

## Bon Accord Community Services Advisory Board

### Meeting Agenda

Town Office, Council Chambers

December 20, 2023, 4:15 pm – 5:15 pm

Time	#	Item	Type	Who	Attach.
4:15 pm	1.	Call to Order		Chair	
	2.	Additions or Deletions to the Agenda	Approval	All	
	3.	Approval of the Agenda	Approval	All	
4:20 pm	4.	Approval of Meeting Minutes – October 4, 2023, and October 19, 2023	Approval	All	Attached
4:25 pm	5.	Reports			Attached
		a) Community Services Report	Information	CS	
4:35 pm	6.	New Business:			
		a) Elect a Chairperson and Vice Chairperson	Verbal	All	
		b) CSAB Membership			
		c) Volunteer Program			
		d) Family Day 2024			
		e) 2024 Events and Programming			
		f) 2024 Meeting Dates			
5:15 pm	8.	Adjournment	Approval	Chair	

## Community Services Advisory Board

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

Telephone: 780.921.3550

Email: [cscoordinator@bonaccord.ca](mailto:cscoordinator@bonaccord.ca)

### Meeting Minutes

Wednesday, October 4, 2023

4:15 pm – 5:15 pm

Council Chambers

### Board Member Attendance:

Tanya May	Christina Romanowski
Carole MacKay (absent)	Kalyna Romanowski (absent)
Chris Giles	Anita Van Der Leek

**Administration Present:** Christina Fedorak, Community Services Coordinator

**Community Member:** Shannon Loehr

#### • CALL TO ORDER

Tanya called the meeting to order at 4:15pm.

#### • ADDITIONS/DELETIONS TO THE AGENDA

Added 7g. Youth Events

#### • APPROVAL OF AGENDA

Christina R. moved to approve the agenda as presented.

**CARRIED**

#### • APPROVAL OF MINUTES

Tanya moved that the minutes of June 4, 2022, be adopted as presented.

**CARRIED**

#### • REPORTS

a) Community Services Report - Christina Fedorak

Christina Fedorak presented her report as attached.

Anita moved to accept the Community Services report as presented.

**CARRIED**

## • PREVIOUS BUSINESS

### a) Dark Sky Committee Update

A few community members have decided to form a non-profit organization to plan Dark Sky events in town. There will not be an ad-hoc committee. Jenny and Christina (admin staff) plan to attend the meetings.

## • NEW BUSINESS

a) CSAB Membership – We need a few more members on the Board. Christina asked the group if they knew of anyone that may be interested in joining the board. We also need to vote on a chairperson, with Brenda's term being over. Shannon Loehr would like to join the board again and has submitted her application form to Christina. Anne Lawrence is a resident in town that may be interested. Christina R. shared that her daughter Kalyna, is no longer able to attend due to her busy schedule, but she would see if her son Charlie might be interested in becoming a youth member.

b) Recruiting volunteers – Christina shared that more volunteers are needed to help at events and programming with things like set up and take down, supervising etc. We do have a great, small group of volunteers, but Christina is concerned about burnout. Christina R. is going to contact both Lilian Schick School and Sturgeon Composite to see if there is a school program for volunteering for school credit.

c) Halloween Spooktacular Update - – this event is scheduled for Saturday, October 28 from 3pm – 6pm, at Lilian Schick School. The Town is partnering with the library for the event. Event registration went live yesterday. Free admission, everyone gets a glowstick when they arrive. All the kids will get a treat bag on the way out. Christina has ordered enough for 200 kids. The Cadets have donated the carnival games and décor items to us, to use at the event and keep for future. Tickets to play games are \$.25 each. Winners are given boo-bucks, to spend in the Boutique. Joyce has started the purchase of prizes. We will have judges wandering for costume prizes and best dancers. Marnie, the Mental Health Coach from BACS will be taking care of craft stations at the event. I have rented the audio equipment for music as well as lighting. Christina will be presenting to the Ag Society next week, asking for a \$500 sponsorship contribution to the event. She will also contact Chelsea's to see if they will donate gc's for 12 personal pizzas for prizes, and Circle K for slushee gc's. We will need volunteers to assist at this event, and with set up/take down. Christina R and her two children will volunteer at the event.

d) Winter Wonder-Fest/Wonderland Update- Christina reviewed the current schedule for the weekend. Christina will start the request for makers/crafters by next week.

\$15.00 per table, or donation of door prize. Same as the Bon Accord Connects event. Maximum of 28 vendors. In the basement we will have cookie decorating and wooden tile painting with Avedonia Art. Christina will send requests to Pembina, Nutrien and Evonik for sponsorship money to help with the costs of the event. Tanya suggested that we send a request to Costco as well. Christina is also looking into a souvenir cup for Santa's breakfast.

e) Family Day 2024 – Christina is looking for ideas and suggestions for this event. Should we host our activity on Sunday or Monday? Christina suggested maybe a movie at the Community Hall. It was decided that we would make a decision about this at the December 20<sup>th</sup> meeting.

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

g) Youth Events – Christina would like to recruit a youth committee to help plan youth events in town, ages 13-17. Christina will reach out to Lilian Schick School, Sturgeon Composite and also put out a request on the website and facebook page.

#### • CORRESPONDENCE

There was no correspondence to review.

#### • NEXT MEETING

The next meeting will be held in-person on December 20, 2023, at 4:15 p.m. at Town Office, Council Chambers.

#### • ADJOURNMENT

Chris adjourned the Community Services Board Meeting at 5:20 pm.

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***Christina Fedorak, Community Services Coordinator***

# Community Services Advisory Board

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

Telephone: 780.921.3550

Email: cscoordinator@bonaccord.ca

## Meeting Minutes

Thursday, October 19, 2023

4:40 pm – 5:40 pm

Council Chambers

### Board Member Attendance:

Tanya May	Christina Romanowski
Carole MacKay	Chris Giles

**Administration Present:** Christina Fedorak, Community Services Coordinator

#### • CALL TO ORDER

Chris Giles called the meeting to order at 4:42pm.

#### • ADDITIONS/DELETIONS TO THE AGENDA

No Additions or deletions were made.

#### • APPROVAL OF AGENDA

Christina Romanowski moved to approve the agenda as presented.

**CARRIED**

#### • NEW BUSINESS

a) CSAB Membership – Christina Fedorak shared that Shannon Loehr and Ann Lawrence had submitted applications for Board Membership. All members agreed to accept their applications and forward to Town Council for approval.

b) Dark Sky Ad Hoc Committee – There has been a change to the format of this group since our last board meeting. An Ad Hoc Committee will be created for event planning etc. as the non-profit organization created by residents will only be raising funds, not any hands-on work with events.

#### • CORRESPONDENCE

There was no correspondence to review.

- **NEXT MEETING**

The next meeting will be held in-person on December 20, 2023, at 4:15 p.m. at Town Office, Council Chambers.

- **ADJOURNMENT**

Christina Romanowski adjourned the Community Services Board Meeting at 4:48 pm.

**CSAB Chair vacant**

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***Christina Fedorak, Community Services Coordinator***

# COMMUNITY SERVICES REPORT

## October 1 – December 20, 2023

### Programs

#### Fall Programs

- The day camp on October 10 had 5 children registered, December 4 had 5 children registered. The week of Fall Break we also ran day camps. One on November 6 had 12 children and November 8 had 5 children.
- The Home Alone Safety Course had 15 youth and Babysitters Course had 19 youth. These courses were subsidized by the Town of Bon Accord.
- Our local partners like Sturgeon Adult Learning, Families First, Sturgeon County FCSS, and Sturgeon Victim Services hosted many different programs in our community throughout the Fall months.
- Art Night Out – We held three of these adult-only events this Fall. October 18<sup>th</sup> was a small group of 5 participants, November 22 our group grew to 9 participants and December 13 we had 20 participants. The program is growing nicely. We will not hold Art Night in January, will get back in February.

### Events

#### 2023 Events

##### October - December 2023 Post Event Details

**Seniors Conference** – The Town of Bon Accord was a partner at this Sturgeon County event. The event was held at Pembina Place in Redwater. It was a well-attended event with 150 attendees including approximately 20 seniors from Bon Accord in attendance.

**Adult Field Trips** – We hosted two Adult Field Trips this fall. The first was on October 25 to Muttart Conservatory. This trip had 11 participants registered and everyone had a nice time. Our second trip was on December 5 to Greenland Garden Centre and we had 35 participants. It was also a great trip.

**Halloween Spooktacular** – Our Halloween event was on October 28<sup>th</sup> Lilian Schick School gym. We had close to 200 participants at this event, which was a joint event between the Bon Accord Library and Town. The Bon Accord Ag Society graciously donated \$500 towards the cost of the event. The 4H Sew & Sos ran a concession. It was a wonderful event. Christina will recruit more volunteers to help next year, as it was a lot of work for the 6-8 volunteers that day.

**Remembrance Day Service** – Brian Phelan once again led the planning of this event, which was a very nice service.

**Prairie Christmas Workshop** – The Town partnered with Prairie Gardens for a workshop on December 1. Unfortunately, no one registered for this event. It was rather costly at \$45.00 per person. We will work together next year to have a more economical option for families.

**Winter Wonder-Fest** – This was a successful event. We had 28 vendor tables offering a variety of items at the Christmas Market. There was a steady stream of shoppers at the hall all day. Feedback from the vendors was positive. The activities in the basement for the children were busy all day, and we ran out of gingerbread cookies to decorate. The 4H Sew & Sos group and

a few students from LS School for helped run the craft and cookie stations. Santa was great, he did such a lovely job for us. He handed out the wooden ornaments to the children and walked around the hall. Once Santa was done, the Sturgeon Unity Singers entertained the crowd with carols for an hour. They sounded lovely. The 524 Cadets ran the concession all day and it was busy. The Turkey Bingo was well attended with a total of 86 participants. Jen MacArthur was a great bingo caller. This event was made possible by of all the volunteers that helped set up, decorate, run stations, bingo, and take down.

**Parents Night Off** – We had 5 children registered for this initiative and we collected \$20.00 for the Food Bank. We will try again in March but book the LS School gym for the event instead and will ask for a few volunteers to help supervise.

**Community Craft Night** – We had 41 people registered for this event. Everyone was instructed to bring their own jar and we would provide all other supplies to make Christmas luminaries.

### Meetings Attended

October 4 – Laura Schmidt from Gibbons FCSS to talk about FCSS processes etc.

October 26 - Sandra Cooper – LS School to talk about student volunteers, youth events and collaborating on events.

October 25 – Food bank Discussion with Sturgeon County and local municipalities.

November 15 – Regional Programming with Sturgeon County and local municipalities.

November 16 – Seniors Programming with Sturgeon County and local municipalities.

November 29 – Regional Recreation Working Group with Sturgeon County and local municipalities.

December 8 – LS School with 10 youth to discuss youth events.

### Training

- October 20 - Webinar with Service Canada – CPP, OAS
- October 27 – Community Support Teams with Service Canada
- October 30 – Information session about Strangulation
- November 2 – Micro-Volunteering workshop
- November 22-24 – FCSS Annual Conference
- December 4 – Information session on “Men’s Sheds”



# 2024 EVENT LISTING

Event Name	Date	Location	# of attendees (estimate)
Service Canada - Seniors Presentation	January 25, 2024	Arena Mezzanine	35
PD Day programming	January 31, 2024	Arena Mezzanine	10
Youth Bus Trip-Bowling	February 3, 2024	St. Albert Bowling Lanes	30
Teachers Convention - Day Camp	February 8, 2024	Arena Mezzanine	10
Babysitting Course Spring	February 8, 2024	Arena Mezzanine	18
Teachers Convention - Day Camp	February 9, 2024	Arena Mezzanine	10
Home Alone Course Spring	February 9, 2024	Arena Mezzanine	18
Family Movie Afternoon (Family Day)	February 24, 2024	Bon Accord Community Hall	100
Canada Revenue - Financial Literacy for Youth	February 20, 2024	Arena Mezzanine	
Canada Revenue - Income Tax/Scams	February 21, 2024	Arena Mezzanine	
Art Night Out - February	February 21, 2024	Arena Meeting Room	15
Pink Shirt Day	February 28, 2024	Virtual	
Adult Field Trip - February	February 11, 2024	Bountiful Farmers' Market	30
PD Day programming	March 11, 2024	Arena Mezzanine	10
Art Night Out - March	March 20, 2024	Arena Meeting Room	15
Parent's Night Off	March 7, 2024	TBC	
Spring Break Programming	March 23-29, 2024	Arena Mezzanine	
Easter Egg Hunt	March 29, 2024	BACS	125
Art Night Out - April	April 23, 2024	Arena Meeting Room	15
Volunteer Appreciation	April 17, 2024	TBC	75
Earth Day	April 22, 2024	Virtual	
Adult Field Trip - April	April 14, 2024	Antique Mall	15
PD Day programming	April 29, 2024	Arena Mezzanine	10
Town Wide Clean Up	May 3, 2024	Town Wide	
Art Night Out - May	May 14, 2024	Arena Meeting Room	15
Food Bank Drive/Feed the Families	May 10, 2024	Town Wide	
PD Day programming	May 17, 2024	Arena Mezzanine	10
Bike Rodeo	May 22, 2024	BACS	
Adult Field Trip - May	May xx, 2024	TBC	20
Pride Month Event	June 1, 2024	TBC	
PD Day programming	June 3, 2024	Arena Mezzanine	10
Seniors BBQ	June 5, 2024	Centennial Park	120
Date Night	June 15, 2024	TBC	20
National Indigenous Day	June 21, 2024	TBC	
Another Man's Treasure	June 20, 2024	Town Wide	
Large Item Pick Up	June 22, 2024	Town Wide	
Canada Day Flag Planting	June 30, 2024	Town Wide	
Canada Day Pancake Breakfast	July 1, 2024	Bon Accord Arena	
Fireworks for Canada Day		Bon Accord Arena	
Music in the Park	July & August	Centennial Park	
Harvest Days Parade and Fireworks	August 11, 2024		
Bon Accord Connects	September 8, 2024	Lilian Schick School	
World Clean Up Day	September 14, 2024	Town Wide	
PD Day programming	September 16, 2024	Arena Mezzanine	10
Art Night Out - September	September 18, 2024	TBC	

Date Night	September 21, 2024	Prairie Gardens	20
National Day for Truth & Reconciliation	September 30, 2024	TBC	
Sturgeon County Seniors Conference	October 5, 2024	Gibbons	125
Art Night Out - October	October 16, 2024	Arena Meeting Room	15
PD Day programming	October 15, 2024	Arena Mezzanine	10
Adult Field Trip - October	October 23, 2024	TBC	15
Halloween Spooktacular	October 26, 2024	Lilian Schick School	220
Remembrance Day Service	November 11, 2024	Veterans' Memorial Park	100
Fall Break Programming	November 12-15, 2024	Arena Mezzanine	15
Home Alone Course Fall	November 12, 2024	Arena Mezzanine	18
Art Night Out - November	November 20, 2024	Arena Meeting Room	15
Babysitting Course Fall	November 13, 2024	Arena Mezzanine	18
PD Day programming	December 2, 2024	Arena Mezzanine	10
Community Christmas Craft Night	December 3, 2024	Community Hall	25
Winter Wonder-Fest (prairie garden)	December 6, 2024	Prairie Gardens	30
Winter Wonder-Fest Day 1	December 7, 2024	Community Hall	250
Winter Wonder-Fest Day 2	December 8, 2024	Bon Accord Arena	150
Art Night Out - December	December 18, 2024	Arena Meeting Room	15
Parent's Night Off	December 12, 2024	Community Hall	30