

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**September 6, 2023, 6:00 p.m. in Council Chambers**  
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1. Regular Meeting of Council; August 15, 2023 (enclosure)
  - 3.2. Committee of the Whole Meeting; August 23, 2023 (enclosure)
- 4. DELEGATION**
- 5. UNFINISHED BUSINESS**
  - 5.1. Council Workshop Update (enclosure)
- 6. NEW BUSINESS**
  - 6.1. Organizational Meeting (enclosure)
  - 6.2. Economic Development and Planning Fees (enclosure)
  - 6.3. Notice of Motion: Speed Cameras (enclosure)
- 7. BYLAWS/POLICIES/AGREEMENTS**
  - 7.1. Communications Policy (enclosure)
- 8. WORKSHOPS/MEETINGS/CONFERENCES**
  - 8.1 2023 Stronger Together Annual Conference (enclosure)
- 9. CORRESPONDENCE**

**GENERAL**

  - 9.1. Premier Smith – Letter Response (enclosure)
  - 9.2. Minister Schulz – Letter Response (enclosure)
  - 9.3. Minister Jones – Letter Response (enclosure)
  - 9.4. Minister Glubish – Letter Response (enclosure)

**ACTION REQUIRED**

  - 9.5. Bruderheim Community Fall Festival (enclosure)
  - 9.6. Gibbons Mayor’s Brunch (enclosure)
- 10. NOTICE OF MOTION**
- 11. CLOSED SESSION**
  - 11.1 Audit Request for Proposal Results – *FOIP Act – Section 16 Disclosure harmful to business interests of a third party and Section 25 Disclosure harmful to economic and other interests of a public body*
  - 11.2 Mix 107.9 Contract Renewal – *FOIP Act – Section 24 Advice from officials*

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**September 6, 2023, 6:00 p.m. in Council Chambers**  
Live Streamed on Bon Accord YouTube Channel

- 11.3** 54th Avenue Project – *FOIP Act – Section 21 Disclosure harmful to intergovernmental relations*
- 11.4** Offer to Purchase – L2-B2-P9022300 – *FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body*
- 11.5** FCM Stormwater Management Grant Update – *FOIP Act – Section 16 Disclosure harmful to business interests of a third party*
- 11.6** Playground Equipment Survey – *FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information*

**12. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 15, 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 Timothy J. Larson  
Councillor Tanya May

**ADMINISTRATION**

Jodi Brown – Town Manager  
Falon Fayant – Corporate Services Manager  
Terry Doerkson – Infrastructure Manager  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Holden called the meeting to order at 9:01 a.m.

**ADOPTION OF AGENDA**

There were no objections to adding items 7.4 Tour of Stormwater Drainage System: Westlock and 7.5 Transportation and Infrastructure Committee Appointment.

COUNCILLOR LARSON MOVED THAT Council adopt the August 15, 2023 agenda as amended.

**CARRIED UNANIMOUSLY RESOLUTION 23-319**

**ADOPTION OF MINUTES**

***Committee of the Whole Meeting; June 28, 2023***

COUNCILLOR LAING MOVED THAT Council approve the June 28, 2023 Committee of the Whole minutes, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-320**

***Regular Meeting of Council; July 4, 2023***

COUNCILLOR MAY MOVED THAT Council approve the July 4, 2023 Regular Meeting of Council minutes, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 23-321**

***Special Meeting of Council; August 2, 2023***

COUNCILLOR LARSON MOVED THAT Council approve the August 2, 2023 Special Meeting of Council minutes, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-322**

**DELEGATION**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 15, 2023 9:00 a.m.  
Live streamed on Bon Accord YouTube Channel**

***Kathryn – Alchemy Communications***

COUNCILLOR MAY MOVED THAT Council accept the delegation as information.  
**CARRIED UNANIMOUSLY RESOLUTION 23-323**

***Vincent and Christina – ViMark Solutions***

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the delegation as information.  
**CARRIED UNANIMOUSLY RESOLUTION 23-324**

**DEPARTMENTS REPORT**

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the departments report as presented AND FURTHER THAT Council direct administration to invite the Sturgeon County Bylaw Services supervisor to the September 15<sup>th</sup> Regular Council Meeting.  
**CARRIED UNANIMOUSLY RESOLUTION 23-325**

**UNFINISHED BUSINESS**

***Communities in Bloom Request for Flag Project Approval***

COUNCILLOR MAY MOVED THAT Council approves the Communities in Bloom request to place a Communities in Bloom flag on a 20-foot pole in the flower bed in front of Centennial Park.

1 Opposed

**CARRIED RESOLUTION 23-326**

**NEW BUSINESS**

***2023 Council Meeting Schedule Amendment***

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to move the Regular Council Meeting from September 5 at 6 p.m. to September 6 at 6 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-327**

COUNCILLOR LARSON MOVED THAT Council direct administration to move the September 27 Committee of the Whole meeting to September 21 from 5 – 7 p.m. and update the 2023 Council Meeting Schedule accordingly.

**CARRIED UNANIMOUSLY RESOLUTION 23-328**

***Council Workshop Dates/Topics***

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to plan the annual Council Workshop on Wednesday, November 1, 2023 from 8:30 a.m. – 4:30 p.m. and engage Municipal Affairs on the following suggested topics: Actions to Effective Communications; Assessment, Taxation and Tax Recovery; and Dealing with Difficult People and Hostile Customers.

MAYOR HOLDEN MOVED TO AMEND THE MOTION ON THE FLOOR:

To add:

**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 15, 2023 9:00 a.m.  
Live streamed on Bon Accord YouTube Channel**

THAT Council direct administration to research option #2, Best Practices, for the workshop.

1 Opposed

**CARRIED RESOLUTION 23-329**

UPDATED MOTION

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to plan the annual Council Workshop on Wednesday, November 1, 2023 from 8:30 a.m. – 4:30 p.m. and engage municipal affairs on the following suggested topics: Actions to Effective Communications; Assessment, Taxation and Tax Recovery; and Dealing with Difficult People and Hostile Customers AND FURTHER THAT Council direct administration to research option #2, Best Practices, for the workshop.

**CARRIED UNANIMOUSLY RESOLUTION 23-330**

Mayor Holden called a short recess at 10:46 a.m.

Mayor Holden called the meeting back to order at 10:53 a.m.

***Reallocation of MSI Funding***

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

**CARRIED UNANIMOUSLY RESOLUTION 23-331**

***Tour of Stormwater Drainage System: Westlock***

COUNCILLOR MAY MOVED THAT Council direct administration to contact the Town of Westlock to arrange a tour of their stormwater drainage system for Mayor Holden, Deputy Mayor Bidney, Councillor Larson, and Councillor May, dependent on dates and times.

**CARRIED UNANIMOUSLY RESOLUTION 23-332**

***Transportation and Infrastructure Committee Appointment***

COUNCILLOR MAY MOVED THAT Council appoints Deputy Mayor Bidney to the provincial Transportation and Infrastructure Committee.

1 Opposed

**CARRIED RESOLUTION 23-333**

**BYLAWS/POLICIES/AGREEMENTS**

***Repeal Bylaw 259***

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

**CARRIED UNANIMOUSLY RESOLUTION 23-334**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 15, 2023 9:00 a.m.  
Live streamed on Bon Accord YouTube Channel**

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

**CARRIED UNANIMOUSLY RESOLUTION 23-335**

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

**CARRIED UNANIMOUSLY RESOLUTION 23-336**

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

**CARRIED UNANIMOUSLY RESOLUTION 23-337**

***Rescinding of Policies***

COUNCILLOR MAY MOVED THAT Council rescind both the Extreme Weather Policy AND the Working Alone Policy.

**CARRIED UNANIMOUSLY RESOLUTION 23-338**

**WORKSHOPS/MEETINGS/CONFERENCES**

***2024 Alberta/Japan Twinned Municipalities Association Conference – Save the Date***

COUNCILLOR LAING MOVED THAT Council direct administration to decline attendance.

**CARRIED UNANIMOUSLY RESOLUTION 23-339**

***2023 Annual EDA Ministry Dinner***

COUNCILLOR MAY MOVED THAT Council direct administration budget for one (1) Council member and one (1) member of administration to attend the 2024 Annual EDA Ministry Dinner.

**CARRIED UNANIMOUSLY RESOLUTION 23-340**

***2023 Recycling Council of Alberta: Circular Economy Conference***

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to decline attendance at the conference.

**CARRIED UNANIMOUSLY RESOLUTION 23-341**

DEPUTY MAYOR BIDNEY MOVED THAT the meeting extend past 12:00 p.m.

1 Opposed

**DEFEATED 23-342**

COUNCILLOR MAY MOVED THAT the meeting extend no later than 1:30 p.m.

**CARRIED RESOLUTION 23-343**

**COUNCIL REPORTS**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 15, 2023 9:00 a.m.  
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR MAY MOVED THAT Council accept the Council reports as information.  
**CARRIED UNANIMOUSLY RESOLUTION 23-344**

**CORRESPONDENCE**

***Alberta Municipal Affairs – MAP Review***

COUNCILLOR LARSON MOVED THAT Council accept the letter from Alberta Municipal Affairs as information.

**CARRIED UNANIMOUSLY RESOLUTION 23-345**

***Resident Request – Fenced Dog Park***

COUNCILLOR MAY MOVED THAT Council accept the request from Anne Sicard as information.

**CARRIED UNANIMOUSLY RESOLUTION 23-346**

***MFRC Lobsterfest and Sponsorship***

COUNCILLOR LARSON MOVED THAT Council direct administration to register Councillor Laing to attend the MFRC Lobsterfest.

**CARRIED UNANIMOUSLY RESOLUTION 23-347**

**NOTICE OF MOTION**

***Speed Cameras***

**CLOSED SESSION**

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

COUNCILLOR MAY MOVED THAT Council enter closed session to discuss Municipal Development Plan Draft – FOIP Act Section 23 Local public body confidences, Amending Agreement Approval: 737 Enterprises – FOIP Act – Section 16 Disclosure harmful to business interests of a third party and Section 25 Disclosure harmful to economic and

**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 15, 2023 9:00 a.m.  
Live streamed on Bon Accord YouTube Channel**

other interests of a public body, Subdivision Extension Request – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Offer to Purchase – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body, RFP Playground Equipment Award – FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information, and Logo Revitalization – FOIP Act Section 16 Disclosure harmful to business interests of a third party at 11:49 a.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-348**

COUNCILLOR MAY MOVED THAT Council come out of closed session at 1:33 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-349**

***Municipal Development Plan Draft – FOIP Act Section 23 Local public body  
Confidences***

DEPUTY MAYOR BIDNEY MOVED THAT Council accepts the Draft Municipal Development Plan as presented with minor amendments, as discussed, and directs administration to plan and advertise for the Public Open House on October 17, 2023.

**CARRIED UNANIMOUSLY RESOLUTION 23-350**

***Amending Agreement Approval: 737 Enterprises – FOIP Act – Section 16 Disclosure harmful to business interests of a third party and Section 25 Disclosure harmful to economic and other interests of a public body***

DEPUTY MAYOR BIDNEY MOVED THAT Council approves the encroachment agreement with 737 Enterprises as directed.

**CARRIED UNANIMOUSLY RESOLUTION 23-351**

MAYOR HOLDEN MOVED THAT Council agrees to approve the amendments to the Development Agreement with the changes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-352**

***Subdivision Extension Request – FOIP Act Section 16 Disclosure harmful to business interests of a third party***

COUNCILLOR LARSON MOVED THAT Council approves to extend the conditionally approved subdivision for the Hellinga Development Company Ltd. until August 6, 2024.

**CARRIED UNANIMOUSLY RESOLUTION 23-353**

***Offer to Purchase – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body***

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to obtain a second land appraisal for the property and bring back to council for a decision.

**CARRIED UNANIMOUSLY RESOLUTION 23-354**



**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 15, 2023 9:00 a.m.  
Live streamed on Bon Accord YouTube Channel**

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

COUNCILLOR MAY MOVED THAT obtain more information from Blue Imp to verify that playgrounds in discussion will fit in the area discussed.

**CARRIED UNANIMOUSLY RESOLUTION 23-355**

***Logo Revitalization – FOIP Act Section 16 Disclosure harmful to business interests of a third party***

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to move forward with Vimark's logo design and branding guideline quote at a cost of \$1,750.00 + GST.

3 Opposed

**DEFEATED RESOLUTION 23-356**

**ADJOURNMENT**

COUNCILLOR MAY MOVED THAT the August 15, 2023 Regular Meeting of Council adjourn at 1:40 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-357**

---

Mayor Brian Holden

---

Jodi Brown, CAO

**Town of Bon Accord  
Committee of the Whole Meeting Minutes  
August 23, 2023 5:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL**

**PRESENT**

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

**REGRETS**

Deputy Mayor Lynn Bidney

**ADMINISTRATION**

Falon Fayant – Corporate Services Manager, Acting CAO  
Jenny Larson – Planning and Economic Development Officer  
Terry Doerkson – Infrastructure Manager  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

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

**ADOPTION OF AGENDA**

There were no objections to removing item 4.2 Electric Vehicle Chargers – Hardware Upgrade Review from the agenda.

MAYOR HOLDEN MOVED THAT Council adopt the agenda for August 23, 2023, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 23-358**

**UNFINISHED BUSINESS**

***2023 Council Workshop: Speaker Update***

The report was reviewed and discussed.

***Municipal Development Plan Open House Confirmation***

The report was reviewed and discussed.

**NEW BUSINESS**

***Winter Maintenance: Business Districts***

The report was reviewed and discussed.

**CLOSED SESSION**

**Town of Bon Accord  
Committee of the Whole Meeting Minutes  
August 23, 2023 5:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

- ***Land Appraisal – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body***
- ***Playground Equipment Update – FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body***

COUNCILLOR LAING MOVED THAT Council enter into closed session to discuss Land Appraisal – L2-B2-P9022300 – FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Playground Equipment Update – FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body at 5:27 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-359**

COUNCILLOR LARSON MOVED THAT Council come out of closed session at 5:56 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-360**

**ADJOURNMENT**

MAYOR HOLDEN MOVED THAT the August 23, 2023 Committee of the Whole Meeting adjourn at 5:58 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-361**

---

Mayor Brian Holden

---

Jodi Brown, CAO

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 6, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>2023 Council Workshop Update</b>
<b>Agenda Item No.</b>	5.1

**BACKGROUND/PROPOSAL**

During the August 15<sup>th</sup>, 2023, Regular Council Meeting, Council directed administration to plan the annual Council Workshop on Wednesday, November 1, 2023 from 8:30 a.m. – 4:30 p.m. and engage Municipal Affairs on the following suggested topics: Actions to Effective Communications; Assessment, Taxation and Tax Recovery; and Dealing with Difficult People and Hostile Customers AND FURTHER THAT Council direct administration to research option #2, Best Practices, for the workshop.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**Legal Session:**

Administration was directed to confirm the honorarium fees for a session on best practices for Council Workshops, Governance Workshops and/or team building activities by a lawyer. The lawyer is available on November 01<sup>st</sup> to present during the Council Workshop for a 1-hour presentation with an optional question and answer period to follow. Approximately 1 to 1.5 hours.

**Municipal Affairs Workshops:**

Administration has also contacted Municipal Affairs for information on free workshops. Most of the topic sessions of interest to Council are full day workshops as shown below:

- Actions to Effective Communications – Full Day
- Assessment, Taxation and Tax Recovery: Full day, tax recovery portion can be overly technical for the purpose of Council.
- Dealing with Difficult People and Hostile Customers – This course is not currently available; however, it is under development and may be available in November. (Municipal Affairs to confirm)

**Note:** Municipal Affairs may be able to provide a shorter (2 hour) presentation on one of the topics. This has not yet been confirmed.

**Other Suggestion:** Administration has added a proposed session on municipal budget surveys to be delivered by administration. Council may also consider a session on off site levies or local improvement tax.

**Recommendation:**

Council may consider holding a two-day workshop this year as shown below:

**Day One: November 01<sup>st</sup>, 2023**

- Legal Session, sessions delivered by Town staff.

**Day Two: TBA**

- Full Day Municipal Affairs Workshop

**Confirmation of Agenda:**

As per the Council Workshop Policy, “The Town Manager shall present the proposed agenda for the Council Workshop to Council for approval.”

Proposed Agenda for November 01<sup>st</sup> if holding a two-day workshop:

Wednesday, November 01<sup>st</sup>, 2023 (8:30 AM – 3:00 PM)

**MORNING SESSIONS: EDUCATION WORKSHOPS**

<b>Time</b>	<b>Session</b>
8:00 AM – 8:30 AM	Welcome and Breakfast
8:30 AM – 10:00 AM	Legal Session: Best Practices Council Workshops and/or Team Building Activities
10:15 AM – 10:30 AM	Break
10:30 AM – 11:00 AM	Workplace Bullying and Harassment Policy Training (in house)
11:00 AM – 11:45 AM	Municipal Budget Surveys Information Session
<b>12:00 NOON – 12:30 PM</b>	<b>Lunch Break</b>

**AFTERNOON SESSIONS: ANNUAL STRATEGIC PLAN REVIEW**

<b>Time</b>	<b>Session</b>
12:30 PM – 3:00 PM	Annual Strategic Plan Review Department Presentations

**Proposed: Day 2: Municipal Affairs Workshop (Full Day) Topic of Choice**

**STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

Council Workshops assist Council in reflecting the value statements and achieving the goals of the Strategic Plan.

**COSTS/SOURCES OF FUNDING**

2023 Budget Allocation for Council Workshop: \$1000

<b>Expense</b>	<b>Cost</b>
Legal Session	\$500
Municipal Affairs Workshop	\$0
Food	\$200 (for two days)
Venue	\$0 if held in Council Chambers
<b>Total</b>	<b>\$700 for Two Day Workshop</b>

**RECOMMENDED ACTION (BY ORIGINATOR)**

**Choose one of the following actions:**

1. THAT Council approves the proposed annual Council Workshop Agenda for November 01<sup>st</sup>, 2023 as presented or amended.
2. THAT Council directs administration to plan a full day workshop with Municipal Affairs on the topic of \_\_\_\_\_ (insert topic).
3. THAT Council direct administration to...

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 6, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Organizational Meeting</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

In accordance with the Municipal Government Act (MGA):

*192(1) Except in a summer village, a council must hold an organizational meeting annually not later than 2 weeks after the 3<sup>rd</sup> Monday in October.*

Therefore, Bon Accord’s Organizational Meeting must take place prior to October 30, 2023.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Typically, Council holds the Organizational Meeting immediately preceding a Regular Council Meeting. Administration recommends holding the 2023 Organizational Meeting on October 3 at 5:15 p.m. with the Regular Council Meeting to follow.

**STRATEGIC ALIGNMENT**

*Value Statement: Professionalism*

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

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

THAT Council direct administration to plan and advertise an Organizational Meeting immediately preceding the Regular Council Meeting on October 3, 2023 at 5:15 p.m. [or choose alternate date/time prior to October 30, 2023.]

OR

THAT Council direct administration to...

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 6, 2023
<b>Presented by:</b>	Jenny Larson, Economic Development and Planning Officer
<b>Title:</b>	<b>Economic Development and Planning Fees</b>
<b>Agenda Item No.</b>	6.2

**BACKGROUND/PROPOSAL**

Currently the Town of Bon Accord has a Fees for Service Delivery Policy #15-121, which has a procedure that lists the current fees. Administration is working on a Fees and Charges Bylaw to replace the policy and procedure.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has researched other municipalities fees for services to ensure we are aligned with our neighbours. Municipal Planning Services has updated their Subdivision fees as of September 1, 2023, which is reflected in the Economic Development and Planning Fees.

Please see the attached draft schedule.

**STRATEGIC ALIGNMENT**

The amended fees align with the Strategic Plan value **Stewardship**: Administration and Council embody the responsible planning and management of our resources.

**COSTS/SOURCES OF FUNDING**

2023 Operating Budget

**RECOMMENDED ACTION (by originator)**

**Choose one of the following:**

THAT Council approves the Economic Development and Planning Fees as presented to be included in the coming Fees and Charges Bylaw.

OR

THAT Council directs administration to....



**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

**Schedule "D" Planning and Development**

Costs are GST exempt.

Third party costs such as engineering or legal incurred by the Town **may** be passed on.  
No review processes or considerations will commence until all applicable fees are paid in full.

Commented [E1]: Originally said 'will'

RESIDENTIAL DEVELOPMENT	
Single Family	\$150.00 <del>Current fee \$100.00</del>
Multi Family	\$150.00 plus \$50.00 per unit <b>Newly added</b>
Accessory Development Permit - Garage/shed/Decks/Tented Structure/Renovations/Basement Development	\$100.00 <del>Slight increase from current fee and amalgamated to one fee \$50, \$75, \$85</del>
Accessory Development Permit – Fence	\$50.00
Discretionary Uses	\$250.00 plus regular permit fees <b>Newly added</b>
Signage	\$100.00
Residential/Home Based Business	\$150.00 <del>Current fee \$100.00</del>
Demolition	\$150.00 <del>Newly added</del>
Compliance Certificate	\$150.00 <del>Current fee \$100.00</del>
"RUSH" Compliance Certificate (less than 48 hours)	\$200.00 <del>Current fee \$150.00</del>
COMMERCIAL DEVELOPMENT	
Permitted Use	\$300.00 <del>Current fee \$200.00</del>
Discretionary Use	\$200.00 plus regular permit fees <b>Newly added</b>
Accessory Development/Buildings	\$100.00 <b>Newly added</b>
Temporary Development/Structure	\$100.00 <b>Newly added</b>
Demolition	\$200.00 <b>Newly added</b>
Not for Profit and School Development Permit	50% off regular development permit fee <b>Newly added</b>
Signage	\$200.00 (includes 3 signs) plus \$50 for additional
Compliance Certificate	\$250.00 <b>Newly added</b>
"RUSH" Compliance Certificate (less than 48 hours)	\$350.00 <b>Newly added</b>
OTHER FEES	
Water during construction	\$0.15 per square foot of building size (one time charge) <del>Current fee \$0.10</del>
Public Property Damage Deposit (New Residential, Commercial, Industrial, and Institutional)	\$400 (\$350 refundable provided no damage observed upon inspection. Any damage repaired by the town shall be taken from this deposit and any balance is to be refunded. Any charge above \$350 to be added to the tax roll.)
Landscape Deposit (Residential, Commercial, and Industrial)	100% of estimated landscaping costs with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer.

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

---

**Schedule "D" Planning and Development**  
GST to be added on all items.

SUBDIVISION FEES	
Standard Subdivision Fee at Applications	\$750.00 + 350.00 per lot
Condominium Plan Consent	\$50.00 per unit
Recirculation	\$250.00
Extension	\$350.00
Title Search	\$15.00
Intermunicipal Subdivision and Development Appeal Board Member -at -large remuneration	\$200.00/day for a meeting over 4 hours in duration  \$100.00/day for a meeting 4 hours or less in duration
Subdivision and Development Appeal Fee	\$300.00/appeal  Clerk services – per hour cost to the municipality of the staff member
Land Use Bylaw (LUB) Amendment	\$1000.00 plus advertising costs
Area Structure Plan (ASP) Amendment	\$1000.00 plus advertising costs

Business License Fees are GST Exempt

BUSINESS LICENSE FEES	
Storefront	\$50.00
Home Occupation	\$35.00
Non-Resident Business	\$150.00
Non-Resident Contractor	\$300.00
Resident Contractor	\$150.00
Hawker & Peddlers	\$75.00/week \$50.00/day
Student	\$0.00 with 1 free revision per year, each revision thereafter \$5.00. <b>Newly added</b>
*The fee payable for a business license issued after the 30 <sup>th</sup> day of September in any year shall be one-half of the fee listed above.	

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**

**Schedule "E" Safety Codes Permits**  
GST to be added on all items.



**TOWN OF BON ACCORD**

PO Box 779  
BON ACCORD, AB T0A 0K0  
Phone: (780) 921-3550  
Fax: (780) 921-3585  
www.bonaccord.ca



**BUILDING PERMIT FEE SCHEDULE**

<b>RESIDENTIAL/DWELLING UNITS/FARM</b>	
New Construction - Building Permit Levy (main level)	\$ 00.52 per sq. ft.
- Upper/Lower Floors	\$ 00.42 per sq. ft.
Additions/renovations/basement development	\$ 00.26 per sq. ft.
	\$ 131.25 (minimum fee)
<b>Accessory Buildings</b>	
Garages (attached or detached)	(under 624 sq. ft.) \$ 131.25
Shops, garages, storage buildings	(over 624 sq. ft.) \$ 00.39 per sq. ft.
Decks or garden storage sheds	\$ 00.39 per sq. ft. (min \$131.25)
Relocation of Home (set-up on basement or foundation)	\$ 00.39 per sq. ft. (min \$131.25)
Fireplaces (if not included in new construction) (flat rate)	\$131.25
Demolitions Residential (flat rate)	\$131.25
Geothermal Heating	\$262.50
Solar	\$131.25
<b>COMMERCIAL/INDUSTRIAL/INSTITUTIONAL</b>	
First \$1,000,000.00 construction value	\$ 6.30 per \$1,000 construction value
Over \$1,000,000.00 construction value	\$ 6,300.00 + (\$ 5.25 per \$1,000 construction value portions over \$1,000,000.00)
(Minimum Fee)	\$498.75
Demolitions Commercial (flat rate)	\$131.25
Sign (Pylon)	\$157.50
<b>MOBILE AND MODULAR HOME</b>	
Modular Home (RTM's, etc)	\$351.75
Basement Development	\$ 0.39 sq. ft. (min. \$157.50)
Mobile Homes Set-up	\$ 210.00
Basement Development (if on foundation)	\$ 0.39 sq. ft. (min. \$157.50)

**\* Note \***

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**



**TOWN OF BON ACCORD**

PO Box 779  
BON ACCORD, AB T0A 0K0  
Phone: (780) 921-3550  
Fax: (780) 921-3585  
www.bonaccord.ca



**GAS PERMIT FEE SCHEDULE**

Residential Installations	
Number of Outlets	Permit Fee
1 – 3	\$105.00
4 – 6	\$136.50
7 – 9	\$173.25
10 – 12	\$199.50
13 – 15	\$225.75
16 – 18	\$246.75
19 – 20	\$273.00

Non-Residential Installations	
B.T.U. Input	Permit Fee
10,000 – 30,000	\$94.50
30,001 – 60,000	\$99.75
60,001 – 90,000	\$105.00
90,001 – 120,000	\$110.25
120,001 – 150,000	\$110.25
150,001 – 180,000	\$115.50
180,001 – 210,000	\$120.75
210,001 – 300,000	\$131.25
300,001 – 450,000	\$147.00
450,001 – 600,000	\$162.75
600,001 – 750,000	\$178.50
750,001 – 900,000	\$194.25
900,001 – 2,000,000	\$231.00
<i>Over 2,000,000 Add \$ 15.75 per 100,000 BTU</i>	

**Propane and Small Installations**

Propane Tank Sets (New or Replacements)	\$94.50 Per Appliance
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$94.50 Per Appliance
Gas/Propane Cylinder Refill Centers	\$299.25 Per Appliance
<b>Replacement Commercial or Industrial Appliances (per unit)</b>	
1 - 400,000 BTU Input	\$131.25 per Unit
400,001 - 3,000,000 BTU Input	\$183.75 per Unit
Over 3,000,000 BTU Input	\$341.25 per Unit

**\*Note\***

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

*(Effective Date: June 1, 2022)*

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**



**TOWN OF BON ACCORD**

PO Box 779  
BON ACCORD, AB T0A 0K0  
Phone: (780) 921-3550  
Fax: (780) 921-3585  
www.bonaccord.ca



**PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 - 3	\$99.75	22 - 24	\$210.00
4 - 6	\$115.50	25 - 27	\$225.75
7 - 9	\$131.25	28 - 30	\$241.50
10 - 12	\$147.00	31 - 33	\$257.25
13 - 15	\$162.75	34 - 36	\$273.00
16 - 18	\$178.50	37 - 40	\$294.00
19 - 21	\$194.25	<i>Add \$3.67 per fixture over 40</i>	

**PRIVATE SEWAGE PERMITS**

Private Sewage System - \$350.00  
Holding Tanks - \$150.00

**PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 - 3	\$99.75	52 - 54	\$367.50
3 - 6	\$115.50	55 - 57	\$383.25
7 - 9	\$131.25	58 - 60	\$399.00
10 - 12	\$147.00	61 - 63	\$414.75
13 - 15	\$162.75	64 - 66	\$430.50
16 - 18	\$178.50	67 - 69	\$446.25
19 - 21	\$194.25	70 - 72	\$462.00
22 - 24	\$210.00	73 - 75	\$477.75
25 - 27	\$225.75	76 - 78	\$493.50
28 - 30	\$241.50	79 - 81	\$509.25
31 - 33	\$257.25	82 - 84	\$525.00
34 - 36	\$273.00	85 - 87	\$540.75
37 - 39	\$288.75	88 - 90	\$556.50
40 - 42	\$304.50	91 - 93	\$572.25
43 - 45	\$320.25	94 - 96	\$588.00
46 - 48	\$336.00	97 - 100	\$603.75
49 - 51	\$351.75	<i>Add \$3.67 each fixture over 100</i>	

**\*Note\***

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD  
BYLAW 2023-06  
FEES AND CHARGES BYLAW**



**TOWN OF BON ACCORD**

PO Box 779  
BON ACCORD, AB TOA 0K0  
Phone: (780) 921-3550  
Fax: (780) 921-3585  
www.bonaccord.ca



**ELECTRICAL PERMIT FEE SCHEDULE  
(For "Other Than" New Single Family Residential)**

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 2,000	\$99.75	39,000.01 – 42,000	\$435.75
2,000.01 – 3,500	\$115.50	42,000.01 – 45,000	\$456.75
3,500.01 – 5,000	\$136.50	45,000.01 – 48,000	\$472.50
5,000.01 – 6,500	\$152.25	48,000.01 – 60,000	\$488.25
6,500.01 – 8,000	\$168.00	60,000.01 – 90,000	\$561.75
8,000.01 – 9,500	\$183.75	90,000.01 – 120,000	\$651.00
9,500.01 – 12,000	\$199.50	120,000.01 – 150,000	\$740.25
12,000.01 – 15,000	\$215.25	150,000.01 – 180,000	\$834.75
15,000.01 – 18,000	\$231.00	180,000.01 – 210,000	\$929.25
18,000.01 – 21,000	\$288.75	210,000.01 – 240,000	\$1,029.00
21,000.01 – 24,000	\$320.25	240,000.01 – 350,000	\$1,275.75
24,000.01 – 27,000	\$341.25	350,000.01 – 500,000	\$1,590.75
27,000.01 – 30,000	\$357.00	500,000.01 – 650,000	\$1,905.75
30,000.01 – 33,000	\$367.50	650,000.01 – 800,000	\$2,241.75
33,000.01 – 36,000	\$383.25	800,000.01 – 1,000,000	\$2,640.75
36,000.01 – 39,000	\$399.00	Add \$84.00 for every \$50,000 over \$1,000,000	

**ELECTRICAL PERMIT FEE SCHEDULE  
(For "NEW" Single Family Residential)**

Square Footage	Permit Fee
Up to 1200 square feet	\$162.75
1201 to 1500 square feet	\$189.00
1501 to 2000 square feet	\$215.25
2001 to 2500 square feet	\$241.50
2501 to 3000 square feet	\$315.00
3001 square feet and over	\$346.50
<b>Attached Garage</b>	Include square footage of garage with house
Manufactured, Modular and RTM Connection	\$120.75
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$99.75)

**\*Note\***

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: June 1, 2022)

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 6, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Notice of Motion: Speed Cameras</b>
<b>Agenda Item No.</b>	6.3

**BACKGROUND/PROPOSAL**

Councillor Larson brought forward a Notice of Motion at the August 15, 2023, Regular Meeting of Council regarding Speed Cameras.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Councillor Larson'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:** [cao](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW: Notice of motion  
**Date:** August 9, 2023 2:04:17 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

**Jodi Brown (she/her)**

Town Manager/CAO



[cao@bonaccord.ca](mailto:cao@bonaccord.ca)  
Office: 780-921-3550  
Cell: 780-218-3338  
[www.bonaccord.ca](http://www.bonaccord.ca)  
PO Box 779; 5025 50 Ave.  
Bon Accord, AB T0A 0K0



*The Town of Bon Accord is situated on Treaty 6 territory and is a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.*

**Confidentiality Warning:** This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system.

---

**From:** Timothy Larson <[tlarson@bonaccord.ca](mailto:tlarson@bonaccord.ca)>  
**Sent:** Wednesday, August 9, 2023 2:03 PM  
**To:** Brian Holden <[bholden@bonaccord.ca](mailto:bholden@bonaccord.ca)>; Lynn Bidney <[lbidney@bonaccord.ca](mailto:lbidney@bonaccord.ca)>; Tanya May <[tmay@bonaccord.ca](mailto:tmay@bonaccord.ca)>; Lacey Laing <[llaing@bonaccord.ca](mailto:llaing@bonaccord.ca)>  
**Cc:** cao <[cao@bonaccord.ca](mailto:cao@bonaccord.ca)>  
**Subject:** Notice of motion

Good afternoon, folks

I timothy Larson would like to bring forward a notice of motion for the August 15 2023 Council meeting. The notice of motion is to direct administration to investigate more information about the purchase and installation of speed cameras in town.

Thank you



**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	September 6, 2023
<b>Presented by:</b>	Jessica Caines, Legislative Services and Communications Coordinator
<b>Title:</b>	<b>Communications Policy</b>
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

The Communications Policy (attached) was developed to enhance Bon Accord’s existing communications strategies and ensure current, accurate, transparent, and efficient transmission of information to the public, Council, and employees regarding Town business. The policy also establishes guidelines to ensure that all communication is timely, responsive, accurate, secure, and well-coordinated.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The key components of Town communication outlined in the policy include:

- Visual Identity
- Photography
- Internal and External Communications
- Media Relations
- Town and Non-Profit Events
- Social Media

These components also incorporate the following existing policies (attached):

- Social Media Policy
- Advertising of Non-Profit Organization’s Events on Town Media Outlets Policy
- Community Events and Program Advertising Policy

Upon approval of the Communications Policy, these policies would be brought forward at the next regular Council meeting to rescind.

The Communications Policy also incorporates the use of other communications-related policies and administrative procedures to encompass all areas of communications and establish responsibilities and best practices for maintaining channels of communication between Town employees, Council, and the public.

## **STRATEGIC ALIGNMENT**

### *Priority #2: Community*

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

### *Priority #5: Collaboration*

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

## **COSTS/SOURCES OF FUNDING**

N/A

## **RECOMMENDED ACTION (by originator)**

### **Choose one of the following:**

THAT Council approve the Communications Policy as presented.

OR

THAT Council approve the Communications Policy as amended.

OR

THAT Council direct administration to...

## COMMUNICATIONS

---

**SECTION:** Administration / Council

**DEPARTMENT:** Administration / Public Works / Finance / Community Services

**COUNCIL APPROVAL DATE:** [date]

**LAST REVIEWED BY COUNCIL:** [date]

---

### POLICY STATEMENT

The Town of Bon Accord strives to communicate effectively with all stakeholders. Strategic, planned, and proactive communications can make a difference in achieving organizational, political, sustainable, social, and cultural goals. Components of Town communication include Visual Identity, Photography, Internal and External Communications, Media Relations, Town and Non-Profit Events, and Social Media. This policy is complementary to any policies regarding the use of technology and the internet.

### PURPOSE

To ensure current, accurate, transparent, and efficient transmission of information to the public, Council, and Employees regarding Town business and to establish guidelines to ensure that all communication is timely, responsive, accurate, secure, and well-coordinated.

### SCOPE

This policy relates to communication from Employees and Council.

### DEFINITIONS

"Authorized User" means any individual who has the authority, as given by the Town Manager, to manage Social Media platforms.

"Communications Coordinator" means the designated individual responsible for

overseeing Social Media accounts and the website.

“Community Events and Programs” refers to the Community Events and Programs offered by the Community Services department and does not include public engagement events or initiatives that are governed by the Public Participation Policy.

"Council" means the Council of the Town of Bon Accord.

"Councillor" means a Council member of the Town of Bon Accord.

“Emergency Coordinator Centre (ECC)” means the location that functions as a point of coordination addressing the needs of the municipality or the Sturgeon Regional Emergency Management Partnership (SREMP) as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites.

"Employee" means any individual employed by the Town of Bon Accord.

"External Communications" means the transmission of information with external parties including the public and organizations.

“Information Officer” means a member of the Command Staff within the Incident Command System (ICS) or Emergency Coordination Centre (ECC) structure. The IO is responsible for communication information to the public, media, other agencies, and stakeholders to provide incident -related information and updates based on changes in incident status.

"Internal Communications" means the transmission of information within the organization.

"Media Relations" means the relationship between the Town and the media.

"Municipal Emergency Plan" means a plan adopted by the Town in the event of an emergency, which may include the Sturgeon Regional Emergency Management Plan (SREMP).

"Photo Release" means verbal consent and/or written consent signed by the subject of a photograph granting permission to publish the photograph in one form or another.

"Post or Posting" means any written comment, content, or image including but not limited to photographs, video, clip art, scanned images, documents and emoticons.

"Personal Profile" means a Social Media account associated with an individual.

"Regular Business Hours" means the hours outlined in the Town Hours of Operation and Locations Policy.

"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.

"Town" means the Town of Bon Accord.

"Town Manager" means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer's designate.

"Town Information" means any corporate information related to Town operations, service delivery, projects, activities and events or information acquired through employment with the Town.

"Visual Identity" means the Town logo or any visual that is recognizable as originating from the Town of Bon Accord.

## **I. OVERALL GUIDELINES**

1. This policy integrates the Town's goals and values and identifies target audiences, both internally and externally. It recognizes strategies, objectives, tools, messages, responsibilities, resources required, and evaluation methods to facilitate clear communications.

## **II. STRATEGIES**

1. Effective communication requires the coordination of information throughout the Town.
2. Streamlined communication will heighten the presence of Town business in the community and influence the way the Town works together with the community to achieve the shared vision.
3. Well-executed communication efforts will help to create ideal conditions for organizational success.
4. All Employees and Councillors are expected to be aware of the importance of effective communication.

## **III. OBJECTIVES**

1. Establish clear communications standards both internally and externally.
2. Inform the community about the Town's policies, programs, services, and initiatives through communication that is timely, responsive, accurate, secure, and consistent.
3. Consult and inform stakeholders when establishing or developing priorities, policies, programs, and services.
4. Ensure the Town is visible and responsive to the community it serves.
5. Engage in proactive communications programs that use a variety of formats to accommodate the diverse needs of the community.

## **IV. RESPONSIBILITIES**

1. The Town Manager is responsible for overseeing all External Communication.
2. The Communications Coordinator is responsible for coordinating the flow of

information to the media and public.

3. All External Communications, Media Relations and Social Media will be coordinated and flowed through the Communications Coordinator and in their absence, directly to the Town Manager.
4. In all communications, the Town must comply with all legislated requirements regarding access and disclosure of information as per the Freedom of Information and Protection of Privacy (FOIP) Act and appropriate consent as per the Canadian Anti-Spam Legislation (CASL).

## **V. VISUAL IDENTITY**

1. A clear and consistent Visual Identity assists the public in recognizing and accessing the policies, programs, services, and initiatives of the Town or those that the Town may be associated with.
2. The Town strives to provide communication that is recognized as originating from the Town and reinforces a positive image.
3. To present a strong, unified, consistent identity, all Town Employees must maintain brand standards as determined by the Communications Coordinator.

## **VI. PHOTOGRAPHY**

1. Employees will make every effort to capture photographs of day-to-day activities, events, and other milestones.
2. Photographs must be accessible internally.
3. Town photographs are to be uploaded to the shared computer network in a timely and organized manner to ensure ease of access.
4. Photo Releases will be collected by the applicable department when required, including but not limited to, when the subject of the photograph is identifiable. Photo Releases will be saved to the shared computer network for ease of access and reference.
5. Photographs will be shared with the media and the public where applicable.

## **VII. INTERNAL COMMUNICATION**

1. Whenever possible and if applicable, Town Employees will receive information internally before it is communicated externally to the media or public.
2. Internal Communications include but are not limited to:
  - a. Bulletin boards
  - b. Company computer network
  - c. Email
  - d. Meetings
  - e. Pay slips
  - f. Shared calendars
  - g. Verbal
3. Information sharing is the responsibility of all Employees.
4. Internal Communications will be mutually respectful at all times, whether verbal or written.
5. In the case of an emergency, ensuring all Employees and Councillors are informed is a priority.
6. All Employees will be considered when determining how to disseminate information, remembering that not all Employees have access to electronic communication methods.

## **VIII. EXTERNAL COMMUNICATION**

1. Ensuring all External Communications are accurate and professional is essential for achieving positive community relations.
2. The Town will strive to present a consistent quality message through all aspects of External Communications.
3. Organizational news, disruption of service, and other appropriate information regarding the Town will be made available internally first so that it can be appropriately distributed externally.
4. External Communications between Employees and the public will be mutually respectful at all times, whether verbal or written.
5. External Communications and forms of communication include, but are not limited to:



- a. Brochures and reports
  - b. Council meetings
  - c. Electronic sign
  - d. Email
  - e. Letters
  - f. Mail
  - g. Press releases
  - h. Public notices
  - i. Newspaper advertisements
  - j. Newsletters
  - k. Posters
  - l. Promotional items
  - m. Public meetings, open houses & other public events
  - n. Signage
  - o. Social Media
  - p. Surveys
  - q. Verbal
  - r. Website – [www.bonaccord.ca](http://www.bonaccord.ca)
6. Information about the Town's policies, programs, services, and initiatives will be available to the public in a variety of formats, subject to available resources. The Town website, Social Media, and newspaper advertisements will be the most utilized forms of delivering communications.
7. The Town may use available web tools or services to obtain non-identifying anonymous, aggregate, or statistical information concerning its programs, services, or marketing efforts from Social Media sites.
8. All records posted to Town Social Media sites are subject to access and privacy provisions of the FOIP Act. However, third party sites hosting Town content and comments are not subject to the FOIP Act in any way.

## 9. CRISIS AND EMERGENCY COMMUNICATIONS

- a. In a crisis, coordinated Internal and External Communication must be used to maintain or restore confidence and safety. In the event of a larger scale emergency, the Municipal Emergency Plan will be implemented in part, or in whole.
- b. In the event of an emergency that requires communications support, emergency Social Media communications will take priority over all other Town Social Media content. Once the Emergency Coordination Centre (ECC) is activated, the Town's designated Information Officer(s) will manage all emergency Social Media communications for the duration of the emergency.
- c. Any images, video and/or audio taken in relation to an emergency by Town Employees as a result of their employment with the Town are the property of the Town and will be provided to the Town Manager. Any images, video and/or audio taken in relation to an emergency by a Town Employee, even if the Employee is off duty, is still subject to the confidentiality and professionalism requirements described in this policy.

## 10. NEWSPRINT AND GENERAL ADVERTISING

Advertisements in local newspapers will be used as needed to inform Bon Accord and area residents of upcoming events, bylaw and policy changes, licensing requirements, committee vacancies, employment opportunities and other general information. The Town logo will appear on all public notices and advertisements.

## 11. PUBLIC EVENTS AND ANNOUNCEMENTS

- a. Public events are arranged to develop and support a sense of community within the Town and/or to provide important information.
- b. Announcements will communicate new and important information about municipal services, programs, events, and initiatives as well as any public health, safety, or essential services updates. Announcements include

press releases, public notices, electronic signs, email, newsletters, letters, newspaper advertisements, posters, signage, Social Media, and website.

## 12. COMMUNITY EVENTS AND PROGRAMS ADVERTISING

- a. Free or low-cost advertising opportunities will be utilized for Community Events and Programs that do not have an advertising budget and as supplemental advertising for all Community Events and Programs.
- b. A consistent process will ensure increased awareness of Community Events and Programs, promote a positive Town image, and improve visibility of local government.
- c. Administration will determine which advertising opportunities will be most effective for each Community Event and Program and record the utilized advertising opportunities on the internal “Free or Low-Cost Advertising Checklist” for each community event and program.
- d. The Free or Low-Cost Advertising Checklist will be used for future analysis of cost, environmental impact, accessibility, efficiency, and effectiveness and will be reviewed and updated as needed to ensure that all advertising opportunities listed are current.

## 13. NON-PROFIT ADVERTISING

- a. Non-profit organizations are vital to Bon Accord’s growth and community spirit. Allowing them to advertise on the Town’s media outlets provides a wider audience which in turn benefits the Town as a whole.
- b. Non-profits may advertise free of charge on the following Town media outlets:
  - i. Town of Bon Accord Facebook page
    1. When a non-profit organization posts to their Facebook page, they may request that the Town share the same post on the Town Facebook page.
  - ii. Community bulletin board (located by the Community Hall on 50<sup>th</sup> Ave.)

1. Non-profit organizations may hang posters on the community bulletin board. The poster must have the date on which it was posted. An organization may not remove posters that do not belong to them.
- iii. Bon Accord's Online Event Calendar
  1. Non-profit organizations must provide all event details required to advertise on the online calendar to the Communications Coordinator a minimum of 3 weeks prior to the event.
- iv. Community Events Sign
  1. Please see the Community Event Sign Policy for advertising details.
- v. If the non-profit organization is partnered with the Town for an event, partnership acknowledgement will be included in advertising on all Town media outlets, where possible.
- c. Restricted locations that non-profit organizations are unable to advertise on are:
  - i. The Town bulletin board located in the Town office foyer, and
  - ii. The Commercial Electronic Sign, unless the non-profit fulfills the eligibility requirements to advertise in accordance with the Commercial Electronic Sign Policy.

## **IX. MEDIA RELATIONS**

1. Media releases will be utilized for all major events of the Town.
2. Press releases will be issued as needed to local newspapers and/or to other news sources as required by legislation.
3. Media inquiries will be handled in accordance with the internal "Media Relations Procedure".
4. Press releases, public notices, advisories, and backgrounders will be prepared and distributed in accordance with the Media Relations Procedure.

## X. SOCIAL MEDIA

### GUIDING PRINCIPLES

1. The primary purpose of Social Media is to share information including but not limited to:
  - a. Emergencies
  - b. Employment opportunities
  - c. External activities that may benefit the community
  - d. General operational changes
  - e. Health & wellness
  - f. Road closures or updates due to weather or construction
  - g. Town activities and projects
  - h. Town news
  - i. Upcoming events
2. Information and knowledge must be offered in a professional, accurate and timely manner.
3. Any communication via Social Media is not considered official or formal.
4. It is the responsibility of the Communications Coordinator and Authorized User(s) to express that if the communication received from a third party is intended to be official, it must be received in writing and not through Social Media.
5. When the Communications Coordinator or Authorized User(s) are unable to answer third party communication appropriately, that communication will be directed to the appropriate department.
6. Social Media use by the Town must abide by the Town's Code of Ethics and corporate values. When posting to Social Media forums, the Communications Coordinator and Authorized User(s) are ambassadors of the Town and will act in good faith.
7. No Employee or Councillor will operate or manage a Town Social Media forum without direct, written authorization from the Town Manager. No Town Social Media forum will be created or managed through an Employee's or Councillor's Personal Profile. In addition, Town Information will not be communicated directly through Personal Profiles; this includes posting on private groups and pages with

the exception of section 10, below.

8. Disciplinary procedures will be followed if Employee Personal Profiles are used on behalf of the Town or if Town Information is communicated through Personal Profiles. Once Town Information has been communicated through the Town's Social Media or released through other External Communications, only sharing or re-posting Town Information is permitted by Employees.
9. Councillors will adhere to the Code of Conduct when posting to Social Media.
10. If a Councillor or an Employee deems it necessary to respond to a question or comment through a Personal Profile on a private group or page, only the following statements, or statements of similar nature, should be used:
  - a. Please see the Town's website for additional information on this topic: [www.bonaccord.ca](http://www.bonaccord.ca) (or any direct link).
  - b. If you have a concern, we encourage notifying the Town directly at 780-921-3550 or [info@bonaccord.ca](mailto:info@bonaccord.ca).

## RULES FOR MAINTENANCE

1. Inappropriate Postings will be removed by the Communications Coordinator or Authorized User(s). Inappropriate Postings include:
  - a. Any content deemed inappropriate by the Communications Coordinator or Town Manager
  - b. Copyrighted information
  - c. Defamatory, offensive, inappropriate, or inaccurate comments
  - d. Discrimination
  - e. Personal opinions
  - f. Profanity
  - g. Promotion of illegal activities
  - h. Sexual content
  - i. Statements about Employees
2. The Town does not commit to responding to every communication received through Social Media, however, the Communications Coordinator or Authorized User(s) will make every effort to comment when appropriate during Regular

## Business Hours.

3. If login information (password and username) is changed on a Social Media account, the Town Manager and Communications Coordinator must receive all updates.
4. The Communications Coordinator and Authorized User(s) will not post comments or maintain comments from third parties on Town Social Media that jeopardize the Town's reputation or credibility.
5. As much as reasonably possible, information will be confirmed by the Communications Coordinator or Authorized User(s) for accuracy before posting on Town Social Media.
6. Postings on Town Social Media will be maintained by the Communications Coordinator and/or Authorized User(s).
7. When appropriate, Social Media created or operated on behalf of the Town will link to the Town's website.
8. The Town may post photos with Employees' names provided that a Photo Release has been received.
9. The Town owns the rights to pictures and videos created or taken by Town Employees in their employment capacity with the Town.
10. Social Media accounts will be monitored at least once a day during Regular Business Hours by the Communications Coordinator or Authorized User(s).

## ROLES AND RESPONSIBILITIES

1. Only the Communications Coordinator or Authorized User(s) will post on Social Media on behalf of the Town.
2. If an Employee wishes to create an additional Town branded Social Media account, they must submit a written proposal to the Town Manager outlining the purpose, time, costs, maintenance, and strategy.
3. If a Councillor wishes to create a Social Media profile on behalf of the Town, the Councillor must submit a written proposal to the Town Manager outlining the purpose, maintenance, and strategy which will be presented to Council for approval prior to implementation.

4. When negative comments are posted, the Communications Coordinator or Authorized User(s) along with the Town Manager will assess whether the comment is constructive and act reasonably to engage in conversation or remove the comment.
5. If a third party posts incorrect information, the Communications Coordinator or Authorized User(s) will correct such information.
6. Any perceived favouritism or unprofessionalism is not permitted.

## LEGAL LIABILITY, COPYRIGHT, AND INTELLECTUAL PROPERTY

1. Any content placed on Social Media sites should be Town-owned or, if licensed to the Town, should contain provisions which would allow the Town to provide worldwide, fee-free, non-exclusive licenses to third parties in perpetuity.

## PROTOCOLS TO CONSIDER WHEN USING SOCIAL MEDIA

1. No opinions; use a disclaimer.
2. Think twice before you post; you cannot take back a post. Some Social Media sites do not have a delete option and posts could be copied and saved by third parties.
3. Ensure accuracy; if you would not say it to a reporter, do not say it online.
4. Be the first to correct your own mistakes.
5. Never disclose confidential information.
6. Be prepared for comments and questions; Social Media is two-way.

## REFERENCES

Freedom of Information and Protection of Privacy (FOIP) Act  
Canadian Anti-Spam Legislation (CASL)  
Public Participation Policy  
Commercial Electronic Sign Policy  
Community Events Sign Policy  
Free or Low-Cost Advertising Checklist  
Media Relations Procedure



## **TOWN OF BON ACCORD POLICY STATEMENT**

**SECTION:** ADMINISTRATION

**POLICY NO.:** 12.271

**SUBJECT:** SOCIAL MEDIA POLICY

**RESPONSIBLE AUTHORITY:** Administration Department - Communications

**REVIEWED & APPROVED BY COUNCIL:**

Regular Meeting of Council - November 20, 2012 Resolution #12.271

Regular Meeting of Council - July 4, 2017 Resolution #17-153

Regular Meeting of Council - August 21, 2018

**PURPOSE AND INTENT:**

To provide rules and guidelines for staff in respect to various Social Media forums on behalf of the Town of Bon Accord.

**POLICY STATEMENT:**

The Town of Bon Accord strives to enhance communication and build stronger community relationships through the use of Social Media. Social Media platforms hold a purpose of promotion and information sharing in order to further the Town's best interests.

This policy governs the publication of and commentary on Social Media by the employees of the Town of Bon Accord. For the purposes of this policy, Social Media means any facility for online publication and commentary, including without limitations blogs, social networking sites such as Facebook, Twitter, LinkedIn, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail, and the internet.

Publication and commentary on Social Media carry similar obligations to any other kind of publication or commentary. All uses of Social Media must follow the same ethical standards that Town of Bon Accord employees must otherwise follow.

The Town of Bon Accord will designate an approved officer for posting to social channels. This officer or their alternate will:

- Follow Town of Bon Accord's Social Media Procedure;
- Post the Town's Social Media Policy Statement (Appendix A) on the web site; and
- Approve all content and request-for-posts.

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Community Services

---

**POLICY RESOLUTION NO.:** 19-158

---

**SUBJECT:** Advertising of Non-Profit Organization's Events on Town Media Outlets

---

**RESPONSIBLE AUTHORITY:** Community Services Department

---

**REVIEWED & APPROVED BY COUNCIL:** June 4, 2019

**PURPOSE AND INTENT:** To establish a policy for the purpose of advertising or promoting non-profit organization's events through the Town of Bon Accord's media outlets.

**POLICY STATEMENT:** Non-profit organizations are a vital part of Bon Accord and allowing them to advertise on Bon Accord's media outlets allows them to reach a wider audience which in turns benefits the Town as a whole.

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** ADMINISTRATION

**POLICY RESOLUTION NO.:** 21-266

**SUBJECT:** COMMUNITY EVENTS AND PROGRAMS ADVERTISING POLICY

**RESPONSIBLE AUTHORITY:** Recreation and Community Services

**REVIEWED & APPROVED BY COUNCIL:** August 17, 2021, RMC

**PURPOSE AND INTENT:**

The purpose of the “Community Events and Programs Advertising Policy” is to ensure that a comprehensive and effective Advertising Mix involving various Media Platforms are used to communicate information about Community Events and Programs planned by the Recreation and Community Services Department (excluding public engagement events or initiatives that are governed by the Public Participation Policy).

**POLICY STATEMENT:**

The purpose of the “Community Events and Programs Advertising Policy” is to provide guidelines and criteria for the development and placement of advertisements based on objectives, scope of the initiative, Target Audience, approved budget, and/or other available funding such as grant funding, donations, or sponsorship.

**POLICY GOALS**

1. Ensure that Town advertising of Community Events and Programs is provided at the best possible value and level of effectiveness through record keeping, Monitoring and Measurement Systems.
2. Provide a coordinated, consistent process and procedure for the placement of Town advertising for Community Events and Programs.
3. Provide accurate, timely, accessible, and clear information for target audiences about Community Events and Programs offered by the Town.
4. Provide open and transparent information improving the visibility of local government and encourage greater awareness, interest and participation in Community Events and Programs.
5. Promote a positive image of the Town.

**DEFINITIONS**

1. “Advertising Mix” means a varied use of available media outlets to inform target audiences about Community Events or Programs that are designed to encourage participation including but not limited to newspaper, broadcast (television or radio), digital/online (websites and social

media), Town publications (newsletters, posters, flyers), and regional partner organizations publications including but not limited to municipal and non-profit organizations.

2. "Community Events and Programs" refers to the Community Events and Programs offered by the Recreation and Community Services department and does not include public engagement events or initiatives that are governed by the Public Participation Policy.

3. "Media Platforms" means the use of different forms of media (print, broadcast or digital).

4. "Monitoring and Measurement Systems" means the systems used to monitor and measure the cost, environmental impact, accessibility, efficiency, and effectiveness of municipal advertising of Community Events and Programs.

5. "Target Audience" refers to a particular group for which a specific Community Event or Program has been designed to reach including but not limited to residents, visitors, investors, or businesses.

6. "Town" meaning the Town of Bon Accord.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 6, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>2023 Stronger Together Annual Conference</b>
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

In 2022, Councillor May attended the Stronger Together Annual Conference. She has advised administration that she would like to attend this conference again in November 2023.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Please visit: <https://strongertogether2023.heysummit.com/schedule/> for full details on the conference. There are both virtual and in person options.

**STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

***Priority #2: Community***

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

**COSTS/SOURCES OF FUNDING**

The Bon Accord Public Library is part of the Northern Lights Library System (NLLS). NLLS will cover the conference registration fees as follows:

Virtual - Nov 3, 2023: \$10

In person – Nov 10, 2023: \$85 (this ticket also allows access to the virtual conference on Nov 3)

Per diems for the attendance would be the only cost to the Town if Councillor May chooses to attend virtually and mileage/per diems if attending in person.

**RECOMMENDED ACTION (BY ORIGINATOR)**

**Choose one of the following:**

1. THAT Council approve Councillor May’s attendance for the [virtual or in-person] 2023 Stronger Together Annual Conference.
2. That Council direct administration to...

**From:** [Jessica Caines](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW:  
**Date:** August 28, 2023 9:05:27 AM  
**Attachments:** [image002.png](#)

---

**From:** Jessie Morris <[jmorris@nlls.ab.ca](mailto:jmorris@nlls.ab.ca)>  
**Sent:** Thursday, August 17, 2023 2:26 PM  
**Subject:** Stronger Together 2023 Conference Registration Now Open

Registration is **[NOW OPEN](#)** for the 2023 Stronger Together Conference hosted jointly by Northern Lights Library System, Parkland Regional Library System, Peace Library System, and Yellowhead Regional Library.

The conference will take place over three days, virtually on November 3rd and in-person on November 9th and 10th. Each day will offer a new variety of sessions and speakers and cover topics like leadership, board development, accessibility and diversity, library technology and more!

- **November 3rd**: Virtual Stronger Together Conference
- **November 9th**: ALTA Symposium hosted by Alberta Library Trustees Association
- **November 10th**: In-person Stronger Together Conference

***Please note:*** If you register for either in-person day on the 9th or 10th you will receive complimentary access to the virtual conference on the 3rd.

For more details about conference costs, accommodations, and conference details please visit our website at: <https://strongertogether2023.heysummit.com/>

We welcome anyone with a passion for libraries to register. Please share this email with anyone who may be interested.

If you need additional information about registering check out our [FAQ page](#) or email us at [librariesarestrongertogether@gmail.com](mailto:librariesarestrongertogether@gmail.com).

— 2023 **ANNUAL CONFERENCE**  
*Stronger Together*

---

*PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM  
NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY*

**Christine Hutchinson MLIS**

SHE/HER

Librarian, Library Development Services

P: [780-962-2003](tel:780-962-2003) [EXT 231](tel:780-962-2003)

[yrl.ab.ca](http://yrl.ab.ca) | [Box 4270, Spruce Grove, AB T7X 3B4](mailto:christine.hutchinson@yrl.ab.ca)



**Currently Reading:** *Beyond the Wand* by Tom Felton

Sent from my iPhone



Premier of Alberta

---

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

August 22, 2023

His Worship Brian Holden  
Mayor  
Town of Bon Accord  
PO Box 779  
5025 – 50 Avenue  
Bon Accord AB T0A 0K0  
Email: [lscoordinator@bonaccord.ca](mailto:lscoordinator@bonaccord.ca)

Dear Mayor Holden:

Thank you for your kind words of congratulations on behalf of council of the Town of Bon Accord. I appreciate you reaching out to share your support as my government continues its mandate to make Alberta one of the greatest places to live, work, raise a family and start a business. My oath is to serve Alberta. That includes working with you on the issues that matter most to you and your community.

Albertans have chosen to move our province forward by re-electing a strong, stable majority government. We stand united, ready to face the challenges ahead as we build a brighter future for this great province. You can count on our government to meet our promises on affordability, community safety and building the best health-care and education systems in the country.

Be assured that my team and I will stand up for Alberta's interests in Ottawa and abroad. Alberta will remain strong and free, and we will continue to innovate and grow, and create long-term prosperity for every Albertan.

Thank you again for writing. I value your input.

Sincerely,

A handwritten signature in blue ink that reads "Danielle Smith".

Honourable Danielle Smith  
Premier of Alberta





ALBERTA

ENVIRONMENT AND PROTECTED AREAS

*Office of the Minister*

His Worship Brian Holden, Mayor  
c/o Jessica Caines, Legislative Services & Communications Coordinator  
Town of Bon Accord  
5025 - 50 Avenue  
PO Box 779  
Bon Accord AB T0A 0K0  
[lscoordinator@bonaccord.ca](mailto:lscoordinator@bonaccord.ca)

Dear Mayor Holden:

Thank you for your recent letter offering your congratulations and best wishes on my appointment as Minister of Environment and Protected Areas.

As Minister, I have been entrusted to protect and steward Alberta's resources. I will work to achieve our province's environmental goals and ensure our resources are developed using innovative and responsible approaches that protect our environment and ensure a strong, vibrant economy for generations to come.

As we move forward, I know we can count on the valuable contributions of our municipal partners to help meet these goals.

Thank you again for your kind words.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Schulz".

Rebecca Schulz  
Minister

**From:** [JET Minister](#)  
**To:** [Jessica Caines](#)  
**Subject:** Reply - Thank you  
**Date:** August 28, 2023 10:47:03 AM  
**Attachments:** [image001.png](#)

---

Dear Mayor Holden:

Thank you for your July 17, 2023, email offering your kind words of congratulations on my re-election as a Member of the Legislative Assembly and appointment as Minister of Jobs, Economy and Trade. I am honoured to serve Albertans in this capacity.

Our government must deliver on a clear and bold mandate. Albertans are counting on us, and they rightfully expect their government to address the challenges they are facing with our full attention and action.

I was very interested to learn that Bon Accord is Canada's first designated dark sky community. The economic contributions of your community through regional initiatives such as the Industrial Heartland and your endeavours in support of renewable energy and electronic vehicle charging stations is to be commended.

Thank you again for taking the time to get in touch with me. I look forward to working together with you to build a stronger and more prosperous future.

Sincerely,

Honourable Matt Jones  
Minister of Jobs, Economy and Trade

Office of the Minister of Jobs, Economy and Trade  
425 Legislature Building, 10080 97 Avenue NW, Edmonton, AB T5K 2B6

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small blue square to the right of the letter "a".



ALBERTA  
TECHNOLOGY AND INNOVATION

*Office of the Minister  
MLA, Strathcona-Sherwood Park*

August 23, 2023

AR1304

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

Dear Mayor Holden:

Thank you for your congratulatory note regarding my reappointment as Minister of Technology and Innovation in Premier Danielle Smith's Cabinet.

It is an honour and a privilege to serve the people of Alberta in this capacity. I am proud of the work the department has done to sustain the growth in Alberta's technology and innovation sector by attracting more talent, investments, and entrepreneurs.

Our government looks forward to continued collaboration with stakeholders to make Alberta the most modern and innovative jurisdiction in Canada.

Thank you again for taking the time to write.

Sincerely,

Honourable Nate Glubish ECA  
Minister of Technology and Innovation

**From:** [Jessica Caines](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW: Re-Bruderheim Community Fall Festival Sept 16,17  
**Date:** August 22, 2023 3:50:48 PM

---

**From:** Karl Hauch <[mayorhauch@icloud.com](mailto:mayorhauch@icloud.com)>  
**Sent:** Friday, August 18, 2023 4:07:57 PM  
**To:** Brian Holden <[bholden@bonaccord.ca](mailto:bholden@bonaccord.ca)>  
**Subject:** Re-Bruderheim Community Fall Festival Sept 16,17

Hi Mayor Brian,

Happy Friday !

Will you consider entering a float / entry in the parade Sept 16?

Would love to see Bon Accord represented!!

Here is all info & parade entry form

Please can you share this event info with all of your employees & contractors?

Bruderheim

# Fall Festival

## Sept 16 - 17, 2023

### Saturday Sept 16, 2023

8:00am	Silo Pitch Tournament- Bruderheim Ag Society	Bruderheim Ag Grounds
8:00am-10:30am	Pancake Breakfast- Bruderheim Fire Department	Bruderheim Memorial Hall
8:00am-9:30am	Parade Registration	Starlight Campground
10:30am	Parade Commences	Start at Starlight Campground
10:00am-12:00pm	Strawberry Shortcake- Bruderheim Seniors	Bruderheim Senior Centre
12:00pm-1:30pm	Pulled Pork on a bun & salad-Bruderheim Community Church	Bruderheim Memorial Hall
1:00pm-5:00pm	CN train, face painting, bouncy houses & sand play- Town of Bruderheim & Ag Society	Bruderheim Ag Grounds
1:00pm-4:00pm	Safety Codes Council, ATV Safety for Children- Bruderheim Ag Society	Bruderheim Ag Grounds
12:30pm-4:00pm	Scooter, Skateboard & BMX Competition- Town of Bruderheim	Bruderheim Ag Grounds
12:30pm-4:00pm	Disc Golf - Town of Bruderheim	Star Light Campground
11:00am-11:00pm	Beer Gardens- Bruderheim Ag Society	Bruderheim Ag Grounds
6:00pm	Live entertainment- Town of Bruderheim	Bruderheim Ag Grounds
11:00am-4:00pm	Market- Bruderheim Ag Society	Walker School
11:00pm-4:00pm	Museum Tours- Bruderheim Ag Society	Walker School
Dusk	Fireworks- Town of Bruderheim	Bruderheim Ag Grounds
10:00am	Food Trucks - Town of Bruderheim	Bruderheim Ag Grounds

### Sunday Sept 17, 2023

9:00am	Silo Pitch Tournament-Bruderheim Ag Society	Bruderheim Ag Ground
10:00am-3:00pm	Face Painting, bouncy houses & sand play-Town of Bruderheim & Ag Society	Bruderheim Ag Ground
11:00am-3:00pm	Beer Gardens- Bruderheim Ag Society	Bruderheim Ag Grounds
11:00am-4:00pm	Market- Bruderheim Ag Society	Walker School
11:00am-4:00pm	Museum- Bruderheim Ag Society	Walker School
11:00am	Food Trucks on site	Bruderheim Ag Grounds
1:00pm-4:00pm	Thistle Petting Zoo- Town Of Bruderheim	Bruderheim Ag Grounds



## FALL SPORTS EVENT PARADE 2023

### Parade Entry Form

Complete this Parade Entry Form and return to Parade Coordinator, [AJ.Minakis@Bruderheim.ca](mailto:AJ.Minakis@Bruderheim.ca)

Entry Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Insurance Company Name: \_\_\_\_\_  
 Insurance Company Phone Number: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**Do you have Social Media Links for our business? Please share so we can promote you!**

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

**Please select a category for judging:**

- |   |  |
|---|--|
| <input type="checkbox"/> Best Non-Profit Entry                | <input type="checkbox"/> Best Youth Entry          |
| <input type="checkbox"/> Best Old-Fashioned Entry             | <input type="checkbox"/> Equestrian Class Entry    |
| <input type="checkbox"/> Best Antique Car/Truck/Tractor Entry | <input type="checkbox"/> Business/Commercial Entry |
| <input type="checkbox"/> Funniest Entry                       | <input type="checkbox"/> Best Sports Entry         |

Briefly describe Parade Entry:

\_\_\_\_\_  
 \_\_\_\_\_

I/We have read the Parade Instructions and agree to abide by the terms and conditions for participating in the Parade. I/We, the undersigned, do hereby exclude the Town of Bruderheim, Bruderheim Agricultural Society, organizers, staff and volunteers from any claim resulting from loss or injury, which may occur during the 2023 Parade.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thanks

Karl

**Karl Hauch**

Mayor, Town of Bruderheim

Box 280 | Bruderheim, AB | T0B 0S0

Phone: [780.796.3731](tel:780.796.3731) | Fax: [780.796.3037](tel:780.796.3037)

web site: [www.bruderheim.ca](http://www.bruderheim.ca)

Find us on:

-  
[<null>](#)

**From:** [Eric Paterson](#)  
**To:** [Eric Paterson](#)  
**Subject:** Join Us for the 2023 Gibbons Mayors Brunch!  
**Date:** August 25, 2023 11:42:10 AM  
**Attachments:** [image001.png](#)

---

Hello,

Mayor Dan Deck cordially invites you and your esteemed colleagues to the much-anticipated Town of Gibbons 2023 Mayor's Brunch! Your valuable presence would greatly honor us as we come together to celebrate our vibrant community.

This exclusive event will provide a fantastic platform to connect with fellow community members, engage with local leaders, and have the distinct pleasure of interacting with our esteemed Mayor himself.

**Event Details:** Date: **September 22nd** Time: **11AM-1PM** Venue: **Gibbons Cultural Centre Auditorium, 5115 51 St Gibbons**

We have arranged a delightful spread of brunch delicacies and engaging conversations, making this event an excellent opportunity for networking and collaboration.

To secure your place at this exceptional gathering, please click on the link below to purchase your tickets directly:

<https://app.amilia.com/store/en/townofgibbons/api/Activity/Detail?activityId=x5XAMEZ>

Please ensure you RSVP and purchase your tickets by September 14th to help us make the necessary arrangements.

For any inquiries or assistance, feel free to contact myself at [epaterson@gibbons.ca](mailto:epaterson@gibbons.ca) or (780) 923-2374. Join us in making the Town of Gibbons Mayor's Brunch a resounding success. We eagerly anticipate your presence!

# 2023 Gibbons MAYORS BRUNCH

SEPTEMBER 22ND  
11AM-1PM

COST: \$40

LOCATION:  
GIBBONS CULTURAL CENTRE

FIND TICKETS ONLY ONLINE @  
GIBBONS.CA/REGISTER



Sincerely,

**Eric Paterson**

*Marketing and Communications Coordinator*

Town of Gibbons

Ph. (780) 923-2374

[epaterson@gibbons.ca](mailto:epaterson@gibbons.ca)

<https://www.gibbons.ca/>

<https://www.gibbons.ca/recreation>

**Gibbons**  
ROOTED IN FAMILY

