

Bon Accord Community Services Advisory Board

Meeting Agenda

Town Office, Council Chambers

Thursday, June 22, 2023, 4:15 pm – 5:30 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 – March 22, 2023 *Chair Signature	Approval	All	
4:30 pm	5.	Reports a) CAO Report b) Community Services Report	Information	CAO CS	Attached
4:45 pm	6.	Previous Business: a) Easter Egg Hunt de-brief b) Volunteer Appreciation Event survey results c) Feed the Families Food Drive de-brief d) Seniors Week BBQ survey results e) Dark Sky Committee, ToR, Volunteer Application	Verbal	All	
5:00 pm	7.	New Business: a) Dark Sky Ad Hoc Committee 2023 Events Review b) Flag Planting, Canada Day event update c) Music in the Park d) Harvest Days Parade & Dark Sky Event e) Meet the Community Night f) Halloween Howl/Spooktacular g) Winter Wonderland h) Additional Event ideas	Verbal	All	Attached
5:15 pm	8.	Correspondence			
5:30 pm	9.	Adjournment	Approval	Chair	

Community Services Advisory Board

5025 – 50 Avenue/PO Box 779, Bon Accord, Alberta T0A 0K0

Telephone: 780.921.3550

Email: csmanager@bonaccord.ca

Meeting Minutes

Wednesday, March 22, 2023

4:00 pm

Council Chambers

Board Member Attendance:

Brenda Gosbjorn	Christina Romanowski (Sends regrets)
Shannon Loehr	Kalyna Romanowski (Sends regrets)
Tanya May	Anita Van Der Leek (Sends regrets)
Lacey Laing (Attended via telephone)	Chris Giles
Carole MacKay	

Administration Present: Lila Quinn (Community Services Manager)
Christina Fedorak (Administration and Community Services Assistant)

• CALL TO ORDER

Chairperson, Brenda Gosbjorn called the meeting to order at 4:09 p.m.

• ADDITIONS/DELETIONS TO THE AGENDA

g) Tween/Teen Drop-in Nights

h) FCSS grant application

Adjournment - Meeting will adjourn at 5pm, incorrect time on the agenda.

• APPROVAL OF AGENDA

Brenda Gosbjorn moved to approve the agenda as presented.

CARRIED

• APPROVAL OF MINUTES

Shannon Loehr moved that the minutes of December 13, 2022, be adopted as presented.

CARRIED

- **REPORTS**

a) Community Services Report: Lila Quinn

Lila Quinn presented her report as attached.

Suggested that we put up event posters at the Jewel Box and the bank.

Carole Mackay moved to accept the Community Services report as presented.

CARRIED

- **PREVIOUS BUSINESS**

a) Two new members, Welcome!

Brenda welcomed Chris Giles and Carole MacKay to the Community Services Advisory Board.

b) Winter Wonderland – December 3, 2022

This event was not as well attended as in the past. Discussion was held. Suggestions included:

- Add something for the older children to participate in.
- Town Christmas tree light up and caroling on the same night as done in the past.
- Bringing back the chili dinner.

a) Family Day Event

The group agreed that we move this event to Saturday instead, so we don't compete with other local events.

b) Meeting Dates – June 21, September 20, December 20

June 21 moved to June 22 at 4:15pm. Move all other meetings to 4:15pm as well.

c) FCSSAA Conference

Lila, Christina, and Tanya attended this event in 2022 and asked if any CSA board members would also like to attend the next conference. We will budget for two attendees.

- **NEW BUSINESS**

a) 2023 events review: Meet the Community Night

There is a need to increase attendance. Lila suggested that instead we host two community networking nights to learn what is going on within the community, in February and September.

The board proposed to keep the Meet the Community Night as there is value in the event. Suggestions to increase attendance included:

- Have entertainment such as demonstrations like the square dancers, karate.
- Library could read a book.

More details will be discussed at the June meeting.

a) Easter Egg Hunt, April 7

The event is booked during the local Good Friday church services, which may limit the number of volunteers available. Tanya offered to send out requests for tickets/prizes, but Lila asked that those items be saved for other events.

b) Volunteer Appreciation Night, April 19

Plans for this event are the same format as last year. The Bon Accord logo mugs will be filled with plants and then used as centerpieces and giveaways.

c) Flag planting, Canada Day Event, June 30, July 1

The board would prefer that the Canada Day event be located at Centennial Park instead of the arena, Lila agreed that this was possible. Entertainment was suggested but this was not included in this year's budget. Christina Fedorak will order the flags.

d) Dark Sky Revitalization, Ad Hoc Committee

Lila shared that as per the Town Bylaws, CSAB is permitted to create a new committee for the Dark Sky Revitalization. This committee will be responsible for planning events etc.

Brenda Gosbjorn made a motion that we form a Dark Sky Ad Hoc Committee and further directs administration to develop a process for residents to be on the committee. Shannon Loehr seconded this motion.

CARRIED

Brenda Gosbjorn made a motion that the Dark Sky Ad Hoc Committee consist of five members. One to also be a member of the Community Services Advisory Board. Tanya May seconded this motion.

CARRIED

Tanya May suggested that a council member also be added to this committee. She will bring this forward to Council.

e) FCSS Final Report Due April 30, 2023

Lila will share the completed report at the meeting in June.

f) Tween/Teen Drop In

Christina Romanowski has made an email proposal to the board that a tween/teen drop in for after school be created.

This has been set up a few times, over the past several years. The program usually ended due to lack of time and volunteers. For safety this needs to be managed by someone that has been screened and has experience with that age group. Perhaps there is a need for another ad hoc committee. Other suggestions included that we could seek sponsorship for the program.

g) FCSS Grant

The Bon Accord Golden Gems are applying for a Community Grant to help pay for a senior transportation program. Brenda and Shannon are on the Golden Gems committee and cannot comment on this point. Lila will share the grant application with the other board members to review, and then make a motion and vote via email.

• CORRESPONDENCE

None

• NEXT MEETING

Next meeting will be held in-person on June 22, 2023, at 4:15 p.m. at Town Office, Council Chambers.

• ADJOURNMENT

Chairperson Brenda Gosbjorn adjourned the Community Services Board Meeting at 4:51 pm.

Brenda Gosbjorn, Chairperson

Lila Quinn, Community Services Manager

Programs

- Madison Selinger has been hired as the Summer Recreation Coordinator.
- Summer field trips in partnership with the Town of Legal. The first trip is booked for July 5 to Woodland Water Play Park and Ice Cream Hut for \$5.00 each. On July 20th the trip will be to Clip n Climb Edmonton and then kayaking in Cardiff Park for \$20. August 9th will be a trip to Jurassic Forest and Redwater pool for \$20. Then on August 23rd the trip will be to Launch Pad Trampoline Park, laser tag and pizza lunch for \$30.
- A brochure has been created for the summer day camps.
- Christina and Madison visited Bon Accord Community School and Lilian Schick School to share information on the field trip and summer day camps.
- The spring session of pickleball was not successful due to low interest.

Events

2023 Events

(April – June)

- Volunteer Appreciation Event, April 19, 2023, 61 attendees
- Feed the Families Food Drive, May 11, 2023, 1635 pounds of food collected (1818 in 2022)
- Town Wide Clean Up, May 4, 2023 – 9 bags were collected
- Pride Month, June 2023 – Displays in Town Office/proclamation
- Seniors Week BBQ, June 6, approximately 115 attendees
- National Indigenous Peoples' Day, June 21, we hope to have an elder at the Town Office to smudge the building.
- Canada Flag planting

July – September 2023

- Canada Day Celebrations and Pancake Breakfast, July 1. We have booked a DJ, face painters and balloon artist. There will be a craft table, selfie photo station, and temporary tattoos. We also have ordered Canada Day cupcakes.

Music in the Park update

Sponsors

- Alberta Cooperative Energy - \$250.00
- GFL Environmental - \$500.00
- McEwans Fuels & Fertilizer - \$500.00
- Municipal Planning Services - \$250.00

- Nutrien Redwater - \$1000
- Pembina Pipeline - \$1000
- Total of \$3500.00 (\$2750 last year)
- Thank you to all of the sponsors for their support and to Two Bad Apples for their partnership.
- Two Bad Apples (Danielle and Rob) are moving their family out of town. They have indicated that they may be able to continue the partnership next year if the Town is able to cover their mileage costs from their new home.
- Posters are attached.
- Dark Sky Event, August 11, in conjunction with Harvest Days. The U of A Astronomy Society will be bringing in telescopes.
- Harvest Days Parade, August 12

Grants received for Events and Programs

- Canada Heritage Grant
 - We were granted \$2000.00 to support Canada Day activities.
- Canada Summer Jobs and Canada Parks & Recreation Association Youth Employment Experience
 - For Seasonal Recreation Program Coordinator and Assistant
 - Received \$18,400.00 to cover wages.
- Volunteer Alberta
 - \$600 for the Volunteer Appreciation Event which was used to purchase bedding plants, hanging baskets and ice cream.

Harvest Days Event: Monthly Committee Meetings

- Attended the Harvest Days meeting on June 12, 2023. Discussed parade invitations, dunk tank attendees, advertising and set up. They will be sending in an application for a Community Grant.

Training

- Incident Command System Training 100 (ICS 100)
- This training is part of the Town's emergency management response plan in the events of a local or regional disaster.
- The role of the FCSS staff would be to assist with supporting evacuees or those impacted by the disaster with social support services.
- Recruitment and training of volunteers to support the Emergency Social Services response plan is a goal for the next year.

VOLUNTEER APPRECIATION 2023- Event Survey RESULTS

How did you hear about this event?

- | | |
|--|---|
| <input type="checkbox"/> Town's Facebook Page
<input type="checkbox"/> Town's Website
<input type="checkbox"/> Posters around Town 1
<input type="checkbox"/> Community and/or digital sign 2
<input type="checkbox"/> Word of mouth 14
<input type="checkbox"/> Other, please explain: | Email 2
Lila 1
Library 2
4H Leader 1 |
|--|---|

For each statement, please mark the answer that best describes your experience with an "X".

Because of this event:	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
As a result of today's event, I feel connected to the community?				3	12	8
I feel a sense of meaning and purpose because I volunteer?				2	9	11
As a result of today's event, I feel valued and appreciated?				2	9	11

1. Please share any other comments you have about This event:

Love this event every year.
 It's so nice to be celebrated, shown appreciation.
 I appreciate your time.
 It is always nice to show appreciation to volunteers.
 Nice to meet others in the community.
 Needs more promotion.
 Thank you, nice to be appreciated.
 Cool, thanks for the invite.
 It's great to be appreciated for our participation.
 Love the strawberry plants and ice cream.
 This was a nice way to recognize volunteers. Really loved it.
 Glad to be part of the community.
 Complimentary flowers were a nice touch.
 Thank you, I feel appreciated. It is a good feeling. Nice to meet other volunteers and members of the Town of Bon Accord.
 I look forward to it every year.

2. Which community events are important to you?

Harvest Days
 Pancake Breakfast, garage sale, music, anything that gets people out.
 Youth activities, seniors, Harvest Days, Parade, Pancake Breakfast.
 Harvest Days, Family Days, etc.
 Parade, Harvest Days
 Harvest Days
 Music in the Park, Harvest Days

Seniors Dinners, Dark Sky, Harvest Days, Canada Day, Remembrance Day, town wide garage sale.
Canada Day, Remembrance Day, Town wide garage sale
Remembrance Day, Harvest Days, Town wide garage sale
Coffee with a Cop
All the library events.
Library events, Harvest Days, Dark Sky Events.
Family events with opportunities to spend time together and meet others.
Harvest Days, Namao Ridge Corn Hole Tourny.
Canada Day fireworks, Tree Program, other workshops, Cardiff skate track, Harvest Day.
Anything that involves family and for children.
Harvest Days
Any event that helps people connect is important to me.
Harvest Days.

3. What kind of events would you like to see in the community?

Equinox
Unsure at this time.
Equinox and Harvest Days combined.
I have heard the music nights in summer are enjoyed – more of that-bring back more night sky, Tai Chi, other exercise programs youth, seniors, adults badminton, volleyball, basketball.
Harvest Dinner.
Not sure of new event ideas.
Street Hockey or ice Hockey outdoor tournament. We'd like more funding for our community event. \$150 for 200 people wasn't enough.
BBQ, concerts.
Anything that helps promote health & wellness.

4. What obstacles prevented you from attending events in the past?

Time
Conflicting Schedules
Schedule Mostly.
Time commitments
Time (personal)
Only conflicts & my timing of things.
Weather & busy with home activities.
I've attended before.
Knowledge of the events.
No obstacles, we try to attend what we can.
Time.
Shift work, kids activities, commute.
Schedule.
None.
Holidays.

RESULTS
TOWN OF BON ACCORD
Seniors Week BBQ 2023!

Please take a few minutes to provide us with feedback on your experiences during the Seniors Week BBQ.

For each statement, please mark the answer that best describes your experience with an “X”.

As a result of this BBQ event:	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
I have met new people in my neighbourhood or community.	1		2	6	16	9
I feel valued by my community.	2		1	3	20	11
I feel more connected in my community.	1		1	5	16	15

<p>1. Please share any other comments you have about the event today.</p> <ul style="list-style-type: none"> - Loved the music. - First time out to an event, and I've lived in Bon Accord for 3 years. - I love how so many people in the community stand together. - Awesome, thank you so much! - Very good - Great song selections - Awesome music, good food. Great Social event. Thanks for doing this for us. -The burgers need onions. - Fun time with lots of friends. Great music & food. - No cheese for burgers. Ha ha. - Great - Fantastic event. - This was a terrific idea. - Homemade fries - Homemade fries next year please. - Great job BA - Always a fun time. - Hope to have a good time. - Good food and music - Great - Excellent, well done. - Great - Wonderful - Had fun. No cooking.

- Good way to show appreciation to the seniors for sure.
- Provides the opportunity to socialize with people you do not see often.

2. What kind of other events would you like to see for seniors in the community?

- Outings with trip to museum etc.
- Bingo
- Anything, maybe bingo
- I enjoy the band concerts
- Pickleball
- More of the same.
- This is a wonderful community for seniors.
- Pickleball
- Street dance
- Music in the park a good idea.
- Already too busy to worry about more.
- More gatherings like these one.
- More food and music and volunteer snow and grass removal and cuttings.

3. What obstacles prevented you from attending events in the past?

- Too busy with work, not knowing many people (just neighbours)
- Covid
- Not Many. We make every effort to be here for this event. More Music in the park also.
- Cold weather in the park?
- Nothing or weather.
- Just had to be aware of them.
- Not living here.
- Information
- Work
- Handicapped somewhat.
- Forgetfulness
- Age
- None but time.
- Didn't know about it.
- Didn't know about it.
- Didn't know about it.
- Family & work etc.
- We always attend.



DARK SKY AD HOC COMMITTEE
Terms of Reference
Hereafter referred to as the “Committee”

Mission: To affirm the Town of Bon Accord’s commitment to preserving the night sky by embracing the principles of dark sky preservation and to maintain the quality of its night sky for generations of children and stargazers to come.

Through education, promotion, advertising, and events (within staffing and budget capacity) the Committee will assist the Town to develop and maintain a strategy to continue our International Dark Sky Designation.

Purpose: The primary goal of the Committee is to make recommendations to Council on public education, partnerships, events, and projects designed to ~~stop~~ reduce the increase of light pollution in our community and preserve our International Dark Sky designation.

Organization:

The Committee will consist of not fewer than five members appointed by the Community Services Advisory ~~Committee~~ Board for a term of no more than three years.

Membership shall include:

~~A minimum of Two members of Town administration as appointed by the Town Manager. will be Town of Bon Accord employees appointed by the Town Manager.~~

~~A minimum of One member shall also be a member of the Community Services Advisory Board as appointed by resolution of the Board.~~

No public Members?

Meetings:

Committee meetings will be held three times per year, or as called for by the Town of Bon Accord or the Committee.

Meeting procedures are governed by the Town of Bon Accord’s Procedural Bylaw.

All Town of Bon Accord Board or Council Committee members are required to adhere to the Code of Ethics established in the Code of Ethics and Council-Town Manager Covenant Policy.

Chair or Vice Chair?

Meeting Minutes—who will record? I would suggest that the Town will maintain the meeting minutes including as per the Records and Retention Bylaw.

Role of the Municipal Committee: Whereas the Town has the ultimate authority to make decisions and provide a budget, the Committee will ~~not~~ provide input to administration on the following:

A. Objectives

1. ~~To ensure the ongoing and annual accreditation of the~~ To assist the Town with developing activities that will help maintain the International Dark Sky designation and assist with the annual reports.
2. To assist the Town by providing input on the promotion of the Dark Sky designation as a valuable asset in a sustainable manner in accordance with the Town of Bon Accord's Strategic Plan.

B. Reporting—This is the role of the administrative representatives on the Committee through to the Community Services Advisory Board and the role of the Community Services Manager to report to Council.

1. Advise the Town Council regularly on activities—regularly needs to be defined.
2. Not represent themselves as having any authority beyond that which the Community Services Advisory Board or Council Council delegates—this has to do with authority, not reporting. There are perhaps other clauses that would be appropriate—not committing to spend money on behalf of the Town for example.
3. The Committee will satisfy reporting and other accountability requirements through the presentation of the minutes of each meeting of the Committee. What reporting requirements? Administration would report to the CSAB and to Council. What reporting requirements and accountability? I don't think we would ask volunteers to do that.

When using a template, it is important to consider our context and purpose in our context.

C. Terms

1. These Terms of Reference shall be for a three-year period starting July 1, 2023 and ending July 1, 2026 unless otherwise determined by the Community Services Advisory Board or Council.
2. ~~No later than January 1, 2026 (6 months in advance of termination of these Terms of Reference), the Town will negotiate a replacement document.~~

We don't negotiate with our own Committee.

IN WITNESS WHEREOF the members agree to the Terms of Reference as outlined in this document.

Town of Bon Accord

Per: Lila Quinn, Community Services Manager

Per: _____ (signature)

Date: _____

Dark Sky Sub Committee Chair:

Per: _____ (print name)

Per: _____ (signature)

Date: _____



Dark Sky Ad Hoc Committee Volunteer Member Application

The Dark Sky Ad Hoc Committee is seeking volunteer committee members. The purpose of the committee is to make recommendations to the [Community Services Advisory Board and/or Council](#) on public education, partnerships, events ([within staffing and budget capacity](#)), and projects designed to stop the increase of light pollution in our community and preserve our International Dark Sky designation.

Meetings are held three times per year, or as called for by the Town of Bon Accord or the Committee.

Applicant Name			
Street Address			
Mailing Address			
City or Town		Postal Code	
Phone Number			
Email			

Should my application for the Dark Sky Ad Hoc Committee be successful, I hereby agree to receive communications regarding the Dark Sky Ad Hoc Committee as part of the email group.

All Dark Sky Ad Hoc Committee appointments are both received and appointed by the Community Services Advisory Board.

Why do you want to be involved with the Dark Sky Ad Hoc Committee?

[\(Please feel free to attach a more detailed response to this question\).](#)

Dark Sky Ad Hoc Committee Volunteer Member Application

Where did you hear about the Dark Sky Ad Hoc Committee vacancies?

	Town of Bon Accord Website		Newspaper Advertisement		Community Bulletin/Poster
	Facebook		Word of Mouth		
	Other, please specify:				

Applicants Signature: _____

Date: _____



The information collected on this form is authorized under Section 33 © of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process Dark Sky Ad Hoc Committee volunteer member applications for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025-50th Avenue, Bon Accord, AB T0A 0K0 or by calling 780-921-3550.

2023 ANNUAL EVENTS June – December

June	Pride Month Display at the Town Office (bulletin board or sidewalk art)
June 21 June 19 – 23 Time: Location:	National Indigenous Peoples Day Display at Town Office, possible smudging 8:00 – 4:00 pm Town Office
June 24	Large Item pick up Fire Department picks up large items for an honorarium
June 30 Time:	Canada Flag Planting Placing Canada Flags on Town of Bon Accord residents lawns 6:30 pm – 8:00 pm
July 1 Time: Location:	Canada Day Celebrations (Pancake Breakfast) 10:00 am – 12:00 pm Bon Accord Arena
Date TBD	Communities in Bloom Judging All Day
July 4 – Sept 5 Day: Time: Location:	Music in the Park Every Tuesday 6:30 pm- 8:00 pm Centennial Park
July 4 -Aug 24	Summer Youth Programs Mondays – Thursdays
August 11	Dark Sky Event 10:00pm - midnight
August 12 Time: Location:	Harvest Day Parade & Fireworks Staging starting at 9am, parade starting at 10am Staging happens at the Hotel service road on 47 th Ave.

September 1	Alberta Day Display Only
September 10	Meet the Community Night Time: 6:00 pm – 8:00 pm Location: Bon Accord Community Hall
September 30	National Day of Truth and Reconciliation Day Display at Town Office Encourage everyone to wear orange clothing items
October 28	Halloween Howl/Spooktacular, with Library Time: 2pm – 4:30pm Location: Community Hall or gym
November 11	Remembrance Day Service Time: 10:45 am – 11:30 am Location: Memorial Park
December 2	Winter Wonderland Time: 11:00 a.m. - 3:00 pm Location: Bon Accord Arena

Ideas for additional events

- Appreciation party for 4H
- Volunteer Roundup
- Art classes
- Painting nights
- Cookie Decorating
- Adult fieldtrips

TELUS World of Science

Muttart Conservatory, Enjoy Centre

U of A Botanical Park, U of A Farm

Winspear Centre, Art Gallery, RAM

Garneau Theatre, High Level Streetcar,

Neon sign museum and dinner,

Duchess Bake Shop, berry picking

High Tea at Fairmont Hotel MacDonald

- PD Day programming (Babysitting Course, Home Alone, Art)
- Food truck nights
- Comedy Night
- Maker nights

Sponsorship Levels



Platinum
\$1000

All Gold benefits PLUS:

- Acknowledgement on Town Commercial Electronic Sign along Highway 28 with visibility to over 10,000 vehicles per day!

Gold
\$750

All Silver benefits PLUS:

- Acknowledgement on Town Facebook page

Silver
\$500

All Bronze benefits PLUS:

- Acknowledgement in monthly Town newsletter

Bronze
\$250

- Company-supplied banner displayed at event
- Company highlighted by MC OR speaking opportunity at event
- Table display and acknowledgement on Town website

Sponsorship Levels

Platinum
\$1000

All Gold benefits PLUS:

- Acknowledgement on Town Commercial Electronic Sign along Highway 28 with visibility to over 10,000 vehicles per day!

Gold
\$750

All Silver benefits PLUS:

- Acknowledgement on Town Facebook page

Silver
\$500

All Bronze benefits PLUS:

- Acknowledgement in monthly Town newsletter

Bronze
\$250

- Company-supplied banner displayed at event
- Company highlighted by MC OR speaking opportunity at event
- Table display and acknowledgement on Town website

MUSIC IN THE PARK

SUMMER 2023 LINE UP

TUESDAYS 6:30 – 8 P.M.

CENTENNIAL PARK

49 AVENUE & 50 STREET, BON ACCORD

- July 4** Two Bad Apples (Variety)
- July 11** Pushing Ginger (Rock)
- July 18** RadioActive (Variety)
- July 25** The Oddibles (Variety)
- Aug 1** The Frantics (70's/80's Pop Punk)
- Aug 8** Jambandy (Country/Rock N Roll)
- Aug 15** Riders On The Storm (Doors Tribute)
- Aug 22** The Sparkling Tones (Polka)
- Aug 29** Mourning Wood (Rock)
- Sept 5** Two Bad Apples (Variety)

**BRING A LAWN CHAIR & ENJOY THE SHOW! ALL AGES – FREE ADMISSION
SOME BANDS MAY HAVE CDS OR MERCH – BRING \$\$ TO SUPPORT THE ARTS**

ORGANIZED BY:

