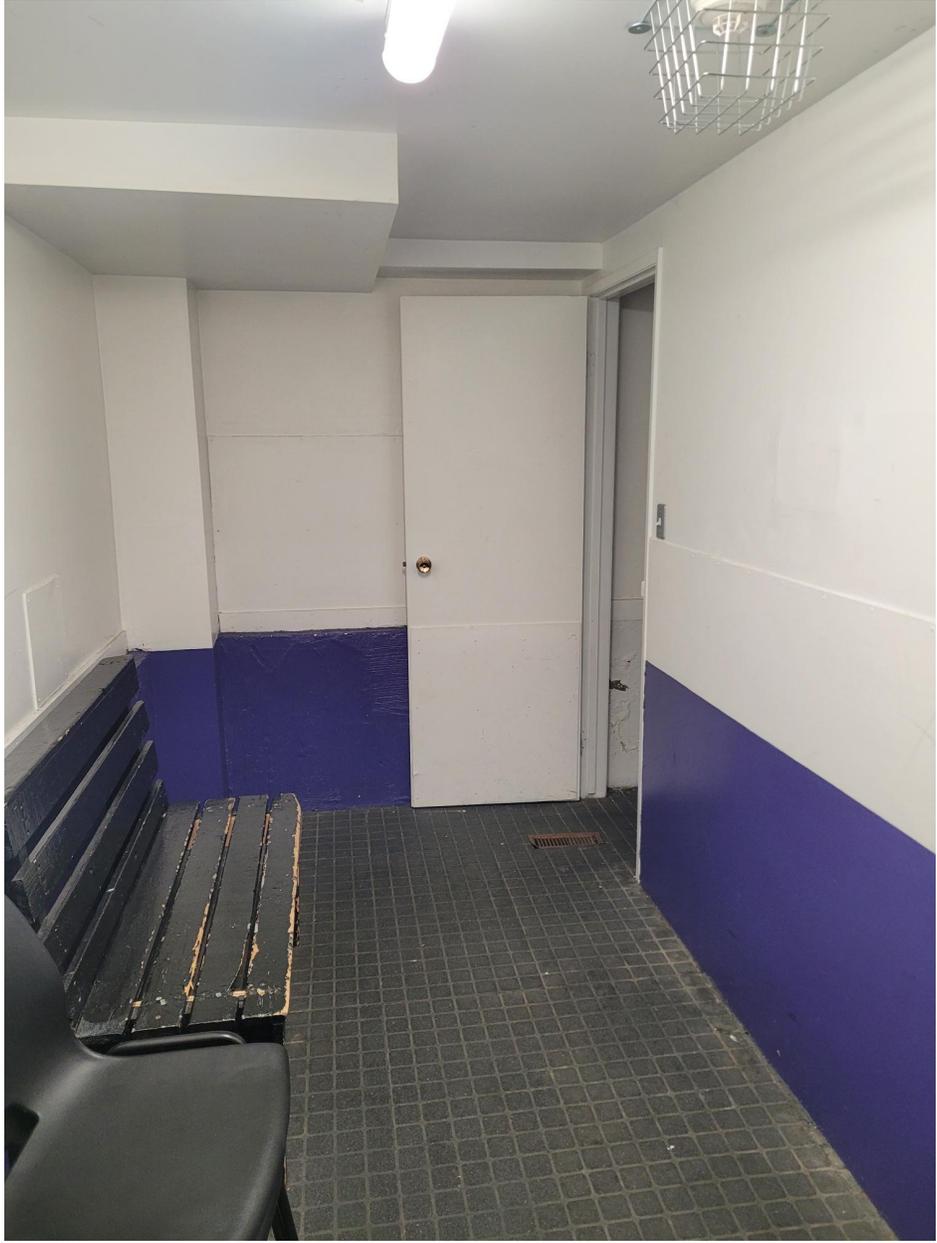
CNN Minor Hockey Association is a significant user of the Bon Accord Arena Facility and the primary beneficiary of the proposed space. We have expressed the willingness and knowledge to undertake the project and the costs associated with the completion of the work. Approximately 90% of CNN's Ice time is currently based out of the Bon Accord Arena.

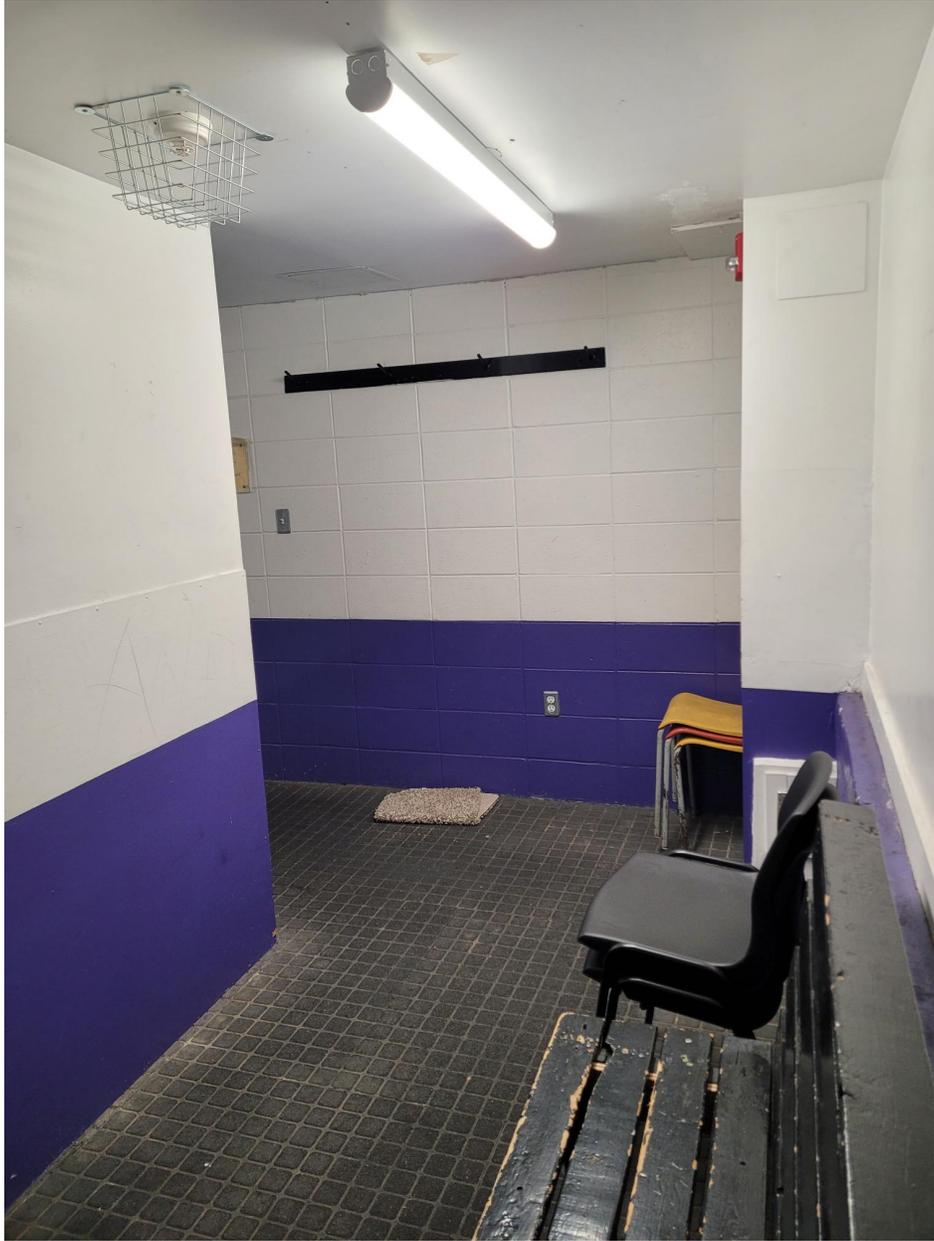
Support from the Town of Bon Accord Council would allow us to further the project, start getting building and electrical permits required and get this project off the ground and in use prior to the first regular season game in early October. There are many members in the CNN Organization who are employed in the trades and have offered their labor to get this done.

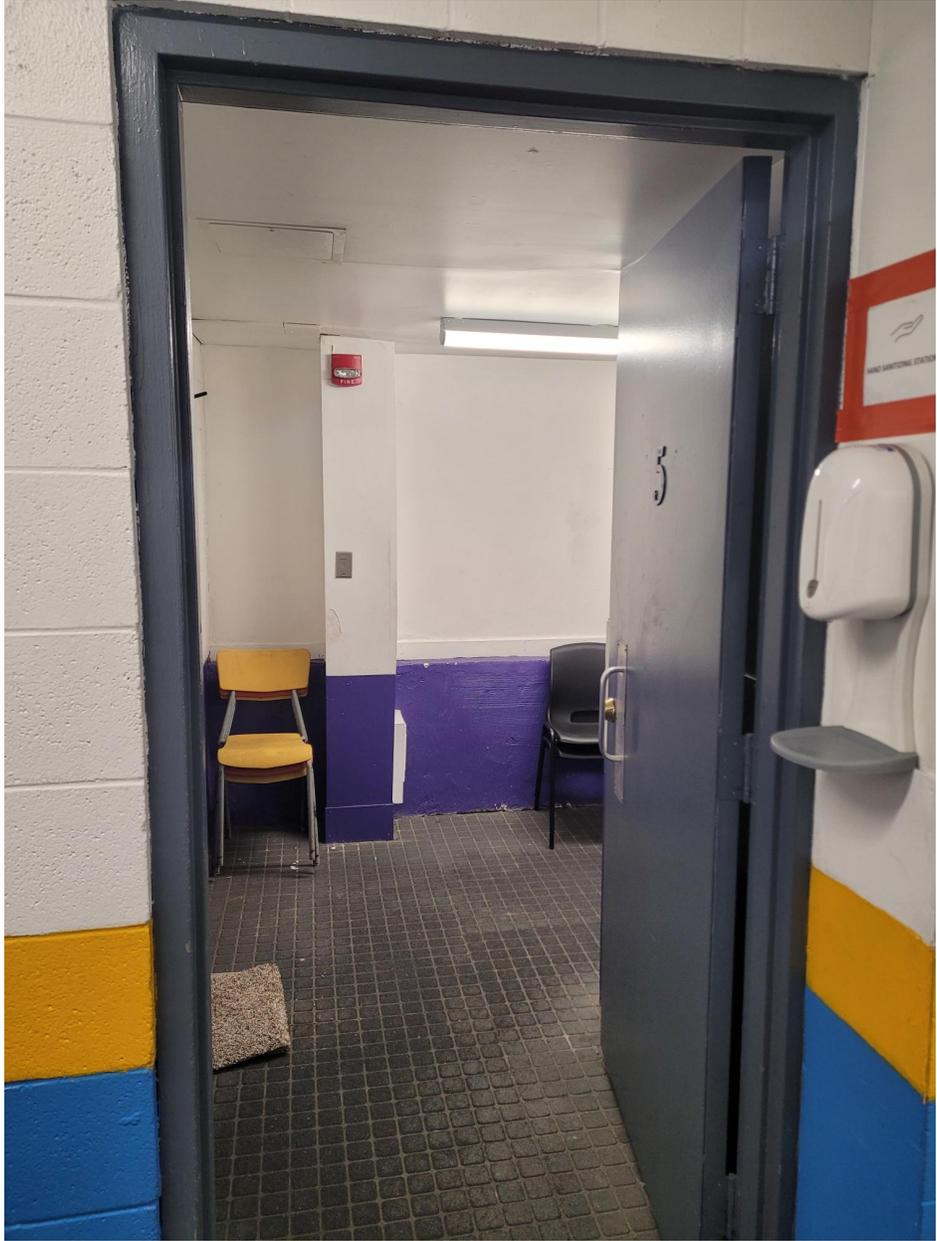
Thank you in advance for the Towns' consideration in this project. CNN Minor hockey is looking forward to continuing our relationship with the Town and improving the arena facility.

“ROOM A”
Current Female Dressing Room



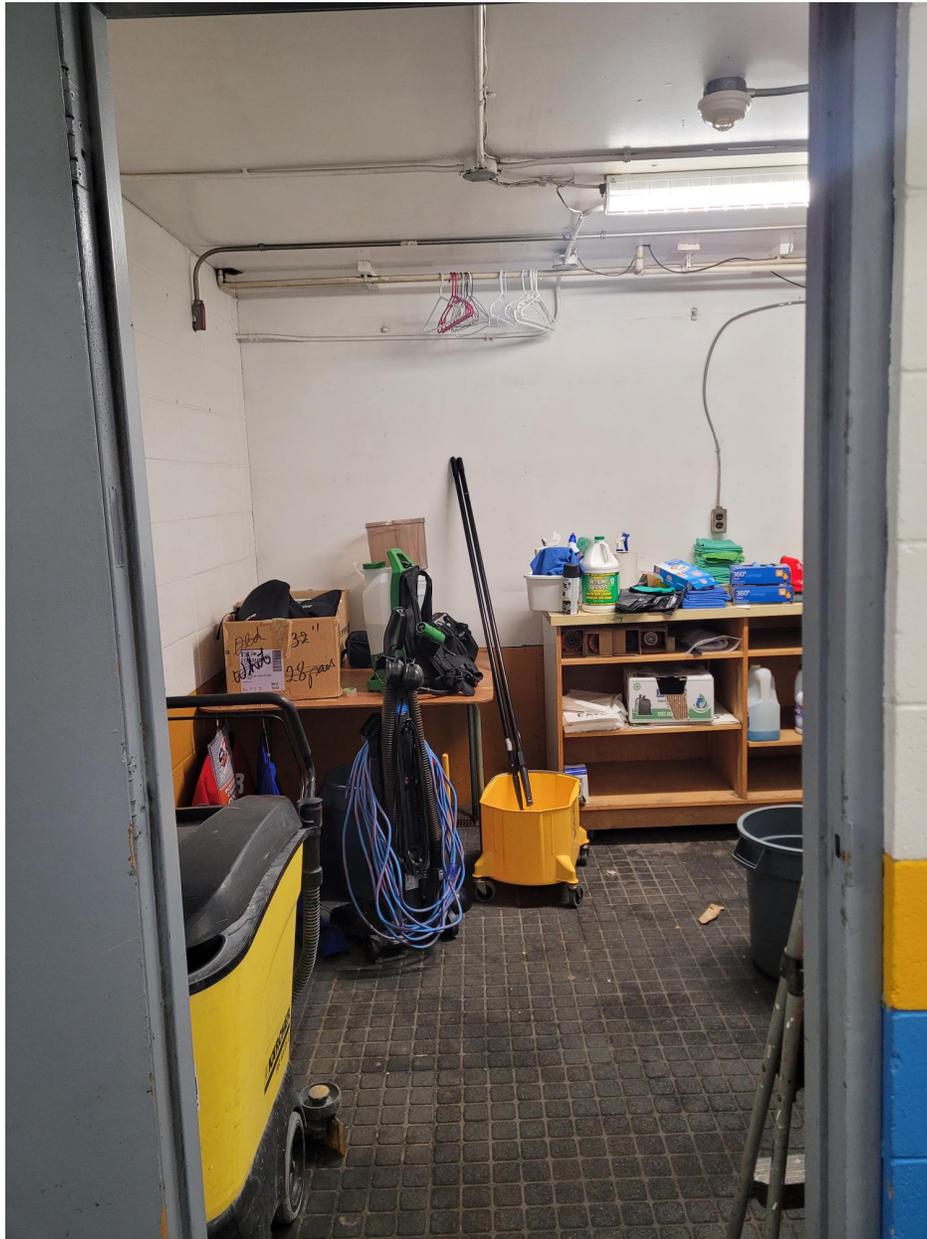






“ROOM B”

Storage Room - Used as second female dressing room when needed





“ROOM C & D”

Future female dressing rooms





News | Projects | Events

News

- The new playground equipment for Centennial and Springbrook Park has been ordered. The space theme equipment was chosen by residents for Centennial Park and sand was chosen for both playgrounds as the surfacing material. Thank you to everyone who participated in the survey. The new equipment is expected to be installed the week of October 23rd, 2023. The results for the playground survey are available on the Town website.
- The ice plant project is now underway. The ice plant and building to house the ice plant have been fabricated. The contractor will be preparing the site over the next few weeks.

Projects

- Asset Retirement Obligation project – Associated Engineering is working with the Town within Council's approved budget of \$15,000 to have this requirement met for the financial statements. Their schedule estimates a completion date of November 6.

Events

- Bon Accord Connects event September 10. There was an excellent turnout of both organizations/companies offering information and residents attending; we estimate that approximately 100 people attended.

Programs

- Residents are encouraged to check out the new programs being offered by the Community Services Department on the Town website or call the Town office at 780-921-3550 for more information. There are fall programs for children, youth, and adults. Spaces are filling up quickly with one program already being sold out.

Key Meetings

- August 30 – Administration Safety Meeting
- August 22 – Bylaw Enforcement Update - Ec. Dev & Planning Officer
- September 13 – Morinville Chamber of Commerce AGM - Ec. Dev & Planning Officer
- September 13 – Economic Development Assessment Follow Up - Ec. Dev & Planning Officer and CAO
- September 15 – Greater Edmonton Economic Development (GEED) Team

Conferences and Training

- September 6-8 – Western Canada Cemetery Association conference in Leduc – Corporate Services Manager and Administration and Community Services Assistant

Department Highlights

Administration | Town Manager

- Continue to assist with development projects, reviewing of new policies, programs and fees review projects that are underway.
- Enjoyed participating in the Bon Accord Connects event. Thank you to all the vendors, volunteers and staff that made this event possible.
- Completed mid-year staff goal reviews.
- Beginning work on the 2024 budget development process with staff and Council.
- Enjoyed participating in the team building activity on September 12th with staff and Council. Thank you to the Social Committee for planning this event.
- Assisting with regional meetings and projects.
- Confirmed the playground equipment order and installation.
- The new audio/visual system approved by Council has been ordered.
- Completed a review of the Economic Development Assessment with the consultant for presentation to Council.
- The wi-fi booster for the library was installed over the summer months. This purchase was supported in part by the Town.
- Planning for leadership team meetings; resume this month after summer break.
- Reviewed and signed the Next Generation 9-1-1 Agreement with Telus to continue providing the 9-1-1 dispatch services through Parkland County as per the Fire Services Agreement with Sturgeon County. The Town also has an agreement (2008) with Parkland County for dispatch services. With the advancement of technology, the province is developing new regulations for 9-1-1 services and this agreement is to help facilitate those changes and confirm Parkland County as our service provider.
- Attended the Sturgeon Region Emergency Management Program (SREMP) Committee meeting and the SREMP Agency Meeting this month.

Community Services

- The Bon Accord Out of School care program intends to start October 1.
- Music in the Park has finished for the summer – this was a great event once again for the summer with a high attendance.
- Summer programs have concluded for the year. Staff have organized PD Day fall programming and fall break programming for youth in the community in coordination with the library.
- The World Clean Up Day event for September 16th has been cancelled due to lack of interest.
- Date Night in the Country event has sold out with 10 couples registered.
- Take-home bags will be offered for National Day for Truth and Reconciliation on September 30th.
- Staff are looking into offering pickleball again starting in October, if there is enough interest.

- Upcoming October programming includes:
 - Silly Sprouts for ages 0-6 years offered through Families First
 - October 10th – PD Day Camp
 - October 18th – Art Night Out for 18+
 - October 25th – Adult Field Trip (planning in progress)
 - October 28th – Halloween Spooktacular from 3:00-6:00 p.m.
- Staff are in the process of booking the arena ice rentals.
- Administration was approached by a resident looking for facility space for socialization and learning opportunities for home-schooled children. We are currently looking into this request.

Corporate Services

- Alberta Municipalities contacted the Town regarding their Power+ program. They have signed a 6-year contract for services versus the 10-year contract they originally intended. A shorter time was preferred due to the anticipation of the carbon tax impact after 2030.
- The Bon Accord and District Community League gave the Town a \$200 donation for watering their flowers throughout the summer.
- Summer staff have left for the year; reports for the Canada Summer Jobs grant program and the Canadian Parks and Recreation Association's Youth Employment Experience program have been completed. Thank you to both these organizations for their support.
- Budget 2024 planning is underway. The current budget schedule intends to present the first draft to Council at the October 17th regular council meeting.
- There is one property in tax recovery that may need to be brought to Council to set an auction date and details. This will likely come to Council for decision in October.
- Catalis has scheduled the start of our conversion to Muniware for mid-November.
- Order confirmation for Centennial and Springbrook parks has been received. The original estimate for Centennial Park was \$50,000 and Springbrook was \$65,000. The actual order total is \$52,530 for Centennial and \$53,112 for Springbrook.
 - In June when we reviewed the list of operating and capital expenditures and the allocation of funding including unbudgeted tax revenue, Council authorized the use of CCBF grant funds of \$109,575 towards both parks with the remaining \$5,425 to come from the tax revenue (Res. #23-255). The actual total for both parks is \$105,642, therefore there will be a carryforward of \$3,933 of CCBF grant dollars and a surplus of \$5,425 tax revenue unspent.

Planning | Economic Development | Bylaw

- Weekly drive through town to proactively monitor bylaw infractions
 - Identified 3 unhitched trailers
 - Noxious weed
 - Trailer on front lawn

- Handled several complaints
 - Oil spill x 2
 - Loose dog
 - Unkempt lawn x 3
 - Environmental concern
 - Unkempt empty lot
 - Fallen tree
- Working with 3 residents on development permits.
- Continuous work with Municipal Planning Services on updating Land Use Bylaw
- Worked with resident regarding fence.
- Found an inexpensive solution for the arena's Electric Vehicle chargers' connectivity issue. Waiting for a SIM card to be delivered and installed. Fee is only \$5 per month. Installation is \$85/hr plus travel time through Dandelion Renewables.
- Hosted Coffee with a Cop with Council, RCMP and Peace Officer members. 5 residents attended. RCMP reiterated that 'no call is too small'. Please report suspicious people, activity, and any crime.
- Working on finalizing draft budget for 2024.
- Contacted Mix 107.9 to sign trade agreement.
- Working with the Out of School Care facilitator to host an open house.
- Will be budgeting in 2024 for a revised Animal Control Bylaw with legal counsel.
- Finalizing the Laying Hens and Urban Beekeeping program packages to provide to residents.
- Administration is working on the Economic Development and Planning Fees with Municipal Planning Services. The request for decision will be presented to Council at an upcoming Council meeting

Operations | Public Works

- Finished the season's road repairs and winterized the asphalt spray patcher.
- Cleaned the lagoon emulsion area of the used totes from the season. Instead of hauling to scrap metal recycle we were able to sell them to a contractor.
- Have also sold a few loads of asphalt millings from the stockpile at the lagoon to a private contractor.
- Seasonal parks staff have finished for the season thus putting more of the lawn/parks maintenance onto the full time staff.
- Have done some tree removals and numerous stumps around town have been ground away. More extensive pruning and brush clearing of town areas will be executed around the end of October.
- Shrub beds around the traffic calmings and the town signs have been cleaned and trimmed.
- The annual sanitary sewer main flushing program has been started. With weather and staffing considered, we expect to be completed by the first week in October.
- A contractor has been booked for the two lift station wet well cleanings to happen

following the sewer flushing program.

- Have lined up a contractor to do concrete repairs to sidewalks and town owned properties around town. This work is expected to be completed by the middle of October.
- Continuing to monitor the residual chlorine levels in the Town's potable supply system.
- Have purchased and are waiting to receive a new handheld water meter reading unit as the one we were using is almost obsolete and unable to read certain meters in town.
- Have received notice from Fortis that the project to install 3 extra light posts in the public works yard is moving ahead and should happen soon.
- The excavation for the concrete slab for the new ice plant at the arena has been dug. We anticipate steady progress from this point forward.
- Public Works staff are preparing for regular end of the season maintenance on equipment and prepping for the winter season ahead.

Attachments

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

Town Manager Action List

Date: September 19th, 2023
Reporting Period: August 15th – September 19th, 2023
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

| Action Item | Status |
|--|--|
| <p>Notice of Motion: Speed Cameras Council to direct administration to invite Global Traffic Group to come in as a delegation to explain their process.</p> | September 19 th , 2023 |
| <p>Council Workshop Council approves the proposed annual Council Workshop Agenda for November 01st, 2023 as presented, with Municipal Affairs to present on the topic of Actions to Effective Communications during the one-day workshop.</p> | Municipal Affairs has been contacted regarding a two-hour presentation on November 01 st on the topic of Actions to Effective Communications. |
| <p>Community Space Fees Council amended the Community Space Rental Fees as shown in Option #1 and directed administration to bring forward a new policy for non-profits/children's functions or programming, waiving the funding required.</p> | September 19 th , 2023 RCM |
| <p>Economic Development and Planning Fees Council direct administration to bring back a range of percentages, to choose between three options.</p> | September 19 th , 2023 RCM |
| <p>Organizational Meeting Council direct administration to plan and advertise an Organizational Meeting immediately preceding the Regular Council Meeting on October 3, 2023, at 5:15 p.m.</p> | In Progress |

| | |
|---|--|
| <p>54th Avenue Project Council direct administration to proceed with the letter as directed.</p> | September 19 th , 2023, RCM |
| <p>Stormwater Management Project Council tabled this item until a special meeting date is determined by Council.</p> | September 19 th , 2023 RCM |
| <p>Offer to Purchase Council direct administration to bring back more information at the September 19 regular meeting.</p> | September 19 th , 2023 RCM |
| <p>Municipal Development Plan DRAFT Council direct administration to make revisions as directed by Council AND FURTHER THAT administration plan and advertise a public open house and release the revised draft one week before the open house.</p> | September 19 th , 2023 RCM Plans for format of the Open House |
| <p>Community Survey Results Council accepts this report as information and direct administration to come back with a plan.</p> | In-Progress A plan to be brought forward during the 2024 budget deliberations |
| <p>Urban Hens and Beekeeping Survey Resolutions #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> | In progress The Laying Hen and Urban Beekeeping programs have been developed based on the existing Town bylaws. These programs will be updated when the Land Use Bylaw Animal Control Bylaw are amended. |
| <p>Christmas Tree Locations 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> | 2024 Budget Deliberations |

OTHER PROJECTS:

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



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

| DEPARTMENT | REVENUES | | | EXPENSES | | | NET | NET | NET | % Change |
|--|------------------------|------------------------|----------------------|----------------------|----------------------|-----------------------|---------------------|----------------------|-------------------|-------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | Actual | Budget | Variance | Budget |
| General Municipal | 2,373,954 | 2,261,875 | 112,079 | 208,823 | 341,620 | - 132,797 | 2,165,131 | 1,920,255 | 244,876 | 13% |
| TOTAL MUNICIPAL | \$ 2,373,954.00 | \$ 2,261,875.25 | \$ 112,078.75 | \$ 208,823.00 | \$ 341,620.00 | -\$ 132,797.00 | \$ 2,165,131 | \$ 1,920,255 | \$ 244,876 | 13% |
| Election | - | - | - | - | 1,500 | - 1,500 | - | (1,500) | 1,500 | 100% |
| Council | - | - | - | 70,464 | 87,768 | - 17,304 | (70,464) | (87,768) | 17,304 | 20% |
| TOTAL COUNCIL | \$ - | \$ - | \$ - | \$ 70,464 | \$ 89,268 | -\$ 18,804 | -\$ 70,464 | -\$ 89,268 | \$ 18,804 | 21% |
| Administration | 19,716 | 4,211 | 15,505 | 344,217 | 408,305 | - 64,088 | (324,501) | (404,093) | 79,592 | 20% |
| TOTAL ADMINISTRATION | \$ 19,716 | \$ 4,211 | \$ 15,505 | \$ 344,217 | \$ 408,305 | -\$ 64,088 | -\$ 324,501 | -\$ 404,093 | \$ 79,592 | 20% |
| Fire Services | 10,531 | 9,661 | 870 | 33,435 | 34,304 | - 869 | (22,904) | (24,643) | 1,739 | 7% |
| Emergency Services | - | - | - | 1,521 | 7,935 | -6,414 | (1,521) | (7,935) | 6,414 | 81% |
| Bylaw | 51,758 | 44,717 | 7,041 | 32,336 | 31,692 | 645 | 19,422 | 13,026 | 6,397 | 49% |
| TOTAL PROTECTIVE SERVICES | \$ 62,289 | \$ 54,378 | \$ 7,911 | \$ 67,292 | \$ 73,931 | -\$ 6,638 | -\$ 5,003 | -\$ 19,553 | \$ 14,550 | 74% |
| Municipal Planning | 3,181 | 6,000 | - 2,819 | 89,421 | 124,443 | - 35,022 | (86,240) | (118,443) | 32,203 | 27% |
| Economic Development | - | - | - | 60,327 | 79,769 | - 19,442 | (60,327) | (79,769) | 19,442 | 24% |
| TOTAL PLANNING & DEVELOPMENT | \$ 3,181 | \$ 6,000 | -\$ 2,819 | \$ 149,748 | \$ 204,212 | -\$ 54,464 | -\$ 146,567 | -\$ 198,212 | \$ 51,645 | 26% |
| Public Works - Roads | 8,800 | 8,800 | - | 229,954 | 316,240 | - 86,286 | (221,154) | (307,440) | 86,286 | 28% |
| Storm Sewer & Drain | 35,000 | - | 35,000 | 21,767 | 14,751 | 7,016 | 13,233 | (14,751) | 27,984 | 190% |
| Water | 380,917 | 371,362 | 9,555 | 297,460 | 415,151 | -117,691 | 83,457 | (43,788) | 127,246 | 291% |
| Sewer | 213,939 | 226,897 | - 12,958 | 178,305 | 233,279 | -54,974 | 35,634 | (6,381) | 42,015 | 658% |
| Garbage | 61,457 | 63,241 | - 1,784 | 71,268 | 89,508 | -18,240 | (9,811) | (26,267) | 16,456 | 63% |
| Cemetery | 11,900 | 6,000 | 5,900 | 5,019 | 8,549 | -3,530 | 6,881 | (2,549) | 9,430 | 370% |
| TOTAL PUBLIC WORKS | \$ 712,013 | \$ 676,300 | \$ 35,713 | \$ 803,773 | \$ 1,077,477 | -\$ 273,704 | -\$ 91,760 | -\$ 401,177 | \$ 309,417 | 77% |
| FCSS | 37,189 | 35,561 | 1,628 | 72,147 | 72,799 | - 652 | (34,958) | (37,238) | 2,280 | 6% |
| TOTAL FCSS | \$ 37,189 | \$ 35,561 | \$ 1,628 | \$ 72,147 | \$ 72,799 | -\$ 652 | -\$ 34,958 | -\$ 37,238 | \$ 2,280 | 6% |
| Parks | 55,463 | 55,478 | - 15 | 71,163 | 116,212 | - 45,049 | (15,700) | (60,734) | 45,034 | 74% |
| Arena | 144,859 | 164,845 | - 19,986 | 185,827 | 278,527 | - 92,700 | (40,968) | (113,682) | 72,714 | 64% |
| Recreation | 186,744 | 177,989 | 8,755 | 84,223 | 99,591 | - 15,368 | 102,521 | 78,398 | 24,123 | 31% |
| TOTAL REC & COMMUNITY SERVICE | \$ 387,066 | \$ 398,312 | -\$ 11,246 | \$ 341,213 | \$ 494,330 | -\$ 153,117 | \$ 45,853 | -\$ 96,018 | \$ 141,871 | 148% |
| Library | - | - | - | 61,844 | 56,840 | 5,004 | (61,844) | (56,840) | (5,004) | 9% |
| TOTAL LIBRARY | \$ - | \$ - | \$ - | \$ 61,844 | \$ 56,840 | \$ 5,004 | -\$ 61,844 | -\$ 56,840 | -\$ 5,004 | 9% |
| Total Excl. General Municipal | \$ 1,221,454 | \$ 1,174,762 | \$ 46,692 | \$ 1,910,698 | \$ 2,477,160 | -\$ 566,462 | -\$ 689,244 | -\$ 1,302,398 | \$ 613,154 | 47% |
| Total Incl. General Municipal | \$ 3,595,408 | \$ 3,436,637 | \$ 158,771 | \$ 2,119,521 | \$ 2,818,780 | -\$ 699,259 | \$ 1,475,887 | \$ 617,857 | \$ 858,030 | |

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

Variance Report Notes

Reporting Period: up to September 13, 2023

Municipal:

To date, 87% of current outstanding taxes have been collected, compared to 87% at this time last year.

Return on investments is \$74,600 over budget for the year-to-date.

Franchise fees are currently under-budget by \$6,323.

Administration:

Revenue includes the \$14,750 MSI operating grant allocated to Muniware software.

Bylaw:

Bylaw revenues are currently over budget for the year by \$4,731 from fines revenue.

Animal licenses are also over budget for the year by \$1,935.

Storm:

Storm revenue includes the \$35,000 from MSI Operating grant allocated to the Magna Engineering study; offset by the related expenses.

Water:

Bulk water sales are currently under budget by \$10,542.

Water sales are under budget. Budgeted consumption to date was 71,388 m3 and actual to date is 60,611 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 \$2,356 over budget due to the increase in fuel costs.

FCSS:

The FCSS provincial grant has increased by 4.5%.

Rental and program fees are over budget for the year by \$1,711.

Received \$600 for the Volunteer Alberta Grant.

Municipal Planning and Economic Development

Legal is currently over-budget by \$14,396 due to the on-going development issues, however it should be off-set by surpluses in other department areas.

Sturgeon County

Statistics from: 8/1/2023 12:00:00AM to 8/31/2023 11:59:00PM

Citation Printout Report by Violation

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

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

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

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

Grand Total

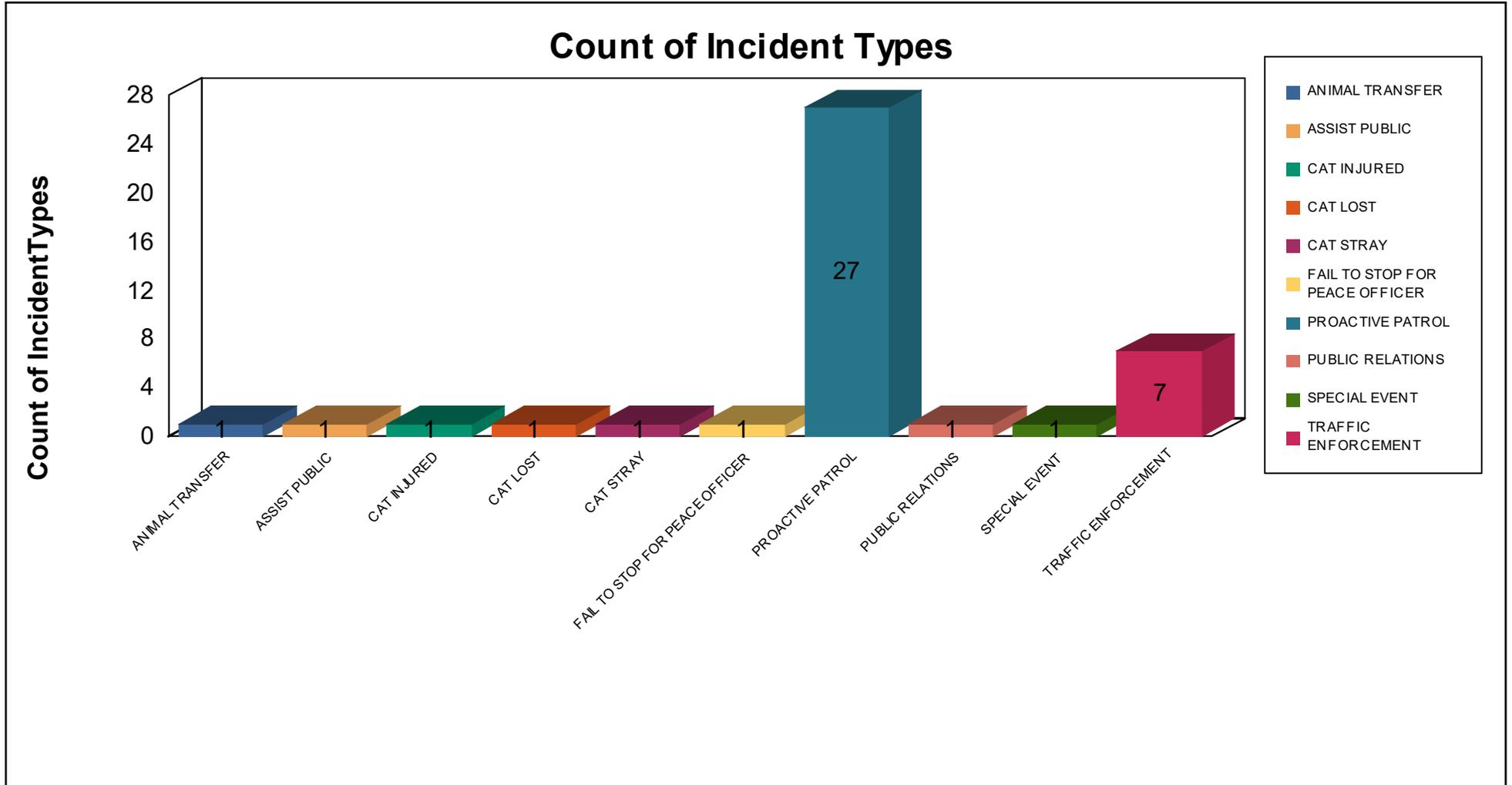
Total Number of Citations Reported: 6
Total Fine Amounts Reported: \$831.00
Total Money Collected: \$0.00
Total Money Still Due: \$831.00
Total Mandatory Appearances: 0

Sturgeon County

Statistics from Occurred Date: 8/1/2023 12:00:00AM to 8/31/2023 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT



ANIMAL TRANSFER: 1 2%

Incident Report

STURGEON COUNTY ENFORCEMENT

| | | |
|--|-----------|------------|
| ASSIST PUBLIC: | 1 | 2% |
| CAT INJURED: | 1 | 2% |
| CAT LOST: | 1 | 2% |
| CAT STRAY: | 1 | 2% |
| FAIL TO STOP FOR PEACE OFFICER: | 1 | 2% |
| PROACTIVE PATROL: | 27 | 64% |
| PUBLIC RELATIONS: | 1 | 2% |
| SPECIAL EVENT: | 1 | 2% |
| TRAFFIC ENFORCEMENT: | 7 | 17% |

Grand Total: 100.00% Total # of Incident Types Reported: 42

TOWN OF BON ACCORD
REQUEST FOR DECISION

| | |
|------------------------|--|
| Meeting: | Regular Meeting of Council |
| Meeting Date: | September 19, 2023 |
| Presented by: | Jenny Larson – Officer, Economic Development & Planning |
| Title: | Municipal Development Plan Public Open House Presentation |
| Agenda Item No. | 7.1 |

BACKGROUND/PROPOSAL

The Municipal Development Plan (MDP) is a statutory plan that provides long term strategic planning for future development of lands within the Town. The MDP is a ‘living’ document. As regional and local pressures emerge and/or community priorities change Council can amend the MDP (with the support of the public).

Municipal Planning Services (MPS) was engaged to assist with the development and adaptation of the 2016-08 (amendments 2018-10 & 2020-11) MDP document.

Jane Dauphinee from MPS, presented the draft MDP at the May 16, 2023, Regular Meeting of Council. Councillor Laing moved that Council accepts the Draft Municipal Development Plan as information and that 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. This was carried as resolution 23-242.

The draft MDP was brought to the August 15, 2023, RMC for review and to establish a date for the Public Open House. Deputy Mayor Bidney moved that Council accepts the Draft Municipal Development Plan as presented with minor amendments, as discussed, and directs administration to plan and advertise for the Public Open House on October 17, 2023.

Municipal Planning Services has confirmed that October 17, 2023, would work for them. Administration has secured the Jewel Box to hold the Public Open House. We have the Jewel Box booked from 5pm – 9pm.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

MPS is looking for confirmation on how to facilitate the meeting. There is a formal presentation option or an informal option. A formal presentation would consist of a scheduled presentation, facilitated by MPS. An informal presentation would be an open-door concept, that allows people to come and go and ask questions one on one.

| Type of Presentation | Pros | Cons |
|-----------------------|---|---|
| Formal presentation | <ul style="list-style-type: none"> Everyone gets the same information at once | <ul style="list-style-type: none"> Dictates the time people must arrive No 1 on 1 questions |
| Informal presentation | <ul style="list-style-type: none"> 1 on 1 questions People can come and go MPS and Council can walk the room | <ul style="list-style-type: none"> The same information is not provided at the same time |

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Priority # 1: Economy

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

Priority # 2: Community

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

Priority # 3: Infrastructure

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

Priority #4: Identity

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

COSTS/SOURCES OF FUNDING

2023 Operating Budget

RECOMMENDED ACTION (by originator)

Choose one of the following:

Option #1: THAT Council directs administration to have Municipal Planning Services prepare a formal presentation for the draft Municipal Development Plan Public Open House

Option #2: THAT Council directs administration to have Municipal Planning Services prepare for an informal public open house for the draft Municipal Development Plan.

Option #3: THAT Council directs administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

| | |
|------------------------|---|
| Meeting: | Regular Meeting of Council |
| Meeting Date: | September 19, 2023 |
| Presented by: | Jodi Brown, Town Manager |
| Title: | CNN Arena Renovation Proposal Approval |
| Agenda Item No. | 8.1 |

BACKGROUND/PROPOSAL

Due to the increase of female hockey players on both mixed gender and female teams, there is a strong need for extra gender specific change rooms at the arena. Over the last season, the CNN association has investigated plans and costs associated with adding two extra dressing rooms in the front lobby area of the arena. CNN has proposed a design plan acceptable by the Town’s administration. They would fund the project out of their budget and would supply all the labour and tradespeople necessary to complete it. With Council’s approval, CNN would work to have the rooms built and usable in the next few weeks. It is expected that the actual construction would not take more than a few days.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The new dressing rooms would be built out from the existing two public washrooms in the front lobby of the arena. It was observed that the washrooms presently do not receive much use publicly as the players have facilities in their changerooms and spectators tend to use the washrooms upstairs in the mezzanine area. It should be noted that, after the renovation, these washrooms could still be used by the public during other events. People would just have to walk through an extra set of doors. Presently there is a handicap washroom also in the lobby and after the renovation it would still be available for public use.

The addition of the two dressing rooms would decrease the amount of open floor space in the arena lobby. However, this area of the arena is not generally where people congregate or gather. It is more of a flow through zone.

It has been mentioned that these dressing rooms would not have shower facilities in them. While this is not in the building plan (or budget) for this year, there potentially could be shower stalls added in the future as drain and waterlines are accessible.

STRATEGIC ALIGNMENT

Value of Professionalism:

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

Value of Stewardship:

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

COSTS/SOURCES OF FUNDING

There is no funding required by the Town for this project. CNN will fully fund the project out of their budget. The Town, however, might want to assist with the costs associated with permits and the identifying (and/or abatement) of asbestos (if necessary).

RECOMMENDED ACTION (by originator)

THAT ...

- 1) Council give approval for CNN to construct the two (2) new dressing rooms at the arena at CNN's expense.
- 2) Council give approval for CNN to construct the two (2) new dressing rooms at the arena at CNN's expense with the Town to assist financially with permits or with any asbestos abatement costs associated with the project.
- 3) Council direct administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

| | |
|------------------------|--|
| Meeting: | Regular Meeting of Council |
| Meeting Date: | September 19, 2023 |
| Presented by: | Jodi Brown, Town Manager |
| Title: | C-REPP Municipal Services Mutual Assistance Agreement |
| Agenda Item No. | 9.1 |

BACKGROUND/PROPOSAL

The Capital Region Emergency Preparedness Partnership (C-REPP) consists of 22 municipalities in the Edmonton region. The Town of Bon Accord has participated in the C-REPP municipal services mutual assistance agreement for many years. This agreement was recently updated. The proposed updated agreement is enclosed.

In short, the purpose of this agreement is to facilitate the sharing of resources in the event of an emergency or disaster where the impacted municipality has inadequate resources to effectively respond. Resources may include services, equipment, materials, facilities, or trained staff. This agreement formalizes the rights and responsibilities of the mutual aid partners including the requesting party and the responding party.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends that the Town continues to participate in the C-REPP mutual services assistance agreement.

The Town will only provide resources to other municipalities if the Town has the capacity to do so at the time of the request and in accordance with the requirements set in Section 5 of the agreement.

As per section 6.3, the Town may provide none of the requested assistance, all the requested assistance, or a portion of the requested assistance.

As per section 7, if the Town were to provide resources under this agreement to another municipality, all costs are covered by the requesting municipality.

The proposed agreement also includes limitations on liability and indemnification, insurance requirements and confidentiality of information as per the Freedom of Information and Protection of Privacy Act.

The Town may withdraw from the agreement with 30 days notice to the partnership at any time.

Benefits:

- As a participant in the C-REPP Municipal Services Mutual Assistance Agreement, the Town may request additional resources if needed during an emergency or disaster.
- Town staff would benefit from hands on experience if assisting another municipality in their response to an emergency or disaster.
- There is no requirement to provide resources if requested.

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Priority # 2: Community

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

Priority # 5: Collaboration

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

COSTS/SOURCES OF FUNDING

Dependent on availability of Town resources at the discretion of the Town Manager/DEM.

Any related costs are covered by the requesting municipality as per the proposed agreement (section 7 Payment for Per Incident Charges).

RECOMMENDED ACTION (by originator)

Choose one of the following:

Option #1:

THAT Council approve the Town's participation in the C-REPP Municipal Services Mutual Assistance Agreement.

Option #2:

THAT Council declines to approve the Town's participation in the C-REPP Municipal Services Assistance Agreement.

Option #3:

THAT Council directs administration to...

MUNICIPAL SERVICES MUTUAL ASSISTANCE AGREEMENT

THIS AGREEMENT made effective the _____ day of _____, 20_____.

BETWEEN THE SIGNATORY INCORPORATED MUNICIPALITIES

WHEREAS:

- A. an Emergency or a Disaster could affect a municipality that is a Party to this agreement to such a degree that available local municipal resources of that municipality would be inadequate to effectively respond to that Emergency or Disaster;
- B. section 6 of the *Municipal Government Act*, RSA 2000, c M-26, provides municipalities with natural person powers, which includes the authority to enter into agreements with any other municipality for the performance of any matter or thing considered by all the councils concerned to be a benefit to their respective municipalities and may enter into an agreement as to the joint control and management of anything that concerns their respective municipalities;
- C. section 54(1)(a) of the *Municipal Government Act*, RSA 2000, c M-26, authorizes a municipality to provide any service or thing that it provides within its municipal boundaries in another municipality with the agreement of the other municipality;
- D. section 11 of the *Emergency Management Act*, RSA 2000, c E-6.8, authorizes a local authority to enter into agreements with and make payments to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
- E. section 11.2(2) of the *Emergency Management Act*, RSA 2000, c E-6.8, requires that there be a director of the emergency management agency for each of the Parties, and the Parties have appointed such director;
- F. the Parties to this Agreement are located within the geographical area known as the Capital Region area, as shown outlined on the plan attached as Schedule "A";
- G. in the event that a Party is affected or threatened by an Emergency or a Disaster, it is desirable that one or more Parties supply Assistance to that Party; and
- H. the Parties wish to enter into an agreement to formalize their rights and obligations for the requesting and supply of Assistance in the event that a Party is affected or threatened by an Emergency or a Disaster;

NOW THEREFORE in consideration of the premises, covenants, and agreements herein contained, the Parties covenant and agree as follows:

1 INTERPRETATION

1.1. In this Agreement, unless the context otherwise requires, the words and phrases set out below will be interpreted as having the meaning that follows each word or phrase:

- (a) "Agreement" means this Municipal Services Mutual Assistance Agreement and without limitation includes the attached schedules, as well as any written amendments thereto;
- (b) "Assistance" means any Emergency or Disaster response related services including the provision of materials, equipment, facilities, and trained personnel required to operate equipment, including Emergency Services;
- (c) "Declaration of a State of Emergency" means a declaration of a state of emergency made in accordance with the *EMA*;
- (d) "Declaration of a State of Local Emergency" means a declaration of a state of local emergency made in accordance with the *EMA*;
- (e) "DEM" means the director of the emergency management agency of a Party, or the delegate of the director of the emergency management agency of a Party;
- (f) "Disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment;
- (g) "*EMA*" means the *Emergency Management Act*, RSA 2000, c E-6.8, and associated regulations, as amended or repealed and replaced;
- (h) "Emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
- (i) "Emergency Services" means fire services, police services, and ambulance services;
- (j) "*FOIP Act*" means the *Freedom of Information and Protection of Privacy*

Act, RSA 2000, c F-25, and associated regulations, as amended or repealed and replaced;

- (k) “Municipal Emergency Plan” means the emergency plans and programs of a Party created in accordance with section 11 of the *EMA*;
 - (l) “Old Agreement” means the Municipal Services Mutual Aid Agreement entered into between the Parties on or around May 10, 2011;
 - (m) “Parties” means the parties to this Agreement, and “Party” means any one party to this Agreement;
 - (n) “Per Incident Charges” means the amount determined by the Responding Party to be a fair and accurate assessment of all costs incurred by the Responding Party for the provision of Assistance to the Requesting Party;
 - (o) “Responding Party” means a Party that receives a request to provide Assistance by another Party; and
 - (p) “Requesting Party” means a Party that makes a request for Assistance from another Party.
- 1.2. Unless the context requires otherwise, in this Agreement words importing the singular will include the plural and words importing the plural will include the singular.
- 1.3. The following schedules to this Agreement are hereby incorporated into and form an integral part of this Agreement:
- Schedule “A” – Map of Capital Region Area; and
Schedule “B” – Notice Addresses.
- 1.4. This Agreement replaces the Old Agreement. The Old Agreement is hereby rescinded.
- 1.5. This Agreement does not replace or supersede any other agreements the Parties may have with each other for the provision of Emergency Services or other services not covered under this Agreement.

2 RELATIONSHIP OF THE PARTIES

- 2.1. Nothing in this Agreement shall be construed so as to directly or indirectly infer a relationship of partnership, joint venture, employer-employee, trust, or agency amongst or between the Parties or any of them, and without limiting the

preceding no Party may represent or bind another Party in any manner.

3 TERM AND TERMINATION

- 3.1. This Agreement will be in effect for the period commencing on the effective date first above written and continuing in perpetuity, unless terminated earlier in accordance with this Agreement.
- 3.2. A Party may terminate its participation in this Agreement by providing 30 days written notice to the other Parties in accordance with this Agreement. If a Party terminates its participation in this Agreement as contemplated herein, the Agreement will continue in force amongst the remaining Parties, and the rights and obligations of the remaining Parties under this Agreement will not be affected.
- 3.3. This Agreement will be reviewed by the Parties five years after the effective date shown at the beginning of this Agreement, and thereafter every five years following the previous review, in perpetuity.

4 DECLARATION OR ACTIVATION OF MUNICIPAL EMERGENCY PLAN

- 4.1. A Party may not make a request for Assistance in accordance with this Agreement until at least one of the following events has occurred:
 - (a) the Party's Municipal Emergency Plan has been activated;
 - (b) a Declaration of a State of Local Emergency has been made for all or any part of the Party's municipality;
 - (c) a Declaration of a State of Emergency has been made for all or any part of the Party's municipality; or
 - (d) An exceptional situation that requires assistance where activation of the Municipal Emergency Plan is not required.

5 REQUEST FOR ASSISTANCE

- 5.1. In the event that a Party is affected or threatened by an Emergency or a Disaster, and provided that section 4.1 is complied with, a Party may make a request for Assistance of any one or more Parties in accordance with this Agreement.

- 5.2. (1) A request for Assistance by a Party to another Party must be made
- (a) in writing by the DEM of the Requesting Party or other duly authorized representative of the Requesting Party, sent to the DEM of the Responding Party or their designate; or
 - (b) verbally by the DEM of the Requesting Party or other duly authorized representative of the Requesting Party, sent to the DEM of the Responding Party or their designate, followed by written confirmation of the request for Assistance sent by the DEM of the Requesting Party to the DEM of the Responding Party or their designate within 24 hours of the verbal request for Assistance.
- (2) A request to supply Emergency Services equipment (Police, Fire or Ambulance) may be made by
- (a) the Chief of the Requesting Party's Emergency Services department, or their designate, or
 - (b) a duly authorized representative of the Requesting Party
sent to
 - (c) the Chief of the Responding Party's Emergency Services department, or their designate, or
 - (d) a duly authorized representative of the Responding Party.
- (3) All requests for Assistance or Emergency Services equipment made under this Agreement must include confirmation of which event or events set out in section 4.1 have occurred.
- 5.3 Where a request for Assistance is received by a Responding Party or the DEM of the Responding Party from someone other than the DEM of the Requesting Party, the Responding Party shall confirm the request with the DEM of the Requesting Party before responding to the request for Assistance.

6 RESPONSE TO REQUEST FOR ASSISTANCE

- 6.1 As soon as reasonably possible after receipt of a request for Assistance from a Requesting Party, a Responding Party must acknowledge receipt of such request for Assistance to the Requesting Party either verbally or in writing.
- 6.2 The decision regarding the provision of any Assistance, and the timing of the provision of any Assistance, by a Responding Party to a Requesting Party

pursuant to this Agreement is solely and absolutely at the discretion of the Responding Party, and may be made arbitrarily.

- 6.3 In response to a request for Assistance from a Requesting Party, the Responding Party may in its sole and absolute discretion:
 - 6.3.1 provide none of the requested Assistance;
 - 6.3.2 provide all of the requested Assistance; or
 - 6.3.3 provide a portion of the requested Assistance.
- 6.4 Any Assistance provided by a Responding Party pursuant to this Agreement is limited to the services, equipment, materials, facilities, and personnel owned, employed by, or contracted for by the Responding Party.
- 6.5 At all times during the provision of any Assistance to a Requesting Party, the Responding Party will remain in control of and have the ability to direct in its sole and absolute discretion the Assistance being provided to the Requesting Party.
- 6.6 The Responding Party shall keep detailed records and accounts of the Per Incident Charges for the Assistance being provided to the Requesting Party.
- 6.7 At any time, including without limitation after the commencement of providing Assistance, a Responding Party may withdraw all or a portion of the Assistance being provided. Such withdrawal is solely and absolutely at the discretion of the Responding Party, and can be made arbitrarily.
- 6.8 The decision of a Responding Party regarding the provision of any Assistance, the timing of the provision of any Assistance, or the withdrawal of any Assistance, pursuant to this Agreement will not:
 - 6.8.1 cause the Responding Party to be liable for any claims, losses, damages, compensation, costs, or expenses whatsoever incurred by the Requesting Party, another Party, or any third party; or
 - 6.8.2 prejudice the rights or effect the obligations under this Agreement of the Requesting Party, the Responding Party, or any other Party.

7 PAYMENT FOR PER INCIDENT CHARGES

- 7.1 Unless otherwise agreed between the Requesting Party and the Responding Party, within NINETY (90) days of the conclusion of the provision of the Assistance the Responding Party shall provide the Requesting Party an itemized invoice detailing the Per Incident Charges.

- 7.2 Unless otherwise agreed between the Requesting Party and the Responding Party, within THIRTY (30) days of receipt of the itemized invoice detailing the Per Incident Charges from the Responding Party the Requesting Party shall:
- 7.2.1 pay the amount due as set out on the invoice to the Responding Party; or
 - 7.2.2 advise the Responding Party that it disputes the amount due as set out on the invoice and provide the reasons for the dispute. Such dispute will be addressed in accordance with article 10 of this Agreement.

8 LIMITATION OF LIABILITY AND INDEMNIFICATION

- 8.1 It is understood and agreed that the Responding Party shall not be liable for any penalty, damages, or losses whatsoever for delay or failure to respond to any call for Assistance or for any breach of this Agreement committed by the Responding Party.
- 8.2 The Requesting Party shall indemnify and save harmless the Responding Party, as well as its elected officials, employees, contractors, agents, and volunteers, from and against any and all losses, costs, damages, injury, and expense to person or property, by whomever made, of every nature and kind whatsoever arising out of or in any way attributable to the provision of Assistance, except where the same are due to the negligence of any employee of the Responding Party.
- 8.3 The Requesting Party shall indemnify and save harmless the Responding Party, as well as its elected officials, employees, contractors, agents, and volunteers, from and against any and all losses, costs, damages, injury, and expense to any property whatsoever of the Responding Party including but not limited to vehicles, apparatus, and equipment, which results due to the Responding Party providing Assistance to the Requesting Party.
- 8.4 The Requesting Party shall indemnify and save harmless the Responding Party from and against all losses, costs, damages, injury, death, or expense to person employed by the Responding Party resulting from or in any way attributable to the provision of Assistance except where caused by the negligence of the Responding Party.
- 8.5 The Requesting Party hereby remises, releases, and discharges the Responding Party, its successors, and assigns, of all and from all manner of actions, causes of action, or claims and demands of every nature and kind which the Requesting Party may have against the Responding Party by reason of any breach of this Agreement on the part of the Responding Party.
- 8.6 Notwithstanding anything to the contrary in this Agreement, and in particular, sections 8.2, 8.3, and 8.4 of this Agreement, no Party to this Agreement shall

have any liability to the other whatsoever:

- 8.6.1 with respect to their respective obligations under this Agreement, or otherwise, for consequential, indirect, exemplary, or punitive damages, even if they have been advised of the possibility of such damages; and
- 8.6.2 for any losses, claims, demands, actions, payments, judgments, costs, or expenses whatsoever that a Party may incur due to the other Party's refusal or inability to provide Assistance upon request.

9 INSURANCE

9.1 Each Party shall put into full effect and maintain, at its own cost and expense, the following insurance with insurers authorized to sell insurance products in Alberta:

- 9.1.1 commercial general liability insurance policy for bodily injury (including death) and property damage in an amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) inclusive limit for each and every occurrence; and
- 9.1.2 any other insurance that is mutually agreed to by the Parties hereto and reasonably obtainable.

Notwithstanding the foregoing, it is agreed that the aforementioned policy limits do not define or limit a Party's liability to indemnify the other Party under sections 8.2, 8.3, and 8.4 of this Agreement.

9.2 Each Party shall maintain coverage for each and all of its personnel engaged in the performance of this Agreement pursuant to the *Workers' Compensation Act*, RSA 2000, c W-15, excluding those personnel engaged in exempt industries.

10 DISPUTE RESOLUTION

10.1 The Parties to a dispute arising pursuant to this Agreement shall:

- 10.1.1 make bona fide good faith efforts to resolve the dispute by amicable negotiations; and
- 10.1.2 provide frank, candid, and timely disclosure of all relevant facts, information, and documents to facilitate the resolution of any dispute.

10.2 The Parties to a dispute arising pursuant to this Agreement may agree to have such amicable negotiations be in the form of mediation conducted with the assistance of an independent mediator acceptable to the Parties to the dispute. In such event, the Parties to the dispute must agree to the fees to be paid to the

mediator prior to the mediation and each Party to the dispute must pay an equal share of the cost of the mediation.

- 10.3 Section 10.1 and section 10.2 do not limit the rights of any Party to the dispute to seek remedies at law or in equity, including seeking immediate injunctive relief if necessary to preserve the status quo or to prevent irreparable harm pending resolution of the dispute.

11 NOTICE

11.1 This article 11 does not apply to requests for Assistance.

11.2 All notices, communications, payments, and statements (each a "Notice", and collectively "Notices") required or permitted to be given pursuant to this Agreement must be in writing and must be delivered to the applicable Parties at the address set out in Schedule "B" or such other address as advised by a Party in writing to the other Parties from time to time.

11.3 A Notice delivered in accordance with section 7.2 is deemed received by the recipient Party as follows:

- 11.3.1 if delivered by hand delivery, immediately upon delivery during regular business hours of the recipient Party;
- 11.3.2 if delivered by registered mail, SEVEN (7) days after mailing; and
- 11.3.3 if delivered by email:
 - 11.3.3.1 if sent before 4:30 p.m. on a business day, then when actually sent; or
 - 11.3.3.2 if sent after 4:30 p.m. on a business day or on a non-business day, then the next business day following the day it was sent.

11.4 A Party may change its address for Notices by giving Notice to all other Parties in accordance with this Agreement.

11.5 In the event of a postal strike, Notices may not be delivered by registered mail.

12 CONFIDENTIAL INFORMATION AND OWNERSHIP OF PROPERTY

12.1 All documentation, information, data, and records disclosed to or compiled by a Responding Party while providing Assistance to a Requesting Party under this Agreement:

- (a) is the property of the Requesting Party, and for clarity the Requesting Party is the sole legal and beneficial owner of that property;
- (b) shall be treated by the Responding Party as confidential and for the benefit of the Requesting Party;
- (c) shall only be used by the Responding Party as necessarily required for the purposes of this Agreement and not further shared, accessed, used, or disclosed unless authorized pursuant to this Agreement or by the Requesting Party.

13 RECORDS AND FOIP ACT

- 13.1 The Parties acknowledge that each of them is subject to the provisions of the *FOIP Act* and that as such any Party may be requested to disclose any records relating to this Agreement under their custody or control, including without limitation the contents of this Agreement. The Parties will make any such disclosure in accordance with the provisions of the *FOIP Act*.
- 13.2 The Parties acknowledge that each of them may be required to produce records relating to this Agreement in answer to *FOIP Act* requests and for other audit and legal purposes. Each Party shall deliver any records within its custody or control to another Party within TEN (10) calendar days of receiving that Party's written request to produce records.

14 FUTURE PARTIES

- 14.1 The Parties anticipate that after the coming into force of this Agreement other entities may desire to become Parties. Such entity may be added as a Party only with the consent of all current Parties, which may be arbitrarily and unreasonably withheld. The adding of a Party will take place by an amendment to this Agreement executed in writing by all of the Parties.

15 GENERAL PROVISIONS

- 15.1 Each Party shall comply with all applicable laws of the Province of Alberta and of Canada during the performance of this Agreement.
- 15.2 Each of the Parties will from time to time and at all times do all such further acts and execute and deliver all such further documents and assurances as may be reasonably required in order to fully perform and carry out the terms of this Agreement.
- 15.3 Time is of the essence in this Agreement. If time is waived by a Party for any

particular item or for a time period that shall not be taken to be an absolute waiver, and time will remain of the essence with the exception of the matter so waived and no other.

- 15.4 This Agreement is the entire agreement amongst the Parties and there are no representations, warranties, or collateral agreements other than as stated in this Agreement.
- 15.5 If a provision in this Agreement is unenforceable, it shall be severed from this Agreement and the balance construed in the manner that would have reasonably been contemplated by the Parties had the offending provision not formed part of this Agreement when it was signed.
- 15.6 This Agreement may be executed in any number of counterparts each of which when so executed shall be deemed to be an original, and such counterparts shall constitute the one and same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date first above written.
- 15.7 A waiver by any Party of the strict performance by another Party of any covenant or provision of this Agreement will not of itself constitute a waiver of any subsequent breach of such covenant or provision or of any other covenant, provision, or term of this Agreement.
- 15.8 Provisions in this Agreement relating to records, confidentiality, the *FOIP Act*, limitation of liability, insurance, releases, indemnities, hold backs and set off, dispute resolution, representations and warranties, remedies, and any other provisions expressly or impliedly intended to govern the Parties' rights and obligations after the Agreement ends, survive termination of this Agreement.
- 15.9 This Agreement is binding on, and the benefits enure to, each Party's permitted successors and assigns.
- 15.10 No Party may assign this Agreement without the prior written consent of all of the other Parties, which consent shall not be unreasonably withheld or delayed.
- 15.11 The Parties may amend this Agreement by mutual agreement in writing signed by the Parties.
- 15.12 This Agreement is governed by the law of Alberta, and the forum for resolution of disputes shall be the courts of Alberta.

The Parties hereto have duly executed this Agreement on the date indicated above.

CITY OF BEAUMONT

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

CITY OF EDMONTON

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

CITY OF FORT SASKATCHEWAN

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

CITY OF LEDUC

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

CITY OF ST. ALBERT

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

CITY OF SPRUCE GROVE

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

LAMONT COUNTY

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

LEDUC COUNTY

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

PARKLAND COUNTY

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

STRATHCONA COUNTY

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

STURGEON COUNTY

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

TOWN OF BON ACCORD

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

TOWN OF BRUDERHEIM

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

TOWN OF CALMAR

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

TOWN OF DEVON

Per: _____

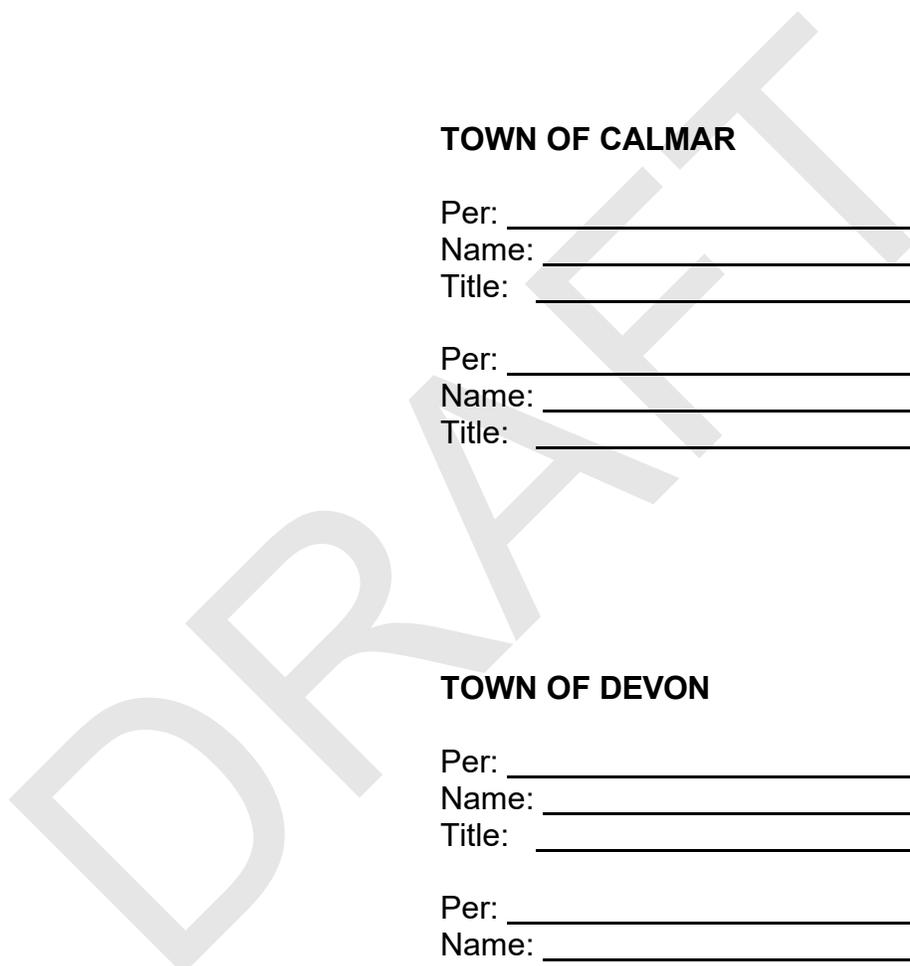
Name: _____

Title: _____

Per: _____

Name: _____

Title: _____



TOWN OF GIBBONS

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

TOWN OF LAMONT

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

TOWN OF LEGAL

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

TOWN OF MORINVILLE

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

TOWN OF REDWATER

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

TOWN OF STONY PLAIN

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

VILLAGE OF THORSBY

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

VILLAGE OF WARBURG

Per: _____

Name: _____

Title: _____

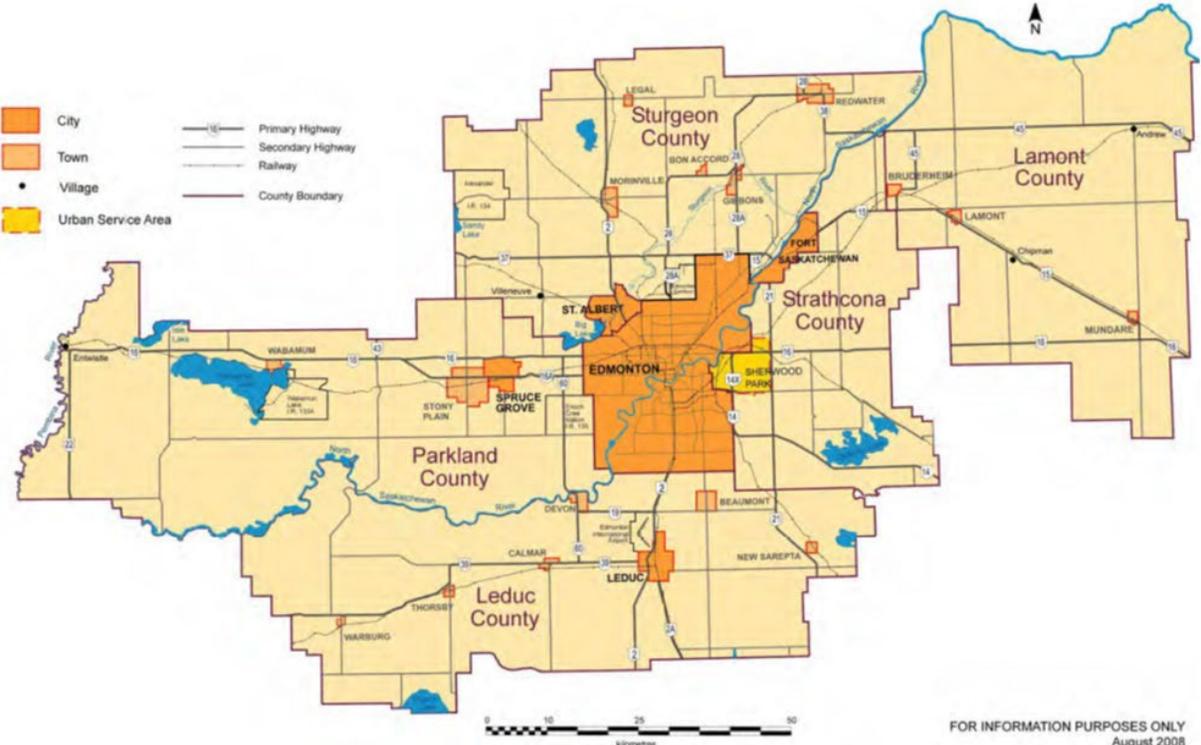
Per: _____

Name: _____

Title: _____

DRAFT

SCHEDULE "A"
Map of Capital Region Area



SCHEDULE "B"
Notice Addresses

[NTD: INSERT ADDRESSES]

| Party | Notice Address |
|---------------------------|--|
| CITY OF BEAUMONT | |
| CITY OF EDMONTON | |
| CITY OF FORT SASKATCHEWAN | |
| CITY OF LEDUC | |
| CITY OF ST. ALBERT | |
| CITY OF SPRUCE GROVE | |
| LAMONT COUNTY | |
| LEDUC COUNTY | |
| PARKLAND COUNTY | |
| STRATHCONA COUNTY | <p>STRATHCONA COUNTY Emergency Services 2001 Sherwood Drive Sherwood Park, AB T8A 3W7 Attention: Director</p> <p>with a copy to:</p> <p>STRATHCONA COUNTY Legislative and Legal Services 2001 Sherwood Drive Sherwood Park, AB T8A 3W7 Attention: Director</p> |
| STURGEON COUNTY | <p>Sturgeon County Attn: Director of Emergency Management 9613-100 Street Morinville, AB T8R 1L9</p> |
| TOWN OF BON ACCORD | |
| TOWN OF BRUDERHEIM | |

| | |
|---------------------|--|
| | |
| TOWN OF DEVON | |
| TOWN OF GIBBONS | |
| TOWN OF LAMONT | |
| TOWN OF LEGAL | |
| TOWN OF MORINVILLE | |
| TOWN OF REDWATER | |
| TOWN OF STONY PLAIN | |
| VILLAGE OF THORSBY | |
| VILLAGE OF WARBURG | |

DRAFT

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

| | |
|------------------------|--|
| Meeting: | Regular Meeting of Council |
| Meeting Date: | September 19, 2023 |
| Presented by: | Falon Fayant, Corporate Services Manager |
| Title: | Donation Request Policy |
| Agenda Item No. | 9.2 |

BACKGROUND/PROPOSAL

From time to time the Town receives donation requests, and this policy will establish guidelines for eligibility and approve of municipal donations for non-profit groups, informal groups, associations, and organizations to be treated in a fair and consistent manner. This policy would also replace the In-Kind Donations for Non-Profit Organizations policy (attached) as the new policy includes a section to address this.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Donations will be considered on a case-by-case basis. The policy outlines eligibility criteria, responsibilities including an approval value maximum, Town facility use, and ongoing community organization support.

An informal group facilitating the socialization and educational opportunities for local home-schooled youth approached administration this month looking for support in the way of in-kind facility usage. The group is proposing to use the arena mezzanine for a variety of activities including educational sessions led by parents. It is expected that there is approximately 20 people in the group. They have indicated that they can be flexible with their time for use but have suggested either 9:00 a.m. to 11:00 a.m. or 12:30 p.m. to 2:30 p.m.

The following factors are to be considered when allowing the booking:

- An arena staff would need to be onsite during the group’s use of the space. Arena shifts start at 1:30 p.m. Monday to Thursday.
- Staff overtime may be required if the group uses the space outside of the arena shift hours.
- Monday mornings do not work for arena staff.
- As much advance notice as possible (approximately 3 weeks) is preferred to properly schedule staff.
- Community Services is utilizing the arena mezzanine space for Town programming on PD Days, Fall Break & Spring Break.

Based on the Donation Request policy, the group would have up to 80 hours of use for the calendar year. This amounts to an in-kind donation of up to \$2,000 (based on the rental rate of \$25/hour).

STRATEGIC ALIGNMENT

Values statement of Collaboration:

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

Values statement of Service Excellence:

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

Priority #2: Community:

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

COSTS/SOURCES OF FUNDING

The operating budget.

RECOMMENDED ACTION (by originator)

Both of the following:

Resolution #1

THAT...Council approves the Donation Request policy as presented and rescinds the In-Kind Donations for Non-Profit Organizations policy.

Resolution #2

THAT...Council approves the request from the informal homeschool group to use the arena mezzanine for up to 80 hours per calendar year, subject to staff and facility availability, per the Donation Request policy.

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Community Services

POLICY RESOLUTION NO.: 97-137

SUBJECT: In-Kind Donations for Non-Profit Organizations

RESPONSIBLE AUTHORITY: Community Services Department

REVIEWED & APPROVED BY COUNCIL:

Date Passed: April 1, 1997; Resolution # 97-137

Reviewed February 6, 2007; Resolution # 07.030

Reviewed March 19, 2019; Resolution #19.078

PURPOSE AND INTENT:

To establish clear guidelines for Bon Accord community groups and non-profit organizations when requesting manpower and/or equipment assistance from the Town of Bon Accord.

POLICY STATEMENT:

Bon Accord is committed to supporting local community groups and non-profit organizations in ways that align with the Town of Bon Accord's strategic plans and goals, and that maintain a strong responsible governance.

DONATION REQUEST

SECTION: Administration

DEPARTMENT: Administration / Finance / Community Services

COUNCIL APPROVAL DATE: [date]

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The Town of Bon Accord strives to promote activities that will enhance the cultural, social, and economic well-being of the community and, from time to time, wishes to demonstrate its support with monetary or in-kind Donations to various non-profit groups, Informal Groups, associations, and organizations that bolster our community.

PURPOSE

To establish guidelines for eligibility and approval of municipal Donations for non-profit groups, Informal Groups, associations, and organizations that treat all Donation requests in a fair and consistent manner.

SCOPE

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

DEFINITIONS

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

“Eligible Area” means Sturgeon County, the Towns of Redwater, Gibbons, Bon Accord, Legal, Morinville, and the Canadian Forces Base in Edmonton.

“Donation” means a contribution of monetary value including, but not limited to, cash or promotional items, or in-kind assistance including, but not limited to, labour, time or facility use.

“Informal Group” means a group of individuals that is not associated with an organization, business, or non-profit that fulfills the eligibility criteria.

“Town” means the Town of Bon Accord.

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

ELIGIBILITY

1. Donations will be limited to non-profits within the Eligible Area that serve Bon Accord.
2. Requests are limited to once per non-profit per calendar year.
3. The non-profit group, Informal Group, association, or organization must demonstrably enhance the cultural, social, and economic well-being for residents of Bon Accord.
4. Requests for a door prize, silent auction item, or other promotional item are not to exceed \$100.
5. Donation requests will be considered on a first-come first-serve basis.

INELIGIBILITY

1. Donation requests will not be approved for:
 - a. Individuals;
 - b. For-profit businesses or organizations;
 - c. Medical research;
 - d. Organizations or activities of a political nature;
 - e. Organizations or activities of a religious nature;
 - f. Any activity deemed discriminatory, contrary to Town policies and values, or unlawful; or
 - g. School bursaries.

RESPONSIBILITIES

1. The Town Manager is the deciding authority for Donation requests up to \$500, not to exceed the annual budget allocation.
2. Council will be the deciding authority for Donation requests exceeding \$500, as

well as any requests received after the annual budget allocation has been reached.

3. The Town is committed to transparent reporting regarding Donation requests.

GENERAL PROVISIONS

4. Donation requests will be notified in writing once a final decision has been made. All decisions of Council are final; no appeals will take place.

NO PRIVILEGES

5. Donation recipients will have no special influence on Town decisions.
6. A Donation will not be regarded as a commitment for ongoing support.

TOWN FACILITY USE

7. Donation requests for in-kind Donations in the form of a free or discounted rental of Town facilities will also be considered. Requests of this nature, if approved, are subject to availability and will be accommodated on a first-come first-serve basis with paid rentals taking priority to in-kind Donation requests.

ONGOING COMMUNITY ORGANIZATION SUPPORT

8. The following organizations will receive in-kind Donations for Town facilities:
 - a. Bon Accord and District Agricultural Society for Harvest Days – Arena and Sportsgrounds
 - b. Organizations that provide social development or support programs for children, youth, or adults.
9. Organizations must complete all appropriate rental agreements and provide adequate insurance as per Facility Rental Procedures.
10. The Town Manager *may* approve an insurance waiver for an Informal Group.
11. In-kind Donations may not exceed 80 facility rental hours per calendar year and are subject to staff availability during normal business hours and shall not include statutory holidays or arena ice time.
12. Facilities available for in-kind Donations include:

- a. Aurora amphitheater
- b. Arena mezzanine
- c. Arena cement slab (off-season)

DRAFT

TOWN OF BON ACCORD

Mayor Report – for period August 9 – September 13, 2023

| | |
|--------------------|--|
| August 10, 2023 | Attended Agenda Committee Meeting |
| August 11, 2023 | Participated in Redwater Mixer Golf Tournament. This is always a good time to network with businesses and organizations that service our municipalities. |
| August 12, 2023 | Participated in Harvest Days Parade and activities by the arena |
| August 13, 2023 | Attended Ag Society Pancake Breakfast |
| August 14, 2023 | Chaired 54 th Avenue Road Meeting. This was hopefully a fruitful meeting with our MLA, Sturgeon Public Schools, our local School Trustee, and a member of Sturgeon County Council with the goal of receiving support for the reconstruction of 54 th Avenue. |
| August 15, 2023 | Chaired Regular Meeting of Council; |
| August 19, 2023 | Participated in Redwater Discovery Days Parade. A great time to show our support for our neighbouring municipalities. |
| August 23, 2023 | Attended Committee of the Whole Meeting |
| September 1, 2023 | Attended Agenda Committee Meeting |
| September 6, 2023 | Attended presentation of Pioneer Monument and plaque presented by Communities in Bloom Volunteers at the cemetery |
| September 6, 2023 | Chaired Regular Meeting of Council |
| September 10, 2023 | Attended Community Connect at Community Hall. This was an awesome time. Over 40 tables. The turn out, that included our MLA Dale Nally, was close to overwhelming. A great success. |
| September 12, 2023 | Participated in Team Building event with all of the town's staff and Council. It was a great time for all of us to spend time to get to know each other away from the job. |
| September 13, 2023 | Met with CAO and Public Works on 48 avenue regarding drainage. (More to come) |

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Deputy Mayor Report – for period Aug 10 – Sep 13, 2023

| | |
|-----------------|---|
| August 10, 2023 | Attended the Agenda Meeting Committee |
| August 11, 2023 | Golfed in the Redwater Mayors' Golf Tournament |
| August 12, 2023 | Participated in the parade and all the activities offered at Harvest Days. |
| August 13, 2023 | Attended the Pancake Breakfast provided by the Ag Society. |
| August 15, 2023 | Attended the Regular Meeting of Council. |
| August 19, 2023 | Participated in the Discovery Days parade. |
| August 23, 2023 | Attended the newly formed Transportation and Infrastructure Committee meeting. Members from Redwater, Gibbons, Legal, Morinville and Bon Accord met to discuss some of the local concerns with roads and infrastructure in our local areas. It will be nice to have Minister Nally work with and lobby for us. Meetings will be held quarterly. |
| Sept 1, 2023 | Attended the Agenda Committee meeting. |
| Sept 6, 2023 | Attended the presentation of the historical monument by Communities in Bloom at the Bon Accord Cemetery. |
| Sept 6, 2023 | Attended the Regular Meeting of Council. |
| Sept 12, 2023 | Participated in the Team Building exercise with town staff and council. Very nice time. Thank you to the social Committee. |

Note: My hat is off to all those who organized and volunteered at Harvest Days. What a great weekend all at no cost for families to attend. Congratulations for a job well done!

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD*Councillor Report – for period August 9- September 12*

| | |
|--------------|---|
| August 11 | Drove transportation for meeting on transportation with local leaders |
| August 12 | Harvest Days, parade and community events |
| August 15 | Regular Meeting of council |
| August 23 | Committee of the whole meeting |
| September 6 | Regular council meeting |
| September 12 | Attended Staff and council team building exercise. |

Councillor
Lacey Laing
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – Aug 09 to Sept13

August 12, 2023, Participated in Harvest Days Parade and dunk tank activities by the arena

August 13, 2023, Attended Ag Society Pancake Breakfast
August 14,2023 Meeting with Mr. Nally re: Bon Accord infrastructure discussions. I believe this was a productive meeting.

August 15,2023 Attended Regular Council meeting
August 19,2023 Attended Redwater Discovery Days Parade very good parade was well attended with the public and other dignitaries which I had the opportunity to engage.

August 22,2023 Attended Music in the park
August 23,2023 Attended Committee of the Whole Meeting
August 24,2023 Met with Capital Region NE Water Commission Board (CRNWCB)engaged Strategic Steps to conduct a governance review I believe this is a very positive step for the Board.

August 28,2023 Met with the Sturgeon Regional Emergency Management Partnership committee(SRERMC)

August 30,2023 Met with CAO discussed CRNEWCB information.

September 05,2023 Music in the park. Sad to see it go this summer ,hope to see it next year .Good job Christine and all the staff and volunteers.

September 06,2023 Communities in Bloom Cemetery Sign and Plough Presentation
September 06,2023 Regular Council meeting
September 10,2023 Council Community Connections in Conjunction with Bon Accord Connects

September 12,2023 Attended Staff and council team building exercise. It was an excellent team building exercise.

Councillor Timothy Larson
Town of Bon Accord

TOWN OF BON ACCORD
August 9 – September 13, 2023

- August 15 Attended regular meetings of council.
- August 23 Attended Committee of the whole meeting.
- August 25 Attended NLLS Meeting
Expected 1.5 percent increase coming to council for approval.
- September 6 Attended Communities in bloom Sign Placement Ceremony.
- September 6 Attended regular meetings of council.
- September 10 Attended Council Community Connections in Conjunction with Bon Accord Connects.
Very good job done putting this event together. Was a good turn out compared to previous years.
- September 11 Attended Library Board Meeting.
Tons of events happening through our library. If you haven't purchased a cash calendar yet, please try to do so. They are still available at our local library.
- September 12 Attended Team Building Event for council and staff.
Excellent idea! Was a very nice experience to be able to come together as one and learn more about each other. Great job planning the event once again!
- Note: With summer coming to an end, I just wanted to say thank you to everyone who organized our summer events. I think this was one of our best attended years for town events and look forward to all the plans for the winter season.

Tanya May
Councillor
Town of Bon Accord



ALBERTA

Forestry and Parks

*Office of the Minister
MLA, Central Peace - Notley*

AR-1992

AUG 30 2023

His Worship Brian Holden
Mayor
Town of Bon Accord
PO Box 779
5025 - 50 Avenue
Bon Accord AB T0A 0K0

Dear Mayor Holden:

Thank you for your July 17, 2023 letter and kind words of congratulations on my appointment as Minister of Forestry and Parks.

It is an honour to have been asked by the Honourable Danielle Smith, Premier of Alberta, to serve as Minister, and I am excited to continue the important work of growing our manufactured wood products and forestry sector and preserving and managing Alberta's public lands and provincial parks.

I appreciate the important role the Town of Bon Accord plays in Alberta, and I commend you for your commitment to developing rural communities where Albertans can experience an abundance of opportunities and a quality of life second to none.

Thank you again for writing.

Sincerely,

Todd Loewen
Minister

Notice of Motion 1:

I councillor Laing, would like to have this motion brought forward to the next council meeting on October 3, 2023 for discussion.

To direct administration to research a cost for a sound barrier wall that would extend the length of town on the highway frontage, please also include a quote from the Eco- Flex Rubber products in Legal, AB.

Notice of Motion 2:

I councillor Laing, would like to have this motion brought forward to the next council meeting on October 3, 2023, for discussion.

To direct administration to contact “resilient rurals” [Home | Resilient Rurals](#) to ask them to come as a delegate to better understand the council committee that they have with Gibbons, Bruderheim, Redwater and other surrounding municipalities and the benefit of being on such a committee.

They have previously approached Bon Accord council and was declined in 2018/2019, (I was told), Met at FCM and they discussed climate change and reducing greenhouse gas emissions.

Notice of Motion 3:

I I councillor Laing, would like to have this motion brought forward to the next council meeting on October 3, 2023, for discussion.

I would like for council and administration to review the trail and sidewalks in Bon Accord and improve on them, add to the sidewalks, build sidewalks where we don't have them and extend the walking trails on 51 Ave, RR240 and fix the dark sky trail parallel to 54v Ave by the Atco shed.

Note: This may be required to split over many years to get the work done, not expected to be completed in one year.