

Bon Accord Community Services Advisory Board

Meeting Agenda

Town Office, Council Chambers

March 20, 2024, 4:15 pm – 5:15 pm

Time	#	Item	Type	Who	Attach.
4:15 pm	1.	Call to Order		Chair	
	2.	Additions or Deletions to the Agenda	Approval	All	
	3.	Approval of the Agenda	Approval	All	
4:20 pm	4.	Approval of Meeting Minutes – December 20, 2023	Approval	All	Attached
4:25 pm	5.	Reports			Attached
		a) Community Services Report	Information	CS	
4:35 pm	6.	New Business:			
		a) Dark Sky Ad Hoc committee member applications	Verbal	All	Attached
		b) CSAB Membership			Attached
		c) Community Collaboration Night			Attached
		d) Upcoming events			Attached
		e) Find Your Village			
		f) 2025 Event – Women’s Day			
5:15 pm	8.	Adjournment	Approval	Chair	

Community Services Advisory Board

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Meeting Minutes

Wednesday, December 20, 2023

4:15 pm – 4:50 pm

Council Chambers

Board Member Attendance:

Tanya May	Christina Romanowski
Anne Lawrence	Carole Mackay
Chris Giles – Absent	Shannon Loehr

Administration Present:

Christina Fedorak, Community Services Coordinator

Nicole Paproski, Administration and Community Services Assistant

• CALL TO ORDER

Tanya May called the meeting to order at 4:18pm.

• ADDITIONS/DELETIONS TO THE AGENDA

- New Business g) Pickle ball

• APPROVAL OF AGENDA

Carole moved to approve the agenda as revised.

CARRIED

• APPROVAL OF MINUTES

Shannon Loehr moved that the minutes of October 4, 2022, be adopted as presented.

CARRIED

Tanya May moved that the minutes of October 19, 2022, be adopted as presented.

CARRIED

- **REPORTS**

- a) **Community Services Report - Christina Fedorak**

Christina presented her report as attached.

Shannon Loehr moved to accept the Community Services report as presented.

CARRIED

- **NEW BUSINESS**

- a) Elect a Chairperson and Vice chairperson – Shannon Loehr has been elected as Vice Chairperson. The group decided to wait until the new year, and another member, before selecting a Chair.

- b) CSAB Membership – The board can consist of up to nine members, including one council member. We still need one adult member and two youth members. Christina is going to ask Scott McCarthy if he would be interested and work with Lilian Schick School to recruit youth members.

- c) Recruiting volunteers – A Volunteer Program needs to be created and processes put into place. Christina will speak with the Morinville RCMP about the Criminal Records Check and Vulnerable Sector Check. The cost of these may be a barrier for some residents, so how can we make this more affordable? And, how often it needs to be updated. Christina has also started a volunteer list. Once these details have been finalized out the information package will be sent to CSAB members. Christina would like to have the program ready for Spring 2024.

- d) Youth events – On December 8th Christina met with ten students from Lilian Schick School to discuss youth events in town. It was a positive meeting and the students had lots of suggestions and ideas for events. A bowling trip to St. Albert has been booked for February 3rd and Christina is hoping to have a Skating Party in January.

- e) Family Day 2024 Event – Christina suggested that we host our event on February 24, the weekend after Family Day. There are many activities that weekend and some families go out of town. The event will take place at the Community Hall from 10:45am – 2:30pm. The doors will open at 10:45am. A 45-minute Magic Show will start at 11:00am (\$500 Jordan Sabo), and the movie will begin at 12:30pm (approx.. \$400 license fee). A concession will be run by Cadets and/or 4 H selling popcorn, pop, juice, candy, hot dogs etc. We will have door prizes if we can get donations. The maximum capacity is 125 people. Everyone will need to register online. The board liked this idea, plans will move forward.

f) 2024 Events and Programming – The event listing for 2024 was reviewed.

g) Pickle Ball – Due to a lack of volunteers, this program will not be running until a core group of volunteers is able to commit to the program.

h) 2024 CSAB Meeting Dates were selected – March 20, June 19, September 18, and December 18th. All meetings will start at 4:15pm and take place in Council Chambers.

• CORRESPONDENCE

There was no correspondence to review.

• NEXT MEETING

The next meeting will be held in-person on March 20, at 4:15 p.m. at Town Office, Council Chambers.

• ADJOURNMENT

Christina Romanowski adjourned the Community Services Board Meeting at 4:50 pm.

Christina Fedorak, Community Services Coordinator

COMMUNITY SERVICES REPORT

January 1 – March 20, 2024

Programs

- PD Day Camps on January 31 (8 youth), February 8 (cancelled due to low registration), February 9 (12 youths), and March 11 (11 youths).
- The Home Alone Safety Course had 16 youth and Babysitters Course had 9 youth, took place in February. These courses were subsidized by the Town of Bon Accord.
- Art Night Out – February had 8 participants.
- Service Canada came to town on January 25 to present information to seniors in town and we had 7 participants.
- We had a youth bowling trip to St. Albert booked for February 3, but we cancelled as we had no registrations (booked at the request of LS Student group).
- Adult Field trips continue to be successful. In February a group of 21 travelled to Bountiful Farmers Market, on March 10 12 travelled to the Royal Alberta Museum.

Events

- Our Family Fun Afternoon (Family Day event) was held on February 24, 2024. We hired a magician to perform from 11:00am – 11:45am, then had a large screen movie booked for the afternoon. We had 40 attendees for the magic show, which was great. Only 12 returned for the afternoon movie after the ½ hour lunch break.

Meetings and Webinars Attended

January 9 – North Central Regional ESS Meeting
January 11 – St. Albert Seniors regarding bus transportation
January 12 – Sturgeon County Regional Recreation Working Group Meeting
January 12 – Webinar Canadian Dental Program
January 16 – Webinar Volunteer Rights
January 25 – Meeting – Sturgeon Public Schools Connections
January 29 – Meeting, Darla Clarke Lillian Schick School Principal
February 7 - Sturgeon County Regional Recreation Working Group Meeting
February 7 – Community Collaboration Event
February 12 - North Central Regional ESS Meeting
February 20 – Meeting, Sturgeon Adult Learning Council
February 27 – Webinar, Moose Hide Campaign
March 1 – Meeting, Edmonton Evergreen FCSS Group

March 6 - Sturgeon County Regional Recreation Working Group Meeting
March 7 - Meeting – Sturgeon Public Schools Connections
March 12 – Meeting – Find Your Village event team

Training

January 17 – ESS Basics
January 18 – Reception Centre Training for ESS
January 23 – Donations Management Training
February 5 & 6 - First Aid Training

Thank you for attending our first Community Collaboration session last night. We had a great turnout and meaningful conversations about our community.

Here are the notes that I took, so that we all have a record of our first meeting.

Challenges that our groups/organizations are experiencing, along with some of the solutions we discussed.

Members are aging and wanting to spend less time volunteering. Younger members are needed, that have time to volunteer and help. (for all groups/organizations in town)

- Lilian Schick School staff are excited to have their students be more involved with our community. If anyone would like to work with the school, please let me know and I will send the contact info.
- Everyone that needs volunteers is going to send me a list of what they need – volunteer descriptions and roles, and a list of dates/events needed. This information will be put together and (if possible) added to the town website, and a flyer/poster will be created that can be left around town for residents to see and pick up.
- The goal is to create a pool of volunteers that is shared between all the groups in town. We will all help each other succeed.
- Perhaps having an information booth at appropriate events in town with information about volunteering would be helpful.

The community hall is struggling to pay their utility bills. More bookings are needed to help pay bills.

- The community hall would like to have a website created, as well as social media pages. They need a volunteer with the knowledge that can assist.
- Christina Fedorak has volunteered to help with the creation of rental material (on her own time).
- Christina has found a resident in town that has volunteered to help with the creation of the website and social media.
- Hugh Allen suggested that perhaps the Town's solar farm could help pay for some of the community buildings utilities, like the community hall and Treasure Chest. Tanya May indicated that she will bring this idea to council.

Food Bank needs volunteers during the day and is struggling to keep their shelves full.

- LS School would like to help at the food bank. Christina Fedorak will send the contact information for this to happen.
- All groups are going to try and book volunteer time at the foodbank during the weekdays, to help sort shelves.
- Christina Fedorak will investigate posting this need on the town website and social media, to encourage residents to help out.
- All town events ask for foodbank donations.

Fire Department and Peace Officers are concerned with the risk of wildfire this year due to the lack of moisture and snow so far this winter season.

- Wildfire and Emergency Preparedness Day has been scheduled for Saturday, May 11, 2024. This will be a town wide event.

Community Gardens have planted fruit trees/bushes that are meant for all residents to enjoy. They need help watering them and letting residents know about them.

- Leanne and Christina will work together with the staff and LS School to see if a student volunteer schedule can be arranged.
- Leanne will send Christina a planting date, to coordinate with the Fire Department, they may be able to help with the initial soaking of the community garden beds.
- Leanne will let Christina know when they are ready to pick, so that the info can be shared.

Community In Bloom committee requires more volunteers to help to maintain the many beds in town.

- Once the other committee members have returned from the US, a meeting will be called to discuss how the committee can utilize the youth volunteers from LS School.
- Weeding days can be added to the calendar so that more residents are aware.
- Committee will send Christina a planting date to coordinate with the Fire Department, as they may be able to help with the initial soaking of the garden beds.

CNN Spurs would like to see more fans in the bleachers, cheering on our local youth at games and supporting the concession.

- They will see if the sandwich boards can be used again to let the residents know that a game is scheduled.
- Can games be added to the town calendar? Christina will investigate this.
- How can we let residents know that they can come to the arena, have a great dinner at the concession and enjoy a game? Christina will investigate.
- Jake would like to see the hockey players be involved in their community all year long.
- Community League runs concession at the arena, now has debit available for payments. They need more traffic.

Communication of what is happening in town

- As per Jake Mann, we are all welcome to advertise our events at the arena during hockey games.
- Peace Office Ashdown shared that a new role will be starting soon with their office, a Community Liaison.
- Jess (Tanya May's daughter) has asked if the town could add an Instagram page, as the younger demographic uses that more. Jess has also offered to help local groups with their graphic design needs, as she is studying this in school.
- A group of younger people is needed to share media posts and help get the word out about events and things happening in town. This could be a volunteer opportunity for some social media savvy teens and twenty-somethings.
- Can a few solid sandwich boards be made that groups can share when needed?
- The calendar in the town newsletter could increase in size, enabling more information to be shared.
- The electronic sign at the flower bed (east entrance into town) has not worked for several years, but perhaps there is a different solution. Hugh Allen shared that the Ag Society may be willing to help finance/sponsor signage in town to increase communication. Maybe we need to fundraise together for funds. Tanya to take this information to council.
- The town newsletter is only mailed out to residents that get utility bills. Christina will research to see how we can get this newsletter to more people. Copies could be left at ATB, Food Town, the Pharmacy, and the Daycare. Where else?

Bon Accord Connects – Spring and Fall

- The 2023 Fall Bon Accord Connects event was successful. It brought out well over 200 people and provided a great place to meet neighbours and learn about our town and services. Perhaps this event needs to happen twice per year, to maximize our potential, recruit new members and share information. A spring event could happen at the arena once the ice surface is gone. It would allow more space for more booths for both businesses and community groups, and space to just visit. Christina will explore this possibility and keep the group updated. Additional activities could include a seed exchange and plant exchange.
- Everyone at the meeting gave permission to share their contact info. The contact list for everyone that attended is attached.
- Future Meetings – the group agreed that this meeting was useful, and that quarterly meetings would be great. Next meeting date is Wednesday, May 8, 2024; 6:30pm at the Community Hall.

Event Name	Date	Location	Event Status	# of attendees (estimate)
Art Night Out - March	March 20, 2024	Arena Meeting Room	Confirmed	15
Spring Break Programming	March 23-29, 2024	Town Office/Library	Confirmed	
Easter Egg Hunt	March 29, 2024	BACS	Confirmed	125
International Dark Sky Week Event	April 4, 2024	Bon Accord Public Library	Tentative	
Free Tax Clinic	April 9, 10, 2024	Council Chambers	Confirmed	
Adult Field Trip - April	April 14, 2024	Edmonton Antique Mall	Confirmed	15
Volunteer Appreciation	April 17, 2024	Bon Accord Arena	Confirmed	75
Art Night Out - April	April 23, 2024	Arena Meeting Room	Confirmed	15
PD Day programming	April 29, 2024	Town Office/Library	Confirmed	10
Town Wide Clean Up	May 3, 2024	Town Wide	Confirmed	
Community Collaboration Session Q2	May 8, 2024	Bon Accord Community Hall	Confirmed	25
Food Bank Drive/Feed the Families	May 10, 2024	Town Wide	Confirmed	
Bon Accord Connects - Spring	May 11, 2024	Bon Accord Arena		
Community Compost Pick Up Day	May 11, 2024	Public Works	Confirmed	
4H Electronics/Tire Pick Up day	May 11, 2024	Public Works	Confirmed	
Emergency Preparedness Week	May 11, 2024	Town Office/Fire Department		
Wildfire Community Preparedness Day	May 11, 2024	Town Office/Fire Department		
Art Night Out - May	May 14, 2024	Town Office/Library	Confirmed	15
PD Day programming	May 17, 2024	Arena Mezzanine	Confirmed	10
Bike Rodeo	May 22, 2024	BACS	Confirmed	50
Adult Field Trip - May	May 29, 2024	TBC	Confirmed	20
Pride Month Event	June 1, 2024	TBC	Confirmed	
Rock Snake - start	June 1, 2024	Tentative	Confirmed	
Town Wide Garage Sale	June 1, 2024	Run by Library	Confirmed	
PD Day programming	June 3, 2024	Town Office/Library	Confirmed	10
Seniors BBQ	June 5, 2024	Centennial Park	Confirmed	120
Date Night	June 15, 2024	TBC	Confirmed	20
National Indigenous Day	June 21, 2024	TBC	Confirmed	
Another Man's Treasure	June 21, 2024	Town Wide	Confirmed	
Large Item Pick Up	June 22, 2024	Town Wide	Confirmed	
Canada Day Flag Planting	June 30, 2024	Town Wide	Confirmed	
Canada Day Pancake Breakfast	July 1, 2024	Bon Accord Arena	Confirmed	
Fireworks for Canada Day	July 1, 2024	Bon Accord Arena	Confirmed	
Music in the Park	July 2, 2024	Centennial Park	Confirmed	
Music in the Park	July 9, 2024	Centennial Park	Confirmed	
NERF Wars	July 13, 2024	Bon Accord Arena	Tentative	
Music in the Park	July 16, 2024	Centennial Park	Confirmed	
Music in the Park	July 24, 2024	Centennial Park	Confirmed	
Music in the Park	July 30, 2024	Centennial Park	Confirmed	
Music in the Park	August 6, 2024	Centennial Park	Confirmed	
Harvest Days Parade	August 10, 2024	Town Wide	Confirmed	
Harvest Days Fireworks	August 10, 2024	Archie Jenkins Sports Grounds	Confirmed	
Music in the Park	August 13, 2024	Centennial Park	Confirmed	
Music in the Park	August 20, 2024	Centennial Park	Confirmed	
Music in the Park	August 27, 2024	Centennial Park	Confirmed	
Music in the Park	September 3, 2024	Centennial Park	Confirmed	
Bon Accord Connects	September 8, 2024	Bon Accord Community Hall	Confirmed	
Date Night	September 14, 2024	Prairie Gardens	Confirmed	20
PD Day programming	September 16, 2024	Arena Mezzanine	Confirmed	10
Art Night Out - September	September 18, 2024	Bon Accord Arena	Confirmed	
Art Walk event with Library	September 21, 2024	Tentative	Confirmed	
National Day for Truth & Reconciliation	September 30, 2024	Tentative	Confirmed	
Sturgeon County Seniors Conference	October 5, 2024	Gibbons	Confirmed	125
PD Day programming	October 15, 2024	Arena Mezzanine	Confirmed	10
Fire Prevention Week	October 6-12, 2024	Online only	Confirmed	
Art Night Out - October	October 16, 2024	Arena Meeting Room	Confirmed	15
Adult Field Trip - October	October 23, 2024	TBC	Confirmed	15
Halloween Spooktacular	October 26, 2024	Lilian Schick School	Confirmed	220
Remembrance Day Service	November 11, 2024	Veterans' Memorial Park	Confirmed	

Fall Break Programming	November 12-15, 2024	Arena Mezzanine	Confirmed	15
Home Alone Course Fall	November 12, 2024	Arena Mezzanine	Confirmed	18
Babysitting Course Fall	November 13, 2024	Arena Mezzanine	Confirmed	18
Art Night Out - November	November 20, 2024	Arena Meeting Room	Confirmed	15
PD Day programming	December 2, 2024	Arena Mezzanine	Confirmed	10
Community Christmas Craft Night	December 3, 2024	Community Hall	Confirmed	25
Winter Wonder-Fest Day 1	December 7, 2024	Community Hall	Confirmed	
Winter Wonder-Fest Day 2	December 8, 2024	Bon Accord Arena	Confirmed	
Parent's Night Off	December 12, 2024	LS School Gym	Confirmed	30
Art Night Out - December	December 18, 2024	Arena Meeting Room	Confirmed	15