

Town of Bon Accord
AGENDA
Regular Council Meeting
March 7, 2023, 7:00 p.m. in Council Chambers
Live Streamed on Bon Accord YouTube Channel

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. ADOPTION OF MINUTES

3.1. Regular Meeting of Council; February 21, 2023 (enclosure)

4. DELEGATION

4.1. 7:10 p.m. Larissa Gagne – Urban Chickens (enclosure)

5. UNFINISHED BUSINESS

5.1. Community Life Survey (enclosure)

5.2. Morinville Detachment Policing Priorities 2023-2024 (enclosure)

5.3. LED Lighting Upgrade: Library (enclosure)

6. NEW BUSINESS

6.1. Notice of Motion - 54th Ave (enclosure)

6.2. Notice of Motion - Council Benefits (enclosure)

6.3. Future Skateboard Park Location (enclosure)

6.4. March Council Briefing Meeting (enclosure)

7. BYLAWS/POLICIES/AGREEMENTS

POLICIES

7.1. New Business Welcome Policy (enclosure)

8. WORKSHOPS/MEETINGS/CONFERENCES

9. CORRESPONDENCE

10. NOTICE OF MOTION

11. CLOSED SESSION

11.1. Citizens on Patrol Funding and Volunteer Update – *FOIP Act 17(1)*

Disclosure harmful to personal privacy (enclosure)

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

12. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
February 21, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

REGRETS

Councillor Timothy J. Larson

ADMINISTRATION

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

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA

COUNCILLOR LAING MOVED THAT Council adopt the February 21, 2023 agenda as amended, adding items 6.4 Federation of Canadian Municipalities and 12.2 Notice of Motion re: 54th Avenue.

CARRIED UNANIMOUSLY RESOLUTION 23-067

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – February 7, 2023

MAYOR HOLDEN MOVED THAT a correction be made to the spelling of Tina Groszko's name in resolution #23-047.

CARRIED UNANIMOUSLY RESOLUTION 23-068

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the February 7, 2023 Regular Meeting of Council as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-069

DEPARTMENTS REPORT

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the departments report as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-070

**Town of Bon Accord
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UNFINISHED BUSINESS

ACCPA Membership Information

COUNCILLOR LAING MOVED THAT Council direct administration to decline membership with ACCPA for 2023.

CARRIED UNANIMOUSLY RESOLUTION 23-071

Community Life Survey

DEPUTY MAYOR BIDNEY MOVED THAT the Community Life Survey Public Participation Plan be postponed to the March 7, 2023 Regular Council Meeting.

CARRIED UNANIMOUSLY RESOLUTION 23-072

Council February Briefing Meeting

COUNCILLOR MAY MOVED THAT Council direct administration to proceed with planning and advertising the Council Briefing Meeting on March 2, 2023 from 5 – 7 pm.

CARRIED UNANIMOUSLY RESOLUTION 23-073

Federation of Canadian Municipalities

COUNCILLOR LAING MOVED THAT Council direct administration to accept this report as information and proceed with the hotel bookings as presented.

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

Opposed: Councillor May

CARRIED RESOLUTION 23-074

NEW BUSINESS

Grant Writer

COUNCILLOR MAY MOVED THAT administration research the cost to hire a temporary grant writer and researcher, as well as sponsorship and naming rights for the arena.

CARRIED UNANIMOUSLY RESOLUTION 23-075

Appointment of Library Board Trustees and Financial Reviewer

COUNCILLOR LAING MOVED THAT Council approve Carol Mackay and Sarah Redden to serve as Library Board Trustees on the Bon Accord Public Library Board.

CARRIED UNANIMOUSLY RESOLUTION 23-076

COUNCILLOR MAY MOVED THAT Council approve Beverly Lehtonen as the Financial Reviewer for the Bon Accord Public Library Board's 2022 accounts.

CARRIED UNANIMOUSLY RESOLUTION 23-077

Procedural Bylaw Expert Review

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to proceed with the legal review of the draft Procedural Bylaw and decline the parliamentary review at this time.

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

Opposed: Councillor Laing

CARRIED RESOLUTION 23-078

Veterans' Memorial Park Committee Appointments

COUNCILLOR MAY MOVED THAT Council appoint Tammy Burrows to the Veterans' Memorial Park Committee for a two-year term ending February 21, 2025.

CARRIED UNANIMOUSLY RESOLUTION 23-079

COUNCILLOR LAING MOVED THAT Council appoint Ann Latta to the Veterans' Memorial Park Committee for a two-year term ending February 21, 2025.

CARRIED UNANIMOUSLY RESOLUTION 23-080

COUNCILLOR MAY MOVED THAT Council appoint Dave Latta to the Veterans' Memorial Park Committee for a two-year term ending February 21, 2025.

CARRIED UNANIMOUSLY RESOLUTION 23-081

DEPUTY MAYOR BIDNEY MOVED THAT Council appoint Brian Phelan to the Veterans' Memorial Park Committee for a two-year term ending February 21, 2025.

CARRIED UNANIMOUSLY RESOLUTION 23-082

COUNCILLOR LAING MOVED THAT Council appoint Barry Sturrock to the Veterans' Memorial Park Committee for a two-year term ending February 21, 2025.

CARRIED UNANIMOUSLY RESOLUTION 23-083

COUNCILLOR MAY MOVED THAT Council appoint Patrick Tighe to the Veterans' Memorial Park Committee for a two-year term ending February 21, 2025.

CARRIED UNANIMOUSLY RESOLUTION 23-084

BYLAWS/POLICIES/AGREEMENTS

Amend Policy #22-476 Appendix 33 & Policy #05-315

COUNCILLOR MAY MOVED THAT Council amends Appendix 33 as presented of Policy 22-476 Employment Policy to reflect the updated mileage reimbursement rate of \$0.61/km.

CARRIED UNANIMOUSLY RESOLUTION 23-085

DEPUTY MAYOR BIDNEY MOVED THAT Council amends Policy 05-315 Council Remuneration as presented to reflect the updated mileage reimbursement rate of \$0.61/km.

CARRIED UNANIMOUSLY RESOLUTION 23-086

Mayor Holden called a short recess at 10:14 a.m.

**Town of Bon Accord
Regular Meeting of Council Minutes
February 21, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

Mayor Holden called the meeting back to order at 10:20 a.m.

COUNCIL REPORTS

COUNCILLOR MAY MOVED THAT Council accept the Council reports as presented.
CARRIED UNANIMOUSLY RESOLUTION 23-087

CORRESPONDENCE

Minister Copping – Response to Ambulance Crisis Letter

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the letter as presented.
CARRIED UNANIMOUSLY RESOLUTION 23-088

Farm Safety Centre

COUNCILLOR LAING MOVED THAT Council accept the letter from Farm Safety Centre as information.

CARRIED UNANIMOUSLY RESOLUTION 23-089

Camrose Casino Relocation Appeal

COUNCILLOR LAING MOVED THAT Council accept the correspondence as information.

CARRIED UNANIMOUSLY RESOLUTION 23-090

Sturgeon Composite High School – Grad Banquet Sponsorship

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to donate an in-kind gift with the Town logo to a maximum of \$50 to the Sturgeon Composite High School Grad Banquet Committee.

CARRIED UNANIMOUSLY RESOLUTION 23-091

Morinville RCMP Detachment Priorities 2023/2024

COUNCILLOR MAY MOVED THAT Council direct administration to schedule a time during the March 2, 2023 Council Briefing Meeting to discuss the RCMP performance planning process policing priorities.

CARRIED UNANIMOUSLY RESOLUTION 23-092

NOTICE OF MOTION

***Council Benefits
54th Avenue***

CLOSED SESSION

- ***Alberta Capital Region Wastewater Commission (ACRWC) – FOIP Act 25(1)(d) Disclosure harmful to economic and other interests of a public body***
- ***Intermunicipal Collaboration Framework (ICF) Recreational Funding – FOIP Act 24(1)(c) Advice from officials***

**Town of Bon Accord
Regular Meeting of Council Minutes
February 21, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR LAING MOVED THAT Council enter into closed session to discuss Alberta Capital Region Wastewater Commission (ACRWC) – FOIP Act 25(1)(d) Disclosure harmful to economic and other interests of a public body and Intermunicipal Collaboration Framework (ICF) Recreational Funding – FOIP Act 24(1)(c) Advice from officials at 10:36 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-093

COUNCILLOR LAING MOVED THAT Council come out of closed session at 11:23 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-094

Alberta Capital Region Wastewater Commission (ACRWC) – FOIP Act 25(1)(d) Disclosure harmful to economic and other interests of a public body

COUNCILLOR LAING MOVED THAT Council accept this report as information and directs administration to draft a letter ACRWC as discussed.

CARRIED UNANIMOUSLY RESOLUTION 23-095

Intermunicipal Collaboration Framework (ICF) Recreational Funding – FOIP Act 24(1)(c) Advice from officials

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to notify Sturgeon County of the planned upgrades to the Arena and the Town's intention to pursue a multi-year, phased approach to the needed upgrades utilizing the 50/50 capital funding established in the Recreation Cost Sharing Agreement with Sturgeon County as required.

CARRIED UNANIMOUSLY RESOLUTION 23-096

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the February 21, 2023 Regular Meeting of Council adjourn at 11:24 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-097

Mayor Brian Holden

Jodi Brown, CAO

Hello, my name is Larissa Gagne. I have lived in the community for 7 years and before that I had lived in Sturgeon County since I was 7. Today I am here to ask that you amend the land use zones for laying hens. When looking at the land use zones I have noticed that in zone R1 there are approximately 296 homes in this zone, 45 homes in R1A and 37 homes in R1B which have much smaller backyard spaces than most of Bon Accord. Now in zone R2 where I reside there are 150 homes who are not allowed to have Urban laying hens. I live on a lot that has over 3000 sq/ft and only a 600 sq/ft home and a 700 sq/ft garage. I have ample space to provide proper distancing from my neighbours as well as fences and building. I am asking that you change the zoning to allow all of Bon Accord excluding R3 and commercial zones to have laying hens.

Since 2019 more and more cities and towns have been amending their urban hens bylaws. I would like to mention a ton of cities and towns that allow chickens in Alberta. St. Albert, Red Deer, High River, Okotoks, Edmonton, Airdrie, Cold Lake, Grande Prairie, Peace River, Fairview, Mundare, Bashaw, Millet, Rocky Mountain House, Tilley, Myrna, Wood Buffalo, Nobleford, Strathmore, Olds, Penhold, Crossfield, Leduc, Raymond, Nanton, Turner Valley, Calmar, Rimbey, Morinville, Slave Lake, Innisfail, Lacombe and many more. It is expected to have more cities and towns review this bylaw in the near future. I would like Bon Accord to be a part of the list who allows hens.

Now as a community I understand there may be concerns with having chickens in residential areas and I have compiled a list of pros and cons to allowing Urban chickens to be a part of Bon Accord.

Here are a list of potential cons and solutions to them:

Noise

Now I know Bon Accord to be a community that cherishes the quiet it provides but chickens don't make much more noise than the daily residential activities. By not allowing hen permit owners to own roosters you eliminate the biggest noise of owning chickens. As we all know roosters make a lot of noise. Hens clucking is a soft tone. But hens can have a loud alarm calls when startled or threatened. These calls occur over a very short period and stop when the threat is over or identified. This is no different than the dogs barking in town. Typically chickens vocalize very little during the night time hours as they tend to go into their coop for safety.

Odors and Manure Management

Odors occur when poultry manure accumulates over a long period of time. By laws can be put into place to ensure coops are maintained. It is known that a small number of birds between 4-8 won't produce much manure to create bad odors. Routine cleaning of the coop will prevent odor issues from arising. Owners can use the removed bedding and manure as a fertilizer in the fresh or composted form.

Poultry Diseases

Salmonella typically results from eating contaminated food that is improperly cooked or prepared. This bacteria is found in the birds guts and feces. To limit worry with this it would be the owners responsibility to maintain proper hand washing, handling and cooking of food.

There may be some concerns not mentioned but I am sure positive solutions can be created.

There are many pros to allowing Urban Chickens in Bon Accord. Here are a list of some:

- Paves the way for further community programs such as shared composting, more student engagement, sharing chickens to help clear backyards of weeds and pests, and other community activities that would naturally evolve. Eggs are more nutritious than commercial factory farmed eggs. It helps reduce household waste as they eat kitchen scrapes. They provide a great fertilizer once their droppings are composted and can enrich the towns compost pile more than just dead leaves and grass. They provide pest control by eating slugs, ticks, mosquitos, and ants. They are a great way for the children to learn first-hand about where their food comes from. They provide positive mental health benefits and lastly they will require licenses and coop development permits providing additional revenue to the town.

I would like to take this time to share a story about the positive impacts urban hens have had on a city. A city in Belgium offered residents 3 chicken per household to anybody who wanted a chicken. They had 2000 families raise their hands saying "yes we will take 3 chickens" So the city got 6000 chickens and distributed them throughout the city. In the first month their food waste dropped 100 tons. So not only did they eliminate the landfill waste, all the residents who volunteered had chickens.

Having chickens to raise in my back yard would mean so much to me. During these times of inflation feeding a family of 5 has resulted into be going back to the basics. I make every thing from scratch and no longer buy premade food items. I can all sorts of items and make my own bread. And I also garden. To be allowed to have chickens who can be a part of fertilizing my garden, eating pest and weeds in my garden, laying eggs for all my homemade meals and essentially becoming a huge part in us surviving during these raised prices would make all difference. I am hoping that by making this change to the zoning it would also increase community engagement and allow for the members of the community to have a sense of self sufficiency. I have given you all a Urban Chicken Community Package that the Alberta Farm Animal Association, Growing Forward 2, Alberta and Canada Government has put together. In this package it outlines considerations, responsibilities, sample bylaws and AFAF Alert Line for residents or town officials to call if they see chickens that are in distress or neglect, or if they have any questions on how to properly care for chickens. Thank you for allowing me to bring this delegation forward to you.

Urban Chickens

Community Package



Growing Forward 2 
A federal-provincial-territorial initiative

Alberta  Canada 
Government

URBAN CHICKENS

In recent years, there has been increased interest from individuals and communities on keeping backyard chickens. Several communities across Alberta currently allow residents to raise backyard chickens or are considering amending their bylaws to allow it. Residents may be interested in keeping chickens for various reasons including for fresh eggs, as an educational opportunity for children, compost, pest control, or the desire to know more about how their food is produced.

Alberta Farm Animal Care (AFAC) is a multi-species livestock welfare organization and aims to ensure continuous improvement in animal care and welfare. In 2017, AFAC created an Urban Chicken/Small Flock Care Manual and resources for current and potential chicken owners. This suite of learning materials includes a comprehensive, user-friendly manual that focuses on urban chicken care, training video resources, and workshops that include hands-on training. These resources are available to interested residents and communities by contacting us at info@afac.ab.ca or 403-652-5111. You can find more information on our website: www.afac.ab.ca.



CONSIDERATIONS

If a community is considering permitting residents to keep urban chickens, the following should be taken into consideration:

- Is there a local veterinarian who can provide support and treat poultry?
- Are there trained municipal representatives who can process applications and licenses, deal with concerns that may arise, conduct coop inspections, etc.?
- Does the area have a high number of wildlife and predators?
- Does the municipality have a designated area where poultry owners can dispose of chicken manure/bedding material and any mortalities?
- Is there a poultry professional nearby who can provide an educational workshop to residents on keeping urban chickens, and provide ongoing expertise and support? (*Highly recommended*)



RESPONSIBILITIES

Backyard chickens can be successful in an urban municipality, provided chicken owners fulfill the following responsibilities:

- Provide basic needs such as food, water, shelter, light, and ventilation
- Keep the coop in sanitary condition, with regular disposal of manure and bedding material, and in good repair
- Ensure the coop provides adequate protection from vermin, wild animals, and predators
- Provide the chickens with opportunities to perform essential behaviors such as dust-bathing, roosting, and scratching
- Follow basic biosecurity procedures to keep the chickens and themselves safe
- Be knowledgeable about proper food safety practices
- Know how to act accordingly if one of their chickens gets sick or if there is a disease outbreak
- Be cognizant of the time and financial commitment required to care for the chickens
- Have a plan for what to do with the chickens once they quit laying; it is not uncommon for backyard chickens to live 8-10 years
- Have an emergency contact who can provide care for the chickens in case of an emergency.



SAMPLE BYLAWS

The following are examples of bylaws from communities across Alberta that permit residents to raise backyard chickens:

- Any person wanting to keep urban chickens must obtain a Premises Identification (PID) under the Alberta Animal Health Act
- An application must be submitted and approved
- An approved license is required to be renewed annually
- In order to be approved for a license, each urban chicken keeper must take urban chicken training or equivalent, designed to provide adequate information regarding the successful keeping of chickens in an urban area.
- Only hens will be allowed to be kept; no person shall keep a rooster
- Maximum number of hens is 3 to 8 per household.
- Hens must be a minimum of 16 weeks of age
- Provide each Hen with at least 0.37m² of interior floor area, and at least 0.92m² of outdoor enclosure, within the coop
- Provide at least one nest box per every 4 birds
- Locate the coop in a place that is mindful and considerate of neighbours
- Have a town representative inspect the coop prior to approval
- No hen shall be slaughtered on the property
- Residents cannot sell eggs, manure, meat or other hen related products
- Follow procedures recommended by the Federal and Provincial Governments to reduce potential disease outbreak.

AFAC ALERT LINE

The ALERT Line is an anonymous help line. If residents or town representatives see backyard chickens that are in distress or neglected, or have a question about backyard chicken care, they can call 1-800-506-2273. The ALERT Line will send out an individual knowledgeable in the keeping of chickens who can offer solutions to improve care and provide knowledgeable counsel.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Community Life Survey
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

During the 2022 Council Workshop held on December 12th, 2022, administration brought forward the suggestion to consider conducting a community survey to provide the opportunity for resident input on a variety of topics relevant to the 2nd year of the Strategic Plan.

During the Council Briefing Committee meeting held on January 25th, 2023, Council reviewed proposed community survey questions.

The proposed Community Life Survey was brought forward at the February 21st, 2023 Regular Council Meeting but was postponed at the request of administration for further review following staff input.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has revised one of the proposed questions as noted on the enclosed proposed survey, based on input from staff.

The public participation plan for the proposed survey is shown below and the proposed survey is enclosed.

As per the Public Participation Policy (#18 – 171) the Town Manager shall develop public participation plans for Council approval. Hence, the final approval of the Community Life Survey will be brought forward at the March 07th Regular Council Meeting.

The public participation plan for the proposed survey is shown below and the proposed survey is enclosed.

Title and Purpose: Community Life Survey

- The community of Whistler, BC conducts resident surveys entitled “Community Life Surveys”. This name reflects the purpose of the survey which is to invite feedback on current goals and objectives in 2023. Also, please reference the introduction to the enclosed proposed survey.

Distribution:

- Online, hard copies provided at the Town Office, Library and Jewel Box.

Timeline:

- March 15th – April 15th, 2023 (This will follow the Council Community Connections event scheduled for March 09th with a focus on the Dark Sky Revitalization Plan).

STRATEGIC ALIGNMENT*Value Statement: Transparency*

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

Value Statement: Collaboration

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)**Choose one of the following options:****Resolution Option #1**

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

Resolution Option #2

THAT Council direct administration to proceed with the Community Life Survey Public Participation Plan as amended including (list amendments)...

Resolution Option #3

That Council direct administration to....

Community Life Survey:

The Community Life Survey is an important component of the Town of Bon Accord's public engagement strategy. This survey is designed to inform decision making and project planning.

The survey allows you to provide your input to help Council and administration determine community priorities, trends and concerns, as well as receive and action feedback on municipal plans and services.

Your feedback is important to help identify future key community needs. Please contact the Town Office at 780-921-3550 should you have any questions regarding the survey.

Thank-you for taking the time to complete this survey.

Survey results will be published on the Town website following the close of the survey on _____.

A. Residency

1. Where do you live?

- ☐ Bon Accord
- ☐ Sturgeon County
- ☐ Other

B. Quality of Life

1. What makes Bon Accord a good place to live? Check all that apply:

- ☐ Small town atmosphere
- ☐ Friendly and welcoming
- ☐ Close to amenities
- ☐ Environmental initiatives (Dark Sky, solar farm)
- ☐ Local schools
- ☐ Other: _____

2. What do you think would improve quality of life in our community:

The Town has recently begun upgrades to the Bon Accord Arena. The Town is currently considering other upgrades to existing recreational amenities. Which of the following choices would be your top two (2) priorities; Please check **only** two (2) priorities.

~~New recreational amenities such as~~

- New playground in Springbrook area to replace existing playground
- Other playground equipment upgrades
- Skateboard equipment upgrades including a concrete bowl
- Expansion of the walking trail
- Upgrades to the ball diamonds or soccer pitches
- Addition of benches, picnic tables, or park grills to parks with playgrounds

3. Other suggestions or comments regarding existing facilities or new facilities that you may have:

4. What other infrastructure or services do you see as top priorities for the Town within the existing budget? Please choose 2 of your top priorities for each category below:

Infrastructure:

- Road maintenance improvements
- Sidewalk repair
- Drainage Upgrades
- Other _____

Services:

- Additional bylaw enforcement services
- Snow removal improvements
- Greenspace maintenance improvements
- Other _____

5. The Town currently has a contract with Sturgeon County Bylaw Services for 7 hours per week of bylaw enforcement at a cost of \$42,042 in 2023. Given this limited capacity, ~~which of the following areas should be prioritized:~~ Please choose your top two priorities:

- Snow removal on sidewalks
- Abandoned vehicles
- Unsightly premises
- RV units stored in yards during the winter months
- Cleaning up after dogs
- Other: _____

6. Should OHVs be allowed to ride in and out of our community?

- Yes
- No

C. Community Events

7. Which community events are important to you (check all that apply):

- ☐ Family Day
- ☐ Volunteer Appreciation
- ☐ Seniors Week
- ☐ Canada Day
- ☐ Harvest Days
- ☐ Meet the Community Night
- ☐ Halloween Howl
- ☐ Winter Wonderland

8. What kind of community events would you like to see more of in Bon Accord (check all that apply):

- ☐ Music centred events
- ☐ Outdoor events in parks
- ☒ Environmental Activities
- ☐ Street Festivals
- ☐ Other: _____

9. Are there any obstacles or barriers that prevent you and/or your family from attending events (check all that apply):

- ☐ Location
- ☐ Time of day
- ☐ Day of the week
- ☐ Accessibility
- ☐ Other: _____

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 07th, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Morinville Detachment Policing Priorities 2023-2024
Agenda Item No.	5.2

BACKGROUND/PROPOSAL

At the Regular Meeting of Council on February 21st, 2023:

COUNCILLOR MAY MOVED THAT Council direct administration to schedule a time during the March 2, 2023, Council Briefing Meeting to discuss the RCMP performance planning process policing priorities.

Carried Unanimously
Resolution # 23-092

The letter regarding this matter from S.Sgt. Chris Palfy is enclosed.

During the March 02nd, 2023 Council Briefing Committee Meeting policing priorities were discussed. The options below are based on the potential priorities discussed at this meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2022 – 2023 Policing Priorities were as noted below.

1. Crime Prevention
2. Community Engagement
3. Employee Wellness

In reference to the above, the Coffee with a Cop engagement sessions have been well attended and well received by the community. These sessions have also been very informative for residents and Town staff. The RCMP have been encouraging the Lock It or Lose It Program in Town and provided information on employee wellness initiatives during the quarterly reports. Additionally, it is appreciated that S. Sgt. Palfy and his staff attend Council meetings to present the quarterly report on crime statistics as well as hosted a Town Hall event in Bon Accord in March 2022.

Administration has contacted S. Sgt. Palfy for additional clarification/information on the Employee Wellness priority activities. He provided the following examples as shown below:

- Formation of Social Club
- Mental Health Supports
- Workforce Parity initiatives (moves)
- Even file distribution
- Officer Accountability
- Cross Training and extra-curricular training opportunities
- Socializing and team building
- Developing a conflict resolution process

Options for 2023 – 2023 Policing Priorities:

- Continued focus on Crime Prevention
- Continued focus on Community Engagement
- Continued focus on RCMP Employee Wellness (waiting for additional information)
- New focus on mental health training or supports for RCMP Officers when responding to calls that may involve individuals experiencing a mental health crisis or illness.
- Other suggestions brought forward by residents at the March 24th Coffee with a Cop session or via email if unable to attend this session.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

Priority # 2 Community

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following options:

Resolution Option #1

1. THAT Council direct administration to include 2023 – 2024 policing priorities as a topic of discussion at the March 24th Coffee with a Cop session and further that administration encourages residents that are unable to attend to respond by email.
2. THAT Council direct administration to forward the following list of policing priorities to S.Sgt. Chris Palfy by March 31, 2023 (list priorities):

Resolution Option #2

THAT Council direct administration to...



Royal Canadian Mounted Police Gendarmerie royale du Canada

Security Classification/Designation

S/Sgt. Chris PALFY
Morinville RCMP
10512 101 Avenue
Morinville, AB T8R 1K9

Your File

Chief Administrative Officer
Town of Bon Accord
PO Box 779
Bon Accord, AB T0A 0K0

Our File

2023-02-08

Dear Sir or Madam:

Morinville RCMP Detachment Priorities 2023/2024

Every year as part of the RCMP's Annual Performance Planning process, policing priorities and initiatives are set to guide the activities of the detachment personnel, in order to best meet community needs for the upcoming year. To determine what the priorities will be, a consultation process is initiated with community leaders.

The Morinville RCMP detachment priorities for the 2022/2023 year were Crime Reduction, Community Engagement, and Employee Wellness.

I am seeking your input regarding what priorities you would like to see for the 2023/2024 fiscal year. If you can kindly provide me feedback by March 31, 2023, it would be greatly appreciated. This will allow for sufficient time for consultation with detachment members and other stakeholders to determine how best to support the priorities and input the progress into our database.

If you wish, an in-person meeting is always preferred to discuss priorities. Otherwise, please feel free to contact me should you have any questions or require further information.



S/Sgt. Chris Palfy
Detachment Commander
Morinville RCMP-GRC
780-939-1616

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 07th, 2023
Presented by:	Jodi Brown, Town Manager
Title:	LED Lighting Upgrade: Library
Agenda Item No.	5.3

BACKGROUND/PROPOSAL

In 2022, the Town was advised by the Bon Accord Library's administration that the lighting in the library was very old and in need of replacement. The fixtures are old and finding covers that fit properly was difficult. As a result, covers were falling off creating a safety hazard. Given the age of the fixtures, the lighting was of very poor quality.

In 2023, the Town applied to Fortis Alberta for funding to assist with the cost of replacing all the existing lights with new LED lighting fixtures.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town applied for the maximum funding of \$5,000 (total project cost: \$5137) and received notification of funding approval from Fortis Alberta in the amount of \$2,742. Note, the cost of labour to complete the project was not approved however the Town is very grateful to Fortis Alberta for their contribution to this project.

The Town budgeted \$1500 to support the project, hence this leaves a funding shortfall of approximately \$900 to complete the project.

As per section 3.2 (Maintenance and Repairs) of the Town's agreement with the library, "The Town shall be responsible for all external (outside) building maintenance in addition to all internal maintenance (inside) that is of a structural nature and other maintenance which includes repairs to the building's heating, ventilation, air conditioning system, plumbing, electrical systems, and flooring. The Library Board shall be responsible for all other maintenance or repairs to the Library Premises which are not structural in nature."

Shortfall Funding Strategy:

Administration will bring forward an RFD to the March 07th Regular Meeting to proceed with the project and will recommend funding the remaining dollars from 2022 surplus funding or from the community donations budget.

There are three options listed below under Costs/Sources of Funding.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Value Statement: Collaboration

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

Option One: Following confirmation of 2022 surplus dollars available (if any), Council could amend the budget to allocate an additional \$900 to the Library lighting upgrade project.

Option Two: \$900 from the donations fund in the recreation budget could be reallocated to cover this cost. This budget includes \$5,000 for community donations.

Option Three: Administration may apply to other grant or sponsorship programs, but this will delay the project and the Town will be seeking funding for Music in the Park, the arena upgrades and playground projects from potentially the same funders this year.

RECOMMENDED ACTION (by originator)

Resolution Option #1

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

Resolution Option #2

THAT Council direct administration to

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	March 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Notice of Motion: 54th Avenue
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

Councillor Laing brought forward a Notice of Motion at the February 21, 2023, Regular Meeting of Council regarding 54th Avenue.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor Laing's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

NOTICE OF MOTION

TO DIRECT ADMINISTRATION TO
GET A NEW QUOTE ON

54 AVENUE ROAD

RECONSTRUCTION FROM 49ST
TO Lily lake road.

THIS MOTION TO BE BROUGHT
FORWARD NEXT REGULAR
MEETING OF COUNCIL

MARCH 7.

councilor laing

Lacey laing

Feb 21.
2023

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	March 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Notice of Motion: Council Benefits
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

Councillor May brought forward a Notice of Motion at the February 21, 2023, Regular Meeting of Council regarding Council Benefits.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor May's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: re: notice of motion
Date: February 15, 2023 2:10:41 PM

From: Tanya May <tmay@bonaccord.ca>

Sent: February 15, 2023 2:03 PM

To: cao <cao@bonaccord.ca>; Lacey Laing <llaing@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>; Brian Holden <bholden@bonaccord.ca>; Timothy Larson <tlarson@bonaccord.ca>

Subject: re: notice of motion

I councilor May would like to put forward a notice of motion for allowing current serving councilor and mayors to be given the option to be allowed into the town medical and dental plan. Providing they pay any fees regarding to using the benefits.

I councilor may feel that allowing current serving councilors and mayors the option to join the town medical and dental plan would be a nice option for current and future mayors and councilors. These positions do not come with a lot of benefits as we all know. Those of us that have decided to be in office usually do it for making our community a better place. I feel if we have benefits to these positions, it will help us or potential future staff. This would also be a nice way to try and get more people interested in running for these positions at the next election. Other communities do offer this to their municipal staff, and I feel it would be a nice benefit to add to the position without costing the taxpayers additional money. I would like council to consider this as an option for current and future municipal staff positions. As we also do work for the town it would be a great added benefit to be allowed access to these benefits for some people. Thank you kindly for considering this option.

Tanya May

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 7, 2023
Presented by:	Lila Quinn, Community Services Manager
Title:	Future Skateboard Park Location
Agenda Item No.	6.3

BACKGROUND/PROPOSAL

At the regular meeting of Council on May 3, 2022 Councillor May moved that Council approves the location (as per enclosed aerial view) for a proposed skateboard park and directs administration to incorporate the skateboard park location into a future recreation master plan. Resolution #22-207. Aerial view of proposed location enclosed - Plan 7921730; Blk 10; Lot 28 MR.

At the time, the Bon Accord Minor Ball contact person had confirmed that there were no plans to use this ball diamond in the future. Therefore, re-designating the activity as a skateboard park would not have posed any issues for the development of a minor ball program in Bon Accord.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration met with Minor Ball (now under the Community League) on January 13, 2023, to discuss plans for the 2023 season.

At this meeting the representative asked about the possibility to use ball diamond #4 this ball season.

This ball diamond does need upgrading however the required upgrades are feasible within the existing budget. The shale diamond does require weeding, but it has been sprayed for weeds over the past few years and could be ready for the upcoming season.

Considerations:

Ball Diamond #4 could be used for the 2023 season with minimal maintenance. However, if ball diamond #4 continues to be needed for minor ball programs going forward, Council may consider an alternative, future location for an enhanced Skateboard Park.

Alternatively, minor ball may continue to use this diamond until such time as the Town plans to upgrade the skateboard park or until significant upgrades to the ball diamond are needed. For example, a new backstop and/or significant amounts of shale.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

The cost of regular maintenance (not including major upgrades) of the Town's sports fields including the ball diamonds has been included in the 2023 budget.

RECOMMENDED ACTION (BY ORIGINATOR)

Options:

1. THAT Council directs administration to investigate other options for the future location of an enhanced Skateboard Park and to bring back these options to Council for consideration.
2. THAT Council directs administration to...



Imagery



Owner: Town Of Bon Accord
Roll: 99935
Rural Legal:
Urban Legal:
Address: 4812 - 52 Street

STURGEON COUNTY

53.836080 -113.416506

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	March 7, 2023
Presented by:	Jodi Brown, Town Manager
Title:	March Council Briefing Meeting
Agenda Item No.	6.4

BACKGROUND/PROPOSAL

Schedule A of the Town of Bon Accord Procedural Bylaw covers procedures relative to the Council Briefing Committee Meetings.

As per Schedule A, these meetings are “Subject to the control of the Council of the Town of Bon Accord, the mandate of the Council Briefing Committee is to provide a forum for the CAO:

- 1.1.1 to brief Councillors on specific topics
- 1.1.2 to provide a context for documents they have or will be receiving
- 1.1.3 to respond to detailed questions of clarification of material presented

Additionally, as per Schedule A of the Procedural Bylaw, meetings of the Council Briefing Committee are public meetings and therefore shall be governed and advertised accordingly (including a public agenda package).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration would like to provide an information briefing to review the draft Procedural Bylaw. If time allows, other proposed policy documents may be included on the proposed agenda by administration.

Please see below the suggested date and time for the March Council Briefing Meeting:

- March 22, 2023 5 – 7 pm

The date and time may be changed to suit schedules as needed.

STRATEGIC ALIGNMENT

Value Statement: Transparency

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

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following options:

1. That Council direct administration to proceed with planning and advertising the Council Briefing Meeting on [date] from [time].
2. That Council direct administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 7, 2023
Presented by:	Jenny Larson – Officer, Economic Development & Planning
Title:	New Business Welcome Policy
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

At the Regular Council Meeting on November 15, 2022, administration brought forward the New Business Welcome Policy approved by Council on July 4, 2017. Administration proposed that Council rescind the policy as it was no longer being implemented at that time.

During the November 22nd, Regular Council Meeting, “Councillor Laing moved that Council direct administration to update the Business Welcome Policy.”

Carried Unanimously
Resolution # 22-497

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Town of Bon Accord businesses are vital to our community. The New Business Welcome Policy sets consistent standards of practice to formally welcome new businesses into our community and provide valuable information to help these businesses succeed.

Administration researched other municipal policies aimed at welcoming new businesses to glean information and ideas on possible best practices to achieve the goals set out in this policy.

At the Council Briefing Meeting on March 2, 2023, Council discussed the following considerations relative to this proposed policy:

- The addition of definitions for different business types
- The cost of grand opening ceremonies to be better clarified in the policy document.
- Eligibility for the Grand Opening Ceremony has been better clarified. Alternately, Council may choose to not offer a Grand Opening Ceremony as it is not feasible to offer this option to Home Occupation businesses given location on private property and lower business license fees.
- The question of how Home Occupation business would be defined and addressed in the policy.

- The invitation of the location newspaper and radio station to grand opening events.

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.

COSTS/SOURCES OF FUNDING

- Estimated costs for the grand opening: \$35.00 per grand opening for refreshments (donuts or cookies); This amount is less than the annual business license fee for storefront businesses.
- Budget impacted: Economic Development: Advertising Budget

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

Resolution Option #1:

THAT Council approves the New Business Welcome Policy as presented.

Resolution Option #2:

THAT Council approves the New Business Welcome Policy as amended (list amendments....)

Resolution Option #3:

THAT Council directs administration to...

NEW BUSINESS WELCOME

SECTION: Economic Development & Planning

DEPARTMENT: Economic Development & Planning

COUNCIL APPROVAL DATE: July 4, 2017

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The Town of Bon Accord is committed to achieving steady growth through commercial and industrial development. This policy will support this goal by formally welcoming New Businesses to the Town, making Bon Accord a more desirable community to conduct business.

PURPOSE

The purpose of this policy is to establish standards for welcoming New Businesses and to establish advertising benefits provided to New Businesses.

SCOPE

This policy will apply to all New Businesses that have a Business License with the Town of Bon Accord, **except where noted.**

DEFINITIONS

“Business License” means a license pursuant to the Business License Bylaw.

“Council” means the Mayor and Councillors of the Town of Bon Accord.

“Grand Opening” means a special celebration held to mark the opening of a new Storefront business.

“Home Occupation” means a resident business that is operated out of a residence located in a residential district as identified in the Town’s Land Use Bylaw and is operated as a

use secondary to the residence and is subject to the requirements set out in the Town's Land Use Bylaw.

"New Business" means the establishment of a new business that is currently not engaged within the Town of Bon Accord that has a valid Town of Bon Accord Business License and approved development permit (if applicable).

"Social Media" means a third party hosted and interactive web-based technology that is used to interact via text, video, photos and/or audio to collaborate or promote information. Social Media forums include but are not limited to Facebook and YouTube.

"Storefront" means a room or set of rooms facing the street in a commercial building or industrial building.

"Town Manager" means the Chief Administrative Officer or designate.

"Town" means the Town of Bon Accord.

I. RESPONSIBILITIES

1. The Economic Development and Planning Officer shall establish administrative procedures for the implementation of this policy under the direction of the Town Manager.

II. STANDARDS

1. All New Businesses will receive the following information within 30 days of Business License approval:
 - 1.1. A welcome letter from Council attached as Schedule A.
 - 1.2. Current information helpful to New Businesses such as business directory information, Town website and Social Media links, a list of annual Town events and sponsorship opportunities, a copy of the annual Communities in

Bloom Profile Book, and advertising benefits available to businesses as per the Town's Commercial Electronic Sign Policy and Community Events Sign Policy.

- 1.3. Contact information for the Town office and the Economic Development and Planning Officer.
- 1.4. A welcome message will be published in the next issue of the Town's newsletter.
- 1.5. An option to provide a brief business summary with an optional photo on the Town's website for one month.

Grand Opening Ceremonies: Storefront

1. The Grand Opening Ceremony will include a ribbon cutting ceremony and refreshments provided by the Town to a maximum of \$35 per event and within the capacity of the annual budget.
2. An invitation will be sent to the local newspaper and/or local radio station to attend the Grand Opening Ceremony.
3. Due to feasibility, the Town will offer the Grand Opening Ceremony only for new Storefront businesses.
4. Other types of Business Licenses, including Home Occupations, are not eligible for a Grand Opening Ceremony due to location and lower Business License fees.

REFERENCES:

Business License Bylaw

Commercial Electronic Sign Policy

Community Events Sign Policy

Land Use Bylaw



Date

Business Name

Recipient Name

Address Line

City, Province Postal Code

Dear [recipient name]

Welcome to the Town of Bon Accord! On behalf of the Town's Council, let me say what a pleasure it is to have another new business in our community. Your [type of business] business will be an asset to our community.

The Town of Bon Accord's mission is to promote and improve our quality of living, enhance our sense of community, and preserve the integrity of our hometown values while growing into a Town that is diverse, prosperous, and welcoming to new residents, businesses, and visitors. The addition of your business brings us one step closer to achieving this mission.

We hope that your business succeeds and grows within the Town of Bon Accord.

Please do not hesitate to contact our Economic Development and Planning Officer, Jenny Larson, at 780-921-3550 with any questions or concerns you may have.

Best Regards,

Brian Holden
Mayor
Town of Bon Accord