

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**August 16, 2022 8:30 a.m.**  
Live streamed on Bon Accord YouTube Channel

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. ADOPTION OF MINUTES**

- 3.1. Regular Meeting of Council; July 5, 2022 (enclosure)
- 3.2. Special Meeting of Council; August 3, 2022 (enclosure)

**4. DELEGATION**

- 4.1. 8:40 a.m. – S.Sgt. Chris Palfy – Morinville RCMP

**5. DEPARTMENT REPORTS**

- 5.1. Community Services (enclosure)
- 5.2. Finance (enclosure)
- 5.3. Operations (PW) (enclosure)
- 5.4. Planning and Economic Development (enclosure)
- 5.5. Chief Administrative Officer (CAO) (enclosure)

**6. UNFINISHED BUSINESS**

- 6.1. Council Community Connections: September 2022 (enclosure)
- 6.2. August Council Briefing Committee Meeting (enclosure)
- 6.3. Alberta Municipalities Fall Convention and Trade Show Regional Cost Share (enclosure)
- 6.4. Alberta Blue Cross Grant: Skateboard Park Survey (enclosure)

**7. NEW BUSINESS**

- 7.1. Tax Recovery (enclosure)
- 7.2. Capital Budget Amendments (enclosure)
- 7.3. Organizational Meeting (enclosure)
- 7.4. Centennial Park Swings (enclosure)
- 7.5. Arena Ice Rental Fees (2022 – 2023 Season) (enclosure)

**8. BYLAWS/POLICIES/AGREEMENTS**  
**BYLAWS**

- 8.1. Repeal of Bylaw 81 (enclosure)

**9. WORKSHOPS/MEETINGS/CONFERENCES**

- 9.1. ACCPA Annual Meeting (enclosure)

**10. COUNCIL REPORTS**

- 10.1 Mayor Holden (enclosure)
- 10.2 Deputy Mayor Laing (enclosure)

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- 10.3** Councillor Bidney (enclosure)
- 10.4** Councillor May (enclosure)

**11. CORRESPONDENCE**

**ACTION REQUIRED**

- 11.1.** Courageous K9 Magazine (enclosure)
- 11.2.** 22nd Annual Alberta Care Conference (enclosure)
- 11.3.** Shannon Stubbs, M.P. – Rural Townhall Meeting (enclosure)

**12. NOTICE OF MOTION**

**13. CLOSED SESSION**

- 13.1.** Town Owned Land 4.59 Acres – *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body*
- 13.2.** Unsightly Premises – *FOIP Act 17(1) – Disclosure harmful to personal privacy & 24(1)(c) – Advice from officials*
- 13.3.** Arena Upgrades - *FOIP Act 24(1)(c) – Advice from officials*

**14. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
July 5, 2022 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

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

**ADMINISTRATION**

Dianne Allen – Planning and Economic Development Manager and Acting CAO  
Lila Quinn – Recreation and Community Services Manager  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER**

Mayor Holden called the meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

MAYOR HOLDEN MOVED THAT item 6.5 Harvest Days Parade Invitation and 6.6 Alberta Municipalities Association Fall Convention be added to the July 5, 2022 agenda.

**NO VOTE**

COUNCILLOR MAY MOVED THAT Council adopt the July 5, 2022 agenda, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 22-298**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – June 21, 2022***

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the June 21, 2022 Regular Meeting of Council, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-299**

***Council Briefing Committee Meeting Minutes – June 29, 2022***

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the June 29, 2022 Council Briefing Committee Meeting, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-300**

**DELEGATION**

***Eva Brown – Cemetery Request***

COUNCILLOR MAY MOVED THAT Council accept Eva Brown's presentation as information and direct administration to look into the matter further and respond to Eva in a timely manner.

**CARRIED UNANIMOUSLY RESOLUTION 22-301**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
July 5, 2022 7:00 p.m.  
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**UNFINISHED BUSINESS**

***Municipal Affairs – MGA and LAEA Engagement Surveys***

COUNCILLOR MAY MOVED THAT Council direct administration to submit feedback to Municipal Affairs on behalf of Bon Accord Mayor and Council.

**CARRIED UNANIMOUSLY RESOLUTION 22-302**

**NEW BUSINESS**

***Strategic Plan Booklets***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to make 10 copies of equal quality to the quoted product to be made available at the Town office.

**CARRIED UNANIMOUSLY RESOLUTION 22-303**

***Town of Legal – Fete au Village***

COUNCILLOR MAY MOVED THAT Council direct administration to register Councillor Bidney, Mayor Holden and possibly Deputy Mayor Laing for the Town of Legal Fete au Village pancake breakfast and parade on July 23, 2022 AND FURTHER THAT Council ride in the Legal “train”.

**CARRIED UNANIMOUSLY RESOLUTION 22-304**

COUNCILLOR MAY MOVED THAT signage be provided by Town of Legal.

**CARRIED UNANIMOUSLY RESOLUTION 22-305**

***Town of Redwater – Discovery Days***

COUNCILLOR MAY MOVED THAT Council direct administration to register Councillor Bidney, Deputy Mayor Laing, Councillor May, and Mayor Holden for the Town of Redwater Discovery Days parade on August 20, 2022.

**CARRIED UNANIMOUSLY RESOLUTION 22-306**

***Skateboard Park Upgrades***

COUNCILLOR MAY MOVED THAT Council direct administration to apply for the 2022 Alberta Blue Cross Built Together Grant for \$50,000 to replace the centre set equipment in the Skateboard Park.

**CARRIED UNANIMOUSLY RESOLUTION 22-307**

***Dan Atkins and Ted Kinjerski – Communities in Bloom***

COUNCILLOR BIDNEY MOVED THAT Council accept the Communities in Bloom Heritage Project delegation as presented and direct administration to do some preliminary work.

COUNCILLOR MAY MADE A FRIENDLY AMENDMENT THAT Council direct administration to have an onsite visit to understand the scope of the project with Public Works and CiB volunteers.

**Town of Bon Accord  
Regular Meeting of Council Minutes  
July 5, 2022 7:00 p.m.  
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**CARRIED UNANIMOUSLY RESOLUTION 22-308**

MAYOR HOLDEN MOVED THAT item 6.5 Harvest Days Parade Invitation and 6.6 Alberta Municipalities Association Fall Convention be added to the July 5, 2022 agenda.

**CARRIED UNANIMOUSLY RESOLUTION 22-309**

***Harvest Days Invitation***

COUNCILLOR MAY MOVED THAT Council direct administration to invite Redwater, Gibbons, Legal and Sturgeon County to join our parade festivities for Harvest Days.

MAYOR HOLDEN MADE A FRIENDLY AMENDMENT THAT Council direct administration to let invitees know there will be coffee and refreshments in the morning and to enter via the back door of Council Chambers.

**CARRIED UNANIMOUSLY RESOLUTION 22-310**

***Alberta Municipalities Association Fall Convention***

COUNCILLOR MAY MOVED THAT Council directs administration to register all of Council for the Alberta Municipalities Association Fall Convention and confirm with the CAO whether she will be registering herself or would like to be registered.

**CARRIED UNANIMOUSLY RESOLUTION 22-311**

COUNCILLOR BIDNEY MOVED THAT Council direct administration to book hotel rooms for those attending.

**CARRIED UNANIMOUSLY RESOLUTION 22-312**

**CORRESPONDENCE**

**GENERAL**

***Military Family Resource Centre – Thank You***

COUNCILLOR MAY MOVED THAT Council accept the Military Family Resource Centre Thank You as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-313**

**ACTION REQUIRED**

***Gibbons Legion – 75th Anniversary Invitation***

COUNCILLOR BIDNEY MOVED THAT Council accept the invitation as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-314**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
July 5, 2022 7:00 p.m.  
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**CLOSED SESSION**

***Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1)  
Disclosure harmful to personal privacy***

COUNCILLOR BIDNEY MOVED THAT Council enter into closed session to discuss *Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy* at 8:01 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-315**

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 8:15 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-316**

***Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1)  
Disclosure harmful to personal privacy***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to follow the recommendations of the Town's legal advice.

**CARRIED UNANIMOUSLY RESOLUTION 22-317**

**ADJOURNMENT**

The July 5, 2022 Regular Meeting of Council adjourned at 8:16 p.m.

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Mayor Brian Holden

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Jodi Brown, CAO

**Town of Bon Accord  
Special Meeting of Council Minutes  
August 3, 2022 4:30 p.m. in Council Chambers  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

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

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Mark Prutchick – Operations Manager

**CALL TO ORDER**

Mayor Holden called the meeting to order at 4:33 p.m.

**ADOPTION OF AGENDA**

DEPUTY MAYOR LAING MOVED THAT Council adopt the August 3, 2022 agenda, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-318**

**DELEGATION**

COUNCILLOR BIDNEY MOVED THAT Council accept the delegation as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-319**

**NEW BUSINESS**

***2022 Road Rehabilitation Project***

COUNCILLOR MAY MOVED THAT Council direct administration to proceed with Mill and Overlay Option 1 (Overlay 90 mm (overlay gutters by 50 mm)).

**CARRIED UNANIMOUSLY RESOLUTION 22-320**

**ADJOURNMENT**

The August 3, 2022 Special Meeting of Council was adjourned at 5:15 p.m.

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Mayor Brian Holden

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Jodi Brown, CAO

# Council Report

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**Date:** August 12, 2022  
**Reporting Period:** June 15 – August 12, 2022  
**Department:** Recreation and Community Services Manager  
**Submitted by:** Lila Quinn

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## RECREATION AND PARKS

### ***ARENA***

Continued to work on a grant application for funding for a new ice plant at the arena.

Meeting with the Sturgeon Regional Emergency Management Coordinator at the Arena in August to review documentation, emergency contacts, and locations reception centers.

Continued to collaborate with various arena ice user groups including CNN Spurs and adult user groups to finalize the 2022-2023 Arena Master Schedule.

## COMMUNITY EVENTS/PROGRAMS

### ***CANADA DAY EVENT***

The Community Services Board, staff, and volunteers distributed Canada Day flags on resident's lawns the evening of June 30<sup>th</sup>. This year's Canada Day event was held at the Arena and included free pancakes and sausages. Approximately 200 people attended this event. Thank you to Council who volunteered at the event.

### ***SUMMER PROGRAMS***

Partnership with the Town of Legal has been a great success for travel trips.

- July 6: Bowling & Mini Golf 16 registered, 12 attended
- July 13: Popsicles in the Park 5 registered, 3 attended
- July 20: Combat Nerf & Archery 6 registered, 6 attended
- August 3: Edmonton Valley Zoo 11 registered, 9 attended
- August 17: Telus World of Science Upcoming
- August 24: Popsicles in the Park Upcoming



## ***MUSIC IN THE PARK***

Music in the Park continues to take place every Tuesday evening at Centennial Park and will conclude on September 6. Two Bad Apples has been providing entertainment at the event along with several other entertainers which has been well attended.

To date the following sponsors are confirmed:

<b>Sponsor</b>	<b>Amount</b>	<b>Date Attending</b>
<b>Ace Energy</b>	\$250	July 5
<b>Bon Accord Pharmacy</b>	\$250	July 12
<b>McEwen's Fuels &amp; Fertilizer</b>	\$500	July 19
<b>North Parkland Power</b>	\$250	July 26
<b>Gibbons DQ &amp; Petro-Canada</b>	\$500	August 2
<b>Pembina Pipeline Corporation</b>	\$1000	August 9
<b>Total Sponsorship:</b>	<b>\$2750</b>	

## ***COMMUNITIES IN BLOOM JUDGING***

Communities in Bloom judging day was held on July 15. The day included welcoming and introductions at Town Office, a walking tour of the town, lunch, a tour of the solar farm and cemetery, and concluded with a community dinner at the Jewel Box. The judges were impressed with the amazing floral displays throughout the town and enjoyed seeing the sheep at the solar farm. Thank you to all Council who attended the event.

## ***HARVEST DAYS***

The Harvest Days Parade was held on Saturday, August 6 at 10:00 a.m. There were 32 entries which included fire trucks, vehicles, floats, tractors, and bikes.

Fireworks began at approximately 10:00 p.m. on August 6. Aerial Fireworks set off an amazing display.

## ***FAMILIES FIRST PARTNERSHIP***

Continued partnership with Families First to offer the Wiggles & Giggles (for 0-12 Months) on Monday mornings and Mother Goose (0-6 years) on Thursday mornings. Both programs are held in the basement of the Town Office.

They are also utilizing the grass area at Springbrook Park on Thursday mornings for Camp Connect (activities, songs, and games) which runs July 14 – August 25.

## ***BOARDS AND COMMITTEES***

### ***COMMUNITY SERVICES ADVISORY BOARD***

Met with the Community Services Advisory Board on May 24 and June 14 where we discussed upcoming programs and events. The next meeting is scheduled for September 13.

## **BON ACCORD & DISTRICT AGRICULTURAL SOCIETY**

Finalized Rocky Mountain Equipment (RME) Right by You Ag Society grant application with Bon Accord & District Agricultural Society to purchase seven wheelchair/stroller accessible picnic tables that will be used at various events in the community. The grant has been submitted and is for up to \$10,000.00.

### **MEETINGS**

- June 15 & 28: Communities in Bloom
- June 16: Bon Accord Bounty Community Garden
- June 16 & 28: Sturgeon Adult Learning
- June 21: Regular Meeting of Council
- June 22 & Aug 10: CNN Spurs Ice Schedule Meeting
- June 29: Management Meeting
- July 4: Interview – Music in the Park Assistant
- August 9: Sturgeon County CAO Town of Bon Accord Tour

### **TRAINING**

- June 17: Red Cross Standard First Aid & C.P.R.
- August 4: Front Desk Inquiries and Payments

### **Lila Quinn**

*Recreation and Community Services Manager  
Town of Bon Accord*

# Council Report

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**Date:** August 16, 2022  
**Reporting Period:** June 15 to July 29, 2022  
**Department:** Corporate Services  
**Submitted by:** Falon Fayant

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## Finance Report

### *Municipal*

The deadline for property taxes was June 30<sup>th</sup>. A 9% penalty was applied to all current outstanding taxes and the Town collected \$10,983 in penalty revenue. To date, 83% of current outstanding taxes have been collected, compared to 82% at this time last year.

Per Resolution 22-234, the Town has signed up for the Power+ program with Alberta Municipalities (ABMunis). The notice of the intention to participate was advertised for two weeks on the Alberta Purchasing Connection (APC) website to ensure compliance with relevant trade regulations. The notice on APC closed July 27.

The final debenture payment for Debenture #4001323 for the electronic sign, which has been budgeted under planning and development, was made in June.

The Town has two debentures remaining – the water reservoir (balance of \$894,815, final payment September 2032) and the solar farm (balance of \$561,476, final payment June 2030).

### *Administration*

On June 23, Administration submitted the Statistical Information Return for the Town relating to 2021 information. This is a mandatory yearly information return submitted to Statistics Canada and relates to information about kms of road, water/sewer lines, development activity, and current year tax levy information.

On August 18, the Town will receive delivery of an updated postage machine. Our current contract ends on August 31, and Administration researched different options and signed a new contract with a different company, resulting in 89% savings in our monthly lease costs.

## **Protective Services**

Bylaw revenues includes a portion of the MSI Operating Grant not yet received. Expenses include the 2022 police invoice, which has not yet been received.

## **Municipal Planning & Economic Development**

Municipal planning and economic development are expected to be on par with budget. Bigger expenses still ongoing include the MDP update and legal expenses relating to current or future development.

*In review: Economic development includes the in-trade revenue and offsetting expense of \$5,850 for the Mix 107.9 trade agreement. This adjustment is typically made at year-end when the invoice is received.*

## **Public Works**

Bulk water sales are \$20,373 over budget; as expected, sales have increased now that we are in the spring/summer season. Water, sewer, and garbage revenues are close to expected budget. Variances are due mainly to timing.

Expenses are as expected to date. Total cost of fuel to date is \$15,266 versus budget to date of \$17,237. Purchase of water from Capital Region Northeast Water Services Commission and sewer services from Alberta Capital Region Wastewater Commission are currently slightly under budget to date. Water and sewer usage varies throughout the year.

*In review: Roads and water revenue include a portion of the MSI Operating Grant not yet received.*

## **Parks**

Revenue from parks is slightly over budget due to the slight increase from the Sturgeon Recreation Grant funding. Expenses are ongoing for parks during the summer and into the fall season. Total fuel expenses for parks equipment to date is \$681 versus the budget to date of \$2,041.

## **Recreation & Community Services**

The arena has minimal maintenance during the summer months. There is current maintenance including glycol flushing and cleaning of the compressor relief valves.

Summer programs are underway, bringing in a small amount of revenue and related expenses. Music in the Park expenses for performances and hosting fees to date are \$10,000. Flowers for the summer in the Town have been paid for, a total cost of \$1,940.

*In Review: The Sturgeon Recreation Grant funding was received; the Town received \$3,479.56 higher than expected due to the higher rate of CPI. The total amount received was \$306,972. This has been allocated per the budget to parks, recreation, and the arena.*

## **Capital Projects**

Administration received notification from Municipal Affairs that the Canada Community Building Fund (previously the Federal Gas Tax Fund), required a reconciliation as their carry-forward balance did not match the Town's expected carry-forward balance. This reconciliation went as far back as 2013. Our auditor has reviewed the Town's numbers and assured that the balance of our deferred revenue (grant funds received but not spent) and our project costs as reported are correct. To date this situation is still currently in review, however the current impact is that the Town has less than previously expected carry-forward of the CCBF grant funding. Previously our expected carry-forward and the value listed in our CCBF online account was \$484,835, however Municipal Affairs has indicated that it is \$439,268.

### **Capital Revenue and Expenditures 2022 Breakdown**

CCBF Carry-forward	439,268
MSI Carry-forward	-
CCBF 2022	91,627
MSI 2022	182,309
<b>TOTAL REVENUE</b>	<b>\$ 713,204</b>

2022 Road Project	633,094
2021 Road Project	64,258
Hellinga Road Project	22,567
FCM Asset Management	10,300
<b>TOTAL EXPENSE</b>	<b>\$ 730,219</b>

Funds remaining	-\$ 17,015
Pending removal	10,300.00

- 6,715.49

This means the Town currently has a deficit of capital funding of \$6,715. Should the 2022 road rehabilitation project come in under budget, the deficit can possibly be reduced in part or in its entirety. Administration will continue to monitor the situation and the budget; however, it may be necessary to bring an RFD forward closer to the end of the year to use reserves to cover the shortfall.

2022 Road Rehabilitation Project: Current costs \$31,733; Budget \$633,094

2021 Road Rehabilitation (deficiencies and lien holdbacks): Current \$62,253; Budget \$64,258

EV Charging Stations: Current costs \$98,497; Budget \$0 (expect 100% grant funded)

## **MEETINGS**

- June 29 – Manager's Meeting
- July 25 – Phone meeting with advisor from Amazon Business

**Falon Fayant**

*Corporate Services Manager*

*Town of Bon Accord*

**Year-to-Date Variance Report (Unaudited)**  
for the year ending December 31, 2022  
Reporting period: up to July 30, 2022

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,153,767	2,269,433	- 115,666	207,228	237,122	- 29,894	1,946,539	2,032,312	- 85,773	4%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,153,767.00</b>	<b>\$ 2,269,433.00</b>	<b>-\$ 115,666.00</b>	<b>\$ 207,228.00</b>	<b>\$ 237,121.50</b>	<b>-\$ 29,893.50</b>	<b>\$ 1,946,539</b>	<b>\$ 2,032,312</b>	<b>-\$ 85,773</b>	<b>4%</b>
Election	-	-	-	399	3,208	- 2,809	(399)	(3,208)	2,809	88%
Council	-	-	-	56,844	66,715	- 9,871	(56,844)	(66,715)	9,871	15%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,243</b>	<b>\$ 69,924</b>	<b>-\$ 12,681</b>	<b>-\$ 57,243</b>	<b>-\$ 69,924</b>	<b>\$ 12,681</b>	<b>18%</b>
Administration	3,379	2,333	1,046	289,291	290,672	- 1,381	(285,912)	(288,339)	2,427	1%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 3,379</b>	<b>\$ 2,333</b>	<b>\$ 1,046</b>	<b>\$ 289,291</b>	<b>\$ 290,672</b>	<b>-\$ 1,381</b>	<b>-\$ 285,912</b>	<b>-\$ 288,339</b>	<b>\$ 2,427</b>	<b>1%</b>
Fire Services	9,945	9,471	474	33,101	47,007	-13,906	(23,156)	(37,536)	14,380	38%
Emergency Services	-	-	-	5,850	11,635	-5,785	(5,850)	(11,635)	5,785	50%
Bylaw	6,560	26,086	-19,526	20,610	58,181	-37,571	(14,050)	(32,095)	18,045	56%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 16,505</b>	<b>\$ 35,557</b>	<b>-\$ 19,052</b>	<b>\$ 59,561</b>	<b>\$ 116,824</b>	<b>-\$ 57,263</b>	<b>-\$ 43,056</b>	<b>-\$ 81,266</b>	<b>\$ 38,210</b>	<b>47%</b>
Municipal Planning	2,865	5,688	- 2,823	85,064	129,319	- 44,255	(82,199)	(123,632)	41,433	34%
Economic Development	-	5,850	- 5,850	49,499	65,885	- 16,386	(49,499)	(60,035)	10,536	18%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 2,865</b>	<b>\$ 11,538</b>	<b>-\$ 8,673</b>	<b>\$ 134,563</b>	<b>\$ 195,204</b>	<b>-\$ 60,641</b>	<b>-\$ 131,698</b>	<b>-\$ 183,667</b>	<b>\$ 51,969</b>	<b>28%</b>
Public Works - Roads	-	5,812	- 5,812	194,183	252,675	- 58,492	(194,183)	(246,863)	52,680	21%
Storm Sewer & Drain	-	-	-	10,504	20,409	-9,905	(10,504)	(20,409)	9,905	49%
Water	294,666	299,422	- 4,756	232,266	328,054	-95,788	62,400	(28,633)	91,033	318%
Sewer	170,186	186,553	- 16,367	151,544	206,526	-54,982	18,642	(19,973)	38,615	193%
Garbage	44,655	53,563	- 8,908	53,507	67,538	-14,031	(8,852)	(13,975)	5,123	37%
Cemetery	8,500	4,083	4,417	5,162	5,317	-155	3,338	(1,233)	4,571	371%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 518,007</b>	<b>\$ 549,433</b>	<b>-\$ 31,426</b>	<b>\$ 647,166</b>	<b>\$ 880,518</b>	<b>-\$ 233,352</b>	<b>-\$ 129,159</b>	<b>-\$ 331,085</b>	<b>\$ 201,926</b>	<b>61%</b>
FCSS	22,566	25,364	- 2,798	34,807	35,107	- 300	(12,241)	(9,743)	(2,498)	26%
<b>TOTAL FCSS</b>	<b>\$ 22,566</b>	<b>\$ 25,364</b>	<b>-\$ 2,798</b>	<b>\$ 34,807</b>	<b>\$ 35,107</b>	<b>-\$ 300</b>	<b>-\$ 12,241</b>	<b>-\$ 9,743</b>	<b>-\$ 2,498</b>	<b>26%</b>
Parks	78,576	77,255	1,321	59,672	80,879	- 21,207	18,904	(3,623)	22,527	622%
Arena	115,911	128,920	- 13,009	146,483	160,297	- 13,814	(30,572)	(31,377)	805	3%
Recreation	174,439	174,450	- 11	62,423	133,737	- 71,314	112,016	40,713	71,303	175%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ 368,926</b>	<b>\$ 380,626</b>	<b>-\$ 11,700</b>	<b>\$ 268,578</b>	<b>\$ 374,913</b>	<b>-\$ 106,335</b>	<b>\$ 100,348</b>	<b>\$ 5,713</b>	<b>\$ 94,635</b>	<b>1657%</b>
Library	-	-	-	55,324	57,546	- 2,222	(55,324)	(57,546)	2,222	4%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,324</b>	<b>\$ 57,546</b>	<b>-\$ 2,222</b>	<b>-\$ 55,324</b>	<b>-\$ 57,546</b>	<b>\$ 2,222</b>	<b>4%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 932,248</b>	<b>\$ 1,004,851</b>	<b>-\$ 72,603</b>	<b>\$ 1,546,533</b>	<b>\$ 2,020,708</b>	<b>-\$ 474,175</b>	<b>-\$ 614,285</b>	<b>-\$ 1,015,857</b>	<b>\$ 401,572</b>	<b>40%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 3,086,015</b>	<b>\$ 3,274,284</b>	<b>-\$ 188,269</b>	<b>\$ 1,753,761</b>	<b>\$ 2,257,829</b>	<b>-\$ 504,068</b>	<b>\$ 1,332,254</b>	<b>\$ 1,016,455</b>	<b>\$ 315,799</b>	<b>31%</b>

Budget approved December 14, 2021 Special Meeting of Council, Resolution 21-391

# *Council Report*

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**Date:** June 16 - August 10, 2022

**Department:** Public Works

**Submitted by:** Mark Prutchick, Operations Manager

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## **PUBLIC WORKS/OPERATIONS MANAGER**

- Regularly attended Council meetings.
- Regularly attend management meetings.
- Regularly process invoices/timesheets, and all information related to day-to-day operating activities.
- Presented to Council the Stormwater Management PowerPoint Presentation.

## **CAPITAL PROJECTS**

- Capital project 2022 – Notices were prepared and delivered to residents, and this information was posted on the Town website and social media. A recent post (Aug 10) has been posted to the website and social media regarding a schedule update due to the revised construction plan that was brought to Council at the Aug 3 meeting.
- Regarding the 2019 Road Rehabilitation Work, the deficiencies were completed August 2020 and the two-year warrantee inspection was completed the beginning of July 2022.
- Regarding the 2021 Road Rehabilitation Work, deficiency work is completed.

## **ROADS**

- Picked up additional emulsion for crack sealing and spray patching, the crack sealing has been completed and currently, the spray patching is in progress.
- Had additional chip stone delivered for spray patching unit.
- Graded L.S. road twice a week since last report.
- Mowing of roadside ditches and shoulders is ongoing.
- Roadway line painting is completed.
- Asphalt road cuts completed. i.e., front of own office and 51<sup>st</sup> Street.



### **EQUIPMENT/VEHICLES**

- Ongoing washing and cleaning of trucks and equipment (special events i.e., parade).
- Equipment maintenance ongoing including daily/weekly greasing of equipment.
- Continue doing the necessary oil changes on equipment, ongoing.
- Lawn equipment maintenance is continuous.

### **CEMETERY**

- Multiple openings and closings of cremation burials since last report.
- Lawn maintenance, grass cutting/weed trimming ongoing.

### **PARKS AND RECREATION**

- Daily parks check ongoing.
- Watering of flowers and weeding the beds is ongoing.
- Line painting/marketing for diamonds, foul lines, and soccer fields is ongoing.
- Mowing and weed trimming of all parks and open spaces is ongoing.
- Multiple staff hours for setting up and taking down for Town events/festivals/BBQs. i.e., Harvest Days.
- Harrowing and dragging of ball diamonds is ongoing.
- Painting of park benches.
- Weed spraying.
- Waterproofed the amphitheatre deck.
- Changing out the community event sign is ongoing.
- Repaired ball diamond backstop.

### **WATER**

- Ongoing daily and weekly readings/sampling/testing with no adverse results during this report.
- Monthly meter readings completed on June 30<sup>th</sup> and July 29<sup>th</sup>.
- Completed monthly water utilities checks/inspections.
- CC repairs complete.
- Continuing to keep the community garden water totes full.

### **SEWER**

- Sewer pump stations and blower house monthly checks completed.

### **Stormwater**

Waiting to install the water control gate on 57 Street once the ditch dries out a bit more.

### **On-Call Operator**

- Total of eight call outs during this period which amounts to twenty-four overtime staff hours.
  - Final Lift Station alarms
  - Cemetery closings
  - PW Yard break in
  - Town events assistance

### **SAFETY/TRAINING/STAFF**

- Daily ongoing Morning Meetings (Tailgate) regarding work safe plans.
- All fulltime staff completed Standard First Aid & CPR/AED level C through Canadian Red Cross and are now certified for the next three years.
- Working around multiple staff vacations.

### **ADDRESSED CONCERNS / MISCELLANEOUS**

- Sheep no longer at the solar farm due to suspected coyote activity in the area.
- Multiple staff hours for setting up and taking down from Town events i.e., Harvest Days, etc.
- Public works vehicle theft – no damage, vehicle found immediately.
- Public works yard break in – damaged fence only.
- Installed sign in library.
- Removed all the old office furniture from Town office.
- Repaired faucet Town office washroom.

Public Works Report ending August 10<sup>th</sup>, 2022.

*Respectfully submitted by:*

*Mark Prutchick, C.E.T., CRS, rci*  
*Operations Manager*  
*Public Works*

# Council Report

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**Date:** August 16, 2022  
**Reporting Period:** June 15/22 to August 10/22  
**Department:** Planning and Development  
**Submitted by:** Dianne Allen

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## **ECONOMIC DEVELOPMENT**

### **Alberta Population Projections**

Population projections give a picture of what the future population may be like. In 2046, Alberta's population is expected to:

- Reach over 6.4 million people, an increase of almost 2.0 million people from 2021
- Become older, with an average age of 41.7 years, up from 38.9 years in 2021
- Become increasingly diverse as arrivals from other countries account for about 55% of the expected growth over the projection period
- Become more concentrated in urban centers especially along the Edmonton-Calgary corridor; 80% of Albertan's are expected to live in the region by 2046

Bon Accord is positioned within close proximity to Edmonton with a potential of increased growth projections. For a full report: <https://www.alberta.ca/population-statistics.aspx>

### **Municipal Development Plan (MDP) Newsletter**

The Town is undertaking a comprehensive review of the MDP to better set a clear vision for how Bon Accord will grow and develop over the next 20 years. The purpose of the newsletter is to provide residents with background information about the project and outline the opportunities on how residents can get involved.

A newsletter has been posted on the website and Facebook, inclusive of a QR code to participate in a survey. Hard copies of the newsletter and survey are available at the Town Office (refer attachments).

### **Electric Vehicle Chargers**

Dandelion Renewables commenced construction of the electric vehicle charging stations. Engineering and permits are completed with mobilizing crew and materials. Three chargers are located at the arena (with the exception of the Level 3 charger to be added later this season) and three chargers are located at Town office (refer attachments) for updated site locations.

Signage to be installed with an anticipated date to commence usage of the electric vehicle chargers will be forthcoming.

## **Go East of Edmonton Travel Guide**

The 2022 Go East guides are continuing to move from outlets which has proven to be an important marketing tool with great feedback and positive comments. Three weeks to go with the Go East Road trip adventure game that was officially launched on June 4<sup>th</sup>.

## **Cars 4 Kids**

An invitational car show is being created and organized by Mark Eversley (Bon Accord resident). This event is a car show, silent action with a 50/50 draw with all proceeds supporting the Stollery Children's Hospital, hosted at Golden City Bistro and arena parking lot. Event is planned for August 20/22, noon to 5PM.

Appreciate Mark's enthusiasm and efforts to bring this fine event to Town, with hopes of this becoming an annual event (refer attachment).

## **PLANNING AND DEVELOPMENT**

### **737 Enterprises Ltd.**

Progress continues on the property across from Town office demonstrating walls and trusses with numerous contractors on site. Small delays with the rain; progressing according to plan.

### **Plan 1854KS Parcel C – East**

A subdivision application has been reviewed for 10 single residential units and conditionally approved. As with any subdivision application, notification was circulated to adjacent landowners that may be affected. Adjacent landowners received letters and maps demonstrating the scope of the development. Landowners had the opportunity to submit written submissions to the Subdivision Authority to consider when granting a decision on this proposed subdivision.

### **Nicols Environmental (Canada) Ltd.**

Gasland received the final report on the environmental assessment completed May 9 and 10. Findings indicate there is approximately 660 m<sup>3</sup> of soil to excavate, dispose, backfill and compact to complete remediation of property. With this information, Gasland will establish a value for the land to move forward with selling the land.

### **Investment and Development**

- Interest in land available on highway frontage
- Interest in starting a business on highway frontage
- Lease space available
- Available land to build a house
- Building a fence
- Development Permit no longer required to move house into Town
- Expansion of commercial building

## **BYLAW COMPLAINTS / CONERNS**

### **Absent Landlords**

When a landlord owns a rental property and lives a considerable distance away from the rental, they are referred to as an absentee landlord. Absentee landlords are those who are never seen, resulting in problems that come up if the property is not monitored on a frequent basis.

Bon Accord is not immune to this situation, with properties being monitored for neglect. The Town will take active steps to bring these properties into compliance.

### **Complaints**

- Noxious Weeds
- Neglected/noisy dog
- Pontoon boat/trailer
- Unlicensed dog/dog at large
- Unsightly yard
- Parking concerns (road construction area)
- Soil debris on sidewalk (development construction)
- Barking Dogs

### **Peace Officer Enforcement Services**

Matt Roblin (Supervisor) provided June reports regarding citations and incidents for Council's review (refer attachments):

May 2022 – Bon Accord Citation Report

May 2022 – Bon Accord Incident Report

June 2022 – Bon Accord Citation Report

June 2022 – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
4	0	1	2	2	7	This Period
12	1	3	40	38	20	YTD

## **MEETINGS / EVENTS ATTENDED / EDUCATION**

- Manager Meetings
- Council Meetings / Council Connect
- Municipal Planning Services – discussions, review permits, compliance certificates, new applications

- Grant Match virtual meeting
- Developer Discussions – existing and potential new developers
- Stakeholders / Residents – development questions, inquires and concerns
- Bylaw Enforcement – discussions
- Coffee with a Cop
- Acting CAO
- Waste to Resource virtual meeting
- CiB Town Greetings
- Solar Battery Storage virtual meeting

**Dianne Allen**

*Manager, Planning & Economic Development  
Town of Bon Accord*

# BON ACCORD Newsletter #1

## July 2022

### Municipal Development Plan

#### HELLO!

This year, the Town is embarking on an important project to update the Municipal Development Plan to better set a clear vision for how Bon Accord will grow and develop over the next 20 years. The Town has engaged Municipal Planning Services (MPS) to assist with the preparation of the new plan.

The purpose of Newsletter #1 is to provide residents with background information about the project and outline the opportunities for residents to get involved.



#### WHAT IS AN MDP?

An MDP is a statutory plan required for all municipalities in Alberta that establishes a comprehensive policy framework to guide growth and development within the municipality.

The MDP provides direction regarding where development is expected to occur, investment in infrastructure and servicing priorities.

The MDP also provides direction and guidance on matters of social, economic and environmental importance.

The land uses identified in the MDP are general indications of future forms of development; they are not a redesignation of land use districts prescribed in the Land Use Bylaw.

An MDP must address:



FUTURE USE OF LAND



INTERMUNICIPAL COMMUNICATION & INFRASTRUCTURE COORDINATION



DEVELOPMENT PROPOSALS



TRANSPORTATION SYSTEMS



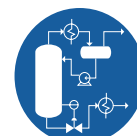
MUNICIPAL & SCHOOL RESERVES



MUNICIPAL SERVICES



PROTECTION OF AGRICULTURAL OPERATIONS



LAND USES ADJACENT TO SOUR GAS FACILITIES

*The MDP must be consistent with other approved plans!*

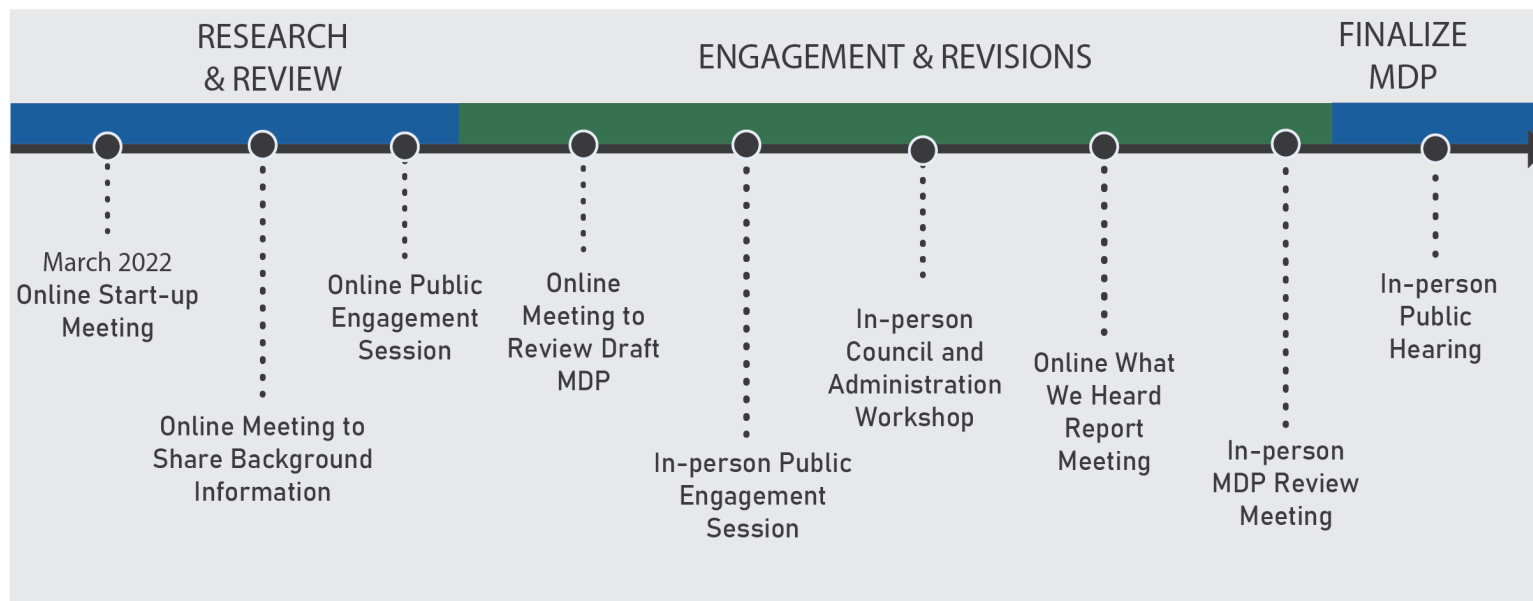
The new MDP will revisit and revise existing policies, establish new policies to address new data, emerging issues and best practices. The document will be reorganized to make it more accessible, improve transparency, and make the document easier to interpret.

# B O N A C C O R D Newsletter #1

## July 2022

### Municipal Development Plan

#### PROJECT TIMELINE



#### HOW CAN YOU HELP?

You will have multiple opportunities to contribute your feedback during the project. Once the draft MDP is prepared, it will be available on the Town website for residents to review and provide feedback.

##### Survey

Please help us better understand your community and what you envision for the future by completing the qr code below or the survey posted on the website <https://www.surveymonkey.com/r/9GBVKQZ> . The survey can also be downloaded and emailed to Brad Macdonald at MPS. Please complete the online survey by [September 2, 2022](#).

##### Contact Us

If you have any additional questions or comments please do not hesitate to contact Brad Macdonald at MPS.




MUNICIPAL PLANNING SERVICES




##### Public Open House

There will be a Public Open House to present the draft MDP and obtain feedback from residents. MPS will compile and summarize all feedback received from community members into a [What We Heard Report](#). The Report will be posted on the Town's website for community members to review and shared with the Town's Council.

 [b.macdonald@munplan.ab.ca](mailto:b.macdonald@munplan.ab.ca)

 t: 780.486.1991

 #206, 17511 - 107 Ave  
Edmonton, AB T5S 1E5



## Town of Bon Accord Municipal Development Plan Survey

**Please fill out this survey to help us better understand your community. It is estimated to take 5 to 8 minutes.**

**Your privacy is important to us. Your responses to the survey will be anonymous and any information you provide will not be provided to any other business, organization or individual.**

**We encourage you to answer all questions in the survey so that we can gather as much representation from community members as possible.**

**If you have any issues accessing or completing the survey, please contact Municipal Planning Services at [r.paonessa@munplan.ab.ca](mailto:r.paonessa@munplan.ab.ca)**

## Town of Bon Accord Municipal Development Plan Survey

### Familiarity with Planning Documents

**A Municipal Development Plan (MDP) is a statutory plan required for all municipalities in Alberta that identifies the future land uses within the municipality and guides future development. It provides direction regarding how development is expected to occur and how development decisions are made. The MDP is the Town's primary future land use plan, or “road map” for the future of Bon Accord.**

1. Did you know about the MDP before now?

☐ Yes

☐ No

2. Have you utilized the MDP recently (within the last 5 years)?

☐ Yes

☐ No

3. If yes, what was your comfort level with the document

☐ Very Comfortable

☐ Uncomfortable

☐ Moderately Comfortable

☐ I didn't understand the Document

☐ Neither comfortable or Uncomfortable

☐ N/A

4. Did you find the document useful?

☐ Extremely useful

☐ Not so useful

☐ Very useful

☐ Not at all useful

☐ Somewhat useful

## Town of Bon Accord Municipal Development Plan Survey

5. One of the first steps in the preparation of new MDP is to establish a vision for the future and identify priorities that will guide the Town in the future. Part of this process is understanding what is important to the community members who live and work in the Town. Please rank the following priorities for the future of the Town, with #1 as your top priority.



Provide more flexible opportunities for residential development



Encourage more commercial and industrial growth, including allowing in more areas



Increase recreation development opportunities

6. We want to know how the Town has changed over the past 10 years. How much do you agree or disagree with the following statements?

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
There are more employment opportunities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
More residents are commuting out of town for work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are better residential options now than 10 years ago.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Town has better community services and amenities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Town of Bon Accord Municipal Development Plan Survey

### Values

7. What do you value about your community?

8. What is special about your community that should be celebrated and supported?

9. Where do you see the physical makeup of your community in 10 years? Please Check all that apply

☐

More commercial

☐

Larger population

☐

More residential

☐

Smaller population

☐

About the same

☐

Don't know

☐

Other (please specify)

## Town of Bon Accord Municipal Development Plan Survey

### Other Comments

10. Do you have additional feedback? Please let us know any other comments or questions you have.

# EVERSLEY INVITATIONAL CARS4KIDS

1<sup>ST</sup> ANNUAL CHARITY SHOW



**SATURDAY, AUGUST 20<sup>TH</sup>, 2022**

12PM-5PM · GOLDEN CITY BISTRO 5044 47 AVENUE, BON ACCORD, AB

**CAR SHOW, SILENT AUCTION & 50/50 DRAW**

**ALL PROCEEDS GO TO THE STOLLERY CHILDREN'S HOSPITAL**

For more information, please visit [EversleyInvitationals.weebly.com](https://EversleyInvitationals.weebly.com) or find us @eversleyinvitationals  

Photographs and/or video will be taken at this event. By taking part in this event you grant the event organizers full rights to use the images for promotional materials including printed material and social media. If you do not wish to be photographed, please inform an event organizer.

## Citation Printout Report by Violation

Total Citations of (MOVES/ROADS): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.37(A) FAIL TO OBEY S/SIGN BEFORE ENTERING INTER): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 3  
Total Mandatory Appearances: 0

Total Citations of (TSA S.167(1)(C) FAILURE TO PROVIDE P.O. W/ FIN RESP CARD): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 1  
Total Mandatory Appearances: 0

**Grand Total**

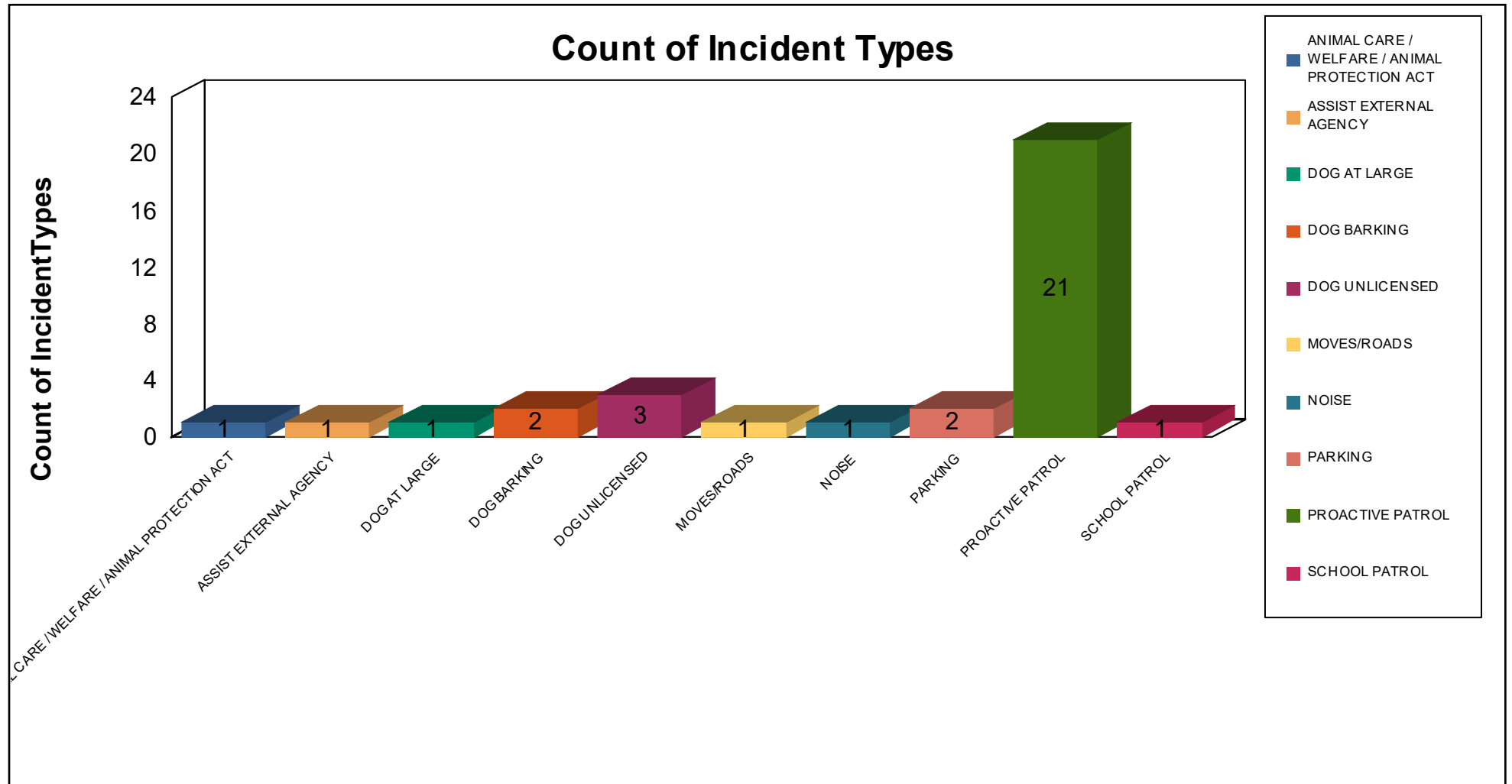
Total Number of Citations Reported: **10**  
Total Fine Amounts Reported: **\$1149.00**  
**Total Money Collected:**  
**Total Money Still Due: \$1149.00**  
**Total Mandatory Appearances: 1**



## Sturgeon County

BON ACCORD INCIDENT COUNT JUNE 2022 Statistics from Occurred Date: 6/1/2022 12:00:00AM to 6/30/2022 11:59:00PM

### Incident Report

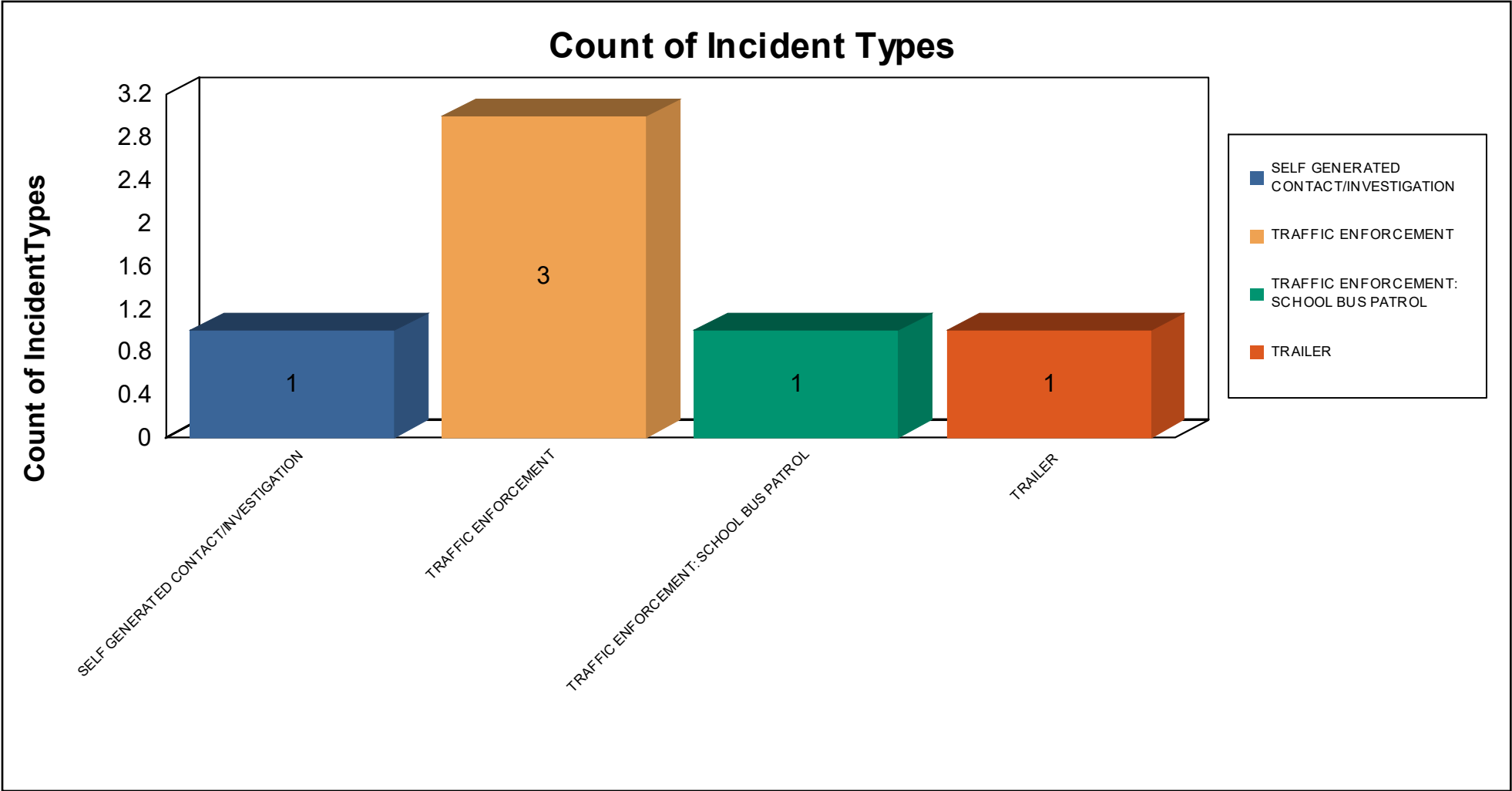


ANIMAL CARE / WELFARE / ANIMAL PROTECTION ACT: 1 3%

Incident Report

ASSIST EXTERNAL AGENCY: 1	3%
DOG AT LARGE: 1	3%
DOG BARKING: 2	5%
DOG UNLICENSED: 3	8%
MOVES/ROADS: 1	3%
NOISE: 1	3%
PARKING: 2	5%
PROACTIVE PATROL: 21	53%
SCHOOL PATROL: 1	3%

Incident Report



SELF GENERATED CONTACT/INVESTIGATION: 1 3%

TRAFFIC ENFORCEMENT: 3 8%

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 1 3%

TRAILER: 1 3%

Incident Report

Grand Total: 100.00% Total # of Incident Types Reported: 40

## Sturgeon County

BON ACCORD CITATION REPORT JULY 2022 Statistics from: 7/1/2022 12:00:00AM to 7/31/2022 11:59:00PM

### Citation Printout Report by Violation

Total Citations of (BAC P3 S3.1 FAIL TO PAY LICENSING FEE AS REQUIRED): 1  
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S1.1 PERMIT AN ANIMAL TO BE AT LARGE): 1  
Total Mandatory Appearances: 0

Total Citations of (OLCV S.20(2) FAIL TO MAKE APPLICATION TO UPDATE DL AFTER 14 DAYS): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 2  
Total Mandatory Appearances: 0

Total Citations of (TSA S.65(1)(C) OWNER OPERATE M.V. NOT IN GOOD WORKING ORDER/COMP): 1  
Total Mandatory Appearances: 0

Total Citations of (VEH S.82(2)(A) DRIVER NOT WEARING SEAT SEAT): 1  
Total Mandatory Appearances: 0

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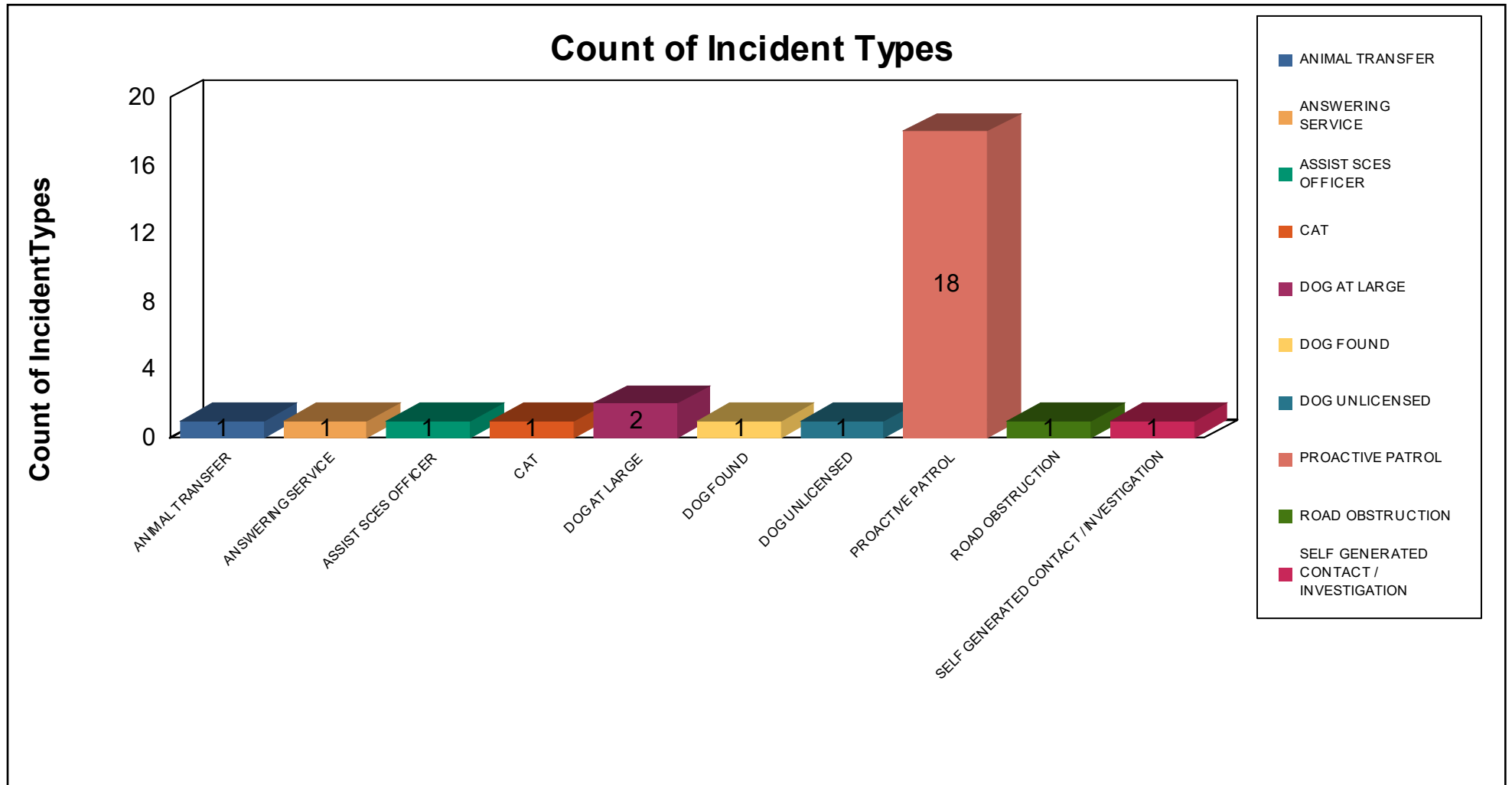
### Grand Total

Total Number of Citations Reported: **7**  
Total Fine Amounts Reported: **\$642.00**  
**Total Money Collected:**  
**Total Money Still Due: \$642.00**  
**Total Mandatory Appearances: 0**

## Sturgeon County

BON ACCORD INCIDENT COUNT JULY 2022 Statistics from Occurred Date: 7/1/2022 12:00:00AM to 7/31/2022 11:59:00PM

### Incident Report



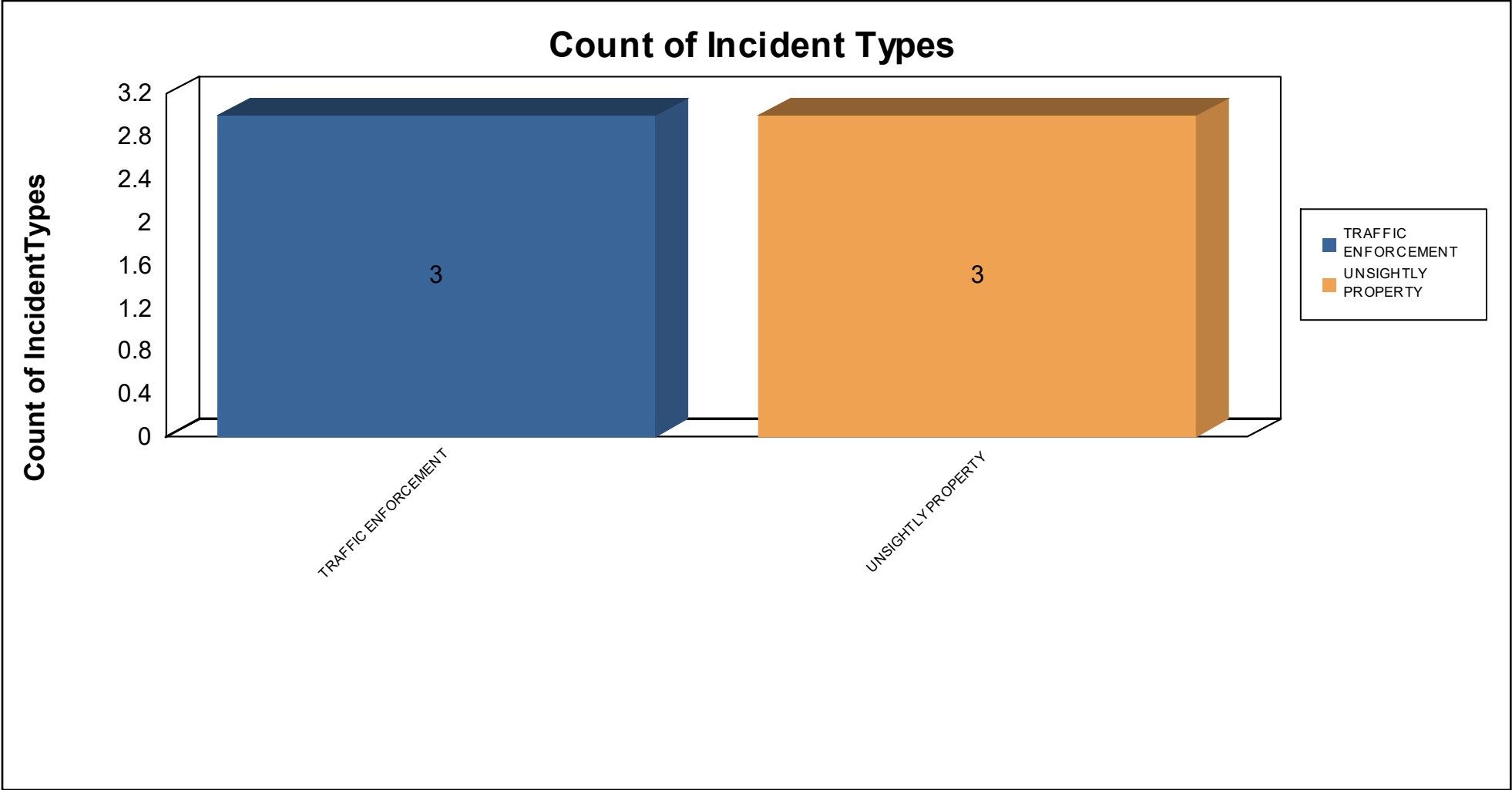
ANIMAL TRANSFER: 1 3%

Incident Report

ANSWERING SERVICE: 1	3%
ASSIST SCES OFFICER: 1	3%
CAT: 1	3%
DOG AT LARGE: 2	6%
DOG FOUND: 1	3%
DOG UNLICENSED: 1	3%
PROACTIVE PATROL: 18	53%
ROAD OBSTRUCTION: 1	3%
SELF GENERATED CONTACT / INVESTIGATION: 1	3%



Incident Report



TRAFFIC ENFORCEMENT: 3 9%

UNSIGHTLY PROPERTY: 3 9%

Incident Report

Grand Total: 100.00% Total # of Incident Types Reported: 34

# Council Report

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**Date:** August 16<sup>th</sup>, 2022

**Reporting Period:** June 15<sup>th</sup> – August 16<sup>th</sup>, 2022

**Department:** Town Manager

**Submitted by:** Jodi Brown

**Action Item List Enclosed**

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## COMMUNITY AND COLLABORATION:

### *2022 Harvest Days Event:*

The 2022 Harvest Days event was successful with over 30 entries in the parade and fireworks. Our thanks to the Ag Society and their volunteers for all their efforts in putting on a well attended, memorable event for the community.

### *Bon Accord Library: Meeting with Board Chair*

I met with the Library Director and Board Chair to discuss the need for new lighting at the library. The current lights do not provide sufficient lighting for staff or patrons and due to the age of the lights, covers that fit properly have been difficult to find. Administration is currently seeking quotes and researching grant opportunities to purchase and install new LED lighting in the Library.

### *Communities in Bloom Judging Day: July 15<sup>th</sup>*

Thank you to the CiB volunteers, residents and community organizations for their efforts and support of the CiB program in 2022. The provincial CiB judges visited our community on July 15<sup>th</sup>. We are looking forward to receiving their evaluation report in the fall.

## INFRASTRUCTURE:

### *Arena Grants: Correction as per RMC August 16, 2022: Amount is unconfirmed until agreement is signed.*

The Town received confirmation that we will receive \$472,500 from the Municipal Climate Change Action Centre towards the cost of replacing the ice plant at the arena. The cost of the ice plant is anticipated to be approximately \$1,000,000. Administration will be bringing forward funding options for Council consideration.

### *Solar Farm Meeting Update:*

As reported in June, the Alberta Energy (provincial department) and the Municipal Climate Change Action Centre (MCCAC) are working with municipalities that have recently installed solar farms through the Alberta Municipal Solar Program (AMSP) to ensure that legislative requirements are met. The Town was contacted to meet with both parties on June 13<sup>th</sup>.

There are a few issues regarding microgeneration legislative compliance from several municipal projects that have recently come to the attention of the Market Surveillance Administrator. This has impacted several municipal solar farms in Alberta, including Bon Accord. The issues are related to the location of the solar farm relative to the facilities being powered and meeting energy generation exemption requirements.

There is an understanding from Alberta Energy, the Market Surveillance Administrator, and the Alberta Utilities Commission that there was likely a misinterpretation of the regulation from several entities along the approval process for the project. Therefore, Alberta Energy has been working on a solution for impacted municipalities to ensure compliance with proper legislation is achieved.

The solution presented by Alberta Energy is for the Town to complete an application form (at no cost) for a Forbearance Request to the Market Surveillance Administrator.

Update: Administration submitted the Forbearance Request to the Market Surveillance Administrator in June and received confirmation that our request has been granted. Further, the Town has been advised that the Alberta Utilities Commission (AUC) has confirmed that power plants less than one megawatt, such as Bon Accord's, are exempt from the requirement to file a power plant application. As such, no further actions are required and this matter is now closed.

### *Playgrounds:*

The frame from the old swings at Centennial Park has been removed and administration is looking into options for replacement of this equipment or alternate options.

### *Skateboard Park:*

Administration will be bringing forward information to Council on a community survey regarding the Skateboard Park. The results of the survey will be used to support our application to the Alberta Blue Cross grant opportunity to replace the centre set equipment.

### *Sturgeon County CAO Visit:*

Reegan McCullough (CAO Sturgeon County) visited Bon Accord on Tuesday, August 09<sup>th</sup> for a tour of our community, solar farm and recreational infrastructure.

## OTHER:

### *By-Election Update:*

The deadline for electoral candidates to submit their nomination package was on Tuesday, August 02<sup>nd</sup>, 2022 (before noon). We are pleased with the interest from the community in running for Council with 4 candidates running for one vacancy in the by-election. The advanced poll will be held on August 17<sup>th</sup> and the by-election will take place on August 30<sup>th</sup>. Both the Advanced Poll and the By-Election will be held in Council Chambers at the Town Office.

### *New CAO Visit Municipal Affairs:*

I met with our Municipal Advisor, a Finance Advisor and the Executive Director of Environment and Sustainability in Bon Accord. Municipal Affairs provided an update on changes to the Municipal Government Act that may result in changes to our Procedural Bylaw.

## MEETINGS

- June 21<sup>st</sup>: Regular Council Meeting
- June 28<sup>th</sup>: Electoral Candidate Information Session
- June 29<sup>th</sup>: Management Meeting
- June 29<sup>th</sup>: Council Briefing Committee Meeting
- June 30 – July 20<sup>th</sup>: Vacation
- August 03<sup>rd</sup>: New CAO Visit (Municipal Affairs)
- August 03<sup>rd</sup>: Special Meeting (Road Rehabilitation Project)
- August 08<sup>th</sup>: Sturgeon County CAO Visit
- August 09<sup>th</sup>: Waste to Resource Regional CAO Meeting
- August 12<sup>th</sup>: Redwater Golf Tournament

## ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
Veteran's Park MOU	Updated Information to be provided to Council
Governance Workshop Information	Administration will bring forward information regarding governance workshops during the 2023 budget deliberations (fall 2022) including free workshops offered by Municipal Affairs.
Road Rehabilitation Project	In Progress Proceeding with option 1 on 46 <sup>th</sup> Street
First Nation and Metis Flags Addition to front of Town Office	Administration has quotes and is finalizing information to bring to Council.
OHV Vehicle Survey Question	Future Survey

**ACTION ITEM LIST: COMPLETED**

- ✓ All members of Council registered for the Alberta Municipalities Convention
- ✓ Strategic Plan booklets have been printed and are available at the Town office
- ✓ Municipal Affairs Engagement Surveys for the MGA and LAEA have been submitted
- ✓ Resolved cemetery request from July 5, 2022 RMC
- ✓ Attendees have been RSVP'd for the Sturgeon County Emergency Services Long-Term Service Awards in September
- ✓ Letter of support has been submitted to Kids Playgrounds for A Brighter Future Society
- ✓ Acting CAO contacted CiB regarding an onsite visit with CiB and Public Works for scope of their proposed Heritage Project

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	August 16 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Council Community Connections: September 2022
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

During the June 21<sup>st</sup>, 2022, Regular Meeting of Council:

DEPUTY MAYOR LAING MOVED THAT Council direct administration to bring forward to the Community Services Advisory Board that we move the Meet the Community Night and Council Community Connections and RSVP Mayor Holden, Deputy Mayor Laing, Councillor Bidney and Councillor May to the Sturgeon County Emergency Services Long-Term Service Awards Invitation for September 8.

COUNCILLOR BIDNEY MADE A FRIENDLY AMENDMENT THAT we ask the Community Services Advisory Board to consider moving their event to another date.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Community Services Advisory Board has changed the Meet the Community Night event to September 15<sup>th</sup> from 6 – 8 pm.

Therefore, the Council Community Connections public engagement session would be held at the same time, with Council hosting a table at the event.

**STRATEGIC ALIGNMENT**

*Value Statement: Collaboration*

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

**COSTS/SOURCES OF FUNDING**

Annual Budget

**RECOMMENDED ACTION (by originator)**

Choose one of the following options:

1. That Council direct administration to proceed with incorporating the Council Community Connections public engagement session into the Meet the Community Night event planned for September 15th, 2022, from 6 - 8 pm.
2. That Council directs administration to....



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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	August 16, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	August Council Briefing Committee Meeting
<b>Agenda Item No.</b>	6.2

**BACKGROUND/PROPOSAL**

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

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

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

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

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration would like to provide an information briefing for Council on the following documents and topics:

- Changes to the Municipal Government Act: Procedural Bylaw
- Employee Long Term Service Awards Policy Draft
- Council Service Awards Policy Draft

Potential Date and Time:

- August 24<sup>th</sup>, 2022: 5 – 7 pm

**STRATEGIC ALIGNMENT**

*Value Statement: Transparency*

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

*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**

Annual Budget

**RECOMMENDED ACTION (by originator)**

**Choose one of the following options:**

1. That Council directs administration to schedule the August Council Briefing Committee Meeting on \_\_\_\_\_ (date) and \_\_\_\_\_ (time).
2. That Council direct administration to....

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	August 16 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Alberta Municipalities Fall Convention and Trade Show Regional Cost Share
<b>Agenda Item No.</b>	6.3

**BACKGROUND/PROPOSAL**

During the annual fall Alberta Municipalities (AMA) Convention, a regional networking dinner is held with all the other municipalities in the Sturgeon region.

Each year, municipalities rotate responsibility for hosting this dinner.

As a cost saving measure, two municipalities may agree to share the cost.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Town of Legal has expressed interest in cost sharing with the Town of Bon Accord to host the fall 2022 AMA regional networking dinner.

Administration is seeking Council direction to work with the Town of Legal to host and plan the regional networking dinner at the AMA Convention.

**STRATEGIC ALIGNMENT**

*Priority Five: Collaboration*

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

**COSTS/SOURCES OF FUNDING**

Annual Budget

**RECOMMENDED ACTION (by originator)**

**Choose one of the following options:**

1. That Council directs administration to work with the Town of Legal to co-host and plan the regional networking dinner during the AMA Fall Convention.
2. That Council direct administration to....

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	August 16, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Alberta Blue Cross Grant: Skateboard Park Survey
<b>Agenda Item No.</b>	6.4

**BACKGROUND/PROPOSAL**

During the July 05<sup>th</sup>, 2022 Regular Council Meeting:

COUNCILLOR MAY MOVED THAT Council direct administration to apply for the 2022 Alberta Blue Cross Build Together Grant for \$50,000 to replace the centre set equipment in the Skateboard Park.

**Carried Unanimously Resolution #22–307**

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has completed additional research on the Alberta Blue Cross Built Together Grant.

In order to enhance our application to the program, administration has developed a short survey to encourage children, youth and/or adults to provide their input on the value of the Skateboard Park to their health and well being. The information gathered will be submitted with the grant application.

The Town's Public Participation Policy requires that administration present public participation plans to Council for approval.

The public participation plan is as follows:

- ✓ Survey: enclosed for reference
- ✓ Distribution:
  - An online survey on the Town website
  - Hard copies available at the Town Office
  - Hard copies to the library and both Schools
- ✓ Advertising:
  - Town newsletter, social media, and website

✓ In-Person Engagement:

- Town staff will do one engagement session at the Skateboard Park to invite facility users to complete the survey on site.

## **STRATEGIC ALIGNMENT**

### *Priority 3: Infrastructure*

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

## **COSTS/SOURCES OF FUNDING**

Annual Budget

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

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

1. That Council approves the Public Participation Plan for the 2022 Skateboard Park Survey as presented and circulated.
2. That Council approves the Public Participation Plan for the 2022 Skateboard Park Survey as amended.
3. That Council direct administration to....

## 2022 SKATEBOARD PARK SURVEY

The Town is collecting this information to support our application to the Alberta Blue Cross *Built Together* Grant.

1. Where do you live?

☐ Bon Accord

☐ Sturgeon County

☐ Other: \_\_\_\_\_

2. Please select your age range below.

☐ Child (12 and under)

☐ Youth (13-17)

☐ Adult (18+)

3. On a scale of 1 – 10 (most important), how important is the skateboard park to you?

4. Why is the skateboard park important to you? Select all that apply.

☐ Meet new people in the community

☐ Physical health

☐ Mental health

☐ Safe place to connect with friends

☐ To enjoy the outdoors

☐ Sports participation

☐ Other: \_\_\_\_\_

5. What positive impacts has skateboarding/BMX riding had on your life and health? Please give an example in the space below.

**THANK YOU!**

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

<b>Meeting:</b>	Regular Meetings of Council
<b>Meeting Date:</b>	August 16, 2022
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	Tax Recovery (forced sale)
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

By March 31 of each year, a report of all properties that have tax arrears of more than one year is sent to Land Titles. Land Titles registers a notification on title and the property owner is notified by both the Municipality and Land Titles that the property has been placed on tax notification.

If after March 31 of the following year, the tax arrears remain unpaid, the said properties must be put up for sale through a public auction.

In accordance with Section 418 of the MGA, Council is required to set a date to hold a public auction for properties shown on the tax arrears list if the arrears are not paid.

In accordance with Section 419 of the MGA, Council is required to set, for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and any conditions that apply to the sale.

In accordance with Section 421 of the MGA, the Town must advertise the public auction in The Alberta Gazette not less than 40 days and not more than 90 days before the date of the public auction; and further must advertise in a local newspaper not less than 10 days and not more than 20 days before the date of the public auction.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Currently, there is one (1) property on the tax arrears listing to be put up for public action prior to March 31 of 2023.

Tax Roll	Lot	Block	Plan	2022 Assessment
26700	15	6	5261BA	\$125,400

#### Next Steps:

- At this time, the action required to proceed with the sale is to:
  1. Set a reserve bid as close as reasonably possible to the market value of the parcel.
  2. Determine the conditions of the sale.
  3. Select a date, time, and location to hold the auction.

#### Further Items to Consider:

- Current market
  - If the property does not sell at auction, the Town can take ownership of the property.
- Right to Pay Tax Arrears
  - A person (the current property owner) may pay the tax arrears at any time or sign an agreement with a payment plan before the municipality disposes of the parcel.
- Time for Advertisement and Administration
  - The earliest accommodatable date of auction when considering the advertisement requirements and time availability is October 11, 2022. **The auction must take place prior to March 31, 2023.**
  - Administration recommends holding the auction as close to March 31, 2023 as possible.
    - Recommended possible dates are:
      - Wednesday, March 22, 2023
      - Thursday, March 23, 2023
      - Friday, March 24, 2023
      - Other date as chosen by Council

## STRATEGIC ALIGNMENT

Priority #3 Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

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

Costs of advertisement: Alberta Gazette = \$20 +GST; local newspaper = \$200+GST

Cost for market value appraisal: \$400 +GST

These costs can be applied to the tax roll.



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

### **All of the following:**

#### **Motion #1**

THAT ... the date of the public auction be [insert date here] at [insert time here] and held in Council Chambers.

#### **Motion #2**

THAT...the reserve bid for the parcel of land for public auction be the market value of the land determined by appraisal.

#### **Motion #3**

THAT...the conditions of the sale be set as follows:

The parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

The land is being offered for sale on an “as is, where is” basis and the Town of Bon Accord makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the bidder.

No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the Town. No further information is available at the auction regarding the land to be sold.

The Town of Bon Accord may become the owner of any parcel of land that is not sold at public auction, immediately after the public auction.

Terms are to be cash or certified cheque.

Redemption may be effective by payment of arrears of taxes and costs at any time prior to the sale.

#### **Motion #4**

THAT...Council appoints the Chief Administrative Officer as the auctioneer.

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	August 16, 2022
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	Capital Budget Amendments
<b>Agenda Item No.</b>	7.2

**BACKGROUND/PROPOSAL**

At the May 17, 2022, Regular Meeting of Council, Council approved amendments to the budget per Resolution 22-234. This included the approval of \$10,300 from the CCBF capital grant for Asset Management contingent on the approval of the second round of FCM Asset Management grant funding.

Further discussions within administration have determined that the Town does not have the staffing capacity required to fully utilize the asset management system upgrades offered by Munisight through the Asset Management Grant program. There is a lot of daily input that would be required to maintain the system and use the system to its full extent.

Administration has determined that we can effectively and efficiently satisfy the Town's asset management needs through an excel spreadsheet and a capital plan. Therefore, administration is recommending that council rescind the resolution to spend \$10,300 on the asset management project.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Through contingent agreement with Munisight, the Town received access to the public WebMap as a link on our website that anyone can access as a guest as well as having unlimited users. By not going forward with this second round of funding, the access to the public WebMap and unlimited users (versus 5 users) can only be maintained if the Town subscribes to this for an additional \$6,500 for the first year and then \$3,500 for each subsequent year.

Currently, the Munisight subscription is \$8,500 per year. Therefore, the total for the first year would be \$15,000 and then \$12,000 for each future year. We could subscribe without moving forward with the next steps of the project. There are no additional costs to Munisight for not proceeding. Administration can determine whether the additional subscription should be added to the 2023 budget and add if necessary for budget deliberations.

The total cost of the next round of the project is \$51,501 and the FCM grant is 80/20. The Town's portion would be \$10,300. There would be an additional yearly operating charge

of \$3,500 for the program in addition to the current GIS asset management fee of \$8,500. Due to funding adjustments with Municipal Affairs in the carry-forward amount of the Canada Community Building Grant fund, the Town no longer has the grant funding capacity to cover this capital project.

This next step of the asset management project would include the advanced WebMap, allowing us to share the information publicly on our website, and the Munisight AMP – an asset management tool that allows for the collection of condition assessments, calculation of replacement costs, and risks scores for all assets including underground infrastructure such as water and sewer pipes and culverts.

## STRATEGIC ALIGNMENT

Priority #3 The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

## COSTS/SOURCES OF FUNDING

Capital Budget - Current

<b>Capital Revenue and Expenditures 2022 Breakdown</b>	
CCBF Carry-forward	439,268
MSI Carry-forward	-
CCBF 2022	91,627
MSI 2022	182,309
<b>TOTAL REVENUE</b>	<b>\$ 713,204</b>
2022 Road Project	633,094
2021 Road Project	64,258
Hellinga Road Project	22,567
FCM Asset Management	10,300
<b>TOTAL EXPENSE</b>	<b>\$ 730,219</b>
Funds remaining	-\$ 17,015
with pending removal	10,300.00
<b>FINAL BALANCE</b>	<b>- 6,715.49</b>

**RECOMMENDED ACTION (by originator)**

THAT ...Council rescinds part of Resolution 22-234, specifically rescinding: Council approves the following budget amendments to the 2022 budget:...\$10,300 from the CCBF capital grant contingent on approval of the second round of FCM Asset Management grant funding.

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	August 16, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Organizational Meeting
<b>Agenda Item No.</b>	7.3

**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.*

In 2022, the third Monday in October is the 31<sup>st</sup>.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Typically, Council holds the Organizational Meeting immediately preceding a Regular Council Meeting. The following meeting options are available prior to October 31:

- RMC September 20, 8:30 a.m.
- RMC October 4, 7 p.m.
- RMC October 18, 8:30 a.m.

**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 [date] at [time].

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	August 16 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Centennial Park Swings
<b>Agenda Item No.</b>	7.4

**BACKGROUND/PROPOSAL**

The swing set in Centennial Park was removed recently as this equipment no longer met current safety standards.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The following factors will need to be considered in replacing this equipment:

1. Space Available: Swing sets now require more space and surfacing (sand or wood chips, etc.) to meet current safety standards. Therefore, if new swings are placed in Centennial Park, more space will be required which may impact events in that area.
2. Type of Equipment: There are many new designs and concepts for playground equipment. Administration recommends that Council consider seeking input from the community as to the type of equipment to be placed in that park that may not take up as much space as swings but provide a new and fun play experience.
3. Cost: The replacement costs will vary depending on the equipment chosen. Further, the 2022 budget does not have capital funds for the replacement of playground equipment. Hence, unless reserve funding or other funding is allocated by Council to fund this project in 2022, this will need to be a 2023 project.
4. Time: Once funding is confirmed and new play equipment and surfacing/borders is chosen, it may require several months to receive and install the equipment.

Administration has contacted two playground companies for information on options and costs. This information has not yet been received.

## **STRATEGIC ALIGNMENT**

### *Priority 3: Infrastructure*

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

## **COSTS/SOURCES OF FUNDING**

### **Funding Options:**

- Reserve Funds
- Possibly Sturgeon County Capital Funding grant
- Sponsorship or donations may be possible to assist with funding

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

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

1. That Council direct administration to investigate options and costs for new playground equipment and bring forward this information during the 2023 budget deliberations.
2. That Council direct administration to....

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	August 16, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Arena Ice Rental Fees (2022 – 2023 Season)
<b>Agenda Item No.</b>	7.5

**BACKGROUND/PROPOSAL**

The ice rental fees for the arena are currently established in the Facility Rental Administration Procedures (see enclosure Proposed Ice Rental Fees).

Administration recommends that Council establish all Fees and Charges in a bylaw. It will take some time to establish a Fees and Charges Bylaw.

Therefore, Administration is bringing forward the ice rental fees for Council approval prior to the start of the 2022 – 2023 season to assist arena user groups to plan for any changes to the fee schedule for the upcoming season.

A Fees and Charges Bylaw may be established later and will incorporate all Town Fees and Charges including Arena Ice Rental Fees.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

During the review process it is important to consider the following factors:

1. **Operational Costs:** Ice rental fees help to offset operational costs (i.e., staffing, maintenance and repairs, utilities, capital upgrades, etc). These costs may increase from year to year to maintain current service levels. Hence, fees are usually reviewed on an annual basis.
2. **Competitive Rates:** In order to remain competitive with other arena facilities in the region, administration has researched ice rental fees in Sturgeon County and the surrounding area and included this information for comparison while reviewing fees (see enclosure Regional Ice Rental Rates).
3. **Notification to User Groups:** With the hockey season starting very soon, there would be very little time for arena user groups to accommodate changes to fees should the Town increase the ice rental fees for the 2022 -2023 season.
4. **Regional Agreements:** Note, that due to the Intermunicipal Collaboration Framework agreement with Sturgeon County and the funding received through this



agreement, Sturgeon County residents cannot be charged higher, non-resident fees. Therefore, a notation has been added to the Ice Rental Fee Schedule to establish that non-resident fees apply to non-resident groups from outside of Bon Accord or Sturgeon County.

### **Options:**

Administration has provided three options for Council consideration on the enclosed Proposed 2022 – 2023 Proposed Ice Rental Fees document:

- Option 1: Hold fees at the current rates as shown.
- Option 2: Increase fees by 3% as shown.
- Option 3: Increase fees by 5% as shown.

### ***Recommendation:***

**Option 1:** Administration recommends that Council considers holding the current ice rental fees for the arena for the 2022-2023 season to ensure that arena user groups are not negatively impacted by a sudden increase in ice rental fees and further to maintain competitive rates within the region.

Prior to next season, administration will bring forward the fees for review much earlier (spring 2023) to allow for reasonable notification to arena user groups of any increase to the fees.

## **STRATEGIC ALIGNMENT**

### ***Value Statement: Stewardship***

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

### ***Priority Three: Infrastructure***

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

### ***Funding Strategy:***

- Annual review of fees and charges

## **COSTS/SOURCES OF FUNDING**

Annual Operating Budget

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

**Choose one of the following options:**

1. That Council hold the ice rental fees for the arena at the current rates for the 2022 – 2023 season.
2. That Council direct administration to increase fees for the 2022 – 2023 season by \_\_\_\_\_ %, rounded to the nearest dollar.
3. That Council direct administration to....

## 2022-2023 Proposed Ice Rental Fees

### Option 1 – Hold at current rates

Arena Ice	
	Per Hour
Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$135
Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$195
Adult	\$215
Birthday Parties/Non-Profit (not available during COVID-19)	\$135
Tournament – Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$110
Tournament – Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$130
Tournament – Adult	\$135

### Option 2 – 3% increase

Arena Ice	
	Per Hour
Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$139
Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$201
Adult	\$222
Birthday Parties/Non-Profit (not available during COVID-19)	\$139
Tournament – Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$113
Tournament – Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$134
Tournament – Adult	\$139

### Option 3 – 5% increase

Arena Ice	
	Per Hour
Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$142
Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$205
Adult	\$226
Birthday Parties/Non-Profit (not available during COVID-19)	\$142
Tournament – Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$116
Tournament – Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$137
Tournament – Adult	\$142

### Regional Ice Rental Fees Comparison

Arena	Bon Accord	Redwater	Gibbons	Thorhild	Morinville	Legal	Westlock
Local Adult	\$215/hr local & non-resident	\$175/hr prime hrs	\$197 prime hrs	\$150/hr	\$222/hr prime	\$155/hr	\$159/hr
	-	\$125/hr non-prime	\$162.50 non-prime hrs	(All adults)	\$98/hr non-prime	-	-
Adult Tournaments	\$135/hr	\$160/hr	-	\$110/hr	-	-	-
Adult Non-Resident	-	-	\$197 prime hrs		\$226/hr prime	\$165/hr	\$181.70/hr
	-	-	\$162.50 non-prime hrs		\$98/hr non-prime	-	-
Junior Local	-	-	-		\$135/hr prime	-	\$159/hr
Junior Non-Resident	-	-	-		\$284/hr prime	-	-
Local Minor	\$135/hr	\$125/hr prime hrs	\$142 prime hrs	\$135/hr	\$133/hr prime	\$115/hr	\$102.25/hr
	-	\$115/hr non-prime	\$114 non-prime	(All minor)	\$68/hr non-prime	-	-
Minor Tournaments	\$110/hr	\$115/hr	-	\$110/hr	-	-	-
Minor Non-Resident Tournaments	\$130/hr	-	-	-	-	-	-
Minor Non-Resident	\$195/hr	-	\$178.75 prime hrs	-	\$160/hr prime	\$160/hr	\$133.90/hr
	-	-	\$137.60 non-prime hrs	-	\$68/hr non-prime	-	-
Damage Deposit	-	-	-	-	-	-	-
Birthday Parties	\$135/hr	\$104/hr	-	-	-	-	-
Tournament	-	-	\$116.75	\$110/hr	-	-	-
Non-Profit Group	-	-	\$25/hr prime	-	-	-	-
	-	-	\$50 profit groups	-	-	-	-

Please note: This chart reflects rates gathered informally in spring 2022.

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	August 16, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Bylaw 2022-16 – Repeal of Bylaw 81
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

Bylaw 81 was passed in 1976 to establish rules and regulations for the collecting of garbage and refuse from homes, businesses, and institutions in the Village, now Town, of Bon Accord.

This bylaw cites section 194 of the Municipal Government Act as its enabling legislation; however, the most recent version of this Act no longer provides for waste collection or environmental safeguards. Currently, the province of Alberta's Environmental Protection and Enhancement Act now regulates environmental conditions, and the Waste Control Regulation outlines proper waste management practices, hence, the Town is no longer required to provide for such a bylaw.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

In an effort to keep the Town's legislation up-to-date and consistent, administration recommends that Council repeal outdated bylaw 81.

**STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

*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)**

Resolution #1:

THAT Bylaw 2022-16 – Repeal of Bylaw 81 be given first reading, as presented.

Resolution #2:

THAT Bylaw 2022-16 – Repeal of Bylaw 81 be given second reading, as presented.

Resolution #3:

THAT Council gives unanimous consent to hear three readings of Bylaw 2022-16 – Repeal of Bylaw 81 in one meeting.

Resolution #4:

THAT Bylaw 2022-16 – Repeal of Bylaw 81 be given third and final reading, as presented.

VILLAGE OF BON ACCORD

A BY LAW OF THE VILLAGE OF BON ACCORD TO ESTABLISH AND  
REGULATE THE SCAVENGING AND DISPOSAL OF WASTE & GARBAGE.

WHEREAS Section 194 of the Municipal Government Act and amendments thereto provide for the passing of a by-law by the Village Council to establish rules and regulations for the collecting of garbage and refuse from the householder and places of business and institutions within the Village.

NOW THEREFORE, pursuant to Section 194 of the Municipal Government Act, the Council of the Village of Bon Accord duly assembled, enacts as follows:

THAT,

1. This by-law shall be known as the Scavenging by-law for the Village of Bon Accord.
2. In this by-law the following words shall have meaning as follows:
  - a) GARBAGE - shall mean all kitchen and table leavings - condemned meats - fish - fruits - vegetables and other such like wastes or decomposing matters.
  - b) REFUSE - shall mean - tin cans, broken dishes, glass, rags, cast-off clothing, waste paper, excelsior, food containers, grass cuttings, shrubbery, tree prunings and weeds and garden refuse, BUT DOES NOT INCLUDE - Manure, night soil, tree stumps, roots, rocks, turf, earth waste or concrete or waste that accumulates as a result of building operations or renovations.
  - c) TRADE REFUSE - means and includes every kind of waste material from a commercial, industrial or institutional establishment, including warehouses, factories, stores, cafes, wholesale or retail business places, office blocks or any building other than a dwelling or apartment.
  - d) PUBLIC HEALTH INSPECTOR - shall mean Public Health Inspector for the Provincial Health District in which the Village is situated and/or the Village is a member and in the event there is no such Health District and/or there is no such Sanitary Inspector, shall mean the Medical Officer of Health of the said Village.
  - e) SCAVENGER - shall mean the person or firm appointed by the Council for the purpose of collecting and disposing of garbage and refuse.
  - f) HOUSEHOLDER - shall mean any owner, occupant, lessee or tenant or any other person in charge of a building, hotel, restaurant, apartment house, tenement store, office building, public institution or other building or portion thereof.
3. The following shall be the regulations of this by-law:
  - a) Every householder within the Village limits shall provide metal or plastic garbage cans (waterproof and with a tight fitting lid and handles) of a sufficient number to hold (7) seven days of garbage or refuse from his or her domicile. In the case of a multiple dwelling, it shall be the responsibility of the landlord to supply the garbage stand. By mutual agreement with the tenants he may supply the garbage cans.
  - b) Such garbage cans shall be of a size and shape as shall be approved by the Village Council, of a diameter of not less than 16" and not more than 24" and a height of not more than 36" or less than 20" and shall be of 20 Gauge metal or heavy plastic and shall be tapered so as to be larger at the top than at the bottom.
  - c) The collector shall not be required to remove any waste material from any receptacle which, with its contents, exceeds 75 lbs. in weight.

- d) The receptacle shall not be filled to a greater height than 2" below the top of the can.
  - e) Plastic garbage bags may be used for refuse only provided they are properly fastened and protected against breakage.
  - f) Cafes, Dining Rooms and catering services shall contain garbage in plastic bags placed inside regular metal garbage cans.
  - g) Every householder within the Village shall strain all kitchen and table waste and wrap it in paper if it is to be placed in the garbage cans, so that the contents will not freeze or stick to the sides or bottom of the garbage cans.
4. No person shall use a gasoline barrel or any other receptacle for waste which the town deems either too heavy or unusable. The owner, or person in charge of or occupying the property where such waste receptacle is in use may be given written notice by the town to obtain an approved receptacle, and two weeks from the date of delivery of such notice, the town may discontinue pickup service at the said property and may prosecute the owner, tenant, person in charge or in occupation thereof, if a new and approved receptacle has not been provided.

GENERAL

- 5. No person shall burn any garbage at any time.
- 6. No person shall burn any leather or rubber at any time.
- 7. No person shall burn or allow any fire to burn between the hours of 5.00 P.M. of the one day and 8.00 A.M. of the day following.
- 8. This By-law shall become effective on April, 1, 1976.

Read a first time this 17th day of February, 1976.

Read a second time this 17th day of February, 1976.

By unanimous consent of Council, read a third time and finally passed this 17th day of February, 1976.

  
A. J. JENKINS MAYOR

  
JEAN CHUBB SECRETARY TREASURER.



**TOWN OF BON ACCORD  
BYLAW 2022-16  
REPEAL OF BYLAW 81**

---

**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO REPEAL BYLAW 81.**

---

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 no longer provides for a bylaw to establish rules and regulations for the collecting of garbage and refuse from the householder and places of business and institutions within the Village (Town); and

WHEREAS the Environmental Protection and Enhancement Act RSA 2000, c. E-12 is the primary act in Alberta though which the regulatory requirements for air, water, land and biodiversity are managed; and

WHEREAS Alberta's Waste Control Regulation 192/96 outlines the requirements for proper management of waste; and

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

NOW THEREFORE, the Council of the Town of Bon Accord, in the Province of Alberta, duly assembled, enacts as follows:

1. This bylaw hereby repeals Bylaw 81, being a bylaw of the Village (Town) of Bon Accord, in the Province of Alberta, to establish rules and regulations for the collecting of garbage and refuse from the householder and places of business and institutions within the Village (Town).

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS 16<sup>th</sup> day of August 2022.

READ A SECOND TIME THIS 16<sup>th</sup> day of August 2022.

READ A THIRD TIME THIS 16<sup>th</sup> day of August 2022.

SIGNED AND PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor Brian Holden

\_\_\_\_\_  
Chief Administrative Officer Jodi Brown

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	August 16, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	ACCPA Annual Meeting
<b>Agenda Item No.</b>	9.1

**BACKGROUND/PROPOSAL**

Since 1989, the Alberta Community Crime Prevention Association (ACCPA) was established to discuss mutual crime-related issues within communities, police, and government. Through education and awareness, their goal of the safety of Albertans is achieved by providing resources for crime prevention initiatives, organizing the annual conference, promoting Crime Prevention Week, and organizing Fraud Prevention Month. The Town of Bon Accord is a current member of the ACCPA.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The 2022 annual meeting is being held virtually on Thursday, September 15, 2022, at 7 p.m. This is also the date of Bon Accord's Meet the Community Night. The proxy form may be used if Council wishes to designate an alternate to vote on behalf of Bon Accord. The form may also be left blank to designate ACCPA President, Jean Bota, as the preferred voting representative.

**STRATEGIC ALIGNMENT**

*Priority 5 – Collaboration*

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

*Priority 5 – Community*

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

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

1. THAT Council approve those wishing to attend the ACCPA Annual Meeting and direct administration to register those attending.

2. THAT Council decline attendance and direct administration to complete the proxy form designating [name of individual OR Jean Bota] as proxy.
3. THAT Council direct administration to...

**From:** [ACCPA Administrator](#)  
**To:** [Jessica Caines](#)  
**Subject:** Alberta Community Crime Prevention Association (ACCPA) Annual General Meeting (AGM)  
**Date:** August 9, 2022 2:47:16 PM

---

[View this email in your browser](#)



### **Alberta Community Crime Prevention Association**

You are receiving this message because our records indicate that you are, or your organization is, a current member of ACCPA.

The 2022 AGM of ACCPA will be held via Zoom on Thursday September 15 starting at 7PM. If you plan to attend the AGM, please click on the Zoom link below to register; you will be provided a link that will enable you to access the AGM Zoom Meeting on September 15. Please save that link.

If you are unable to attend the scheduled AGM, please consider completing the attached Proxy. Return the completed Proxy to the ACCPA Administrator at [administrator@albertacrimeprevention.com](mailto:administrator@albertacrimeprevention.com) by Thursday September 8, 2022.

[Preliminary Agenda](#)

[AGM 2022 Proxy Form](#)

You are invited to a Zoom meeting.  
When: Sep 15, 2022 07:00 PM Edmonton

Register in advance for this meeting:

[https://us06web.zoom.us/meeting/register/tZloc-GtqDIqHdd8pN2GrwKm\\_mW5VEdm1L5M](https://us06web.zoom.us/meeting/register/tZloc-GtqDIqHdd8pN2GrwKm_mW5VEdm1L5M)

After registering, you will receive a confirmation email containing information about joining the meeting.

Dianne Haley, BSc, MScGIS, GISP  
ACCPA Administrator



---

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You are receiving this email because you opted in via our website.

**Our mailing address is:**

Alberta Community Crime Prevention Association  
Lower Main  
1609 14 ST SW  
Calgary, Alberta T3C1E4  
Canada

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## Alberta Community Crime Prevention Association

Lower Main, 1609 – 14th Street SW, Calgary, AB T3C 1E4

Phone: 1 (403) 313-2566

[www.albertacrimeprevention.com](http://www.albertacrimeprevention.com)

[connect@albertacrimeprevention.com](mailto:connect@albertacrimeprevention.com)

### Proxy Form – ACCPA 2022 AGM

I, the undersigned, [name] \_\_\_\_\_, as an

[circle appropriate choice]

- individual member [or]
- authorized representative of [name of organization or association]

---

hereby assigns

---

[insert name of proxy-holder; if left blank, Jean Bota, ACCPA President becomes the designated proxy-holder]

to vote on my behalf at the September 15, 2022 Annual General Meeting of the Members of the Alberta Community Crime Prevention Association.

---

[signature of Individual Member or Representative assigning the proxy]

---

[signature of proxy-holder, if designated]

*The appointed proxy-holder must submit this form to President Jean Bota by Thursday **September 8, 2021** via email to [administrator@albertacrimeprevention.com](mailto:administrator@albertacrimeprevention.com).*

**TOWN OF BON ACCORD***Mayor's Report – June 15, 2022 – August 10, 2022*

<i>June 21, 2022</i>	<i>Attended Indigenous Day at Bon Accord Community School</i>
<i>June 21, 2022</i>	<i>Attended Regular Meeting of Council</i>
<i>June 24, 2022</i>	<i>Participated in Gibbons First Annual Golf Classic</i>
<i>June 27, 2022</i>	<i>Virtually attended CRNWSC Sub Committee Meeting</i>
<i>June 28, 2022</i>	<i>Attended Election Candidate Information Session</i>
<i>June 29, 2022</i> <i>Ceremony</i>	<i>Attended Bon Accord Community School End of Year Awards</i>
<i>June 29, 2022</i>	<i>MP Dane Lloyd's Luncheon</i>
<i>June 29, 2022</i>	<i>Attended Council Briefing Committee Meeting</i>
<i>July 1, 2022</i> <i>Breakfast</i>	<i>Flipped pancakes with Minister Dale Nally at Bon Accord Canada Day</i>
<i>July 5, 2022</i>	<i>Attended Regular Meeting of Council</i>
<i>July 9, 2022</i>	<i>Participated in Gibbons Parade</i>
<i>July 12, 2022</i>	<i>Attended Regular Monthly Roseridge Meeting</i>
<i>July 15, 2022</i>	<i>Attended morning meeting with Communities in Bloom</i>
<i>July 15, 2022</i>	<i>Attended Communities in Bloom judging day Pot Luck</i>
<i>July 23, 2022</i>	<i>Participated in Legal Fetes Au Village Parade</i>
<i>August 6, 2022</i>	<i>Participated in Bon Accord Harvest Days Parade</i>
<i>August 6, 2022</i>	<i>Attend Bon Accord Gibbons Legion 75 Anniversary event</i>

*Brian Holden*  
Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD***Councilor Report – for period of June 11-August 9, 20*

- June 16      Municipal Leaders Caucus virtually
- June 18      Golfing for Salutes; Geese 408 squadron gala, at the Cat tails Crossing and the Aviation museum. This was such a good opportunity to meet military personnel and hear history of the 408 squadron, they service from BC all the way to Thunder Bay. They help with emergency calls and many other aspects of service for the provinces.
- June 21      Attended the Indigenous Peoples Ceremony at BACS
- June 21      Attended Regular Meeting of council
- June 24      Attended Regular Salutes Meeting, taking a break for the summer.
- July 5        Attended Regular Meeting of Council
- July 23      Participated in the Fete au Village in Legal town parade. That was a great family day and very similar to Harvest Days, I encourage families to check it out next year if you are looking for something close to home to do on a nice Saturday.
- August 3     Attended the Special meeting of council
- August 6     Attended Harvest Days Parade and festivities, was wonderful to see all the hard work that was put forward, a great turn out and maybe we should look into bringing more burgers in conjunction with the MLA, as he ran out pretty early again this year.

Note:

Lacey Laing  
Deputy Mayor  
Town of Bon Accord



## **TOWN OF BON ACCORD**

### *Councillor Report – June 16 – August 10, 2022*

- June 17, 2022 Participated in the Sturgeon County Mayors' golf tournament. Partners were 2 gentlemen from Wolf Midstream and Reegan McCullough, CAO from Sturgeon County. Some interesting discussions about future opportunities and challenges.
- June 23, 2022 Attended Homeland Housing Board meeting. The 2023 – 2025 Business Plan was reviewed. Unfortunately, it looks like there will be deficits in the lodge program which can only be recovered by requisition. We were offered a tour of the new corporate office which will be very functional and provide adequate space into the foreseeable future.
- June 24, 2022 Participated in the First Annual Gibbons golf tournament. Thank you to my team from North Parkland Power, GM Vicki Zinyk and board members Charles and Jacob.
- June 29, 2022 Attended the Council Briefing Committee.
- July 1, 2022 Participated in the Canada Day pancake breakfast by cooking the pancakes and finishing the sausages. What a great attendance!
- July 5, 2022 Attended "Coffee with a Cop". We had the Detachment Commander and 2 other officers in attendance and unfortunately no residents attended.
- Attended the Regular Meeting of Council.
- July 9, 2022 Participated in the Gibbons Pioneer Days pancake breakfast and parade.
- July 15, 2022 Attended the pot luck supper for the Communities in Bloom judges. Looking forward to their recommendations.
- July 23, 2022 Attended the pancake breakfast and participated in the parade for Fete au Village in Legal.
- August 6 - 7 2022 Participated in the Harvest Days parade and activities at the arena. The parade and grounds were well attended. The fireworks were exceptional this year. The addition of the ball hockey tournament on Sunday helped round out the weekend. Thank you to Amanda and the Harvest Days Committee, as well as all the many other volunteers who helped make a great event.

Note: Any additional information for report

*Lynn Bidney*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD***June 15 - August 15, 2022*

*June 16      Attended AB Munis Municipal Summer Leaders Caucus.*

*June 21      Attended National Indigenous Day at BACS.*

*June 21      Attended Regular Meetings of Council.*

*June 29      Attended Council Briefing Committee.*

*June 30      Helped with the Canada Day Flag Planting.*

*July 5        Attended Regular Meeting of Council.*

*July 9        Attended Gibbons Pioneer Parade.*

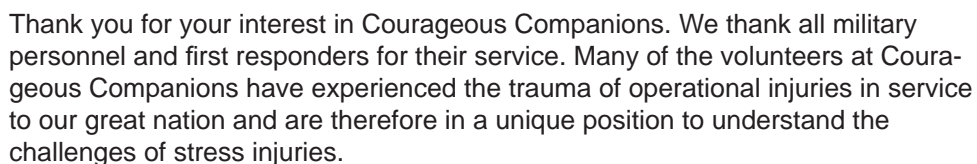
*August 3     Attended Special Meetings of Council.*

*August 6     Attended Harvest Days Parade.*

Notes:

Tanya May

Councilor  
Town of Bon Accord



Together we can really help veterans and first responders in need

a 100% volunteer driven organization that strives to restore dignity, rebuild confidence, and increase the quality of life for our brave men and women who serve in uniform.

FAX: 1-866-277-1994 | EMAIL: [sponsor@courageousk9.ca](mailto:sponsor@courageousk9.ca)  
[www.courageousk9.ca](http://www.courageousk9.ca)



Courageous Companions  
Compagnons Courageux

Dear Prospective Advertiser:

Thank you so much for showing interest in the "Courageous K9" magazine for Courageous Companions. Courageous Companions is a non-profit charitable organization which provides to military service men and women, veterans, and first responders diagnosed with an operational stress injury to be paired and trained with a service dog. These dogs minimize the individual's functional limitations resulting from their injury. Courageous Companions is volunteer run and governed by a board of directors, most of whom have ties to the Canadian Armed Forces or First Responder field.

Each Service Dog undertakes specialized training to provide for the needs of the individual for whom they are being trained. The two are then trained together to become a service dog team. Service dogs are an additional treatment option to psychiatric and social support. The dogs have been shown to have a calming effect on PTSD sufferers. Among other effects, a service dog can provide the following:

- psychiatric support and interruptive behavior;
- deliberate disobedience to redirect the clients' behavior, then tactile stimulation to disrupt emotional overload;
- wakening the client from nightmares;
- deep pressure grounding for a calming effect;
- crowd control and panic prevention in public;
- arousal from fear paralysis or a disassociation spell;
- assisting a client to leave an area by finding an exit;
- allowing the client to feel calm enabling personal space expansion.

Courageous Companions provides all the funding related to acquisition, training, certification, equipment and transportation of the dog and person team. We depend on sponsorship and donations as the average cost of training, certifying, and maintaining the certification of a service dog is between \$15,000 and \$20,000. The initial training takes approximately two years to complete. By placing an advertisement, you will be helping to improve an individual's quality of life by providing them with a specially trained companion, specifically chosen to help reduce the effects of their post-traumatic stress injury.

Sincerely,

John Dugas (K9 Mia)

Chairman

Board of Directors

[jdugas@courageouscompanions.ca](mailto:jdugas@courageouscompanions.ca)



# COURAGEOUS K9





# Chairman's Introduction

Welcome to the second release of Courageous K9, a magazine for Courageous Companions.

The organizations that have supported this edition by advertising their businesses have greatly assisted us in continuing to fund, train and certify service dogs across Canada for our veterans and first responders. This is the second of five magazines that will be released over the next five years outlining service dog related materials. I hope you enjoy it.

Sincerely



John Dugas (K9 Bailey)  
Chairman  
Courageous Companions





COURAGEOUS K9

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Visit us online at [courageouscompanions.ca](http://courageouscompanions.ca)

 [twitter.com/CourageousK9](https://twitter.com/CourageousK9)

 [facebook.com/CourageousCompanions](https://facebook.com/CourageousCompanions)





Courageous Companions is a non-profit charitable organization which provides military service men and women, veterans, and first responders diagnosed with an operational stress injury to be trained with a service dog. These dogs minimize the individual's functional limitations resulting from their injury. Courageous Companions is volunteer run and governed by a board of directors, most of whom have ties to the Canadian Armed Forces or First Responder field.

Each Service Dog undertakes specialized training to provide for the needs of the individual for whom they are being trained. The two are then trained together to become a service dog team. Service dogs are an additional treatment option to psychiatric and social support. The dogs have been shown to have a calming effect on PTSD sufferers. Among other effects, a service dog can provide the following:

- psychiatric support;
- interruptive behavior;
- deliberate disobedience to redirect the clients' behavior, then tactile stimulation to disrupt emotional overload;
- wakening the client from nightmares;
- deep pressure for a calming effect;
- crowd control and panic prevention in public;
- arousal from fear paralysis or a disassociation spell;
- prevention or combating of emotional overload;
- assisting a client to leave an area by finding an exit;
- home sweep checks;
- ability to warn the client of hazards they may not be aware of;
- allowing the client to feel calm enabling personal space expansion.

## Who We Are

Veterans with additional disabilities can be helped by dogs trained to do the following:

- detect seizures, high blood pressure, diabetes etc.;
- compensate for mobility issues i.e. prosthetic limbs, balance or bracing;
- assistive tasks, including but not limited to:
- transition from chair to bed;
- balance to retrieve objects;
- helping a person to rise or steady themselves;
- backpacking medical supplies & information speech impairment tasks;
- alerting their partner to the cry of someone in distress;
- alerting partner to a ringing doorbell;
- alerting partner to a smoke alarm & assisting them to the exit;
- harness work for an ambulatory partner. II

Courageous Companions provides all the funding related to acquisition, training, certification, equipment and transportation of the dog and person team.

Courageous Companions depends on sponsorship and donations to continue matching service dogs with those in need. The average cost of training, certifying, and maintaining the certification of a service dog is between \$15,000 and \$20,000. The initial training takes approximately two years to complete.

As of 2019 Courageous Companions has provided over a 185 service men and women, veterans, and first responders in need. These service dogs have helped to decrease depression, need for medication, aggression and suicidal thoughts, and increase confidence, sense of belonging, patience, and emotional stability.

All donations go directly to improving the individual's quality of life by providing them with specially trained service dogs, specifically chosen to help reduce the effects of post-traumatic stress injury.



# MSAR



MSAR is the certifying authority for Courageous Companions. Upon request, MSAR trains dogs for Courageous Companions and then provides the training and guidance for service dog teams. As the trainer and certifying authority, MSAR addresses the potential conflict

by having the training for its teams separated from all certification activities; that is, those involved in the certification of a specific team have not been involved with either the person with a disability, nor the partner Service Dog.

MSAR was started by George Leonard in partnership with Aboriginal elders, First Nation leadership, and dedicated volunteers to address the growing concern of missing Aboriginal persons. The Association is a non-governmental organization that is partnered with a registered charity in good standing. MSAR is the only agency directed by Aboriginal elders, advisors, and First Nation leadership. For the past 20 years, MSAR has been working on the research, development, and implementation of service dogs in all capacities—autism, dementia, PTSD, seizure dogs, therapy, bipolar, depression (and forms of), disability, and assistance. This practice has focused on the mental health service dogs, with over 500 dogs trained in over 200,000 hours of operational time. The program started with the Elite Therapy Dog program and expanded to service-dog status due to its dramatic positive results.

MSAR started the Courageous Companions program to start working specifically with PTSD soldiers after one of its members, a former Canadian Forces member, stepped forward and asked for assistance from the Association.

This innovative practice is provided by volunteer dog trainers and is not funded by Veterans Affairs Canada, Department of National Defense, or the Canadian Legion, although these bodies do endorse the program. Participants who are paired with a service dog are responsible for veterinary care and food costs.

MSAR started the first and largest service dog program for veterans and first responders as featured on W5 - K9 Comrades the most viewed show in W5 - CTV history, as well as Animal Planet (Collar of Duty), Canada Am, Good Morning America, Ice Road Truckers and all major news outlets broadcasting in Canada (including CNN).

MSAR Elite Service Dog program trains world class service dogs for any disability and some even one of a kind service dogs. MSAR was the first organization to have PTSD service dogs. And their founder was the first, first responder in Canada with a PTSD service dog. MSAR was the first service dog agency to advocate and push for a National Service Dog Standard. MSAR also has multiple dogs nominated and inducted into the Purina Animal Hall of Fame - K9 Stinky would be the best example as she was honored for saving 7 veterans lives suffering with PTSD.



MSAR Certified Master Dog Trainer George Leonard and his service dog K9 Bennie

# Our Standards for Service Dog Training

All our service dogs are trained to MSAR Standards <http://courageouscompanions.ca/wpcontent/uploads/2019/01/Training-and-Certification-Standard.pdf> which has been recognized by the Canadian Armed Forces in DAOD 2005-0, Service Dogs and DAOD 2005-1, Service Dogs Access to Defense Establishments.

MSAR's standard was framed by a Standards Specialist in Ottawa who is the retired Director of Standards, Standards Council of Canada (SCC). The standard was prepared by eight members of a working group following public consultation.

The objectives of the MSAR standard are:

- Indicate the pre-requisites to be recognized as a team (that the person has a disability, and the service dog has special abilities [achieved through training] to help the person mitigate their challenges);
- Ensure the team is safe in public, and safe to the public;
- Ensure the ability of the team to function under normal conditions as well as unusual circumstances;
- Provide guidance to regulators on the factors to be considered and regulated; Promote the well-being of the service dog as well as the human-animal bond;
- give background (rationale) for the requirements provided;
- Be useful to trainers as a baseline to be achieved when training dogs as well as persons with a disability;
- Be useful as the basis for certification (of the team).

Our standard is composed of five sections covering various aspects of Persons with a Disability Teamed with a Service Dog; the five sections cover:

- Section 1 - General Requirements
- Section 2 - Performance in Public
- Section 3 - Performance (Enhanced)
- Section 4 - Requirements for Response to and Detection of Disability Related Incidents
- Section 5 - Requirements for the Care of the Service Dog

The MSAR standard was drafted in accordance with the rules of the International Organization for Standardization and the International Electrotechnical Commission, ISO/IEC Directives, Part 2, Rules for the structure and drafting of International Standards. It is written to present performance requirements to the greatest extent possible.

The MSAR Standard are public documents to ensure public safety when it comes to training and testing service dogs.

Our certification testing does not simply test obedience but ensures the dog will work for the handler during moments of duress, activation, etc., something most service dog testing with other organizations does not validate.

Our testing ranges between three and five days depending on the level of testing the team is doing and follows a minimum of one year of training together as a team. The dog also cannot be tested until it reaches a minimum of two years of age. Our certification test encompasses all aspect of assessment (obedience, task assessment, public access, etc. to ensure they are safe to operate in public.

Our testing is done over 3-5 days and in our professional opinion most other organizations comes nowhere near our assessment standard to effectively certify a dog and handler in the time frame it is administered.

Our test is based on feedback from the Department of National Defence in 2010 who wanted absolute assurance the team would be safe to the public while operating as a service dog team, knowing the condition of their PTSD disability and the specialized training soldiers undergo which could be result in a dangerous encounter when denied access or confronted.

Depending on the type of disability, triggers and activation associated with some of our program participants, Courageous Companions also conducts an off-leash certification.

- This certification requirement was verified after data analysis from an International PTSD Service Dog Study that MSAR Service Dogs was involved in.
- This study was done in 14 countries using 500 veteran and first responder service dog teams.
- Study data was reviewed by medical professionals who determined this type of certification is required in some circumstances.
- This certification test is five days long and done completely off leash where the dog must always remain within 6 feet of the handler throughout the test.





# What is Post Traumatic Stress Disorder -PTSD

Post-traumatic stress disorder (PTSD) is a mental illness. It often involves exposure to trauma from single events that involve death or the threat of death or serious injury. PTSD may also be linked to ongoing emotional trauma, such as abuse in a relationship. Something is traumatic when it is very frightening, overwhelming and causes a lot of distress. Trauma is often unexpected, and many people say that they felt powerless to stop or change the event. Traumatic events may include crimes, natural disasters, accidents, war or conflict, sexual violence or other threats to life or safety. It could be an event or situation that you experience yourself or something that happens to others, including loved ones. PTSD causes intrusive symptoms such as re-experiencing the traumatic event. Many people have vivid nightmares, flashbacks, or thoughts of the event that seem to come from nowhere. They often avoid things that remind them of the event—for example, someone who was hurt in a car crash might avoid driving. PTSD can make people feel very nervous or 'on edge' all the time. Many feel startled very easily, have a hard time concentrating, feel irritable, or have problems sleeping

well. They may often feel like something terrible is about to happen, even when they are safe. Some people feel very numb and detached. They may feel like things around them aren't real, feel disconnected from their body or thoughts, or have a hard time feeling emotions. People also experience a change in their thoughts and mood related to the traumatic event. For some people, alcohol or other drugs can be a way to cope with PTSD. [Source: Canadian Mental Health Association]

PTSD is marked by clear biological changes as well as psychological symptoms. PTSD is complicated by the fact that people with PTSD often may develop additional disorders such as depression, substance abuse, problems of memory and cognition, and other problems of physical and mental health. The disorder is also associated with impairment of the person's ability to function in social or family life, including occupational instability, marital problems and divorces, family discord, and difficulties in parenting.



MSAR Dog Trainer Paige Hawks and  
MSAR Service Dog Earl (Retired)



# How does a Service Dog help “PTSD”?

There are a few different methods to help those who suffer from Post-Traumatic Stress Disorder including medication, counselling, and support groups. Though these methods can help they may not always help the person deal with day to day activities such as going to the store or going for a walk down the street, this is where a Service Dog can come into play.

A service dog trained for “PTSD” can do a multitude of helpful tasks to help a person get through their everyday life including, but not limited to:

- Grounding, distracting, or guiding their handler in an event such as dissociation or panic
- Provide tactile stimulation or deep pressure therapy
- Interrupting potential disruptive behavior toward self or others
- Find objects for handler
- Alert to oncoming panic
- Blocking handler in public when people are too close
- Wake handler during a night terror and keeping handler calm upon awakening

While these are only a few tasks that can be trained to help a person with “PTSD” there are also many other ways to help, such as getting the handler out of the house or simply providing companionship. Sometimes all it takes is knowing that someone has your back at all times to really start the healing process.



# International PTSD Service Dog Study

In 2016, MSAR announced the conclusion of an international study on training programs used for psychiatric service dogs. The study was conducted by an informal consortium of K9 trainers from thirteen different countries, including data from 500 service dog teams. The findings from this study will have a groundbreaking impact on MSAR's internationally recognized post-traumatic stress disorder (PTSD), psychiatric service dog program and will be reflected in MSAR's current and future discussions on developing a national standard for psychiatric service dogs.

PTSD is a complex condition and service dog training must reflect the different traumas and triggers that individuals may have. It has become clear that treating PTSD with a service dog requires a whole lifestyle change which must be reflected in the breed of service dog selected and the regimen used for pairing the service dog team. The consequences of failure are clear; poorly trained service dogs do significant damage to the handler relying on them as part of their treatment and represent a significant public liability risk through the possibility of dog on dog or dog on person violence.

MSAR continues to emphasize that a proper training and certification model is critical to the successful use of psychiatric service dogs as a therapeutic aid for our veterans and first responders dealing with PTSD in all its forms.

## CATEGORIES OF PTSD

The PTSD Service Dog study determined that PTSD was broken into 6 categories.

1. Combat/ Operational – military
2. Visual/ Scents/Environmental (as seen by First Responders)
3. Complex PTSD – Childhood Trauma
4. Involuntary Muscle Agitation – Very rare
5. Forcible Confinement
6. Sexual/Psychological, Physical Abuse

## PTSD SERVICE DOG MODELS

With these 6 categories in mind, the study determined the 4 Types of PTSD Service Dogs and PTSD Training Models.

1. Model 1 – Combat/ Operational
2. Model 2 – Visual/ Scents/Environmental
3. Model 3 – Involuntary Muscle Agitation
4. Model 4 – Complex PTSD, Forcible Confinement, Sexual / Physical Abuse and Self Harm/ Self Medication/ Addictions.

## BREEDS SUITED FOR PTSD SERVICE DOGS

The study also concluded the best Breeds suited as PTSD Service dogs. This does not mean other breeds cannot be utilised. The study concluded the following breeds demonstrated the greatest amount of success for working in the field of PTSD.

1. Labradors
2. Golden Retrievers.
3. Poodles





Courageous Companions K9 Barney  
(PTSD Service Dog) - Golden Retriever



MSAR K9 Reddi (Guide Dog) -  
Standard Poodle



Courageous Companions K9 Chance  
(PTSD Service Dog) -  
Chocolate Labrador Retriever

Breed selection is determined by tasks, handler experience and work environment. What the study has determined is that dogs bred for guard work require confident handlers and are not recommended for psychiatric work - i.e. Shepherds, Mastiffs have a lead or follow mentality and can treat the handlers a resource or possession and protective traits become prevalent.

#### Examples:

- A person suffering from PTSD Sexual Assault will collapse upon themselves and the dog must be an anchor, provide compression and direct attention to the handler. Not protect the handler.
- A person suffering from PTSD from military conflict can be combative when approached, react in anger, and may bolt. Thus, the dog needs to interrupt and de-escalate the situation and redirect the handler's attention. Not protect the handler.

The process of the study revealed that the best method for dealing with PTSD is a complete medical treatment plan. For the purpose of simplicity, we have broken it down into an eight-point program:

1. Detailed and quality psychiatric support.
2. The introduction of medications as a stabilizer with the gradual removal of these medications as the patient improves.
3. Regulation of sleeping. Minimum 7-10 hours per day with addition of a 20-40-minute nap during the day as needed.
4. Support from key groups like family, friends, and peers.
5. The introduction of a professionally trained service dog to match specific PTSD Categories which reflects the disability of the patient.
6. A Natural diet of fresh foods including fruits, vegetables, meats and dairies with limited processed foods and the elimination of added sugars from the diet.
7. Daily physical activity consisting of 20-30 minutes of walking and weight lifting, 2-4 times per week.
8. Activities should be included into daily routines to build structures and a pattern of positive behaviour and a sense of control.





# Choosing a Service Dog Provider

## **INSURANCE / STANDARDS / CERTIFICATION / AFTERCARE / SUPPORT (LEGAL, SCHOOL).**

Choose the best organization that fits your needs, there has been a recent influx of service dog providers since MSAR spot lighted the need for veterans on W5 - Canine Comrades. Most are still in the beginning stages and have limited understanding of service dogs and especially PTSD. MSAR started and developed our PTSD service dog program from a study conducted from the turn of the century, modelled on our Therapy, Facility and Emotional support dogs. MSAR has a solid background and years of research and development of service dogs - so ask what experience they have and proof of this.

Ask if the company has liability insurance and how much, generally you are looking for at least 2 million liability. It is not an easy process to get insurance for service dog providers and many are operating without insurance.

## **TALK TO THEIR CLIENTS - SEE THEIR DOGS.**

We suggest that you go to their Facebook page and see what dogs they are promoting, many organizations only train a few dogs and some just purchase dogs and pass them along. See if they are promoting their dogs or stories from other people or organizations on the internet. Ask to see their dogs, talk to the people that have their dogs.

## **TRAINERS - CERTIFIED MASTER DOG TRAINER (CMDT).**

What is their training system, their service dog standard? Who are their trainers and what is their background, do they have a trainer development course and require their trainers to be certified and insurance by their organization. What levels of service dog training do they have and what is required of you to become a certified service dog team. We recommend that you be skeptical if they offer you a dog already done, if there is limited training time and you are immediately certified. All our dogs are trained and placed with clients (times vary) from 1 year to 2 years of age and then the client must work and train with their dog for at least six months prior to challenging the certification test. Our tests take multiple days

and really challenge the handler as a team to make sure the dog and handlers are working together to meet the needs of the disability and functioning in a safe public work environment.

## **LEVEL OF SERVICE DOG KNOWLEDGE.**

Courageous Companions utilizes MSAR as its certifying authority and expertise encompassing service dogs and service dog training. MSAR has extensive background in the development of service dogs and PTSD service dogs. MSAR was the first provider to deliver PTSD service dogs and worked extensively with the Winnipeg Foundation to build a PTSD training model starting the training of service and working dogs centered around military, first responders and the client base of civilians dedicated to the principle of providing highly skilled and effective Certified Service Dogs to those whose lives depend on them.

## **ARE THEY TRYING TO SELL YOU SOMETHING?**

For anyone that has applied to Courageous Companions they know that the first thing we try to do is talk you out of getting a service dog. It is a big responsibility and we want to make sure that adequate thought has been put into getting a dog, many people are desperate and will try anything. We slow down the process for the safety of the person and the dog to confirm that a service dog is needed. We receive hundreds of phone calls and emails a month. Only a few turn into program participants and receive a service dog. Sometimes people just want to ask and see if it fits for them, because how many times do people go looking for a service dog.

An example would be a person with PTSD that wants no public interaction and wants to be a fly on the wall, this is virtually impossible because of the person having an invisible disability - some people think that they are the trainer and not the handler of the dog. So this person would have regular interaction and sometimes even challenged as to why do you need a service dog - you're not blind. Courageous Companions asks for a full family and medical team evaluation to confirm that this is what is best for all before getting service dog.





### **SUPPORT.**

Discuss with the organization what kind of support that they offer for ongoing training and recertification. Do you have a point of contact that can be reached should an emergency arise, have questions regarding care of the dog, travelling, housing, or employer issues related to having a service dog. Is there legal support should you be refused access?

In conclusion, take your time and research (google) the organization to find the right one that meets your needs. Ask lots of questions, be skeptical and remember what a huge responsibility service dog ownership is.

*MSAR Master Dog Trainer  
Janet Priest and K9 Ben*



# Service Dog Information

The information expressed relates to Canada, we are not discussing The United States of America.

- A Service Dog is a canine specifically trained to minimize functional limitations of a person with a disability.
- Service dogs may also be referred to as assistance dogs.
- Includes but not limited to guide, mobility, medical alert,
- medical response, hearing, psychiatric, autism and PTSD.
- Does not include therapy, emotional support / companion, facility dogs.

## ACCESS & RIGHTS

Service dogs have access to any public space that the public is allowed to go - example a service dog is allowed in the restaurant with its handler but not in the kitchen where food is prepared. Dogs are allowed in any public transit, building - basically anywhere that the handler can go the dog can go, and many are allowed with the handler in the ambulance or hospital. Access in any condo no matter what the pet policy is, and employers must also allow the dog at work - with a few exceptions where the dog may be in danger or at risk of harm due to a harsh or dangerous work environment. An example would be a service dog is allowed with a veteran on base and at work but with a developed SOP (standard operating procedure) the dog would not be allowed in a metal fabrication shop or heavy vehicle repairs due to the dangers.

## VISIBLE VS INVISIBLE.

One issue that people that are looking for a service dog must understand that with having an invisible disability such as PTSD - people will ask what the dog is for, not sure if it is for the handler or someone else and many of the questions can be intrusive and handlers must be taught how to handle this type of interaction with the public.

## PUBLIC MAGNET

People have a natural draw to dogs and being in public with a dog has its challenges as people feel compelled to talk to you about their dog or your dog or even pat and engage with the service dog. This is also something that people have to be trained to handle and deal with being in public.



Courageous Companions K9 Trainer  
and Courageous Companions Director  
Kylie Dalton (Veteran)

# Types of Support Dogs

**The following are not considered service dogs and do not have the same access rights.**

**EMOTIONAL SUPPORT ANIMAL** - An emotional support animal (ESA) is a companion animal that does not have any specialized training, but provides comfort and support to a person with or without a disability. This type of dog does not have public access rights.

**THERAPY DOG** - Therapy dogs are personal pets who offer support and companionship to individuals or groups of individuals in long-term care facilities, hospitals, or even in schools. Many Therapy groups or facilities have their own therapy programs and acceptance is based on dog's temperament and the owner's ability to properly and safely handle their dog in a variety of situations. These dogs may or may not have training. This type of dog does not have public access rights, they are permitted at the assigned location.

**FACILITY DOG** - A specially trained dog that is working with a volunteer or professional. The work of a facility dog

can include visitations or professional therapy in one or more locations. Public access is permitted only when the dog and handler, who is a trained volunteer or professional, is directly working with a client with a disability.

**FAKE SERVICE DOGS** - There are internet websites that offer registration to people for their "service dog". Unfortunately, people that are owner training or have a dog that may not qualify as a service dog (emotional support) purchase this gear and commence public access with their dog. Many without any formal training and assessment for the ability of the dog for public access or delivering on the tasks needed to be a service dog. The problem that arises is if something happens in public or to the public from one of these dogs; a legal case may be launched and then the problem will arise of the dog's training and if it is a real service dog. Most people and many agencies would not pass this type of audit and review. And for those that do not, they could be charged with having a fake service dog.



Service Dog Trainer Sam Dubas  
and her MSAR Service Dog Molly



# Owner-Trainer Service Dog Program

Courageous Companions' signature service is a training program where certified dog trainers help identify, select, train and partner a suitable K9 with a Handler. Another method to enter the service dog program is where individuals train their own K9 (called Owner-Trainers). The following information is meant to clarify and outline our policy for Owner-Trainers, and to provide information for individuals who may be considering applying to our programs under the Owner-Trainer path.

It is very important for any person thinking about the Owner-Trainer path to understand that this is a very challenging undertaking. Over their decades of operations, MSAR (the CCI certifying body) has found the general failure rate of the owner-trained teams that are evaluated by MSAR is 80 percent. Comparatively speaking, teams that work with us through our signature service consistently achieve full certification.

Seeing how much time, money and effort was being spent on unsuccessful teams, we wanted to know why. Our certifying body conducted an internal audit, so we could discover why the failure rate is so high. There were many reasons why there is only about a 20% success rate for Owner-Trainer teams.

## MEDICAL CONDITIONS

Consider in the general population, people have difficulties obedience training their dogs themselves and often go to obedience schools. This level of training is much lower than the standards expected of service dogs to operate in the public. Some people that have PTSD, anxiety or depression are unable to deal with the stresses of selecting, socializing, and training a dog in various settings. Canines innately detect this negative energy, which results in unstable dogs.

## DUAL-ROLE CHALLENGES

A certified service dog must be able to undertake a minimum of 3 tasks to mitigate the disability of their handler. Owner-Trainers have found it very difficult to train their K9 to respond to their conditions or symptoms as the training requires the individual to be actively experiencing the condition. For example, some participants with PTSD have their K9 trained for nightmare interruption; a skill

that is impossible to owner-train. The same is true for anxiety interruption, waking from medication induced sleep conditions, and many others K9 skills that are very helpful to a handler, but cannot be properly trained into the K9 by Owner-Trainers without a lot of help by a knowledgeable trainer.

## TASK OVERLOAD

In order to imprint tasks, use treat training methods, and to know when to dole out affection in order to reinforce the proper and positive behaviours assistance is usually needed to foster learning and a safe environment. This is critical to producing stable and receptive working dogs. Further, working with end-users to establish realistic and responsible goal setting is an important part of the process.

## COST

Many people think that the Owner-Trainer path will be more economical because they already have a K9. Unfortunately, this is not true. We have found that Owner-Trainer teams cost just as much, if not more than teams that enter through our signature service. Why is that? Because frequent training setbacks caused by the reasons mentioned above require additional resources to get the team back on track. Once a team joins the program we want to see them succeed, and that often means partnering them with a qualified trainer to make up the difference in skill set. This is costly, since we pay our trainers fair rates for their time and skill. (FYI – A service dog fully trained and partnered with their Handler under our signature service costs \$15-\$20K or more).

## 6 TYPES OF PTSD

Did you know that there are six types of PTSD? We specialize in training four of the six types of PTSD dogs to ensure the right fit for the handlers and their dogs. Owner-Trainers usually do not have the necessary trainer skills, have access to qualified mentors or a support system to help them train their dogs. A support network is also needed for ongoing success.

## OUR OWNER-TRAINER PROGRAM ELIGIBILITY CRITERIA

It is important for individuals interested in undertaking the Owner-Trainer program understand that some breeds are more challenging to train as productive service dogs. This should be kept in mind, as the goal of undertaking this rigorous training program is to successfully graduate a productive and helpful service dog that will first and foremost help the Handler with their disability. Many individuals want to enter the program through the Owner-Trainer path because they have a pet that they already have a very strong bond with. An emotional bond with the K9 is a very important part of the trust relationship required for a successful service dog team. However, re-training and re-purposing the life of a pet into a service dog nearly always results in an unsatisfactory performing K9.

Research shows that there are ideal breeds to undertake the job of a service dog, and other breeds that are simply not suitable. Handlers' are free to enter our program with almost any type of dog; however, we have found the best breeds to work with are:

- Golden Retrievers
- Labrador Retrievers
- Poodles

Note: we will not allow any breed (or mixed breed) to enter the program that is banned in any Canadian jurisdiction

The dog must be a minimum of six months of age and not older than four years of age.

The dog must be spayed or neutered before working in public spaces prior to full certification being granted.

The initial assessment of the dog is done at pet friendly locations wherever pets are allowed. This assessment also includes the Public Access Test. Dogs exhibiting severe stress, fear or aggression are disqualified.

## THE APPLICATION PROCESS

The next step in this process is that documentation is submitted to confirm that the individual has a disability. This information is protected under the province of The Freedom of Information and Protection of Privacy Act along with any other relevant information on the application form.

Step three encompasses a mandatory probationary period whereby the service dog team works in public spaces with an MSAR / Courageous Companions trainer for 20 one-hour sessions with the dog in a training harness. The goal of these training sessions is to rule out any signs of dog aggression, fear, or severe stress. Handlers' typically commit to participating in these training sessions once or twice a week over a three-month period.

Once the team has made it through the probationary period, the team must then take a Public Access Test. This test assesses the dog's ability to remain stable and focused on its handler even when various stimuli are introduced. The dog cannot express any fear-based aggression. Successful teams are issued a harness. Next comes six months of intensive training with a local dog trainer who is willing to work collaboratively with MSAR. This whole process takes anywhere from one year to a year and half, before a final certification test is administered.

## SERVICE DOG TEAM CERTIFICATION

Fully certified teams undergo a 3 to 5-day testing period depending upon the nature of their disability, life altering injury, or chronic illness. This span of time builds in flexibility so as not to overwork the team or cause unnecessary stress or hardship.

## RECERTIFICATION

Re-certification of service dog teams depends on the type of disability. For example, a dog trained to work with a handler who takes seizures is assessed annually. Whereas a dog that works with a handler with PTSD is assessed every three years. Help is available when needed.

## CERTIFICATION CHALLENGE TEST

Individuals that believe they are ready to be evaluated over a three to five-day period may do so. In this case, the dog must be a minimum of two years of age.

## OUR COMMITMENT TO QUALITY ASSURANCE AND CLIENT SATISFACTION

Courageous Companions and our certifying body MSAR are dedicated to offering ongoing support. As a result, a virtual video series has been developed which is comprised of 167 comprehensive videos that walk people through this process one-step at a time. These resources are particularly helpful for people who live in remote areas who cannot access a local trainer to assist them and/or those who cannot afford to pay a trainer.

We stand by our teams and truly want the Service Dog and Handler team to be successful.







Courageous Companions Director Julie Letal and K9 Chance (RCMP)



Courageous Companions K9 Leela and Ray Clouthier (Veteran)



Courageous Companions K9 Leela and Tiah Kraushar (First Responder)



Courageous Companions K9 Hook and Elizabeth Durette (Veteran)



Courageous Companions K9 Flo and Keith Campeau (Veteran)



Courageous Companions Director Kyle Dalum and K9 Phelan (Veteran)



Chairman of Courageous Companions John Dugas (Veteran) and K9 Bailey





# Training

The initial training takes approximately two years to complete and is broken into four levels.

## LEVEL 1 - DOG AND TRAINER

- Level 1 is where the dog is acquired and introduced to its trainer. For next 8-12 months, the dog lives with its trainer in a family setting, becoming familiar with residential pets and a family lifestyle. Training is slowly introduced based on the dog's age. If the dog is puppy, training does not normally start until six months of age. Foundation training begins with basic obedience:
  - Temperament testing.
  - Potty training.
  - Crate training.
  - Sit, stay, down, heel.
- As the dog matures the obedience training becomes more advanced and the puppy mental ability is challenged through a regulated training cycle by being exposed to increasingly more public settings.
  - Loading and unloading from a vehicle.
  - Sit, stay, down with distractions (dogs, food, etc).
  - Reaction to distracting sounds, cats, dogs, etc.
  - Interaction with strangers
  - Heeling on and off leash.
  - Moving through doors, elevators, etc.
- If there are any specific disability requirements the dog must learn for its future handler, task specific training begins at this level. During this level, the dog is normally spayed or neutered.

## LEVEL 2 - PUBLIC ACCESS TESTING, HANDLER AND DOG TRAINING

- Level 2 is where the dog is paired with its handler and they undergo a Public Access Test (PAT) which is required to work in public spaces. The Service Dog team then undergoes five days of specific training where they learn to function as a team in a public setting. Upon completion of the Public Access Test and the five days of training they formally become a Service Dog Team in Training. Training done at this level includes, but is not limited to;
  - Loading and unloading from a vehicle.
  - Public access training (shopping, gym, transit).
  - Recall through areas with distractions, groups of

people, past dogs with handlers.

- Down/ stay with stationary and moving distractions.
- Functioning with distractions (strangers, dogs, children, etc).
- They then go home and are expected to continue to bond and train for an additional 8-12 months, to prepare for certification testing. Depending on their location the Service Dog Team in Training is provided guidance from MSAR via telephone or visits. Some locations have Peer Groups that train weekly and new teams can train with these groups. Training over the next year focuses not only on obedience, but bonding as well.

## LEVEL 3 - HANDLER AND DOG CERTIFICATION

- Level 3 is where the service dog team completes the final test for full certification. This process takes several days and a score of 90% or greater is required to pass. During this phase, the dog must be at least 2 years of age (neutered / spayed) and the team must have worked at Level 2 for a minimum of 6 months.

## LEVEL 4 - RECERTIFICATION

- All teams must complete recertification minimum every 3 years. As people's disabilities may have changed the need and tasks of the dog it may require upgrading or fine tuning.



MSAR Certified Master Dog Trainer shares a moment with K9 Earl.



# Process of How to Get a Service Dog

1. Consult with your medical team and evaluate the needs and see if a service dog will fit into your long-term treatment plan. If this is a go, you need a letter from your doctor (treating your PTSD or other disabilities). At the request of the medical teams we have developed a standard form that we provide since some doctors may not know what to write.
2. Call and discuss a service dog and your needs with either the Courageous Companions Intake Director or the MSAR Master Dog Trainer. This is a simple conversation to answer questions and provide some basic program details.
3. Interview / Assessment for need of dog is then done (in person or phone). This conversation is to determine the category of PTSD the person falls into, the tasks needed for the service dog, the breed of the service dog required, how much the person can participate (or even able to) in the training. This interview is done by both the Courageous Companions Intake Director and the MSAR Master Dog Trainer.
4. The MSAR trainers discuss the appropriate breed related to tasks, category and allergies.
5. The next step is that paperwork is then sent out for reading, consulting (medical and legal) and after any questions are addressed signed and the commitment is made.
6. The training team develops the training plan and the transition plan - the process to match the handler and service dog, this process varies in times.
7. The handler then either comes to our training center or we send a trainer / dog to train with them. We then develop a training support plan to get the team ready for final certification and testing (generally takes six months of the team working together prior to final testing and certification).
8. Acquiring a service dog from any organization is a long process and you should be prepared for to wait up to a year (minimum). You must have patience through this process.



*Courageous Companions K9 Hadewych and Rachel Aaltink  
(First Responder - QPP)*

# Dog Trainer Spotlight – Yury Harczan



I have been working with MB Dog Rescues for close to fifteen years now, helping some of their dogs to become rehabilitated and worked with, in order to make them adoptable. Back in the fall of 2016, I really did not enjoy the career path I was on, so I decided to just get up and quit my job without knowing what I wanted to do next. While sitting in a very dim lit room with my two dogs on my lap, pretty much decompressing me at a stressful time, I decided that I needed to do something with dogs since they were making me feel at peace at a stressful time. So, I started off looking for any job I could find working with dogs. I was lucky enough to come across George Leonard from MSAR. We had a couple emails go back and forth, and then finally a phone conversation. We got together one afternoon for a quick interview, and then he invited me out to his Public Access training group the following week. After working with him for about 7 months, he was kind enough to put me through a couple of courses to help me get my degrees and become certified as a dog obedience trainer. I was then given my very first dog to be trained as a PTSD service dog. It was one of the most memorable times of my

life. After learning so much about dogs through doing service dog training and taking the courses, I went back to my roots and started working a little bit with the rescues again, and decided to open my own obedience and Rehabilitation company. PAW & ORDER MB. is now a premier dog training company in Manitoba. I am the training consultant for eight different rescues, I am also the lead volunteer at Winnipeg Animal Services and have now been accredited with the position of dog training mentor in Manitoba, for "ABC Dog Training and Obedience" based out of California. I have been the speaker in dog behavior seminars for Canada Post, Canadian Border Services, many schools in the Winnipeg School Division and also with the universities.

Every day I get to wake up and work with several dogs. I can't tell you how much I enjoy my job, and I want to keep educating myself through taking different courses and working with all types of dogs and their owners. In the 26 months PAW & ORDER has been open, I have now surpassed helping 760 dogs in the Manitoba region.



# Service Dog Harness

This is probably the most asked question....."Where did you get your harness, and how can I get one?"

The Courageous Companions harness is exclusive to our dogs and not available to the general public. Early on in the program government and military agencies from multiple countries asked MSAR to find an exclusive and adaptable dog harness that cannot be acquired by the public.

MSAR has a long history of working with K9 Storm through their working dogs and through this relationship Courageous Companions incorporated the use of K9 Storm as it Service Dog Harness ...



K9 Storm was founded in 1998 by former Winnipeg Police Canine Handler, Jim Slater, as a result of his work with his Police Service Dog, Olaf. What started as one man's need to protect his own police dog with a custom-fit ballistic vest, has turned into a mission to provide functional high-end dog gear to the world. K9 Storm Gear is currently being used by special forces teams, police agencies, and search & rescue groups in over 32 countries, and is proud to be the exclusive provider of Fully Certified Service Dog Harnesses to Courageous Companions.

Distinctly Canadian, every piece of K9 Storm Gear is made and manufactured in Winnipeg, MB, and comes with a lifetime warranty. If you have any questions about K9 Storm Gear, please contact them directly or stop by the factory and say hello! All the best in 2019.

#StormThroughAnything



Constable Jim Slater and K9 Olaf tracking a fleeing suspect in the first custom-fit K9 Storm Patrol Swat Vest.



Jim and his wife, Giori (VP of K9 Storm) giving an explanation of the K9 Storm Patrol Swat Vest to Winnipeg Mayor, Brian Bowman.

# Major John Hamilton (Retired) and K9 Tula

My name is Jon Hamilton and I am a retired Major with the Princess Patricia's Canadian Light Infantry (PPCLI). I joined the Canadian Armed Forces in September of 2000. I was posted to Edmonton to the 1st Battalion PPCLI in 2002. My first tour was in 2003 as a rifle platoon commander conducting defence and security tasks in Dubai as part of Op APOLLO. In January 2006, I deployed to Afghanistan where I commanded Reconnaissance Platoon as part of Task Force (TF) ORION on Op ARCHER. This tour was replete with intensive combat operations. I was involved in several battles to try and bring, at minimum, a tenuous peace to the Afghan people. We all faced a skillful and determined enemy with the Taliban and the foreign fighters that chose to support them. I was wounded in action on 3 August 2006 and had to return home just 20 days shy of completing my tour of duty. I received shrapnel wounds to my right foot after an impact of a recoilless rifle round during an assault on the infamous "White School" in the Panjawayi District. The most unfortunate part however was that I lost three of soldiers in the same attack. It is a day that is permanently imprinted on my soul and fills me with sadness for losing these wonderful human beings.

I deployed once again to Afghanistan in 2011, this time to Kabul on Op ATTENTION where I mentored an Afghan Colonel in charge of basic training for new Afghan National Army recruits. This capacity building endeavour was fraught with uncertainty as Improvised Explosive Devices (IEDs) and the suspect loyalty of some Afghan soldiers were a constant threat.

My life was never the same after August 3rd 2006. I did not have time to grieve with my comrades following this tour as after I left the hospitals, I immediately found myself posted to the other side of the country. Torn from the very men I had shared experiences with left me feeling numbness throughout my body, feeling very much alone with a sense of isolation, and disconnected with loved ones. Over the course of the next 11 years I suffered in silence until life presented itself in such a manner that I needed to get meaningful help.

I attended a program called Project Trauma Support an experiential program designed for Veterans, First Responders, and Corrections Officers who contend daily with PTSD. This program, developed by Dr. Manuela Joannou, impacted how I looked at life and gave me

a renewed sense of self worth and purpose. It was indirectly through this program that I was introduced to Barb Leroux, an extraordinary woman who is now a very dear friend of mine, and Courageous Companions. It is because of Barb and Courageous Companions that I now have my sidekick and best friend, Tula.

Tula is a black English Lab who has improved my life and a gift I am truly grateful for. I bonded with Tula immediately. I felt an extremely strong connection to her since the day I received her picture from MSAR trainers Janet Priest and George Leonard, two expert dog trainers and amazing people. When working with her vest on, Tula makes going out in public and attending social events much easier and with less debilitating anxiety. When speaking with others, she creates a safe boundary which reduces my constant hypervigilance. In tune with my emotional state, Tula responds without prompt to comfort me by leaning her body into me and giving me "kisses." During days when life seems easier by staying in bed, I am awakened by her and reminded that life is precious and has purpose, neither of which can be realized by isolation. When at home and out of her vest, Tula becomes a puppy. Full of energy and a desire to play that makes me laugh and smile. She acknowledges and returns the love I have for her by never leaving my side. My shadow, my companion, my saviour and my friend.

My gratitude for Courageous Companions cannot be overstated. This wonderful organization has given me and many others the ability to experience life to the fullest in the company of a life long friend. Their selfless efforts to raise funds to support the sacrifices made by women and men in uniform and the consequences of service, is amongst the noblest of deeds citizens of our Great Nation can do. Further, I would like to recognize the more than generous donations provided by the Order of St. George that assists Courageous Companions in obtaining dogs and their training. Members of the Order are selfless humanitarians whose compassion has no bounds.

Major Jon Hamilton (Ret'd)







# If it weren't for Talos

Thinking and writing about my last 5 years has proven to be very difficult as I'm the king of avoidance. But trying to express in words how far I've come, how much I've healed since Courageous Companions donated and brought Talos to me is complicated and emotional. I remember when I first spoke to Shirley Jew over the phone, I was hiding under a blanket. She was compassionate, and quickly realized that I needed support quickly. At the time, I was still in the military as a medical technician and working as a civilian paramedic. I was struggling to heal as daily exposure to trauma as a paramedic was ripping the scab off from traumatic experiences from Afghanistan. But one night, Shirley drove to Regina and brought Talos, a 14-month-old Dutch Shepard, into my life. One of the first thing I did was Google what the hell a Dutch Shepherd was and to find out what the meaning of the name Talos was. Turned out, Talos was ideally named after Talos in Greek mythology, who was the protector of the Europa. Rather fitting as he became my protector and we both share names from Greek mythology.

As it turned out, Talos is the single most emotionally receptive being I have ever known. The second he walks into a room he knows not only mine, but everyone's emotional status. When he knows I'm okay, he insists on taking care of anyone in need of support. This proved difficult being that working emergency health care is emotionally fatiguing on all its professionals. I found half of the health care field supportive of me getting a service dog, with the other half uncomfortable and seemed to distance themselves from me. Having a service dog immediately let me focus on myself in a healing way, but professionally, it was difficult. I was restricted from

the type of patient care I was allowed to perform, which really limited where in the health region I could work. Some fellow staff members made formal complaints that I had a dog because they were scared, or blamed already existing respiratory problems on Talos. This led to more workplace restrictions. My military unit was supportive in the beginning, and I was, for the most part, able to continue working as I had, just with tales at my side, until a brigade commander didn't like that I had a service dog in the training area. So, in 3 days after that brigade commander saw me, I had massive medical restriction put on me to the point that it was no longer possible to work in the military.

Although it was exhausting always being the first person in my workplaces with a service dog and all the logistical harassment I faced, I would never consider not having Talos with me. He has been with me through incredibly dark periods, he's been a fearless adventure buddy, and Talos wants nothing more than to let people around him know that regardless what they are feeling, he is willing to be with you till you feel better. He has helped me through re-training to become a Teacher, so I can transition from health care to the education field. I know for sure all the fellow students and profs in university liked Talos far more than me. I am now at a place in my healing that I occasionally leave Talos at home (with his fur brothers... 3 cats that steal his bed in a heartbeat). But the second I come home Talos is at my side ready to do whatever we need to do; be it just cuddle with me, help with yard work, or go with me for another shift as a paramedic. I would go as far to say I likely wouldn't be alive right now if it weren't for Talos. -Apollo Belliself







# MCpl Rob Cobb (Retired) and K9 Bear

My name is MCpl Rob Cobb, CD, retired. I'm 56 years old and from Newmarket, ON. I have PTSD and I have a service dog.

I started my career in the military in 1984 with the Navy as a Boatswain out of Halifax under a government work program. After a year, I transferred to the Army as a Vehicle Technician and was posted to Chilliwack, BC.

I left the military in 1988 to pursue a civilian career.

In 1997, I rejoined the military, picking up my former trade as a Vehicle Technician. I was posted to Petawawa, ON and served on two tours of duty, Golan Heights under the UN and Afghanistan under NATO. I was with the first rotation of soldiers to go to Afghanistan as part of the advance party.

In 2006, I was posted to Moose Jaw, SK with the Snowbirds, 431 SQN.

In 2010, I was posted to the EME school in Borden, ON, where I taught brakes and steering to new and senior Craftsmen. I medically released from the military in 2011 and moved back to Saskatchewan where I worked as a heavy-duty mechanic.

I currently reside in Regina, SK with my wife, Lisa, our dog, Ping, and my Service Dog, K9 Bear.

My PTSD presented shortly after returning from Afghanistan in early 2004. It changed the way I did everything. Previously unlocked doors were locked, people were not encouraged to visit and outings became fewer and fewer. There was rage and depression and self-medication, confusion, self-doubt and paranoia. I poured all my energy into overworking, to try to stop my thoughts from racing. There were nightmares and hallucinations and flashbacks. There were multiple hospitalizations, both voluntarily and not.

I asked for help the day after I put my fist through the living room wall. I received inconsistent psychological help for more than nine years, due to staffing problems or postings, until 2014 when I found a Psychiatrist who, as a military veteran himself, understood what I was dealing with daily, who didn't judge or belittle my situation. Unfortunately, that doctor retired in 2015, leaving me, once again, without adequate mental healthcare. It wasn't until 2016, after spending more than 7 months total on the Mental Health ward, that I finally found both a psychologist and a psychiatrist to help me.

Around 2012-2013, I went to a Resiliency Seminar in Moose Jaw, SK. There I met George Leonard, Master

Trainer, who was representing MSAR and Courageous Companions. He was there to give a presentation about service dogs and some of his dogs were there. It was remarkable how quiet and obedient they were. Up to that point in my life, I only knew dogs to be noisy and boisterous creatures that loved to fetch thrown balls. Impressed with the presentation and the proof of such trained dogs, I got George's contact information and had my doctor help me file an application for a service dog of my own. On December 12, 2015, I received a small black puppy, K9 Bear, that I would train with the assistance of my mentor, Shirley Jew, to be my service dog.

K9 Bear is a black Australian Labradoodle. He is my constant companion. With him, I feel more confidence and security in dealing with every day. I find that I am able to go to crowded places like the mall or the Farmers Market. He grounds me with his presence. He uses compression upon me when I'm highly stressed and becomes a physical barrier between me and other people, keeping me safe. He is a distraction from my PTSD symptoms and helps me sleep better at night.

Training him is an ongoing thing and I regularly go out to the mall or other public places to work on his public access skills. This keeps me busy and out into the real world.

Courageous Companions has been instrumental in how I deal with my PTSD and everyday challenges. I am able to do things that others take for granted, like going out to dinner or buying shoes or groceries. They have been supportive throughout this process of training and testing Bear with their knowledge and understanding.

My life has been renewed because of Bear.





# Carol Molyneaux and K9 Molly



Born in BC into a military family I guess I was destined to follow in my Mother, Father and brothers footsteps. I joined the RCAF in March of 1986 as an Administration Officer. After various postings, exercises and taskings my trade evolved to Logistics.

Deployed to Afghanistan in March of 2008 I soon learned that in addition to my regular duties I was in charge of the morgue as well as ensuring deceased soldiers and their effects made it safely back home. I was also tasked with guiding the escorts to the Fallen through the very difficult repatriation task. This included what to expect from the time they left theater until they landed in Trenton ON and drove the long sad route to downtown Toronto's City Morgue. Those escorted had many questions...tough questions like "what do I say to his wife and children?" It was a very tough tour...we lost a lot of soldiers most in battle some due to suicide...the inner battle.

Returning from Deployment in Dec 2008 was tough...it's a huge challenge coming home. Normal doesn't seem

so normal anymore. Then the flashbacks and nightmares started...you get afraid to fall asleep. PTSD took a huge toll on my life. Like others it killed my career and placed great strain on my family.

One day an OSIS Peer told me about Courageous Companions and MSAR and the incredible dedication of George Leonard to provide Veterans with Service Dogs. I already had a dog and couldn't cope with a second one... but that was okay. Courageous Companions sent me all the training goals and skills my dog Molly had to achieve to pass her Public Access ability Test and other tests.

After a year of hard work Molly and I were on a plane to Edmonton for more training and testing. I was a nervous wreck, but Molly now very skilled at reading me and helping me stay grounded, helped me get through a very intense week. Molly and I ended up getting fully certified as a Service Dog Team and my life is now beginning to expand.

Molly makes it possible for me to attend weekly OSIS Coffee group sessions, meet up with friends outside my house and other activities. Molly can sense when I get triggered and goes into action alerting me...pushing at me, grounding me and ensuring I know she's there.

I can't imagine life without my Service Dog. A year ago I didn't think I would be alive in 2017. Thank you, Courageous Companions and MSAR George Leonard, for all you do for Veterans and others who's lives are made better with a Service Dog.

Sincerely  
Carol Molyneaux  
Major (Retd)

# Julie Letal and K9 Chance

I am a serving member of the RCMP in Alberta with over 17 years of policing experience. I have been involved in many very serious incidents which include investigating suicides, murders, fatalities domestic assaults, floods, fires, holding a child while the parents are trapped in a vehicle, watching life fade out of a person as I held them and the murder of 4 heroes in Mayerthorpe.

I was diagnosed with PTSD in 2005 when it was taboo to talk about it. I carried on the best I could until a member I knew was murdered in Moncton and everything came back 10-fold. I sought help and was sent to an OSI clinic (Operational stress injury clinic). Things were going well until I told them I was looking into getting a service dog! I was told I was done at the clinic even though the appointment before I was told I would be going into group sessions for a couple of months.

I received a service dog (puppy) in January 2016 and started the Owner Training Program with Courageous Companions but he became too protective of me. Medical Service dogs can not be protective of their handlers, so I retired him from service.

In October of 2017 I was paired with K9 Chance who was trained by MSAR Trainers and funded by Courageous Companions. To date, Chance has been awesome. She gets me out more and we are in the process of completing our level 2 training together and bonding! If it wasn't for Courageous Companions I'm not sure what would have happened! The invisible wounds are hard to explain to people. Especially at work, I am the first RCMP member to have a service dog at work in Alberta and it is an uphill battle but hoping with my battle it becomes easier for the next member.

Thank you, Courageous Companions, and MSAR for providing me with K9 Chance who has made a significant positive impact on my life.

Julie Letal  
RCMP





# Katherine Freeman and K9 Rory



I am a First Responder, Inter-faith Chaplain, Counsellor, and Disaster Management Supervisor. I have been involved at many International Disaster Responses in Nicaragua, El-Salvador and other Central American countries. I have responded to earthquakes, landslides, droughts, floods, wildfires, tornado's and other natural disasters. I have also been present during various political and civil uprisings/theatres of operation/para-military coups in other countries.

I was present in El-Salvador in the 1980's when over 70,000 civilians were tortured, assassinated, or went missing, known as the *desaparecio* (disappeared). This included Canadians who were doctors, Red Cross workers, priests, nuns and NGO charity workers who were tortured and murdered. A good friend was assassinated in his driveway in front of his small children on the way to school, because he was the head of the Human Rights Commission.

I was the Founder of a group providing counselling to Torture Survivors who met at the Calgary Children's Hospital for years. I have also tried to give back to my community by being involved in Disaster Management with the Red Cross.

I was a First Responder in New York City at 9/11 after the towers fell. My lungs were injured from inhaling all of the

poisonous toxins at ground zero and other toxic sites, and my immune system was permanently compromised from trying to fight off the toxins in my body. I worked with the various fire fighters who had lost a comrade during the collapse of the towers offering grief counselling and Critical Incident Stress Management.

I have given workshops for schools and daycares on safety procedures during disasters, bombings and school shootings, and been a keynote speaker and presenter for those working with Victims of Violence.

I have worked with the emergency evacuation of communities in Northern Saskatchewan to Cold Lake AB during the Saskatchewan Wildfires; and provided assistance with the Red Cross Disaster Management team during the entire evacuation of Fort McMurray after the fire that devastated the city. I worked with the Canadian Red Cross in their role of helping to integrate refugee children from Refugee Camps in Turkey. Most of these children witnessed the complete destruction of their homes as they were bombed in Aleppo. Some still carry the scars on their tiny bodies from the bombs, bullets and shrapnel.

I was a member of the Fire and First Responder Team in a small community in Alberta and I still provide specialized pastoral counselling for severe trauma and torture survivors. Last year, I attended the United Nations Sponsored Centre for Torture Survivors in Europe.

Needless to say, I don't leave my house or spend a minute alone without the vigilant support of my Service Dog, Rory-Michael. Because of physical injuries as a first responder, my hearing is failing, and I have severe lung complications. Rory is trained in sign language, alerts me to noises, brings life saving medicine for my lungs to prevent complete respiratory arrest, alerts me to silent asthma attacks, wakes me up from nightmares and turns the lights on, alerts me if I am shaking, performs deep compression and performs many other tasks to mitigate the horrors of PTSD.

Courageous Companions has helped in the on-going training of my Service Dog, Rory, and in helping me personally with their continued friendship, camaraderie and emotional support.

Katherine Freeman

# Shirley Jew and K9 Snoopy

I was a Reserve Officer for two years prior to joining the Regular Forces. I had 16 years as a Mobile Support Equipment Operator (MSE Op), who completed my Airfield Specialist course (935.05) prior to remustering to Military Intelligence. While in CFB Borden, I volunteered with the Nuclear Biological Chemical Response Team (NBCRT) and had training in live agents, decontamination and how to operate in hazardous situations with inter-agencies. I finished off my time as an MSE Op in Edm with the Service Battalion. During those years, I was deployed on domestic operations from the Ice Storm to several G8 Summits, firefighting and one UN tour, to the Golan Heights (Sep 92-Mar 93).

As an Intelligence Operator since 2003, I was posted in Winnipeg, where I developed a strong knowledge in collation, publishing, strategic air and briefing skills. I received training in space applications and then the fighter world through the Tactical Fighter Intelligence Course and Exercise Wolf Safari. To round off training in the air world, I went to Trenton and then completed a Rotation in Camp Mirage (Dec 05-Jul 06). I was then posted to Ottawa as a collator with the AFG Intelligence Response Team (AIRT) and eventually became the Chief Collator. A year later I was posted to the National Defence Command Centre (NDCC), which is now the CF Integrated Command Centre (CFICC) where I learned to respond to natural disasters and possible emergencies that involve the Canadian Armed forces (CAF). On a daily basis, I was required to brief the team on situations that interest or those that may interest the Command Staff in the near future and produce products for distribution.

In Aug 2010, I was posted to 4 Wing Cold Lake, Air Intelligence and started deployment training for Afghanistan as a Senior Intelligence Analyst for the HERON UAV (Unmanned Aerial Vehicle) and deployed from Mar - Aug 2011, Kandahar, Afghanistan. Upon return from tour, I was attached to 409 Tactical Fighter Sqn as the Intelligence 2 i/c and was later diagnosed with Post Traumatic Stress Injury (PTSI) and transferred to the Readiness Training Flight (RTF) where I taught Chemical Biological Nuclear Defence (CBND), First Aid, Navigation and weapons training for the base. In 2014, I was transferred to CFB Edmonton and started my transition from the Regular Forces, back to the Reserves as an instructor with Army Cadets in Onoway, AB.



Prior to all my injuries, I was very active in the sports community. I was one of the pioneers for Women's soccer and attended their first CISM (Le Conseil International Sport du Militaire) and played many other sports like ball hockey, broomball and martial arts. I was also an athletic trainer involved with regional, national sports within the CAF and selected as one of the trainers with CISM Tae kwon Do.

While at RTF in Cold Lake, I rescued a dog and my Captain suggested to have Snoopy trained as a Service K9 and we became the trial for the base. Prior to Snoopy, I had started to bunker and withdraw from life and suffered from night terrors, waking up and thinking we were under attack, checking the house in 30 seconds. I would get home from work and hide in my home, stopped working out and only socialized enough to not have questions asked. Since having Snoopy, I no longer have night terrors and can physically leave my home. At times when we are out and if there are too many people and noises, I zone out and she will pull me to a safe place to calm down. In a long line, she will stretch out to the length of the leash so no one can come up behind me when my hypervigilance ramps up. She always has my back, which allows me to be in public. When having my dark days, she will not leave my side and has gone 24 hours without relieving herself, because I could not get out of the bed. She saved my life and her unconditional love gives me a reason to keep fighting.

Shirley Jew



# Barb Leroux and K9 Charlie



My name is Barb Leroux. I live in Ottawa, Ontario – our Nation's capital.

I currently work on Parliament Hill for the Senate of Canada. Prior to my work on parliament Hill I worked with the New West Minster Police Department, Victim Services and Penitentiary systems. My work on Parliament Hill however is where my life felt like it came tumbling down. There was a shooting on Parliament Hill back in 2014. Seems like yesterday. I heard sounds, gun shots echoing from the area of the Centre Block rotunda. My office was close enough to hear the voices of certain commands. The shots parroted - I didn't know what was happening.

Minutes later there was pounding on my office door. Was it the bad guy? Who was it? He was yelling – "open the door." Should I? Then, I heard a voice yelling my name. I must know him. I opened the door. Facing me was one of our Parliament Hill Security Team, and two sharpshooters with their guns. Our Security team started asking... no – he was yelling at me, yelling questions for me to answer. (I found out since then, they yell in the case the shooter was hiding in the office. Security would know if he was, by the way I answered the questions, and my body language.) I was shaking inside, and stuttering my words. They surrounded me, and shuffled me away from my office to three different places for security.

Things became a maze of questions in my mind. Does my family know I am okay? Is the shooter still out there? Am I really safe?

After 10 long hours of waiting, I was taken from the safety room and escorted to transportation, to go home. I'm alive. The shooter died. Life continued.

A long while later, I started having trouble walking up

Parliament Hill, to my office. I was now more conscience of all the police with their guns visible.

All the control I thought I had over my life was slowly starting to dissolve. There were times I couldn't walk up the Hill to my office without calling my friend George from MSAR ([www.msar.ca](http://www.msar.ca)) to talk to me while I walked. There were times I would make by myself to my office, and then burst into tears. Many times I was reliving the fear from the shooting.

I felt broken. What's happening? Much later I was diagnosed with PTSD (Post Traumatic Stress Injury) I felt like my life was falling apart – yet I continued to do my daily routine and work – my mind always seemed preoccupied with other thoughts.

Now I would like you to meet my best friend Charlie. He is dedicated to me. He's like a shadow. He's there to comfort me when I am feeling down, he quiets me when I feel anxious, he brings a smile to me when I feel frustrated. He just seems to know what to do, at the right time. In case you haven't already guessed Charlie is my Service Dog. Through Courageous Companions he is being trained for certification. He services to my emotions, helps me slow down on my rollercoaster ride thoughts, depression, and my day to day life. He brings a peace in my whirlwind world.

Charlie's in depth and continuous training is helping me see life more on the brighter side. We are dedicated to be together. I now realize the light at the end of the tunnel is not a train. If it weren't for Courageous Companions, and their dedication to quality training of Service Dogs, and raising funds to help broken people like myself, I don't want to say where I sadly think I would be right now.

Training for Charlie will be on-going because Courageous Companions is about quality, not quantity. With all the training for Charlie and passing tests constantly, Charlie will prove to be highly skilled in what he is being trained to do. A top notch service dog.

Here's something you might find interesting. Charlie is the very first working service dog on Parliament Hill. Yup, he made history, and I feel balanced.

Courageous Companions..... thank you for helping me, through Charlie, be able to have my life back. Thank you for the dedication, and care you have for our Veterans and First Responders. Thank you for the quality and high standards of training you stand by.

Barb Leroux





K9 Bailey



K9 Casey



K9 Chance



K9 Leola



K9 Lexi





K9 Etale



K9 Sixx



K9 Max



K9 Mia  
Retired



K9 Toby  
Retired



# Jason Burd and K9 Blaze



To all those who suffer from a Post Traumatic Stress injury and may benefit from my journey, I wanted to share some very important information. I hope that this will reach anyone with the desire to heal from a PTSD or who may feel stuck and need a new direction.

Healing from PTSD requires multiple interventions, and it is never a one size fits all. Individuals need different types of support to recover. A good family doctor, psychologist, psychiatrist and sometimes inpatient treatment are needed.

Over the span of the past number of years I have had over \$100,000 in treatment and without question, I had made some degree of recovery. I will admit for a number of those years I would not have had the capacity to have a service dog. It was putting one foot in front of the other moving forward in what seemed inch by inch. At times, I felt flat on my face and didn't know if I could continue the fight. There is no way I would have made it this far without the support of an amazing team around me, including family and friends.

I joke about my sister being my service dog before I had Blaze. Being with her was the only way I could get out and function at all.

In 2016 I became a team with my incredible Standard Poodle "Blaze". I received her because I won the "Elijah Harper service dog award." I really liked her name as it seemed fitting for a firefighter, but little did I know that she would blaze me a new trail. With Blaze by my side, I all of a sudden was able to do many things on my own. She opened up many doors and connected me with people who helped lead me down a very important path. In the fall of 2016 I went to my first peer support group meeting. I will never forget the immense pain I felt the first time I was there. I could barely get the words out of my mouth. I was able to unload some of the weight I was carrying, surrounded by "warriors" who not only understood but had similar stories. Never do we share details of our trauma at these meetings, but it's incredible how uplifting it is to sit across the table from someone and be able to say "me too" and realize you're not alone. I often speak about the psychological connection between Blaze and I. I then began to have the addition of human connection, which is also paramount to recovery. I lucked into an invitation to attend a "Soldier On" camp which was funded by "Boomers Legacy". This was the first time ever first responders could attend this event. Although it did not have any treatment component, this program really brought me out of isolation and again gave me the ability to connect with others who had physical and psychological injuries.

I continued to attend the peer support meetings and learned more about a program called Project Trauma Support (PTS). I was fortunate enough to be offered a spot to attend a cohort of their 6-day treatment programs in Perth Ontario.

This is a residential experiential program that is designed specifically for Veterans, and I arrived with an open mind to recover. On Monday they told us recovery was possible and that it could come like a light switch. I trusted in my head that this is impossible as I have never had that experience before. I can tell you by Thursday I realized I was wrong and I will never forget how I felt leaving on the last day. In fact, I don't even recall ever feeling so free of psychological and physical pain. This program was founded by an emergency physician, Dr. Manousi Joannou, who was inspired to develop this after a colleague (paramedic) passed away due to suicide as a result of PTSD.

I am certain you will not find another program like it or nearly as effective. People are attending from across Canada and experiencing the same results. In fact, they have realized the families need to understand individuals returning from this program will be different in a positive way. Family members need to adjust to their return. Having a new contributing member of the family takes many people by surprise. Please reach out directly to [ProjectTraumaSupport.com](http://ProjectTraumaSupport.com) and apply by clicking "Contact us"

If others feel more comfortable and have questions they can reach out directly to me. I will be happy to answer any questions.

The Peer support program is growing as people are going through the program and I have attached a few photos showing their current locations. (A new one is opening in Newfoundland shortly as well) Everyone is on a different journey which means we are all on different levels of recovery. I work very hard every day to make the best of things and have found purpose through advocating for others and co-leading the weekly peer support meetings in Ottawa.

Blaze and I have accomplished a number of things in the past year:

- Blaze and I are featured on The discovery channel Animal planet, in a program called "Cotter of Duty". (Season 1 Episode 2 second half). This was a very unique experience. I have emerged through the darkness since this video was filmed. I now know what is meant by the concept "pain to purpose".
- I am engaged to be married to an amazing woman who completes me. Kristal (Yes Blaze is a little jealous.)
- I have purchased/ sold and moved houses.
- I have attended parliament hill on numerous occasions to advocate and support Bill C-211 (calling for a framework to support Military and first Responders with PTSD)
- Blaze and I have attended and spoken at numerous events and fundraisers to raise awareness of mental illness and PTSD, as well as funds for Courageous Companions.
- I started and successfully co-lead peer support meetings every Monday night in Ottawa. We now have over 60 members. These groups have amazing positive energy within a safe place where warriors talk about their journey, what seems to be working for them and what may not be.
- We learned many important life lessons at PTS in Perth. I am doing my very best to etch these thought processes.
- More Love and Less Judgement in every part of my life.
- Realizing people bring to the table what they can and often a person could be having a really bad day, a difficult life etc. Instead of judging I try to offer any help I can which can really have a positive impact.
- Being very diligent with my daily routine. The tools in my tool box are what allow me to be as functional as possible for everyone around me.

I am truly thankful for "Elijah Harper", MSAR Service dogs, George Leonard, Janet, Barb, and Courageous Companions.

Blaze completes me and allows me to be somewhat functional on a daily basis. She is now Level 3 off leash certified. I am super proud of both of us for all of our hard work, it certainly has paid off!

Kind Regards Jason Burd /K9 Blaze  
please contact me at [fightingthehellnowithin@gmail.com](mailto:fightingthehellnowithin@gmail.com) or through Facebook, "The best thing to hold onto in life is each other". -Audrey Hepburn



## 22nd Annual Alberta CARE Conference

Please forward registrations & payment to:  
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8450 Sparrow Drive  
Leduc, Alberta  
780-986-1840

Group Block - #090622ABC



Telford Lake



Blackgold Rodeo



Alberta CARE

## 22nd Annual Alberta CARE Conference

September 7th- 9th

# 2022

**Executive Royal Hotel**  
8450 Sparrow Drive  
Leduc, Alberta



Fred Johns Park



Leduc Public Library



Civic Centre

## Tuesday, September 6th

New HHW Course - 9:00 a.m. - 4:00 p.m.  
Register with [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)

Composting Course - 9:00 a.m. to 4:00 p.m. - register with  
[executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)

## Wednesday, September 7th

8:00 a.m. - NOON DRONE Training Session for Landfills  
Register with [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)

9:00 a.m. - 5:00 p.m. Registration and Exhibit Set Up

11:00 a.m. Light Lunch and Refreshments

12:30 p.m. TOUR #1

- DEMO - Wood Chipping - Edge Equipment & Canadian Wood Recycling

- Tour Altrout Compost to Regeneration Facility  
(Bus Provided for Tour)

OR

GOLF - Red Tail Landing Club - 18 holes  
Tee Time 12:30 p.m. to Start (Travel on you own)

OR

TOUR #2

- Blackgold River Tour on the North Saskatchewan River  
(Limited Seating) (Bus Provided for Tour)

5:00 p.m. COCKTAILS (Cash Bar)

6:00 p.m. Welcoming Remarks from the Mayor  
Welcoming Remarks from the Legislature

6:30 p.m. BUFFET BANQUET

8:00 p.m. Entertainment

## Thursday, September 8th

7:00 a.m.

Exhibit Viewing & Buffet Breakfast

8:15 a.m.

Welcome - Tom Moore, Chairman, Alberta CARE

8:30 a.m.

Environmental Strategies and Accomplishments  
Mayor Bob Young, City of Leduc, AB

9:15 a.m.

Composting to Regenerative Nutrient Dense Soil  
Altrout Ltd., Brian Wonnacott & Colby Hansen

10:00 a.m.

Waste to Energy - A few Considerations  
Mark Parker, Waste Sector Lead, Prairies  
Morrison Hershfield

10:45 a.m.

ARMA Regulatory Changes  
Ed Gugenheimer, Chief Executive Officer  
Alberta Recycling Management Authority

NOON

BUFFET LUNCH

1:30 p.m.

TOUR #3

- DEMO - Shredder/Compactor/Baler/Wrap
- Leduc Regional Landfill Public Drop Off
- Leduc Spray Leachate
- Leduc Eco Centre/ RV Sani Station

(Buses Loading at 1:15 p.m.)

OR

More GOLF - Leduc Golf and New Country Club  
18 holes  
(Travel on you own)

OR

- Blackgold River Tour on the North Saskatchewan River  
(Limited Seating) (Bus Provided for Tour)

5:00 p.m.

COCKTAILS

6:30 p.m.

BUFFET BANQUET

8:00 p.m.

Silent Auction Ends

9:00 p.m.

HOSPITALITY EVENING - Hosted by K&K Recycling

\$525.00 Registration Per Person  
Register 3 or more Delegates  
and receive a....

**10% Discount!**

## Friday, September 9th

7:00 a.m.

Exhibit Viewing & Hot Buffet Breakfast

8:30 a.m.

Bio Medical Waste Management  
GM Pearson, Bio Waste Specialist

9:30 a.m.

Alberta Extended Producer Responsibility  
Program Status Update Going Into 2023  
Dave McKenna, Director of Waste Policy Section  
for Alberta Environment and Parks

10:30 a.m.

Closing Remarks  
Tom Moore, Chairman, Alberta CARE  
(Coffee Side Board All Morning)



Main Street Leduc



Leduc Rec Centre



Telford Lake



Heritage Grain Elevator

This Conference is Alberta Environment approved  
for Continuing Education Units

**Cancellation Deadline  
August 26th 2022**

Printed on 100% Post-Consumer Recycled Paper



ALBERTA Coordinated Action for  
Recycling Enterprises (CARE)  
1-780-980-8089 Office  
1-780-668-6767 Cell

# Registration Form

## ALBERTA CARE Conference 2022

September 7th-9th, 2022 Executive Royal Hotel  
8450 Sparrow Drive Leduc, Alberta  
Block of Rooms under #090622ABC

Names: \_\_\_\_\_

\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **NO CHARGE FOR TOURS:**

Please indicate the number attending Wednesday Tour #1 \_\_\_\_\_

Please indicate the number attending Wednesday Tour #2 \_\_\_\_\_

Please indicate the number attending Thursday Tour # 3 \_\_\_\_\_

Golf Fees 18 Holes \$93.93 with Cart (GST included) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Conference Fee: \$525.00 p.p \$ \_\_\_\_\_

LESS 10% ( if 3 or more attend) \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

### **Spouses or Guests attending meals:**

Breakfast Buffet @ \$25.00 p.p. \$ \_\_\_\_\_

Luncheon @ 35.00 p.p. \$ \_\_\_\_\_

Buffet @ 60.00 p.p. \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**MAIL PAYMENT TO:** Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5

**EMAIL:** [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org) or for information call Cell: 780-668-6767

Please indicate any food allergies: \_\_\_\_\_

August 8<sup>th</sup>, 2022

Good day,

Thank you for responding to our earlier letter sent to representatives of rural communities across Canada, and for sharing the challenges you face. Your feedback is incredibly valuable to identify top priorities and as we work towards recommendations and solutions to meet the needs of rural residents across the country.

As promised, we will host a townhall on these issues, and invite you to participate. Please join us over Zoom on **August 31<sup>st</sup> at 12:00 pm PT/1:00 pm MT/2:00 pm CT/3:00 pm ET/4:00 pm AT**. We are scheduled to meet for one hour. Please note that the townhall will be in English only.

Mayors, Reeves, Councilors, Administrators, and others from your municipality/town government are welcome to attend, however we do ask that each municipality only have **one** dedicated person to speak during the open forum portion of the townhall.

The zoom login details, and an agenda, will be distributed in the days prior to the townhall.

Thank you for expressing interest in this event and we hope to see you there. Please feel free to reach out with any further questions.

Sincerely,

A handwritten signature in blue ink, reading "Shannon Stubbs".

Shannon Stubbs, M.P., Lakeland  
Shadow Minister for Rural Economic Development and Rural Broadband

A handwritten signature in blue ink, reading "Damien C. Kurek".

Damien C. Kurek, M.P., Battle River—Crowfoot  
Deputy Shadow Minister for Rural Economic Development and Rural Broadband Strategy