

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**September 20, 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; August 16, 2022 (enclosure)
  - 3.2. Regular Meeting of Council; September 6, 2022 (enclosure)
- 4. DELEGATION**
  - 4.1. 8:45 a.m. Imad Bazzi & Diego Mejia – Associated Engineering – 2022 Road Projects
- 5. DEPARTMENT REPORTS**
  - 5.1. Finance (enclosure)
  - 5.2. Community Services (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. Bon Accord Citizens on Patrol Update (enclosure)
  - 6.2. Naramata, B.C. Request (enclosure)
  - 6.3. International Dark Sky Designation (enclosure)
  - 6.4. Brock Boards – Signage (enclosure)
  - 6.5. 2022 Road Rehabilitation Update (enclosure)
- 7. NEW BUSINESS**
- 8. BYLAWS/POLICIES/AGREEMENTS**

**POLICIES**

  - 8.1. Video Surveillance in Town Facilities Policy (enclosure)
  - 8.2. Council Service Awards Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
  - 10.1. Mayor Holden (enclosure)
  - 10.2. Deputy Mayor Laing (enclosure)
  - 10.3. Councillor Bidney (enclosure)
  - 10.4. Councillor Larson (enclosure)
  - 10.5. Councillor May (enclosure)

**Town of Bon Accord**  
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**11. CORRESPONDENCE**

**GENERAL**

**11.1.** Northern Lights Library System (NLLS) – Budget Considerations (enclosure)

**11.2.** Deputy Commissioner Zablocki – Alberta RCMP (enclosure)

**11.3.** National Police Federation – Call to Action Update (enclosure)

**ACTION REQUIRED**

**11.4.** Community Justice Centre (CJC) Stakeholder Engagement (enclosure)

**11.5.** Advocacy Letter Request – NLLS (enclosure)

**11.6.** North Saskatchewan Watershed Alliance (NSWA) – Contribution Request  
(enclosure)

**12. NOTICE OF MOTION**

**13. CLOSED SESSION**

**14. ADJOURNMENT**

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

**COUNCIL  
PRESENT**

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

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Lila Quinn – Recreation and Community Services Manager  
Dianne Allen – Planning and Economic Development Manager  
Falon Fayant – Corporate Finance Manager  
Mark Prutchick – Operations Manager  
Kaitie Blackwell – Corporate Services Assistant

**CALL TO ORDER**

Mayor Holden called the meeting to order at 8:31 a.m.

**ADOPTION OF AGENDA**

MAYOR HOLDEN MOVED THAT item 11.4 Correspondence – Mayor’s Letter – Town of Ponoka be added to the agenda.

**CARRIED UNANIMOUSLY RESOLUTION 22-321**

COUNCILLOR BIDNEY MOVED THAT Council adopt the August 16, 2022 agenda, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 22-322**

**DELEGATION**

***S. Sgt. Palfy – Morinville RCMP***

DEPUTY MAYOR LAING MOVED THAT Council accept the delegation as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-323**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – July 5, 2022***

DEPUTY MAYOR LAING MOVED THAT Council adopt the minutes of the July 5, 2022 Regular Meeting of Council, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-324**

***Special Meeting of Council Minutes – August 3, 2022***

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the August 3, 2022 Special Meeting of Council, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-325**

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

**DEPARTMENT REPORTS**

COUNCILLOR BIDNEY MOVED THAT Council accept the department reports as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-326**

Councillor May left the meeting at 9:40 a.m.

Mayor Holden called a recess at 9:50 a.m.

Mayor Holden called the meeting back to order at 10:02 a.m.

**UNFINISHED BUSINESS**

**Council Community Connections: September 2022**

DEPUTY MAYOR LAING MOVED 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.

**CARRIED UNANIMOUSLY RESOLUTION 22-327**

**August Council Briefing Committee Meeting**

DEPUTY MAYOR LAING MOVED THAT Council directs administration to schedule the August Council Briefing Committee Meeting on August 24 at 5:00 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-328**

**Alberta Municipalities Fall Convention and Trade Show Regional Cost Share**

DEPUTY MAYOR LAING MOVED 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.

**CARRIED UNANIMOUSLY RESOLUTION 22-329**

**Alberta Blue Cross Grant: Skateboard Park Survey**

COUNCILLOR BIDNEY MOVED THAT Council approves the Public Participation Plan for the 2022 Skateboard Park Survey as amended.

**CARRIED UNANIMOUSLY RESOLUTION 22-330**

**NEW BUSINESS**

***Tax Recovery***

COUNCILLOR BIDNEY MOVED THAT the date of the public auction be March 22<sup>nd</sup> at 10:00 a.m. and held in Council Chambers.

**CARRIED UNANIMOUSLY RESOLUTION 22-331**

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

DEPUTY MAYOR LAING MOVED THAT Council direct administration to reserve bid for the parcel of land for public auction be the market value of the land determined by appraisal.

**CARRIED UNANIMOUSLY RESOLUTION 22-332**

COUNCILLOR BIDNEY MOVED 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.

**CARRIED UNANIMOUSLY RESOLUTION 22-333**

DEPUTY MAYOR LAING MOVED THAT Council appoints the Chief Administrative Officer as the auctioneer.

**CARRIED UNANIMOUSLY RESOLUTION 22-334**

***Capital Budget Amendments***

COUNCILLOR BIDNEY MOVED 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.

**CARRIED UNANIMOUSLY RESOLUTION 22-335**

***Organizational Meeting***

DEPUTY MAYOR LAING MOVED THAT Council direct administration to plan and advertise an Organizational Meeting immediately preceding the Regular Council meeting on October 4, 2022 at 6:15 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-336**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 16, 2022 8:30 a.m.  
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***Centennial Park Swings***

DEPUTY MAYOR LAING MOVED THAT Council direct administration to investigate options and costs for new playground equipment and bring forward this information during the 2023 budget deliberations.

**CARRIED UNANIMOUSLY RESOLUTION 22-337**

***Arena Ice Rental Fees (2022 – 2023 Season)***

DEPUTY MAYOR LAING MOVED THAT Council hold the ice rental fees for the arena at the current rates for the 2022 – 2023 season.

**CARRIED UNANIMOUSLY RESOLUTION 22-338**

**BYLAWS/POLICIES/AGREEMENTS**

**Repeal of Bylaw 81**

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

**CARRIED UNANIMOUSLY RESOLUTION 22-339**

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

**CARRIED UNANIMOUSLY RESOLUTION 22-340**

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

**CARRIED UNANIMOUSLY RESOLUTION 22-341**

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

**CARRIED UNANIMOUSLY RESOLUTION 22-342**

**WORKSHOPS/MEETINGS/CONFERENCES**

***ACCPA Annual Meeting***

DEPUTY MAYOR LAING MOVED THAT Council decline attendance and direct administration to complete the proxy form designating Jean Bota as proxy, explaining prior engagements.

**CARRIED UNANIMOUSLY RESOLUTION 22-343**

**COUNCIL REPORTS**

DEPUTY MAYOR LAING MOVED THAT Council accept the Council reports as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-344**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 16, 2022 8:30 a.m.  
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COUNCILLOR BIDNEY MOVED THAT Council extend the meeting past 12:00 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 22-345**

**CORRESPONDENCE**

***Courageous K9 Magazine***

DEPUTY MAYOR LAING MOVED THAT Council direct administration to purchase a business card ad from Courageous Companions Canada in the amount of \$295.00 plus GST.

In favour: Mayor Holden, Deputy Mayor Laing

Opposed: Councillor Bidney

**CARRIED RESOLUTION 22-346**

***22nd Annual Alberta Care Conference***

COUNCILLOR BIDNEY MOVED THAT Council decline to registering for the 22<sup>nd</sup> Annual Alberta CARE Conference.

**CARRIED UNANIMOUSLY RESOLUTION 22-347**

***Shannon Stubbs, M.P. – Rural Townhall Meeting***

DEPUTY MAYOR LAING MOVED THAT Council direct administration to respond to Shannon Stubbs regarding the Rural Townhall Meeting on August 31<sup>st</sup> at 1:00 p.m. requesting the link and indicating that all of Council will attend.

**CARRIED UNANIMOUSLY RESOLUTION 22-348**

***Mayor's Letter – Town of Ponoka***

DEPUTY MAYOR LAING MOVED THAT Council direct administration to look up the letter that was sent in support of the RCMP and resend to Minister Shandro.

**CARRIED UNANIMOUSLY RESOLUTION 22-349**

**CLOSED SESSION**

DEPUTY MAYOR LAING MOVED THAT Council enter into closed session to discuss 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, Unsightly Premises – FOIP Act 17(1) – Disclosure harmful to personal privacy & 24(1)(c) – Advice from officials, Arena Upgrades – FOIP Act 24(1)(c) – Advice from officials at 11:46 a.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-350**

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 1:00 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-351**

***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***

**Town of Bon Accord  
Regular Meeting of Council Minutes  
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DEPUTY MAYOR LAING MOVED THAT Council accepts this report as information and directs administration to continue the same activity with the addition of sales signage on property and sets the sale price of land at a value of \$175,000.

**CARRIED UNANIMOUSLY RESOLUTION 22-352**

***Unsightly Premises – FOIP Act 17(1) – Disclosure harmful to personal privacy & 24(1)(c) – Advice from officials***

COUNCILLOR BIDNEY MOVED THAT Council accepts this report as information and directs administration to further investigate best approach to enforce / encourage compliance of noted property.

**CARRIED UNANIMOUSLY RESOLUTION 22-353**

***Arena Upgrades – FOIP Act 24(1)(c) – Advice from officials***

DEPUTY MAYOR LAING MOVED THAT Council accept this item as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-354**

**ADJOURNMENT**

The August 16, 2022 Regular Meeting of Council adjourned at 1:05 p.m.

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Mayor Brian Holden

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Jodi Brown, CAO



**Town of Bon Accord  
Regular Meeting of Council Minutes  
September 6, 2022 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

Mayor Brian Holden  
Deputy Mayor Lacey Laing  
Councillor Lynn Bidney  
Councillor Timothy J. Larson  
Councillor Tanya May

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Dianne Allen – Planning and Economic Development Manager  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER**

Mayor Holden called the meeting to order at 7:03 p.m.

**OATH OF OFFICE (COUNCILLOR) - TIMOTHY J. LARSON**

**ADOPTION OF AGENDA**

MAYOR HOLDEN MOVED THAT Council add item 6.2 Peter Yurchack, item 10.2 – Sturgeon Regional Partnership Meeting, item 11.3 – Minister Shandro – Engagement Opportunity, item 13.2 – Arena Upgrades Project to the September 6, 2022 agenda.

**CARRIED UNANIMOUSLY RESOLUTION 22-358**

DEPUTY MAYOR LAING MOVED THAT Council adopt the September 6, 2022 agenda, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 22-359**

**PROCLAMATIONS: MONTH OF SEPTEMBER**

*Alberta Culture Days  
National Day for Truth and Reconciliation*

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – August 16, 2022***

COUNCILLOR MAY MOVED THAT Council table the adoption of the minutes of the August 16, 2022 Regular Meeting of Council.

**CARRIED UNANIMOUSLY RESOLUTION 22-360**

***Council Briefing Committee Meeting Minutes – August 24, 2022***

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the August 24, 2022 Council Briefing Committee Meeting, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-361**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
September 6, 2022 7:00 p.m.  
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**DELEGATION**

***Elisabeth Melvin – Sturgeon Victim Services***

DEPUTY MAYOR LAING MOVED THAT Council accept Elisabeth Melvin's presentation as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-362**

***Peter Yurchak – Skateboard Park and Weed Abatement***

COUNCILLOR LARSON MOVED THAT Council accept Peter Yurchak's presentation as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-363**

**UNFINISHED BUSINESS**

***Addition of Flags to Flag Display***

COUNCILLOR MAY MOVED THAT Council direct administration to remove the topic of flag displays from all future meetings.

**CARRIED UNANIMOUSLY RESOLUTION 22-364**

**NEW BUSINESS**

***Public Works Yard (New Security Gate)***

COUNCILLOR BIDNEY MOVED THAT Council approve the transfer of \$7500 from the Public Works operating budget (roads, water, and sewer) to the capital budget for the purchase and installation of a new security gate for the Public Works Yard AND FURTHER THAT administration proceeds with quotation #1 for \$7240.00 + GST.

In favour: Mayor Holden, Deputy Mayor Laing, Councillor Bidney, Councillor Larson

Opposed: Councillor May

**CARRIED RESOLUTION 22-365**

***Brock Boards – Signage***

COUNCILLOR MAY MOVED THAT Council direct administration to bring back more information on the signage and create an advertisement for the 4.59 acres.

**CARRIED UNANIMOUSLY RESOLUTION 22-366**

***Council Orientation and Workshop***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to set aside a civil time for Councillor Orientation for Councillor Larson.

**CARRIED UNANIMOUSLY RESOLUTION 22-367**

COUNCILLOR MAY MOVED THAT Council direct administration to work on planning a workshop retreat for October.

**CARRIED UNANIMOUSLY RESOLUTION 22-368**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
September 6, 2022 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

Mayor Holden called a recess at 8:44 p.m.

Mayor Holden called the meeting back to order at 8:50 p.m.

**BYLAWS/POLICIES/AGREEMENTS**

**Bylaw 2022-17 - Repeal of Bylaw 298**

COUNCILLOR BIDNEY MOVED THAT Bylaw 2022-17 – Repeal of Bylaw 298 be given first reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-369**

COUNCILLOR MAY MOVED THAT Bylaw 2022-17 – Repeal of Bylaw 298 be given second reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-370**

DEPUTY MAYOR LAING MOVED THAT Council gives unanimous consent to hear three readings of Bylaw 2022-17 – Repeal of Bylaw 298 in one meeting.

**CARRIED UNANIMOUSLY RESOLUTION 22-371**

COUNCILLOR LARSON MOVED THAT Bylaw 2022-17 – Repeal of Bylaw 298 be given third and final reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-372**

***Rescind Advertising Signs on Town Property Policy***

COUNCILLOR LARSON MOVED THAT Council rescind the Advertising Signs on Town Property policy.

**CARRIED UNANIMOUSLY RESOLUTION 22-373**

***Long Service Award Policy***

COUNCILLOR MAY MOVED THAT Council rescind the Long Service Awards Policy.

**CARRIED UNANIMOUSLY RESOLUTION 22-374**

COUNCILLOR MAY MOVED THAT That Council approve the Employee Long-Term Service Award Policy as presented and circulated.

**CARRIED UNANIMOUSLY RESOLUTION 22-375**

COUNCILLOR BIDNEY MOVED THAT Council directs administration bring back a clean copy of the proposed Council Service Awards policy, including amendments of adding the name on a plaque that will be on display in the front office area after a minimum of 4 years of service, AND FURTHER THAT Council will decide on an appropriate gift upon leaving office and remove gift card amounts from this draft policy in the clean policy.

**CARRIED UNANIMOUSLY RESOLUTION 22-376**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
September 6, 2022 7:00 p.m.  
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**WORKSHOPS/MEETINGS/CONFERENCES**

***2023 Budget Workshop***

COUNCILLOR MAY MOVED THAT Council direct administration to schedule the budget workshop on October 6, 2022 from 5 p.m. – 7 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-377**

***Sturgeon Regional Partnership Meeting***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to RSVP Mayor Holden, Councillor Bidney and Councillor May to the September 15, 2022 Sturgeon Regional Partnership Meeting, AND THAT Deputy Mayor Laing and Councillor Larson attend the Council Community Connections event.

**CARRIED UNANIMOUSLY RESOLUTION 22-378**

**CORRESPONDENCE**

**ACTION REQUIRED**

***Alberta Municipalities Board Election***

COUNCILLOR LARSON MOVED THAT Council accept the correspondence as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-379**

***Town of Tofield – Victim Services Redesign***

COUNCILLOR MAY MOVED THAT Council accept the letter as information and address a letter to Minister Shandro from Mayor and Council in support the current Victim Services model.

**CARRIED UNANIMOUSLY RESOLUTION 22-380**

***Minister Shandro – Engagement Opportunity***

COUNCILLOR MAY MOVED THAT Council accept Minister Shandro's engagement opportunity as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-381**

**CLOSED SESSION**

***Unlawful Premises – FOIP Act 17(1) – Disclosure harmful to personal privacy and Arena Upgrades Project FOIP Act – 21(1)(b) Disclosure harmful to intergovernmental relations and 24(1)(c) Advice from officials***

COUNCILLOR LARSON MOVED THAT Council enter into closed session to discuss *Unlawful Premises – FOIP Act 17(1) – Disclosure harmful to personal privacy and Arena Upgrades Project FOIP Act – 21(1)(b) Disclosure harmful to intergovernmental relations and 24(1)(c) Advice from officials* at 9:29 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-382**

COUNCILLOR MAY MOVED THAT Council come out of closed session at 9:57 p.m.

**Town of Bon Accord  
Regular Meeting of Council Minutes  
September 6, 2022 7:00 p.m.  
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**CARRIED UNANIMOUSLY RESOLUTION 22-380**

***Unightly Premises – FOIP Act 17(1) – Disclosure harmful to personal privacy***

DEPUTY MAYOR LAING MOVED THAT Council accept the report as information and direct administration to bring back more options.

**CARRIED UNANIMOUSLY RESOLUTION 22-383**

***Arena Upgrades Project FOIP Act –21(1)(b) Disclosure harmful to intergovernmental relations and 24(1)(c) Advice from officials***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to accept the rebate offer from the Municipal Climate Change Action Centre to proceed with replacement of the ice plant at the arena (once final approval to proceed is received from MCCAC) AND FURTHER THAT administration brings forward total project costs (including any changes to the cost of the ice plant equipment and required upgrades to the ice plant room at the arena or the cost of housing the new ice plant in an adjacent facility) and funding options to Council for approval once confirmed.

**CARRIED UNANIMOUSLY RESOLUTION 22-384**

**ADJOURNMENT**

The September 6, 2022 Regular Meeting of Council adjourned at 9:59 p.m.

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Mayor Brian Holden

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Jodi Brown, CAO

# Council Report

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**Date:** September 20, 2022  
**Reporting Period:** August 16 – September 13, 2022  
**Department:** Corporate Services  
**Submitted by:** Falon Fayant

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## Corporate Services, Finance Report

### *Municipal*

To date, 87% of current outstanding taxes have been collected, compared to 87% at this time last year. Since June, the Town has received three assessment revisions from our assessor, resulting in a total adjustment of \$(-1,213.76) to tax revenue.

The Town received our MSI Operating funding mid-August; we received a total of \$59,642 and per the budget, this funding is allocated to bylaw, roads, and water. The Town also received a payment for CCBF capital funding of \$358,117. These grant funds are allocated towards the current year's road project.

*In review: 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 August 18, the Town received delivery of an updated postage machine, resulting in 89% savings over the term of the lease. Our previous monthly cost was \$156.06, and our new monthly cost is \$75 per month.

### **Protective Services**

Bylaw revenues includes a portion of the MSI Operating Grant of \$41,219, and the remainder is from fines distributions and cat and dog licenses. To date, fines distribution revenue is \$5,683. 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 or under 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 \$25,386 over budget; as expected, with sales increased over the summer. As we move into fall and winter, sales may decrease depending upon the demand.

Water sales from utility billing is on par with budget, the surplus in revenue is mainly due to the bulk water sales. Sewer revenue is close to expected budget. Garbage revenues are close to expected budget, the slight variance is due to the landfill revenue. Variances are due mainly to timing and demand.

Expenses for public works are as expected to date. There is \$9,732 remaining in the snow removal budget. This does not include the time of the public works crew, which would fall within wages and salaries, which are also as expected to date within budget. 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, as well this can be accounted for by a timing in their invoicing cycle.

## ***Parks***

Revenue from parks is slightly over budget due to the slight increase from the Sturgeon Recreation Grant funding. Expenses are ongoing for parks into the fall season for general maintenance until the snow falls. Total fuel expenses for parks equipment to date is \$1,306 versus the budget to date of \$2,041. Two of our summer students completed their term of employment on August 26, and our third summer student will be completing their term of employment on September 16. Administration will complete the required Canada Summer Job fund reporting to receive our funding for this program. We expect to receive \$4,500 for this funding.

## ***Recreation & Community Services***

The arena will have an increase in operational expenses as we move into the fall and winter months.

*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

Current budget breakdown for capital revenue and expenditures:

### 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>
<hr/>	
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>
<hr/>	
Funds remaining	-\$ 17,015
Pending removal	10,300.00
	- 6,715.49

2022 Road Rehabilitation Project: Current costs \$117,794; Budget \$633,094

2021 Road Rehabilitation (deficiencies and lien holdbacks): Current \$110,280; Budget 2022: \$64,258; Remaining funds from 2021 budget accrued: \$47,765

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

## MEETINGS

- August 16 – Regular Meeting of Council
- September 6 – Regular Meeting of Council
- September 9 – Managers' Meeting
- Sept 12 – 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 September 13, 2022

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,176,022	2,269,433	- 93,411	207,228	287,933	- 80,705	1,968,794	1,981,500	- 12,706	1%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,176,022.00</b>	<b>\$ 2,269,433.00</b>	<b>-\$ 93,411.00</b>	<b>\$ 207,228.00</b>	<b>\$ 287,933.25</b>	<b>-\$ 80,705.25</b>	<b>\$ 1,968,794</b>	<b>\$ 1,981,500</b>	<b>-\$ 12,706</b>	<b>1%</b>
Election	-	-	-	865	3,896	- 3,031	(865)	(3,896)	3,031	78%
Council	-	-	-	67,572	81,011	- 13,439	(67,572)	(81,011)	13,439	17%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 68,437</b>	<b>\$ 84,907</b>	<b>-\$ 16,470</b>	<b>-\$ 68,437</b>	<b>-\$ 84,907</b>	<b>\$ 16,470</b>	<b>19%</b>
Administration	3,889	2,833	1,056	338,192	352,959	- 14,767	(334,303)	(350,126)	15,823	5%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 3,889</b>	<b>\$ 2,833</b>	<b>\$ 1,056</b>	<b>\$ 338,192</b>	<b>\$ 352,959</b>	<b>-\$ 14,767</b>	<b>-\$ 334,303</b>	<b>-\$ 350,126</b>	<b>\$ 15,823</b>	<b>5%</b>
Fire Services	9,945	9,471	474	32,701	47,007	- 14,306	(22,756)	(37,536)	14,780	39%
Emergency Services	-	-	-	9,042	14,128	- 5,086	(9,042)	(14,128)	5,086	36%
Bylaw	49,702	31,676	18,026	30,914	70,649	- 39,735	18,788	(38,973)	57,761	148%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 59,647</b>	<b>\$ 41,147</b>	<b>\$ 18,500</b>	<b>\$ 72,657</b>	<b>\$ 131,784</b>	<b>-\$ 59,127</b>	<b>-\$ 13,010</b>	<b>-\$ 90,637</b>	<b>\$ 77,627</b>	<b>86%</b>
Municipal Planning	3,298	6,906	- 3,608	93,966	157,031	- 63,065	(90,668)	(150,125)	59,457	40%
Economic Development	-	5,850	- 5,850	58,143	80,003	- 21,860	(58,143)	(74,153)	16,010	22%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 3,298</b>	<b>\$ 12,756</b>	<b>-\$ 9,458</b>	<b>\$ 152,109</b>	<b>\$ 237,034</b>	<b>-\$ 84,925</b>	<b>-\$ 148,811</b>	<b>-\$ 224,278</b>	<b>\$ 75,467</b>	<b>34%</b>
Public Works - Roads	9,212	7,058	2,154	242,360	306,820	- 64,460	(233,148)	(299,762)	66,614	22%
Storm Sewer & Drain	-	-	-	13,083	24,782	- 11,699	(13,083)	(24,782)	11,699	47%
Water	390,931	363,584	27,347	283,657	398,352	- 114,695	107,274	(34,768)	142,042	409%
Sewer	227,982	226,528	1,454	168,179	250,782	- 82,603	59,803	(24,253)	84,056	347%
Garbage	59,641	65,041	- 5,400	76,912	82,010	- 5,098	(17,271)	(16,969)	(302)	2%
Cemetery	11,750	4,958	6,792	6,230	6,456	- 226	5,520	(1,498)	7,018	469%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 699,516</b>	<b>\$ 667,169</b>	<b>\$ 32,347</b>	<b>\$ 790,421</b>	<b>\$ 1,069,201</b>	<b>-\$ 278,780</b>	<b>-\$ 90,905</b>	<b>-\$ 402,032</b>	<b>\$ 311,127</b>	<b>77%</b>
FCSS	33,186	30,799	2,387	42,027	42,630	- 603	(8,841)	(11,831)	2,990	25%
<b>TOTAL FCSS</b>	<b>\$ 33,186</b>	<b>\$ 30,799</b>	<b>\$ 2,387</b>	<b>\$ 42,027</b>	<b>\$ 42,630</b>	<b>-\$ 603</b>	<b>-\$ 8,841</b>	<b>-\$ 11,831</b>	<b>\$ 2,990</b>	<b>25%</b>
Parks	78,576	77,255	1,321	82,333	98,210	- 15,877	(3,757)	(20,955)	17,198	82%
Arena	115,911	168,920	- 53,009	160,378	194,646	- 34,268	(44,467)	(25,726)	(18,741)	73%
Recreation	174,515	174,450	65	72,560	162,395	- 89,835	101,955	12,055	89,900	746%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ 369,002</b>	<b>\$ 420,626</b>	<b>-\$ 51,624</b>	<b>\$ 315,271</b>	<b>\$ 455,251</b>	<b>-\$ 139,980</b>	<b>\$ 53,731</b>	<b>-\$ 34,626</b>	<b>\$ 88,357</b>	<b>255%</b>
Library	-	-	-	55,017	57,546	- 2,529	(55,017)	(57,546)	2,529	4%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,017</b>	<b>\$ 57,546</b>	<b>-\$ 2,529</b>	<b>-\$ 55,017</b>	<b>-\$ 57,546</b>	<b>\$ 2,529</b>	<b>4%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 1,168,538</b>	<b>\$ 1,175,330</b>	<b>-\$ 6,792</b>	<b>\$ 1,834,131</b>	<b>\$ 2,431,312</b>	<b>-\$ 597,181</b>	<b>-\$ 665,593</b>	<b>-\$ 1,255,982</b>	<b>\$ 590,389</b>	<b>47%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 3,344,560</b>	<b>\$ 3,444,763</b>	<b>-\$ 100,203</b>	<b>\$ 2,041,359</b>	<b>\$ 2,719,245</b>	<b>-\$ 677,886</b>	<b>\$ 1,303,201</b>	<b>\$ 725,518</b>	<b>\$ 577,683</b>	<b>80%</b>

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

# *Council Report*

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**Date:** September 20, 2022  
**Reporting Period:** August 12 – September 20, 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 September to review documentation, emergency contacts, and locations for 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.

Ice is in and ready for the first ice booking on September 18, 2022.

### ***SKATEBOARD PARK***

Assisting with Alberta Blue Cross Grant application for new equipment.

## **COMMUNITY EVENTS/PROGRAMS**

### ***SUMMER PROGRAMS***

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

- August 17: Telus World of Science 6 registered, 6 attended
- August 24: Popsicles in the Park 4 registered, 0 attended

### ***WALKING CLUB***

Walking club began on August 31 and runs every Wednesday from 12:15-12:45 p.m. until December 14. There are currently four participants registered in the program.

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

Music in the Park concluded the season with Two Bad Apples performing on September 6 with 180-200 people in attendance. Sponsorship for the event totaled \$2,750.

## **MEET THE COMMUNITY NIGHT**

Meet the Community Night is scheduled to take place on Thursday, September 15<sup>th</sup> from 6:00 – 8:00 p.m. Statistics for this event will be provided in the October report.

## **TERRY FOX RUN**

The Terry Fox Run will be held on Sunday, September 18, at 10:00 a.m.

## **2023 EVENTS/PROGRAMS SCHEDULE**

Please see attached.

## **FAMILIES FIRST PARTNERSHIP**

Continue partnership with Families First to offer the Silly Sprouts Play program for caregivers and their children aged 0-6 years. This program is held on Thursday mornings in the basement of the Town Office.

## **TOOLS FOR SCHOOL**

We have twenty “Tools for School” back-packs filled with school supplies for families with children in Grade 1-6. So far three have been distributed. Thank you to Sturgeon County FCSS & the United Way of the Alberta Capital Regional for making them available in our community.

## **BOARDS AND COMMITTEES**

### **COMMUNITY SERVICES ADVISORY BOARD**

Met with the Community Services Advisory Board on September 13 and discussed upcoming programs and events. The next meeting is scheduled on December 13, 2022.

## **MEETINGS**

- August 10, 17, 31: CNN Spurs Ice Scheduler
- August 16: Regular Meeting of Council
- August 17: CLEAResult Grant Meeting
- August 31: Meeting with a Resident regarding Flower Beds
- September 1: Associated Engineering & CAO
- September 7: FCSS Regional Programming Meeting
- September 7: Families First Meeting & Tour
- September 9: Management Meeting

**Lila Quinn**

*Recreation and Community Services Manager  
Town of Bon Accord*

## 2023 ANNUAL EVENTS

**February 20****Family Day Celebrations**

Time: 11:00 – 1:00 pm  
Location: Bon Accord Arena

**February 22****Pink Shirt Day****April 7****(Good Friday)****Easter Egg Hunt & Activities (New 2022)**

Time: 10:00 - 12:00 pm  
Location: Bon Accord Communiy School

**Volunteer Appreciation Week April 16-22**

April 19 Volunteer Appreciation Night  
Time: 6:00 – 8:00 pm  
Location: Arena Mezzanine

**Feed the Food Bank – Food Drive**

May 1-5 Bags are dropped off by Fire Department (tentative)  
May 11 Town staff pick up the bags and deliver to the food bank.

**Town Wide Clean Up**

May 4 9:30-4:00 p.m.

**Compost/Rain barrel Pick-Up Day**

May 13 9:00 a.m. – 12:00 p.m.  
Public Works

**Large Item Pick-up**

June 14 Every other year Large Item Pick up  
Fire Department picks up large items for an honorarium

**Pride Month**

June Display at the Town Office (bulletin board or sidewalk art) **(New 2023)**

**Seniors Week June 5 - 9**

June 7 Free Barbecue/Music by Two Bad Apples  
Time: 5:00 - 7:00 pm  
Location: Bon Accord Arena

<b>June 21</b> June 19 – 23 Time: Location:	<b>National Indigenous Peoples Day (New 2022)</b> Display at Town Office 8:00 – 4:00 pm Town Office
<b>June 30</b>  Time:	<b>Canada Flag Planting</b> Placing Canada Flags on Town of Bon Accord residents lawns 6:30 pm – 8:00 pm
<b>July 1</b> Time: Location:	<b>Canada Day Celebrations (Pancake Breakfast)</b> 10:00 am – 12:00 pm Bon Accord Arena
<b>Date TBD</b>	<b>Communities in Bloom Judging</b> All Day
<b>July 4 – Sept 5</b> Day: Time: Location:	<b>Music in the Park</b> Every Tuesday 6:30 pm- 8:00 pm Centennial Park
<b>July 4 -Aug 24</b>	<b>Summer Youth Programs (Pending hiring staff)</b> Mondays – Thursdays
<b>August 12</b> Time: Location:	<b>Harvest Day Parade</b> Staging starting at 9am, parade starting at 10am Staging happens at the Hotel service road on 47 <sup>th</sup> Ave.
<b>August 30 – Dec 13</b> Time: Location:	<b>Walking Club (New 2022)</b> 12:15 pm – 12:45 pm Start and End at Bon Accord Town Office
<b>September 1</b>	<b>Alberta Day (New 2023)</b> Display Only
<b>September 14</b> Time: Location:	<b>Meet the Community Night</b> 6:00 pm – 8:00 pm Bon Accord Community Hall
<b>September 17</b> Time: Location:	<b>Terry Fox Run (New 2022) Pending participation in 2022</b> 10:00 am – 12:00 pm Start and end at Bon Accord Town Office

**September 30**      **National Day of Truth and Reconciliation Day (New 2022)**  
Display at Town Office  
Promote to wear orange

**October 31**      **Halloween Howl (New 2021)**  
Time:                4:00 pm – 6:00 pm  
Location:            Town Office

**November 11 Remembrance Day Service**  
Time:                10:45 am – 11:30 am  
Location:            Memorial Park

**December 2**      **Winter Wonderland**  
Time:                2:00 pm – 4:00 pm  
Location:            Bon Accord Arena

# *Council Report*

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**Date:** August 17<sup>th</sup> – September 20<sup>th</sup>, 2022

**Department:** Operations (Public Works and Parks)

**Submitted by:** Jodi Brown, Town Manager

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## **CAPITAL PROJECTS**

- Paving 46<sup>th</sup> street has been completed; the contractor is currently working on sweeping edges, landscaping, and addressing any deficiencies noted during the walk through that took place on Monday, September 12<sup>th</sup>
- Due to the number of base repairs required to complete 46<sup>th</sup> street, the project budget did not allow room for the completion of 51a Avenue and 48<sup>th</sup> Street in 2022 (projected \$20,000 shortfall)
- Options for consideration will be brought forward to Council at the September 20<sup>th</sup> Regular Council Meeting

## **ROADS**

- Spray patching has now been completed
- Operations Supervisor and Lead Hand met with engineers and the contractor working on the 2022 road projects to participate in walk throughs and assist as needed with any questions regarding utility infrastructure

## **EQUIPMENT/VEHICLES**

- Required CVIP inspection completed on the 4700 truck
- Tire replacement for skid steer (in-progress)
- On-going equipment maintenance as required
- Investigating opportunities for training programs for equipment operations

## **CEMETERY**

- Open/close for cremation (1)
- Staff addressed a concern regarding a plot that had become overgrown
- Greenspace maintenance, grass cutting/weed trimming ongoing until the end of season

## **PARKS, PLAYGROUNDS, AND GREENSPACE MAINTENANCE**

- Daily parks check ongoing until end of season
- Playground inspections and assessments are completed for the season
- Watering of flowers and weeding the beds is ongoing; staff will begin the process of preparing flower beds and planters for winter and removal of hanging baskets
- Mowing and weed trimming of all parks, roadside ditches/shoulders and open spaces is winding down for the season
- The final round of weed spraying for the season will take place this month

## **WATER**

- Ongoing daily and weekly readings/sampling/testing with no adverse results during this report
- Monthly meter readings completed
- Staff will be resuming water loss investigation and 0 read water meter issues
- Water shut offs (7)
- Completed monthly water utilities checks/inspections as required

## **SEWER**

- Sewer pump stations and blower house monthly checks completed
- Annual sewer flushing maintenance is in progress
- Reviewing Sewer Cleaning Policy for needed updates

## **STORMWATER**

- The water control gate has been installed on 57<sup>th</sup> street
- Staff will be working on clearing ditches prior to the winter season to assist with stormwater management in spring

## **STAFF**

- Re-established documented weekly operational/safety meetings
- Hire of Temporary Operator I, creation of Operations Supervisor position; no new manager to be hired at this time
- Parks staff are now transitioning to arena operations; summer staff contracts ended this month

## **ADDRESSED CONCERNS / MISCELLANEOUS**

- Assisted one resident with sewer line back up
- New security gate purchase and install (in-progress)
- Replaced flags at Veteran's Memorial Park



# Council Report

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**Date:** September 20, 2022  
**Reporting Period:** August 11/22 to September 14/22  
**Department:** Planning and Development  
**Submitted by:** Dianne Allen

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## **ECONOMIC DEVELOPMENT**

### **Brock Boards**

Brock Boards is a rural advertising company promoting businesses in Alberta Municipalities through outdoor advertising. Their services include billboards 8' X 12" / Portable signs 4' x 8'.

A portable sign was won at a Golf Tournament in Redwater, providing a free 3-month portable sign to advertise the 4.59 acres across from Lilian Schick School. As per Council's approval on September 6/22, the sign will be placed on highway frontage to promote the sale of this residential land.

An additional sign will be placed on the 4.59 acres to indicate the land is available for sale. Public Works has the material and workmanship to make this sign, with chloroplast being an added cost.

### **Municipal Development Plan**

A QR code has been available to residents to participate in a survey how Bon Accord will grow and develop for the next 20 years. To date Municipal Planning has received 18 surveys with zero hard copies picked up at the office. The surveys will be reviewed with results forthcoming at public engagement sessions to be announced.

### **Electric Vehicle Chargers**

All chargers have been installed with exception of the Level 3 charger to be added later this season. Dandelion Renewables will provide Fortis with load calculations with Fortis approving these connections. Upon approval, the EV charging stations will be activated for use.

Temporary "not in use" signage has been placed in front of each charging station to eliminate confusion if the units are activated or not.

### **A Greener Future – Alberta Motor Association (AMA)**

The Alberta Motor Association (AMA) published an interesting article/guide in the Fall 2022 AMA Insider Magazine. The guide "Protecting what Matters Most – A Greener Future" also references electric vehicle technology (*refer to attachment*).

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

The 2022 Go East sticker stations closed August 31/22 for the season, with the public having till September 7/22 to upload gameboards and enter for the prizes. Each month prizes will be drawn from the public who have entered game board results online.

## **Regional Economic Development - Small Business Week**

Regional partners (Legal, Gibbons, Redwater, Bon Accord, Sturgeon County, Morinville/Redwater Chambers) are in the midst of planning a small business week event recognizing businesses within the region.

October 14/22 a Business Breakfast is tentatively planned to be hosted at the Gibbons Community Cultural Centre, with keynote presenter Heather Thomson from 13 Ways: Future of Business - It's a Tall Order.

This event "Mighty Business Breakfast Bash" was first hosted October 25/19 and was a momentous success.

## **PLANNING AND DEVELOPMENT**

### **737 Enterprises Ltd.**

Progress continues on the property across from Town office. Business license applications have been received from both tenants with a signed lease agreement.

### **Plan 1854KS Parcel C – East**

A subdivision application has been reviewed for 10 single residential units and conditionally approved subject to conditions. One condition is a development agreement to address to the satisfaction of the Town, the construction of all municipal services, both on and off site (roads required to give access to the development, municipal water and wastewater, stormwater management facilities) relating to the site to appropriate standards and lot grading.

### **4907-51 Ave**

A development permit has been approved to move a home onto property 4907-51 Ave, with a pending development agreement to be issued and approved. In future, if a second home is to be moved on location, this will trigger a subdivision application. The property owner is aware of this process.

### **4.59 Acres – Town Owned Land**

As per approval of Council at the regular meeting of Council on August 16/22, administration will be actively promoting the sale of this parcel at \$175,000. The Town owned land is an ideal location and has potential for multi-family development with lot having access to services. Property will be required to be rezoned from Urban Reserve (UR) to residential with a subdivision application to be submitted.

### **New Home Development – Spruce Meadow Lane**

Developer reported both homes have been broken into and vandalized. Activity included door between garage and house broken and juice sprayed over carpet. The large panel garage

doors have been on back order for several weeks due to distribution delays, compromising security of dwellings.

To note, this is private property and those that are not authorized to be onsite can face legal action.

**Investment and Development**

- Interest in land available on highway frontage
- Lease space available
- Swimming pools

**BYLAW COMPLAINTS / CONCERNS**

**Lillian Schick Track Property**

The track land continues to be a concern with trespassing and vandalism. The property gate (chain link) has been cut to gain entrance onto this property. Previously it was suggested to put up signage (no trespassing/private property) inside the fenced area and to put a lock on the gate that cannot be cut.

The concern is the amount of dog feces that prohibit the safety of the students from Lillian Schick school when using the track for activities. Bylaw Enforcement will continue to patrol and monitor the situation.

**Complaints**

- Barking Dog
- Loose Garbage
- Soil debris on sidewalk (development construction)
- Obstruction of overhanging trees onto public walkway
- Sewer backup

**Peace Officer Enforcement Services**

Matt Roblin (Supervisor) provided August reports regarding citations and incidents for Council’s review (*refer attachments*):

August 2022 – Bon Accord Citation Report  
 August 2022 – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
2	0	2	2	2	3	This Period
14	1	5	42	40	22	YTD

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

- Manager Meetings
- Council Meetings / Council Connect
- Municipal Planning Services – discussions, review permits, compliance certificates, new applications
- Developer Discussions – existing and potential new developments
- Stakeholders / Residents – development questions, inquiries and concerns
- Bylaw Enforcement – discussions
- Fire Chief – discussion
- Inspections Group - discussions
- Acting CAO

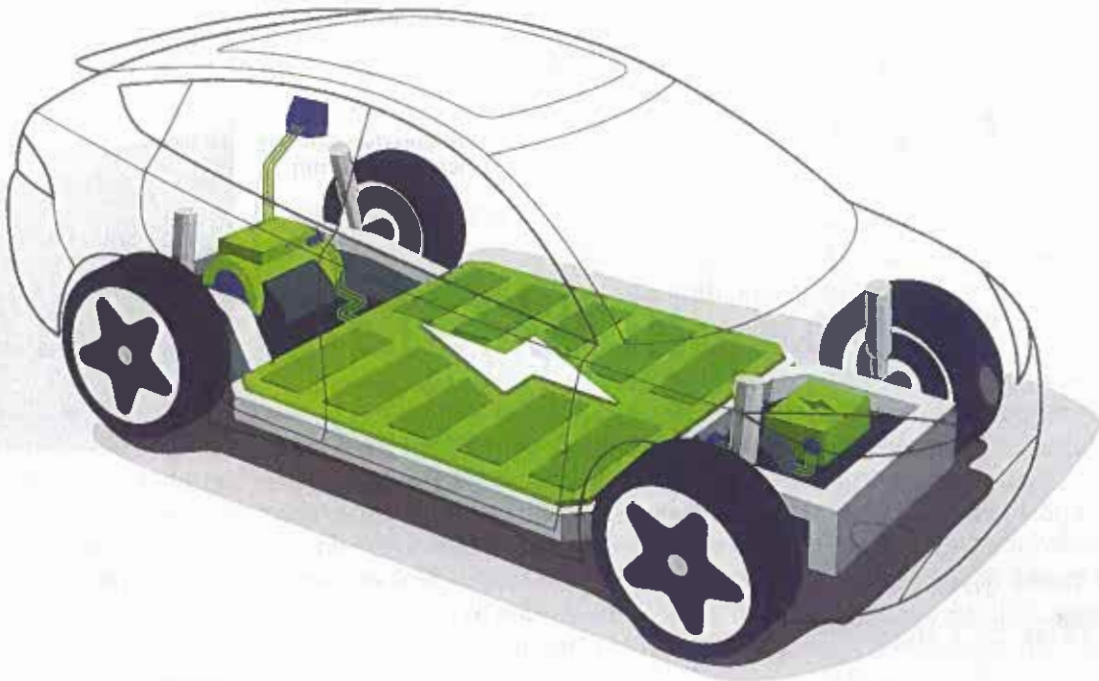
### **Dianne Allen**

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

# AMA Attachment

# THE AGE OF *electric*

Electric vehicle (EV) technology has changed since the first electric car in 1832, bringing modern features that look very different from what we're used to. But just like anything else, the more information you have, the easier it is to decide what's right for you.



## Why Now?

The Government of Canada will require all new car and passenger truck sales to be zero-emission by 2035. Support for this goal includes consumer incentives from the federal government to help with the upfront costs of zero-emission vehicles, investments in charging infrastructure, and partnerships with auto manufacturers helping to produce these vehicles right here in Canada.

## EV 101: What You Need to Know

### Fuel-Cell Electric Vehicles (FCEVs)

Fuel cells generate electricity by combining oxygen and hydrogen. Some FCEVs are just coming on the market, and few refuelling stations are available.

e.g. Toyota Mirai

### Plug-in Hybrid Electric Vehicles (PHEVs)

Powered by an internal-combustion engine (ICE) and an electric motor. Plug the on-board battery into the grid to charge.

e.g. Kia Sorento PHEV

### Hybrid Electric Vehicles (HEVs)

Combines an internal-combustion engine (ICE) with an electric motor. HEV batteries are charged by on-board operations, not by plugging into the grid.

e.g. Toyota RAV4 Hybrid

### Battery Electric Vehicles (BEVs)

Onboard batteries power one or more electric motors. Plug batteries into the electricity grid to recharge.

e.g. Ford F-150 Lightning

Some new EV models can cost \$10,000 to \$15,000 more than similar gas-powered vehicles, though federal government incentives could knock off up to \$5,000. In the long run, EVs are much less expensive to run and because they have fewer moving parts, and electric motors are often cheaper to maintain.

## Environmental Impact

Battery electric vehicles (BEVs) help reduce your footprint because they don't directly emit greenhouse gases. For example, a Nissan Leaf will emit just 0.26 kg of greenhouse gases for every 100 km driven, while a gas-powered Honda Civic will produce 66 times that number, according to the Electric Vehicle Association of Alberta. While producing that electricity has its own impact, research shows it's significantly less than a traditional vehicle. Recent efforts in Alberta have significantly reduced our reliance on coal-generated power while also increasing the use of renewable-sourced electricity (including wind and solar).

Visit [albertaev.ca](http://albertaev.ca) to check your own vehicle with the online calculator, a made-in-Alberta tool based on real-time conditions.

Another consideration are the emissions used to produce and power your vehicle over its lifespan. It's estimated that after only 1.5 years of driving an EV, the vehicle will have lower lifecycle emissions. This means its overall environmental impact—including sourcing of materials, manufacturing and production, and usage—is less than a comparable ICE vehicle.



## Charging Stations

Alberta, Saskatchewan and Manitoba are home to nearly 900 public charging stations—and that number is quickly growing. In Alberta, you'll see stations from High Level and Fort McMurray in the north to Milk River and Cardston in the south. There are also at-home charging options available, which is like having a gas station in your garage, and you might only need a top-up once or twice a week.

**There are three levels of chargers:**

### LEVEL 1

You can plug into a regular three-pronged outlet, but this is the slowest charge, at just 110 or 120 volts. Full charge time: 20-40 hours.

### LEVEL 2

With a 240-volt power supply (the kind used for ovens and clothes dryers) you'll replenish an empty EV battery overnight. This is often used at public charging stations, and can also be installed at home or work. Full charge time: 5-10 hours for a BEV, 2-4 hours for PHEV.

### LEVEL 3

This commercial-grade, 480-volt charger is the fastest method for charging, but it isn't compatible with all vehicles. Full charge time: 30 minutes or less.



## Your Questions Answered

### **How does an EV withstand extreme temperatures?**

Not unlike our internal combustion vehicles, EVs experience losses in extreme weather conditions. The good news is, there are ways to reduce efficiency losses in winter weather—for example, apps that enable you to pre-warm the EV battery and the car's interior. According to Consumer Reports, tests in chilly Norway found that, on average, EVs lose 18.5% of their stated driving range in cold conditions. Alternatively, on a hot day when air-conditioning is used, the driving range in an EV can decrease by around 17%. By comparison, the U.S. Environmental Protection Agency estimates that internal combustion vehicles can lose more than of 25% efficiency while using air-conditioning.

### **How long does the charge last?**

A typical gas-powered car can cover approximately 500 to 650 km before the tank is empty. Most modern EVs are in the same ballpark, with driving ranges varying from roughly 300 to 600 km. That's more than most people would typically travel in a week—and with home charging stations, you can top up the charge any time. For frequent road-trippers, a PHEV might be the perfect balance: an on-board battery, improved efficiency *and* it can still be gas-powered.

### **Do the environmental impacts of producing electricity outweigh the benefits of using an EV?**

A study by Simon Fraser University found that EVs charging with Alberta's mixed electricity grid can still reduce greenhouse gas emissions by an average of 41%. Since the study was conducted, Alberta has significantly reduced our reliance on coal-generated power while also increasing the use of renewable-sourced electricity (including wind and solar).

### **How much power do these vehicles have?**

It's important to ensure your vehicle matches your needs, which is why we created the EV Buyer's Guide ([ama.ab.ca/ev](http://ama.ab.ca/ev)). Just like towing increases fuel consumption in a gas-powered vehicle, towing can reduce the range of your EV. But as technology evolves, so does the capacity of these vehicles. For example, the towing capacity of the conventional F-150 is 3,719 to 6,260 kg while its electric counterpart, the F-150 Lightning, is approximately 4,535 kg.

## EV Batteries

The batteries made for EVs contain lithium, cobalt, manganese, and nickel—different materials than for your typical ICE vehicle. This can mean unique challenges when it comes to production and recycling. According to the World Bank, demand for minerals needed for batteries could increase by almost 500% by 2050, which has its own environmental impact. But as an EV battery reaches the end of its life, it retains up to 80% of its charge capacity and can be useful in applications such as residential back up power and repurposing for wheelchairs and other devices. As the market grows, we also expect increased investment in recycling technologies.



## EV Buyer's Guide

More than half of AMA members are considering a hybrid, and a third are looking at battery electric vehicles, for their next auto purchase. As with all our members' life journeys, we're here to help! This brave new world may seem daunting at first, but we promise it's not that complicated when you have the right information at your fingertips.

So, if you're wondering which EV is best for you, check out our online *EV Buyer's Guide* at [ama.ab.ca/ev](http://ama.ab.ca/ev). This is about more than selecting an EV; it's about truly understanding your options.

As this is an ever-changing landscape, the *EV Buyer's Guide* will be updated regularly to ensure you have the latest lowdown. Yoda surely said it best:

"Difficult to see. Always in motion is the future."



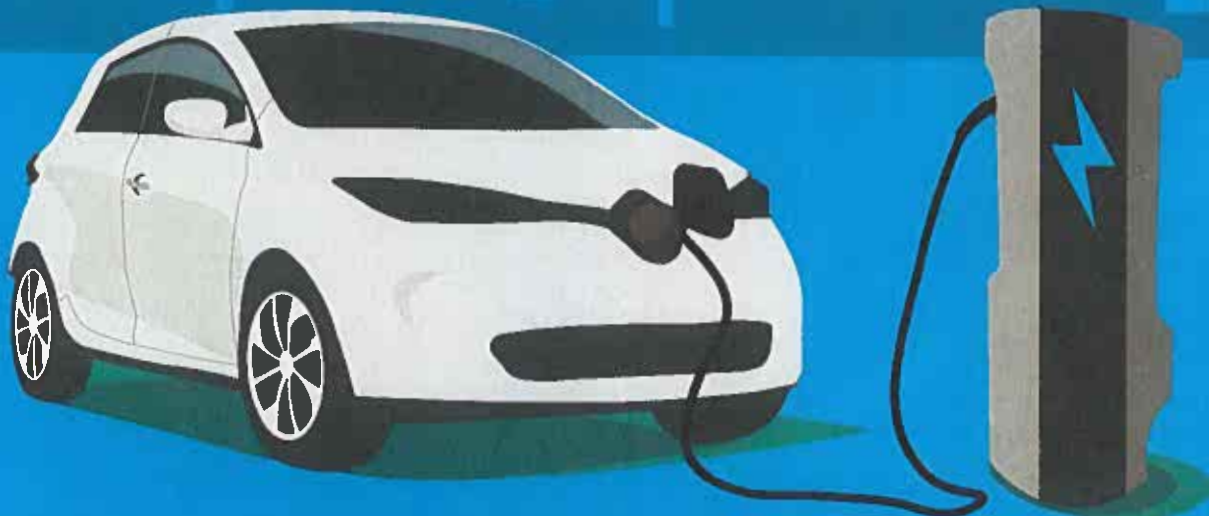
# CHARGING UP AMA AUTO *offerings*

Everyone knows AMA will come to the rescue if you're out of juice—and that's true whether your vehicle runs on gas or electricity. Today, if your EV loses battery power, we'll move it on a flat-bed truck to the nearest charge point. But with so many of you considering an EV for your next auto purchase, we're ramping up our services for EVs even more, to ensure you can always rely on us.

"As a member, you deserve peace of mind no matter how you choose to get around; it's why we've long offered roadside assistance for bicycles, motorcycles and RVs," says Colin Fritz, Director of Automotive Services. "Now it's time to add emergency EV-charging to the mix. We've been investigating the best tools for the job and expect to have a pilot program to test them by fall 2022."

While it's extremely rare for an EV to run out of charge in the city, mobile charging service will be a game-changer for long distance Alberta road-trips. To complement this initiative, AMA is also adding charging stations to retail centres across the province, allowing EV drivers to boost their juice the same way they'd pop by a centre to top up their tires.

The first stations will debut in Edmonton at AMA Kingsway and AMA South this fall, with plans to expand in other centres soon.



**Sturgeon County**

BON ACCORD CITATION REPORT AUGUST 2022 Statistics from: 8/1/2022 12:00:00AM to 8/31/2022 11:59:00PM

**Citation Printout Report by Violation**

Total Citations of (BACS P5 S5.2 UNSIGHTLY/ NUSIANCE PROPERTY): 1  
Total Mandatory Appearances: 0

Total Citations of (BAT S.7 UNATTACHED TRAILER): 2  
Total Mandatory Appearances: 0

Total Citations of (OLCV S.71(1) DR MV W/O PLATE SEC ATTH/LEGIBLE/CLRLY VISIBLE): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 2  
Total Mandatory Appearances: 0

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

Total Citations of (ROR S.80(A) DR MV OBSURED VIEW THRU WINDSHEILD/WINDOWS): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 7  
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 (VEH S.65(2) OPERATE MV TRANSPORTING GOODS W/O SECURING GOODS P): 1  
Total Mandatory Appearances: 0

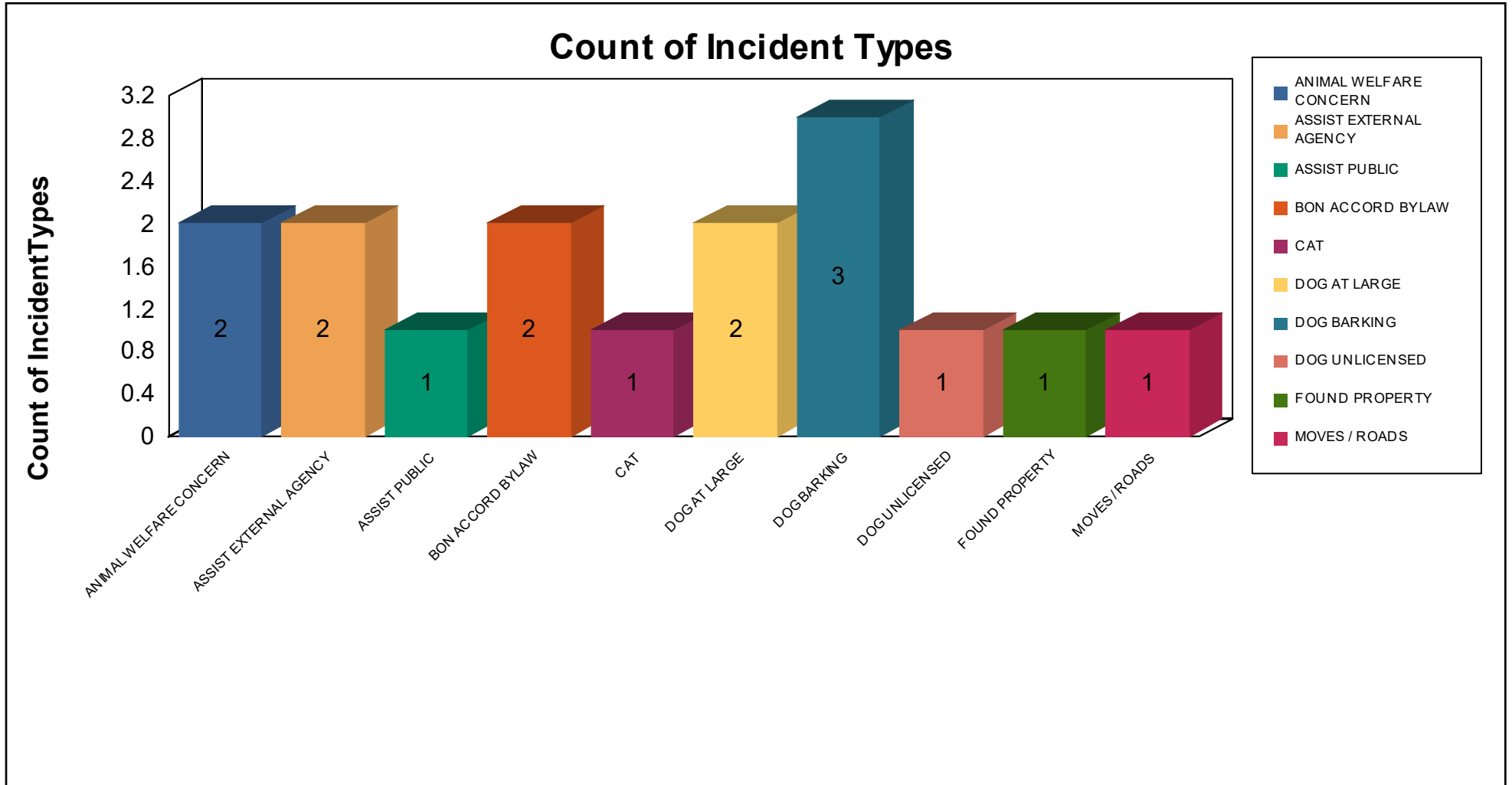
**Grand Total**

Total Number of Citations Reported: **17**  
Total Fine Amounts Reported: **\$2213.00**  
Total Money Collected:  
Total Money Still Due: **\$2213.00**  
Total Mandatory Appearances: **0**

# Sturgeon County

BON ACCORD INCIDENT COUNT Statistics from Occurred Date: 8/1/2022 12:00:00AM to 8/31/2022 11:59:00PM

## Incident Report



ANIMAL WELFARE CONCERN: 2 5%

**Incident Report**

**ASSIST EXTERNAL AGENCY: 2 5%**

**ASSIST PUBLIC: 1 3%**

**BON ACCORD BYLAW: 2 5%**

**CAT: 1 3%**

**DOG AT LARGE: 2 5%**

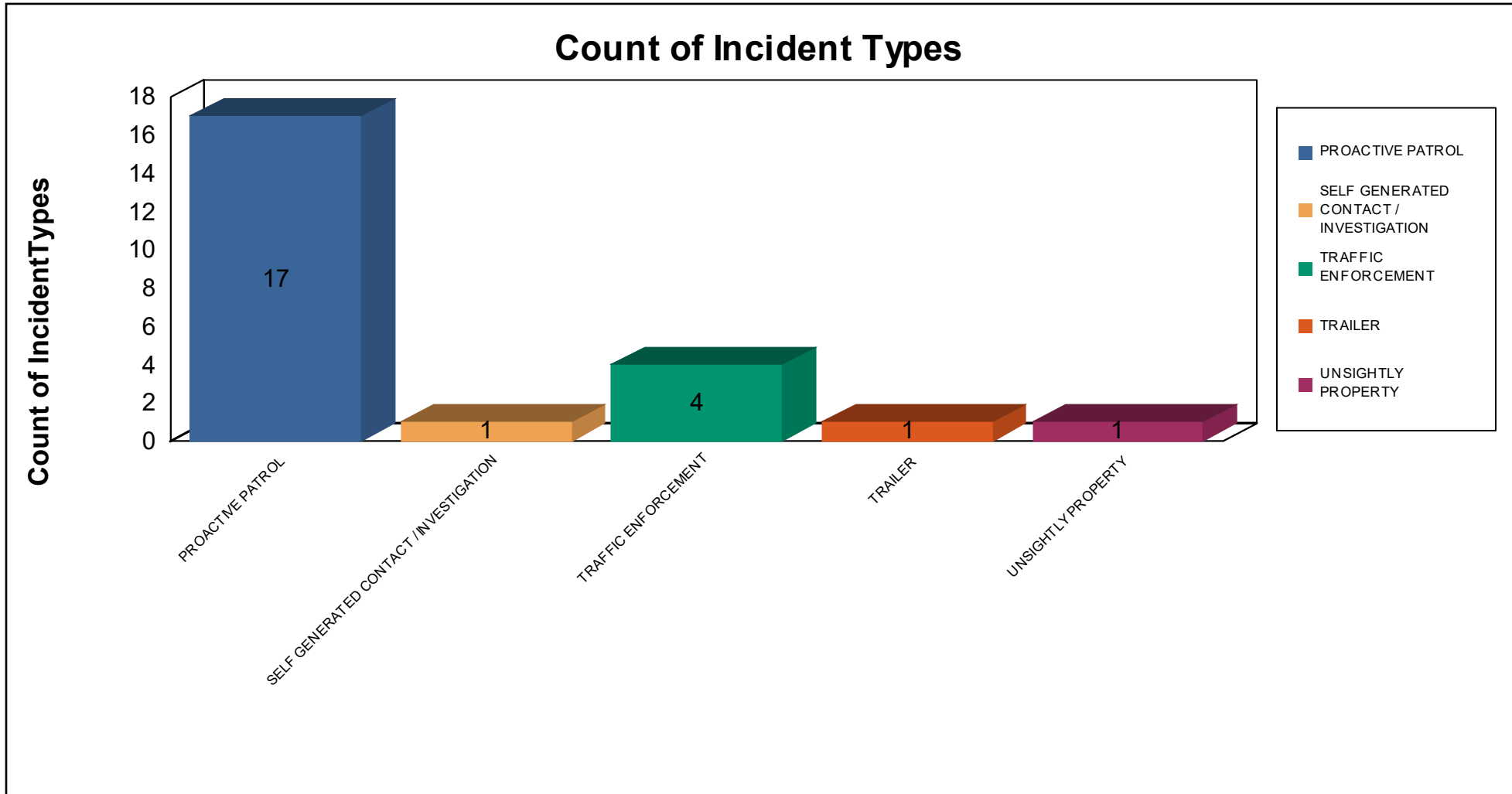
**DOG BARKING: 3 8%**

**DOG UNLICENSED: 1 3%**

**FOUND PROPERTY: 1 3%**

**MOVES / ROADS: 1 3%**

Incident Report



**PROACTIVE PATROL: 17 43%**

**SELF GENERATED CONTACT / INVESTIGATION: 1 3%**

**TRAFFIC ENFORCEMENT: 4 10%**

**TRAILER: 1 3%**

**Incident Report**

**UNSIGHTLY PROPERTY: 1 3%**

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

# Council Report

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**Date:** September 20<sup>th</sup>, 2022

**Reporting Period:** August 17<sup>th</sup> – September 20<sup>th</sup>, 2022

**Department:** Town Manager

**Submitted by:** Jodi Brown

**Action Item List Enclosed**

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## COMMUNITY AND COLLABORATION

### ***Sturgeon Region Emergency Advisory Committee Meeting: August 22<sup>nd</sup>, 2022***

I attended this meeting as the Director of Emergency Management (DEM) for Bon Accord. Highlights from the meeting are noted below:

- The SREMP Coordinator will be working with FCSS staff to conduct Emergency Social Services training exercises in each of the Sturgeon communities including Bon Accord.
- The Alberta Emergency Alert program is changing to the National Public Alerting System; training for staff will be available in October or November; SREMP will participate as a group to enable support to the regional partners when alerting is needed.
- Alberta has developed a new Alberta Incident Management System (AIMS) to replace the use of ICS (Incident Command System); more information is expected later in 2022 or 2023.

### ***“Coffee with a Cop” Session: September 08<sup>th</sup>, 2022***

Six community members participated in this event. We are grateful to S. Sgt. Chris Palfy and Sgt. Lew Simms for attending and answering questions from participants. Discussion included the provincial RCMP contract, options for regional policing initiatives, local crime statistics, fraud prevention, concerns regarding highway traffic being re-directed through Town when an accident occurs on the highway, the noise resulting from use of engine retarder brakes on the highway near Town and the Citizens on Patrol initiative.

## INFRASTRUCTURE:

### ***Road Projects:***

I met with Associated Engineering several times over the past month regarding the 46<sup>th</sup> project and to finalize plans for the remaining two road projects planned this year (51a Avenue and 48<sup>th</sup> Street). Associated Engineering will provide an update at the September 20<sup>th</sup> Council Meeting.



**Arena Projects:**

As noted in a previous report, the Town received confirmation of \$472, 500 of rebate funding from the Municipal Climate Change Action Centre. Administration is working with the ice plant contractors to finalize plans and confirm total project costs.

**Skateboard Park Project:**

Administration submitted the grant application to the Alberta Blue Cross (Built Together) grant program for \$50,000 for the replacement of the centre set equipment. Thank-you to all the residents that participated in the survey and provided comments and feedback. A summary of the Skateboard Park Survey results will be provided to Council.

**Other:**

**Meeting with Minister Shandro: September 06<sup>th</sup>, 2022**

I was invited to attend and participate in this online meeting with Mayor Holden and Deputy Mayor Laing to discuss the proposed provincial policing model. Discussion involved the cost of the new provincial policing model, recruitment concerns, and the timeline for implementation should the province decide to move forward with this initiative.

**Summer Staff**

Our thanks and appreciation is extended to our summer staff for all of their work in the community over the past four months. We wish them well with their future endeavors.

**Staffing Change:**

The Operations Manager position is currently vacant. The Town will not hire a new manager at this time. Long term employee, Terry Doerkson will be serving as the Operations Supervisor and will work with the Town Manager to oversee department operations. Steve Brown will be assisting Terry in the lead hand role.

**New Staff**

We are pleased to announce that we have hired a Temporary Operator in the Public Works department. The new Operator will join our team on September 26<sup>th</sup>.

Additionally, with the arena re-opening for the season, part-time and seasonal employees have returned for the upcoming hockey and skating season.

**All Staff Meeting: October 12<sup>th</sup>, 2022**

The next quarterly All Staff Meeting will take place from 2:00- 3:30 pm on October 12<sup>th</sup>. In order to facilitate the attendance of all staff, the Town office will be closed during this time period. Administration will ensure that the public is advised of the office closure.

**MEETINGS**

- August 17<sup>th</sup>: Meeting with MCCAC grant representative regarding Ice Plant
- August 22<sup>nd</sup>: Sturgeon Region Emergency Management Meeting in Legal
- August 24<sup>th</sup>: Council Briefing Meeting
- August 31<sup>st</sup>: Meeting with Sturgeon County Bylaw Services
- August 31<sup>st</sup>: Town Hall meeting with Shannon Stubbs

September 02<sup>nd</sup>: Out of Office  
 September 06<sup>th</sup>: Meeting with Mayor Holden and Minister Shandro regarding Provincial Policing Model  
 September 08<sup>th</sup>: Coffee with a Cop Session  
 September 08<sup>th</sup>: Meeting with Minister Nally and Mayor Holden regarding 46<sup>th</sup> street project  
 September 09<sup>th</sup>: Management Meeting  
 September 12<sup>th</sup>: Meeting with Associated Engineering regarding the 2022 Road projects  
 September 14<sup>th</sup>: Commissioner of Oaths training session  
 September 15<sup>th</sup>: Sturgeon Regional Partnership Meeting/Meet the Community Night/Council Community Connections

**ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS**

Action Item	Status
Veteran’s Memorial Park Committee New bylaw	In-Progress
Orientation and Council Workshop (Schedule Orientation with Councillor Larson and plan workshop for October)	Councillor Orientation scheduled Sept. 27 <sup>th</sup> from 1 -3 pm. Councillor Workshop and Retreat—planning is in progress
2022 Road Rehabilitation Project	46 <sup>th</sup> Street (mostly complete—final clean-up and deficiencies being addressed) 48 <sup>th</sup> Street—not started 51a Avenue—not started Update will be provided to Council at the September 20 <sup>th</sup> meeting
Communities in Bloom Project at the Cemetery	In-Progress Fortis providing direction as to set back requirements from hydro pole.
Administration to contact the Dark Sky Association regarding the process for nominating Naramata, BC as per their request	In-Progress Information to be brought forward at the September 20 <sup>th</sup> Meeting.
Advocacy Letter to Minister Shandro regarding re-structure of Victim Services	In-Progress
Administration to investigate playground equipment options for Centennial Park during 2023 budget deliberations	In- Progress
OHV Vehicle Survey Question	Future Survey

## **ACTION ITEM LIST: COMPLETED**

- ✓ Administration has been working with the Town of Legal to co-host the regional networking dinner on September 21<sup>st</sup> during the Alberta Municipalities Association Fall Convention. RSVP invitations have been sent out.
- ✓ Administration re-sent the advocacy letter previously sent to the former Minister Madu regarding support for the RCMP in reference to the proposed provincial policing model to Minister Shandro as directed.
- ✓ Council Community Connections event to take place on September 15<sup>th</sup> during the Meet the Community Night (confirmed and advertised).
- ✓ Administration notified the Alberta Community Crime Prevention Association that Council is not able to attend the AGM due to other commitments.
- ✓ Administration submitted a business card size ad to the Courageous Canines Publication in support of service dogs for veterans.
- ✓ Administration confirmed Council participation in the Town Hall event offered by Shannon Stubbs and Damien Kurek.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 20, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Bon Accord Citizens on Patrol Update</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

At the May 01<sup>st</sup>, 2018, Regular Meeting of Council a delegation representing the Bon Accord Citizens on Patrol (BACOP) organization, requested funding in the amount of \$2,000 citing start-up costs, including stationary, printing, training and mail distribution. The Town of Bon Accord granted this request and donated \$2,000 in funding to the BACOP.

Administration has contacted the contact person for the BACOP regarding the funding and an update as to the status of revitalization of the program.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

At this time, the BACOP is not active. The funding provided by the Town has not been spent and is being held in a bank account.

In the past year, a local community member expressed interest in revitalizing the program but was having difficulty recruiting volunteers to assist with the process to redevelop the BACOP organization.

During the Coffee with a Cop session that was held on September 06<sup>th</sup>, Morinville RCMP S. Sgt. Chris Palfy indicated that it may be possible to work with the Legal COP organization to offer a joint program.

Administration contacted the Bon Accord community member interested in revitalizing the group and will help connect this volunteer with the Legal COP group to determine if this is a feasible option.

Secondly, should this be a feasible option, the Town will assist in communicating the need for volunteers to residents. If there are enough volunteers to proceed, then no further action will be required other than financial reporting as to how the Town funds that were donated to the BACOP will be spent.

## **Options:**

1. Council may consider providing notification to the former BACOP representatives requesting that the unspent donated funds from the Town are returned to the Town and held in restricted reserve for any future COP activities.
2. Alternatively, Council may decide to notify the former BACOP representatives stating that the donated funds from the Town are to be returned should the group continue to be inactive in six months time.
3. Administration may continue to monitor the situation for any further developments over the next six months and report back any updates to Council.

## **STRATEGIC ALIGNMENT**

### *Values 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.

### *Values Statement: Stewardship*

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

## **COSTS/SOURCES OF FUNDING**

N/A

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

Choose one of the following actions:

1. That Council accepts this report as information and directs administration to notify the former BACOP group to request that the donated funds (\$2,000) be returned and held in a restricted reserve for future COP activities.
2. That Council accepts this report as information and directs administration to notify the former BACOP group that if still inactive in six months time, that the donated funds (\$2,000) should be returned to the Town.
3. That Council accepts this report as information and directs administration to continue to monitor the situation and advise Council of any developments regarding the COP program in Bon Accord over the next six months.
4. That Council directs administration to...

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 20, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Naramata, B.C. Request</b>
<b>Agenda Item No.</b>	6.2

**BACKGROUND/PROPOSAL**

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

COUNCILLOR MAY MOVED THAT Council direct administration to contact the Dark Sky Organization to see what would be required to nominate Naramata, B.C.  
Carried Unanimously Resolution 22-291

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration contacted the International Dark Sky Association (IDA) regarding the requirements and procedures for nomination.

The response from the International Dark Sky Association is below:

*“Letters of nomination and support are provided directly to the applicant, who then supplies a single application package with all materials to IDA. Letters should be addressed to IDA’s Director of Conservation and/or the Dark Sky Places Committee. Letters need to be unique in quality, as template letters will not be accepted. Additionally, letters of nomination need to specifically speak about the efforts the IDSP completed to meet the requirements and standards of the Program.”*

This will require staff time to research the efforts that the Naramata community has made to meet the program requirements and to draft a unique and beneficial letter.

Additionally, the Town’s continued commitment to the Dark Sky designation is currently under review.

Therefore, administration recommends that the Town notify the Naramata community representatives that the Town is not able to assist with their nomination application at this time.

## **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.

*Value Statement: Stewardship*

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

## **COSTS/SOURCES OF FUNDING**

N/A

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

Choose one of the following actions:

1. That Council directs administration to advise the Naramata, B.C. representatives that regrettably the Town is not able to provide a support letter at this time and further that the Town of Bon Accord extends our best wishes to their community in their efforts to achieve the Dark Sky designation.
2. That Council directs administration to...

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 20, 2022
<b>Presented by:</b>	Dianne Allen, Manager Planning & Development
<b>Title:</b>	<b>International Dark Sky Designation</b>
<b>Agenda Item No.</b>	6.3

**BACKGROUND/PROPOSAL**

In August of 2015 Bon Accord was the first Canadian community to receive International Dark Sky status and the 11<sup>th</sup> Dark Sky Community in the world. It was also the first location in the province welcomed into the International Dark Sky Places Program.

Since 2015, other stargazing sites have been noted in Alberta. There are many dark sky reserves spread across the province:

- Jasper National Park Sky Reserve
- Wood Buffalo National Park Dark Sky Reserve
- Beaver Hill Park Sky Reserve Region
- Cypress Hills International Park
- Lakeland Provincial Park

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

To maintain this designation the Town is required to submit an annual report each year to demonstrate:

- Percentage of Towns lighting in compliance with its lighting management plan
- Noted changes made in the outdoor lighting policy
- Any new municipal installation showing examples built to dark sky-friendly code
- Sky quality data recordings (facilitated by the Communities in Bloom (CiB) volunteers / \$600 honorarium per year)
- Did brightness increase over the previous year?
- Grants received related to dark skies programming or projects

Over the past few years, the sky quality data recordings have been the basis to maintain the International Dark Sky Designation, due to no new projects.

In 2015, the Dark Sky Designation gave Bon Accord recognition on the world map and provided a brand for the Town. The uniqueness has faded with the Town no longer using this designation as an identity and numerous star gazing locations are available to choose from.



The designation has not increased tourism or economic development, indicating this may be time to discontinue the Towns participation and to align with Council's strategic plan.

**Consideration:**

Council may wish to direct administration to develop a public engagement plan regarding the level of interest in the community in maintaining the Dark Sky designation.

**STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)**

*Priority Statement: Identity*

- Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

*Goals: New Branding Strategy*

- Develop a revitalized logo that reflects the priority statement
- Plan for promotion of the refreshed logo
- Seek out innovative marketing and promotion strategies for development of the brand

**COSTS/SOURCES OF FUNDING**

- \$0.00 to terminate designation  
\$600 savings on honorarium

**RECOMMENDED ACTION (by originator)**

Choose one of the following actions:

1. THAT Council accepts this report as information and directs administration to notify the International Dark Sky Association confirming Bon Accord will be discontinuing the Town's participation in the program and to notify the CiB group they will not be required to continue with the readings.
2. That Council accepts this report as information and directs administration to continue with the International Dark Sky Designation and continue with Communities in Bloom support to conduct the required readings.
3. That Council directs administration to develop a public engagement plan to determine the level of resident interest in continuing to maintain the Dark Sky designation.
4. That Council directs administration to....

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 20, 2022
<b>Presented by:</b>	Dianne Allen, Manager Planning & Development
<b>Title:</b>	<b>Brock Boards - Signage</b>
<b>Agenda Item No.</b>	6.4

**BACKGROUND/PROPOSAL**

During the Regular Meeting of Council September 6/22,

COUNCILLOR MAY MOVED THAT Council direct administration to bring back more information on the signage and create an advertisement for the 4.59 acres.  
Carried Unanimously Resolution #22-366

Although the portable sign is free for a 3-month period, there are costs involved:

\$100 / 4' X 8' 4mm coroplast

\$70 / 1' x 8' 10mm coroplast (top and bottom images)

The graphic designer is free for the first 1.5 hours; thereafter, the fee is \$45 per hour (usually a portable sign takes 1-2 hours to create, dependent on revisions).

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Designing the graphics will consist of text only, thereby reducing the cost to minimal or zero.

To note, this portable sign is free for 3-months. Monthly rental rates are \$150 with free delivery and installation within 30 KM.

If the Town discontinues signage after 3 months, the Town can keep the coroplast with the advertisement.

Information requested by Council on placement, final design and highway sign regulations will be forthcoming.

**STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)**

*Priority Statement: Economy*

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial, and industrial development.

**COSTS/SOURCES OF FUNDING**

Brock Boards - \$100 minimum charge

Signage is budgeted.

**RECOMMENDED ACTION (by originator)**

Choose one of the following options:

1. THAT Council accepts this report as information and directs administration to create signage ad and place on highway frontage.
2. That Council accepts this report as information and directs administration to decline free portable sign based on cost.
3. That Council directs administration to...

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 20, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>2022 Road Rehabilitation Update</b>
<b>Agenda Item No.</b>	6.5

**BACKGROUND/PROPOSAL**

During the June 10<sup>th</sup> Special Meeting,

Deputy Mayor Laing moved that Council direct Administration to proceed with the 2022 Road Rehabilitation Project including 46<sup>th</sup> street, 51a Avenue (as originally discussed) and 48<sup>th</sup> street for a total approved project cost of \$633,094.

Carried unanimously, Resolution # 22-264

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Associated Engineering has advised the Town of the following regarding the 2022 Road Rehabilitation projects.

**46<sup>th</sup> Street:**

The 46<sup>th</sup> Street project has been completed and final clean-up, landscaping and deficiencies identified by the Engineer are being addressed.

Due to the number of base repairs required on 46 Street, the total cost to complete the work on 46 Street was greater than the tendered cost for 46 Street. As a result, the remaining overall budget is impacted.

**51a Avenue and 48 Street**

The remaining budget for the project will only be sufficient to complete a mill and overlay of 51a Avenue and 48 Street. If any base repairs, or any other unexpected issues arise during the milling process, the remaining budget for the project will be exceeded.

As part of the design, Associated Engineering allocated ten percent of the overall surface area for base repairs (approx. \$20,000). This is a typical approach for mill and overlays to provide contingency in the event that base failures reveal themselves after the milling process is complete. As a result of the work on 46 St. this contingency amount is no longer available.

Based on a recent field reconnaissance completed by Associated Engineering, the surfaces defects on 51a Avenue and 48 Street, do not suggest that base repairs will be required; however, there is a risk that this may change once the milling work is complete and the roadway is inspected.

To complete the work as originally intended, additional funds will be required; the additional funds would need to come from reserves. The additional funds required will be dependant on the base failures or other issues (crack repairs) identified, after the milling process, proof roll and surface inspection are completed.

With the onset of the winter season nearing, construction timing may become a factor. Should the roadways require extensive base repairs, the construction duration will be extended. Inclement weather at this time of year becomes a concern, in particular with open excavations, as ambient temperatures are lower increasing drying times.

### **Options for consideration:**

#### **Option #1 Proceed as Planned (fund budget shortfall from reserves):**

The Town may consider completing both roads as planned and approve funding from reserves (min. \$32,000, potentially more depending on the need for base repairs or crack repairs).

#### **Option #2: Complete only 48<sup>th</sup> Street (fund any budget shortfall from reserves):**

The Town may consider completing the work 48<sup>th</sup> street and deferring 51a Avenue to spring 2023. Deferring 51a Avenue will reallocate available approved budget to complete 48 Street and allow up to \$23,000 for base repair and/ or crack repairs. This amount equates to 11% of the surface area on 48 Street for base repairs. Base repairs required beyond this amount will require additional funds from reserves.

#### **Option #3: Complete only 51a Avenue (expected to fall within existing budget)**

The Town may consider completing the work on 51a Avenue and deferring 48 Street to spring 2023. Total length of 48 Street is less than 51a Avenue. Similar to Option 2, deferring 48 Street will reallocate available approved budget to complete 51a Avenue and allow up to \$38,000 for base repair and/ or crack repairs. This amount equates to 33% of the surface area on 51a Avenue for base repairs. Base repairs required beyond this amount will require additional funds from reserves.

#### **Option #4: Defer both Road Projects to 2023**

The Town may also consider deferring both road projects to 2023. Approximately, \$94,000 (provincial/federal grant funding) allocated to the 2022 road projects, would be

carried forward and applied to the 2023 road projects. Note, inflation may impact the project costs in 2023.

**Recommendation:**

Option 3 provides a greater likelihood to complete another road this year within the current approved budget (fully grant funded). Further, it will allow the Town to plan for and fund, with a contingency allowance, the completion of 48<sup>th</sup> Street with 2023 grant funds.

As the adjacent roadway (47 Street) to 51a Avenue was completed in 2021, completing 51a Avenue will provide continuity of roadways completed.

**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 Capital Budget (Provincial and Federal Grant Funding)

Reserves

**RECOMMENDED ACTION (by originator)**

Choose one of the following actions:

1. That Council direct administration to proceed with Option #1 to complete 51a Avenue and 48 Street as planned in 2022 and transfer \$32,000 from reserves to fully fund both projects with the understanding that additional reserves may be required to complete both projects depending on required base repairs.
2. That Council direct administration to proceed with Option #2 to complete 48 Street in 2022 and defer the 51a Avenue road project to 2023 with the understanding that reserves may be needed to complete the 48 Street project this year.
3. That Council direct administration to proceed with Option #3 to complete 51a Avenue in 2022 and defer the 48<sup>th</sup> Street project to 2023.
4. That Council direct administration to proceed with Option #4 and defer both road projects (51a Avenue and 48<sup>th</sup> Street) to 2023.

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 20, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Video Surveillance in Town Facilities Policy</b>
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

The Town of Bon Accord has been using video surveillance cameras in Town facilities for many years at the Town office building, Public Works facilities, and Bon Accord Arena.

These cameras do not record sound and are not directed toward private property. As the policy indicates:

*The Video Surveillance System is to be used to apprehend individuals who are committing crimes against persons and/or property, as well as to discourage individuals who may consider committing crimes. The Video Surveillance System is not to be used as a method of tracking the work habits or productivity of individual employees.*

In accordance with Service Alberta's *Guide to Using Surveillance Cameras in Public Areas*, public bodies who use video surveillance in public areas should have a policy outlining the following criteria:

- Purpose, use and location of recording equipment
- Personnel authorized to operate the system and any training required to operate
- How to manage system records
- Who is responsible for the privacy of records
- Method of notice to the public indicating recording devices are present
- Timeline for reviewing the policy

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As a public body, the Town of Bon Accord is required to fulfill certain obligations in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). The Town takes the privacy of individuals seriously. Compliance with current legislation will ensure visitors to Town facilities are given proper notice of recording devices in a transparent manner.

The Town currently has no policy in place. Enacting such a policy will ensure the Town is compliant with recommendations from the Office of the Information and Privacy Commissioner (OIPC).

## **STRATEGIC ALIGNMENT**

### *Priority 2: Community*

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

### *Values 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 Operating Budget

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

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

1. That Council approve the Video Surveillance in Town Facilities Policy as presented and circulated.
2. That Council approve the Video Surveillance in Town Facilities Policy with the following amendments....
3. That Council direct administration to...



## VIDEO SURVEILLANCE IN TOWN FACILITIES

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**SECTION:** Administration

**DEPARTMENT:** Administration

**COUNCIL APPROVAL DATE:** [DATE HERE]

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### **POLICY STATEMENT**

The Town of Bon Accord recognizes the need to balance an individual's right to their protection of privacy against the Town's obligation to promote a safe environment for all residents, to ensure the safety of Town employees, and to protect Town assets.

### **PURPOSE**

To develop a Video Surveillance policy that complies with the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, c. F-25, as amended from time to time.

### **SCOPE**

This policy allows for the installation and use of a Video Surveillance System in Town facilities within the parameters and subject to the conditions established by this policy. The Video Surveillance System is to be used to apprehend individuals who are committing crimes against persons and/or property, as well as to discourage individuals who may consider committing crimes. The Video Surveillance System is not to be used as a method of tracking the work habits or productivity of individual employees.

### **DEFINITIONS**

"Council" means the Mayor, Deputy Mayor, or members of Bon Accord Council.

"Employee" means any individual employed by the Town including contractors and sub-contractors.

"FOIP Act" means the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, as amended from time to time.

“Personal Information” means recorded images of an identifiable individual.

“Record” as defined in the FOIP Act means a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

“Storage Device” means a videotape, computer disk, drive, flash drive, CD ROM, or computer chip used to store the recorded visual images captured by a Surveillance System.

“Town” means the Town of Bon Accord

“Town Facilities” means the Town of Bon Accord office building, arena, and Public Works yard and trailer.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord

“Video Surveillance System” means a mechanical or electronic system or device that enables continuous or periodic video recording, observing, or monitoring of personal information about individuals in open public spaces, public buildings and public transportation.

## **RESPONSIBILITIES**

Town Manager:

1. Delegate authority to manage the Surveillance System within Town facilities in accordance with the FOIP Act.
2. Review this policy at least once every two (2) years.

FOIP Coordinator:

1. Sole authority for approving the release of information collected through this policy.
2. Ensure that quarterly audits are conducted to establish proper use of

Surveillance Systems in accordance with the FOIP Act and this policy.

All employees with access to the Surveillance System are responsible for reviewing and complying with this policy.

## GENERAL PRINCIPLES

### I. Surveillance Equipment

1. Equipment such as video cameras may be installed in identified public areas where surveillance is determined necessary as a viable detection or deterrent.
2. Equipment shall not be positioned, internally or externally, to monitor areas outside a building, or to monitor other buildings, unless necessary to protect external assets or to ensure personal safety. Cameras should not be directed to look through the windows of adjacent buildings.
3. Equipment shall not monitor areas where the public and employees have a reasonable expectation of privacy (i.e.: showers, restrooms).
4. Equipment shall be stored in a secure area. Only authorized employees shall have access to the Surveillance System.
5. Video monitors shall not be located in a position that enables public viewing.
6. Sound shall not be recorded.
7. The public must be notified using clearly written signs prominently displayed at the perimeter of surveillance areas, so the public is notified that surveillance is or may be in operation before entering any area under surveillance.
8. The main entrance and any other areas under surveillance will display a notice in accordance with the FOIP Act, including under which section the information is collected and FOIP Coordinator contact information.
9. The FOIP Coordinator and/or designate(s) will conduct quarterly audits to ensure equipment remains functional, tracking forms are being utilized correctly, and retention period recommendations are met.

## II. Retention, Use and Disclosure of Personal Information

1. All Personal Information will be deemed property of the Town of Bon Accord.
2. All Storage Devices that are not in use shall be stored in a secure area. All Storage Devices that have been used shall be labelled and dated.
3. Recordings should only be kept as long as necessary to fulfill the purpose of surveillance. Recordings no longer required shall be destroyed or overwritten.
4. The Surveillance System shall have a minimum retention period of 21 days. This retention requirement applies only to Personal Information that has been “used” by the Town.
5. Records will only be removed when an incident occurs or a request is made.
6. If the Surveillance System has been installed for public safety or deterrence purposes but detects possible criminal activity or non-compliance with or breach of a statute or bylaw that could lead to a penalty or sanction, the Records required for evidentiary purposes should be retained by the appropriate authorities and stored according to their standard procedures.
7. If a Record is released for law enforcement purposes, the release shall be documented as per Schedule “A”.
8. An Individual who is the subject of the information has a right to access his or her recorded information. Access may be granted in full or in part depending upon whether any of the exceptions in FOIP apply and whether the excepted information can reasonably be severed from the record.
9. Old Surveillance Systems must be securely disposed of by reliable means.

## REFERENCES

- FOIP Act
- Town of Bon Accord Records Retention and Disposition Bylaw
- Service Alberta’s Guide to Using Surveillance Cameras in Public Areas, Revised 2004, as amended

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 20, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Council Service Awards Policy</b>
<b>Agenda Item No.</b>	8.2

**BACKGROUND/PROPOSAL**

During the September 06<sup>th</sup>, Regular Council Meeting,

Councillor Bidney moved that Council directs administration to bring back a clean copy of the proposed Council Service Awards Policy including amendments of adding the name on a plaque that will be on display in the front office area after a minimum of 4 years of service, and further that Council will decide on an appropriate gift upon leaving office and remove the gift card amounts from this policy in the clean copy.

Carried unanimously, Resolution # 22-376

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has updated the proposed Council Service Awards Policy as directed by Council.

The clean copy of this proposed policy is enclosed.

**STRATEGIC ALIGNMENT**

*Values 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.

*Values Statement: Service Excellence*

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

*Values Statement: Stewardship*

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

**COSTS/SOURCES OF FUNDING**

Annual Budget

**RECOMMENDED ACTION (by originator)**

Choose one of the following actions:

1. That Council approves the proposed Council Service Awards Policy as presented and circulated.
2. That Council approves the proposed Council Service Awards Policy with the following amendments...
3. That Council direct administration to...

## COUNCIL SERVICE AWARDS

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**SECTION:** Council

**DEPARTMENT:** Administration

**COUNCIL APPROVAL DATE:** [date], 2022

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### POLICY STATEMENT

The Town of Bon Accord is committed to recognizing and showing appreciation for Council members for their community service upon leaving office.

### PURPOSE

The purpose of this policy is to provide the framework and parameters for the recognition of Council members when leaving office.

### SCOPE

This policy will apply to recognition for Council members serving four (4) or more consecutive years for the Town of Bon Accord, who are leaving their official capacity in good standing.

### DEFINITIONS

“Council” means the Mayor, Deputy Mayor, or members of Bon Accord Council.

“Service Award” means a recognition award for a Council member for their service to the Town.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord.

### RESPONSIBILITIES

The Town Manager or delegate is responsible to ensure that administrative procedures are established for the provision of Council Service Awards according to this policy.

## **COUNCIL SERVICE AWARDS**

1. Upon leaving office, Council members will be permanently recognized on a plaque displayed in the Town office that will include the Council member's name, position (Mayor or Councillor) and length of service.
2. When a Council member leaves office, Council will determine an appropriate, personalized gift within the capacity of the operating budget at that time.

## **PRESENTATION OF COUNCIL SERVICE AWARDS**

1. Council Service Awards will be presented by the Mayor, Deputy Mayor or designate during a Council meeting, and/or as soon as possible upon the Council member leaving service to the Town.
2. Awards are not retroactive.



**TOWN OF BON ACCORD**

*Mayor's Report – August 10 – September 13, 2022*

- August 12, 2022 Participated in Redwater Discovery Days Golf Tournament. This was a great opportunity for networking with other towns as well as with the different companies that work with our towns.
- August 16, 2022 Chaired Regular Meeting of Council
- August 20, 2022 Participated in Redwater Discovery Days Parade. A lot of fun and sometimes humbled by comments from the public when we are recognized.
- August 24, 2022 Attended Council Briefing Committee Meeting
- August 31, 2022 Virtually participated in Rural Town Hall Meeting with MP Shannon Stubbs and MP Damien Kurek. This was an opportunity to bring forward our concerns regarding issues that we need funding to rectify such as infrastructure, Broadband and Cell Service that they will be advocating for.
- September 6, 2022 Participated in Virtual Meeting with Minister Shandro. I was quite disappointed with this meeting. The Minister did not give one straight answer. When I spoke about our feelings regarding spending hundreds of millions of dollars on Provincial Police the Minister began to speak of discussions from 30 years ago. We want answers for what's happening now.
- September 6, 2022 Chaired Regular Meeting of Council
- September 8, 2022 Participated in Coffee With a Cop. This was an exciting meeting as we had 7 members of the public asking questions of Staff Sergeant Palfy and Sergeant Simms. My hope is that this interest from our residents continues and grows.
- September 8, 2022 Participated in a short video with MLA/Minister Dale Nally regarding MSI funding and our recent paving project.
- September 8, 2022 Attended monthly Roseridge Landfill Board Meeting. We are looking forward to continuing our planning sessions in October.

*Brian Holden*  
Mayor  
Town of Bon Accord

## TOWN OF BON ACCORD

### *Councilor Report – for period of August 10- September 14, 2022*

August 16	Attended Regular Meeting of council
August 20	Attended Redwater Parade
August 24	Attended Council Briefing committee meeting
September 6	Virtually attended the Meeting with Minister Tyler Shandro, regarding future of policing in Alberta, the one thing that I take away from this, the idea that Alberta would be solely funding their own police service and will have the money stay in our province instead of also providing for the federal police. The motive behind the minister to push Alberta Police force, is so that the Province has control of the boots on the ground, more control of where the officers would be stationed. The training level of their officers for RCMP and for Provincial would remain the same.
September 6	Attended Regular council meeting
September 8	Attended the Sturgeon Firefighters Long Term service awards ceremony
September 15	Attended Salutes meeting

Note:

Lacey Laing  
Deputy Mayor  
Town of Bon Accord

## TOWN OF BON ACCORD

### *Councillor Report – August 10 to September 13, 2022*

- Aug 12, 2022 Participated in the Redwater Mayor's Golf Tournament. It was a very hot day however very well worth the opportunities for networking.
- Aug 16, 2022 Attended the Regular Meeting of Council. This was the first meeting following the summer break. Nice to be back to business.
- Aug 20, 2022 Participated in the Redwater Discovery Days parade.
- Aug 24, 2022 Attended the Council Briefing Committee meeting.
- Aug 30, 2022 Voted in the Bon Accord By-election. Welcome to successful candidate Tim Larson.
- Aug 31, 2022 Attended Council Chambers for a zoom meeting with MPs Shannon Stubbs (Lakeland) and Damien Kurek (Battle River/Crowfoot) whom are Shadow Ministers for Rural Economic Development and Rural Broadband. The webinar audience included Elected Officials from across the country. The list of concerns was long and included shortfalls in internet and cell phone, utility and road infrastructure, as well as disparity of funding for the same. There were many other concerns as well. Although this event is not likely to accomplish much, it is nice to have a chance to bring some of our concerns to the federal level.
- Sept 8, 2022 Attended the Homeland Housing Board Meeting. The new corporate office is finished, and Homeland has now taken possession and completed the move in. What a nice bright office and space allows all corporate staff to be under the same roof. The Grand Opening for Paul Krauskopf Court has been postponed due to the death and funeral of Queen Elizabeth.
- Note: The summer passed quickly and was a nice opportunity to reconnect with family and friends. I'm looking forward to getting back to business and will be attending the Alberta Municipalities conference next week. Should be a busy, informative week.

*Lynn Bidney*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councillor Report – September 06 -12/2022*

September 08 2022

I attended Coffee with a Cop from 10 to 11:30 a.m. The session was informative and I'm glad I had the opportunity to attend. I think these sessions are very beneficial to the community.

Attended the Sturgeon County Emergency Services Long-Term Service Awards from 6:50 to 9 p.m.

It was an honor to attend and I wish to extend my gratitude to those who have served with the Sturgeon County Emergency Services.

*Timothy J LARSON*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*August 15 – September 13, 2022*



- August 16            Attended regular meetings of council virtually.
- August 22            Attended SREMP Committee Meeting.
- August 24            Attended Council Briefing Committee.
- August 26            Attended NLLS General Board Meeting.
- Letter was sent from James in regard to the expected 1.5 percent increase the library will be facing for the next three years.
- August 31            Attended Virtual Town Hall Meeting.
- September 6        Attended Regular meetings of council.
- September 8        Attended Sturgeon County Emergency Long Term Service Award.  
                         Congratulations to our local fire department members.  
                         NFPA 100 Level 1 Recognition awards.  
                         Firefighter Russ Beairsto  
                         Firefighter Billy-Ray Brezinski  
                         Firefighter Mark Burke  
                         Firefighter Alex Connell  
                         Firefighter Kirk Paproski  
                         Congratulations to Firefighter Michael Cooknell for receiving his 10-year award.
- September 12        Attended Library Meeting  
                         See above NLLS increase.  
                         Also, some great ideas for next year but I will leave the to the library to discuss. Don't want to wreck the surprise!!
- September 13        Attended FCSS Meeting.  
                         Have not yet attended as of writing this report so please look at their report for more information.

Tanya May  
Councillor  
Town of Bon Accord

**From:** [Jessica Caines](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW: Budget Considerations  
**Date:** September 12, 2022 9:16:34 AM

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**From:** James MacDonald <[jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca)>  
**Sent:** September 12, 2022 8:25 AM  
**To:** Municipalities <[Municipalities@nlls.ab.ca](mailto:Municipalities@nlls.ab.ca)>; Library Board Chairs <[libraryboardchair@nlls.ab.ca](mailto:libraryboardchair@nlls.ab.ca)>  
**Cc:** NLLS Board <[nllsboard@nlls.ab.ca](mailto:nllsboard@nlls.ab.ca)>  
**Subject:** FW: Budget Considerations

Dear Mayor and Council.

On behalf of the Northern Lights Library Board I write to inform you that the Board met in late August to discuss our 2023 budget and a budget projection out to 2026. The Board and Staff have worked diligently to find efficiencies in delivering our services within our fiscal limits, including: reducing our van run from 3 to 2 vans, leasing a small portion of our building to a 3<sup>rd</sup> party, and undertaking a thorough organizational review and restructure. As a result we have decreased costs and increased revenues while maintaining and improving on system services.

2022 was the 3<sup>rd</sup> year at the current rate for our member municipalities and local library boards. The province has not increased their grant funding since 2015 when it went from \$4.60 to \$4.70 per resident. We recently sent a letter to Minister McIver requesting an increase to that grant and invited you to do the same.

Our proposed budget for 2023 includes a modest levy increase of 1.5%. In June we sent a letter to your representative confirming that the province will be using the 2016 population figures to calculate library grants in 2023 and therefore it is the population list we must use to calculate your levies. The Board will vote on the budget November 25<sup>th</sup>. We wanted to ensure you had this information in advance of your own budget deliberations. Included in this email is a table showing the municipality's levy in 2022 and the proposed change in 2023. We hope this will help with your budget deliberations. Municipalities with Library Boards divide the levy between the municipality and the Board.

Library services are essential to the health and well-being of your community. We thank you for your continued commitment and support of these services. Should you have any questions please do not hesitate to reach out.

**James MacDonald MLIS, DAS**

**Executive Director** | Northern Lights Library System

E [jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca) | [www.nlls.ab.ca](http://www.nlls.ab.ca)

P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

Northern Lights Library Board		2022		2023		
Municipality	2016 Population	Amt	Levy Amt	Amt	Levy Amt	Diff
Andrew	379	\$5.23	\$1,982.17	\$5.31	\$2,011.90	\$29.73
Athabasca	2990	\$5.23	\$15,637.70	\$5.31	\$15,872.27	\$234.57
Athabasca County	7662	\$5.23	\$40,072.26	\$5.31	\$40,673.34	\$601.08
Beaver County (NB)	5689	\$10.46	\$59,506.94	\$10.62	\$60,399.54	\$892.60

Bon Accord	1488	\$5.23	\$7,782.24	\$5.31	\$7,898.97	\$116.73
Bondiss S.V. (NB)	106	\$10.46	\$1,108.76	\$10.62	\$1,125.39	\$16.63
Bonnyville	6921	\$5.23	\$36,196.83	\$5.31	\$36,739.78	\$542.95
Bonnyville No. 87, M.D.	13233	\$10.46	\$138,417.18	\$10.62	\$140,493.44	\$2,076.26
Boyle	948	\$5.23	\$4,958.04	\$5.31	\$5,032.41	\$74.37
Bruderheim	1348	\$5.23	\$7,050.04	\$5.31	\$7,155.79	\$105.75
Chauvin	345	\$5.23	\$1,804.35	\$5.31	\$1,831.42	\$27.07
Cold Lake	15736	\$5.23	\$82,299.28	\$5.31	\$83,533.77	\$1,234.49
Edgerton	401	\$5.23	\$2,097.23	\$5.31	\$2,128.69	\$31.46
Elk Point	1646	\$5.23	\$8,608.58	\$5.31	\$8,737.71	\$129.13
Frog Lake	2021	\$5.23	\$10,569.83	\$5.31	\$10,728.38	\$158.55
Fishing Lake	491	\$10.46	\$5,135.86	\$10.62	\$5,212.90	\$77.04
Gibbons	3030	\$5.23	\$15,846.90	\$5.31	\$16,084.60	\$237.70
Holden	381	\$5.23	\$1,992.63	\$5.31	\$2,022.52	\$29.89
Innisfree	220	\$5.23	\$1,150.60	\$5.31	\$1,167.86	\$17.26
Irma	457	\$5.23	\$2,390.11	\$5.31	\$2,425.96	\$35.85
Island Lake S.V. (NB)	243	\$10.46	\$2,541.78	\$10.62	\$2,579.91	\$38.13
Island Lake South S.V. (NB)	72	\$10.46	\$753.12	\$10.62	\$764.42	\$11.30
Kitscoty	976	\$5.23	\$5,104.48	\$5.31	\$5,181.05	\$76.57
Lac La Biche County	9531	\$5.23	\$49,847.13	\$5.31	\$50,594.84	\$747.71
Lamont	1753	\$5.23	\$9,168.19	\$5.31	\$9,305.71	\$137.52
Lamont County	3872	\$5.23	\$20,250.56	\$5.31	\$20,554.32	\$303.76
Mannville	803	\$5.23	\$4,199.69	\$5.31	\$4,262.69	\$63.00
Marwayne	667	\$5.23	\$3,488.41	\$5.31	\$3,540.74	\$52.33
Mewatha Beach S.V. (NB)	79	\$10.46	\$826.34	\$10.62	\$838.74	\$12.40
Minburn No. 27, County of	3383	\$10.46	\$35,386.18	\$10.62	\$35,916.97	\$530.79
Morinville	9893	\$5.23	\$51,740.39	\$5.31	\$52,516.50	\$776.11
Mundare	855	\$5.23	\$4,471.65	\$5.31	\$4,538.72	\$67.07
Myrnam (NB)	370	\$10.46	\$3,870.20	\$10.62	\$3,928.25	\$58.05
Paradise Valley	174	\$5.23	\$910.02	\$5.31	\$923.67	\$13.65
Pelican Narrows S.V. (NB)	162	\$10.46	\$1,694.52	\$10.62	\$1,719.94	\$25.42
Redwater	2116	\$5.23	\$11,066.68	\$5.31	\$11,232.68	\$166.00
Ryley	497	\$5.23	\$2,599.31	\$5.31	\$2,638.30	\$38.99
Smoky Lake	1022	\$5.23	\$5,345.06	\$5.31	\$5,425.24	\$80.18
Smoky Lake County (NB)	2459	\$10.46	\$25,721.14	\$10.62	\$26,106.96	\$385.82
St. Paul	6004	\$5.23	\$31,400.92	\$5.31	\$31,871.93	\$471.01
St. Paul No. 19, County of	6168	\$5.23	\$32,258.64	\$5.31	\$32,742.52	\$483.88
Sturgeon County (NB)	19578	\$10.46	\$204,785.88	\$10.62	\$207,857.67	\$3,071.79
Sunset Beach S.V. (NB)	44	\$10.46	\$460.24	\$10.62	\$467.14	\$6.90
Thorhild County	3417	\$5.23	\$17,870.91	\$5.31	\$18,138.97	\$268.06
Tofield	2182	\$5.23	\$11,411.86	\$5.31	\$11,583.04	\$171.18
Two Hills	1431	\$5.23	\$7,484.13	\$5.31	\$7,596.39	\$112.26
Two Hills No. 21, County of	3435	\$10.46	\$35,930.10	\$10.62	\$36,469.05	\$538.95

Vegreville	5758	\$5.23	\$30,114.34	\$5.31	\$30,566.06	\$451.72
Vermilion	4545	\$5.23	\$23,770.35	\$5.31	\$24,126.91	\$356.56
Vermilion River, County of	8317	\$10.46	\$86,995.82	\$10.62	\$88,300.76	\$1,304.94
Viking	1041	\$5.23	\$5,444.43	\$5.31	\$5,526.10	\$81.67
Vilna	290	\$5.23	\$1,516.70	\$5.31	\$1,539.45	\$22.75
Wainwright	6289	\$5.23	\$32,891.47	\$5.31	\$33,384.84	\$493.37
Wainwright No. 61, M.D. of	4138	\$10.46	\$43,283.48	\$10.62	\$43,932.73	\$649.25
Waskatenau	255	\$5.23	\$1,333.65	\$5.31	\$1,353.65	\$20.00
West Baptiste S.V. (NB)	52	\$10.46	\$543.92	\$10.62	\$552.08	\$8.16
Whispering Hills S.V. (NB)	108	\$10.46	\$1,129.68	\$10.62	\$1,146.63	\$16.95



Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

August 30, 2022

To all local Alberta government and community leaders:

Over the past weeks, there has been extensive news coverage regarding the independent inquiry created to examine the April 2020 mass casualty in Nova Scotia. Many different testimonies have been heard to date, and the commission will continue its work in to the coming month. While much debate takes place on public platforms and in the media across the county, it is important to me to assure you the first priority of the Alberta RCMP is, and will always be, without exception, public safety. The communities and citizens you represent can be confident and trust in the police services provided by the Alberta RCMP.

Each Alberta police officer has mandatory advanced training to respond to significant events in the first instance. Additionally, each frontline Alberta RCMP officer is provided supplementary training on managing dynamic critical incidents. Detachments have local protocols in place that are reviewed and updated regularly, ensuring specific community needs are addressed within the management of critical incidents.

In Alberta, we are well positioned to escalate our response should circumstances require it. Our critical incident response includes highly skilled, specialized teams trained in both rural and urban settings, prepared to rapidly deploy anywhere in the province. This response includes our Division Emergency Operations Center, Emergency Response Teams, Special Tactical Operations Team, Air Services and Police Dog Services, to name a few. We have implemented the latest technology available to enable situational awareness when managing public safety events and have invested in equipment such as Unmanned Aerial Vehicles and surveillance platforms to enhance our response.

The Alberta RCMP has strong working relationships with the municipal police services in Alberta. We undertake joint investigations and have engaged in a number of joint operations. Our specialized critical incident teams often train together, and we have developed our systems to enable the ability to share our situational awareness tools with other police agencies during public safety events. Interoperability and cooperation is a priority for the Alberta RCMP and it remains an important part of policing in the province.

Any time an incident occurs in Alberta RCMP jurisdiction we undertake a review, assessing our response and actions, implementing best practices and addressing lessons learned. We also review findings from inquiries, inquests and major events in the province, country and internationally to evaluate our readiness to respond to similar situations and to consider recommendations from lessons learned in those events. This continuous evaluation has resulted in the adaptation of training and implementation of processes, technology and equipment to better position us to respond to dynamic incidents.

As an example, the Alberta RCMP has had senior police officers assigned to our dispatch center to oversee and provide guidance on public safety events. Investment through the Police Funding Model has afforded us an opportunity to expand this response by establishing an Alberta RCMP Real Time Operations Center (RTOC). The RTOC will provide active monitoring of events throughout the province, determine and coordinate the

appropriate resources needed, and enhance communications both internally and with the public. In addition to senior police officers, the RTOC will be staffed with criminal analysts, communications strategists and other resources to assist frontline police officers in identifying appropriate local or regional support.

In early 2020, the Alberta RCMP recognized the need for a police-initiated public alert system, specifically designed to address public safety events such as an active shooter. We approached the Ministry of Justice and Solicitor General, who is responsible for the Alberta Emergency Alert System, proposing the development of this system. Working with the ministry and other police services in Alberta, the Police-Initiated Public Alert system was developed and has been implemented. This system has been used by the Alberta RCMP since it became operational, allowing for immediate notification of residents in a localized area.

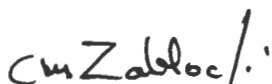
Public safety needs, along with new and emerging threats and crime trends, call for police services to evolve and adapt to address those challenges. My management team and I meet regularly with representatives from the Ministry of Justice and Solicitor General to articulate our need for resources, technology and equipment, ensuring our service is equipped to respond to public safety events. Our team routinely updates the ministry with respect to operational and administrative matters, as required and when appropriate.

It is the responsibility of my leadership team and I to ensure your community leadership, as well as your citizens, know the policing services in their jurisdiction are prepared, modern, flexible and ready to respond to any critical event they may face. I encourage you to reach out to your local detachment commanders to discuss critical response, or any other policing concerns, directly. They are your local Chiefs of Police and I know they will be happy to hear from community leaders and citizens alike.

You may also reach out to me directly at 780-412-5444 or [Curtis.zablocki@rcmp-grc.gc.ca](mailto:Curtis.zablocki@rcmp-grc.gc.ca). I am always happy to hear from community leaders.

Thank you for your continued support. We are proud to serve as your provincial and municipal police service.

Yours truly,



C. M. (Curtis) Zablocki/M.O.M.  
Deputy Commissioner  
Commanding Officer Alberta RCMP

11140 - 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445

**From:** [Jessica Caines](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW: Second Edition: Call to Action to the Government of Alberta  
**Date:** September 12, 2022 3:49:25 PM  
**Attachments:** [image263097.png](#)  
[image986225.png](#)  
[image139041.png](#)  
[image950825.png](#)  
[image210241.png](#)  
[Call to Action to the Government of Alberta.pdf](#)

---

**From:** Maryanne King <[mking@npf-fpn.com](mailto:mking@npf-fpn.com)>  
**Sent:** September 12, 2022 8:58 AM  
**To:** Brian Holden <[bholden@bonaccord.ca](mailto:bholden@bonaccord.ca)>  
**Cc:** Info <[info@bonaccord.ca](mailto:info@bonaccord.ca)>  
**Subject:** Second Edition: Call to Action to the Government of Alberta

Good morning Mayor Holden,

Throughout Spring 2022, municipalities and stakeholder associations across Alberta have joined together in a Call to Action to the Government of Alberta to reconsider the proposal to transition to a provincial police service. This Call to Action was originally released on June 27, and we are pleased to share an **updated re-release including 92 signatories** to this Call to Action with you today.

You may see the Call to Action attached and hosted on the [Keep Alberta RCMP website](#).

We appreciate each of the 92 signatories for standing together in requesting the Government to reconsider this costly and unsubstantiated proposal. This reflects what Albertans have been saying loud and clear - they do not want an expensive transition to replace the RCMP with a new provincial police service.

To further substantiate the voices of Albertans, please also see [recent polling data](#) conducted over July 2022 that clearly indicates Albertans are not interested in or supportive of a new, expensive Provincial Police Service. Some highlights of this data include:

- 84% of Albertans want to retain the Alberta RCMP outright or with improvements;
- The three most commonly identified top priorities for Albertans are affordability and cost of living, Alberta's economy, and health care; policing is cited as a first priority for only 2% of Albertans.
- Albertans would prefer that the Government focus on increased rural response time, increased resources for policing and increased resources to respond to petty crime.

**Additional signatories to the Call to Action continue to be welcomed. As signatories are added, the [list of signatories](#) will be updated.** If you are attending the RMA Fall Convention in November, we look forward to seeing you at the Tradeshow on Tuesday, November 8<sup>th</sup>.

Should you like to connect regarding the Call to Action, please don't hesitate to contact me at your convenience.

## Maryanne King

Policy Advisor | Conseiller Politique

**National Police Federation | Fédération de la Police Nationale**

(587) 672-0695

<https://npf-fpn.com>

220 Laurier Avenue West/Ouest  
8e Étage – Suite 800  
Ottawa, Ontario  
K1P 5Z9



**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉRATION  
DE LA POLICE  
NATIONALE**

 @NPFFPN

 NPF\_FPN

 nationalpolicefederation

 National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.  
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# CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

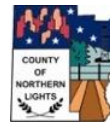
The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

**We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:**

- *Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities*
- *Improve social services to address the root causes of crime (health, mental health, social and economic supports)*
  - *Expand Police and Crisis Teams with police and Alberta Health Services*
  - *Work with communities to provide targeted social supports*
- *Increase resources within the justice system*
  - *Ensure timely trials by prioritizing violent over non-violent crimes*
  - *Hire more Crown prosecutors and appoint more Provincial Court Judges*





**Organizations:**

National Police Federation  
Alberta Community Crime Prevention Association  
Alberta Union of Public Employees  
Clearwater Community Crime Watch  
Public Service Alliance of Canada – Prairies  
Union of Safety and Justice Employees  
Victim Services Alberta

**Cities:**

City of Wetaskiwin

**Towns:**

Town of Athabasca  
Town of Barrhead  
Town of Beaverlodge  
Town of Bon Accord  
Town of Bowden  
Town of Black Diamond  
Town of Blackfalds  
Town of Canmore  
Town of Claresholm  
Town of Coalhurst  
Town of Crossfield  
Town of Edson  
Town of Elk Point  
Town of Fairview  
Town of Fort Macleod  
Town of Grimshaw  
Town of High Level  
Town of High Prairie  
Town of High River  
Town of Innisfail  
Town of Irricana  
Town of Magrath  
Town of Mayerthorpe  
Town of McLennan  
Town of Millet  
Town of Penhold  
Town of Ponoka  
Town of Redwater  
Town of Spirit River  
Town of Swan Hills  
Town of Sylvan Lake  
Town of Tofield  
Town of Trochu  
Town of Two Hills  
Town of Vauxhall  
Town of Viking  
Town of Wainwright  
Town of Westlock

**Villages:**

Paradise Valley  
Village of Alliance  
Village of Berwyn  
Village of Big Valley  
Village of Breton  
Village of Carmangay  
Village of Caroline  
Village of Champion  
Village of Chipman  
Village of Clive  
Village of Coutts  
Village of Delia  
Village of Donnelly  
Village of Edgerton  
Village of Elnora  
Village of Girouxville  
Village of Hines Creek  
Village of Longview  
Village of Marwayne  
Village of Myrnam  
Village of Nampa  
Village of Rosemary  
Village of Spring Break  
Village of Standard  
Village of Vilna  
Village of Waskatenau

**Summer Villages:**


Summer Village of Betula Beach  
Summer Village of Crystal Springs  
Summer Village of Ghost Lake  
Summer Village of Jarvis Bay  
Summer Village of Kapasiwin  
Summer Village of Lakeview  
Summer Village of Seba Beach  
Summer Village of Silver Sands  
Summer Village of Southview

**Counties:**

Big Lakes County  
Brazeau County  
Clearwater County  
County of Northern Lights  
County of St. Paul  
County of Wetaskiwin  
Northern Sunrise County  
Smoky Lake County

**Municipalities:**

Municipal District of Opportunity  
Municipal District of Peace  
Municipality of Crowsnest Pass



**From:** [Jessica Caines](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW: Community Justice Centre (CJC) Stakeholder Engagement  
**Date:** September 7, 2022 2:34:46 PM  
**Attachments:** [Registration Instructions .docx](#)

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**From:** JSG Engagement <[JSG.Engagement@gov.ab.ca](mailto:JSG.Engagement@gov.ab.ca)>  
**Sent:** September 6, 2022 2:44 PM  
**Cc:** JSG Engagement <[JSG.Engagement@gov.ab.ca](mailto:JSG.Engagement@gov.ab.ca)>  
**Subject:** Community Justice Centre (CJC) Stakeholder Engagement

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.

Good afternoon,

Justice and Solicitor General is excited to be starting stakeholder engagement on how a Community Justice Centre (CJC) could improve access to justice and address the root causes of crime in your community. These conversations will occur between September 2022 and November 2022 and will be open to First Nations and Metis community leaders (elected and technicians) and community-based organizations that support Indigenous peoples as well as representatives from law enforcement, organizations representing municipalities, non-governmental organizations, social service agencies, legal groups, and community groups representing cultural and ethnic diversity.

CJCs are places where justice processes are integrated with health and social services to facilitate a coordinated approach that more effectively addresses the root causes of crime, breaks the cycle of offending, and improves public safety and community well-being. CJCs can take different forms, from a physical setting that brings together a courtroom and social services, to a virtual linking of different providers aligned with justice system processes.

The design of CJCs needs to be driven by communities, providing the ability to directly address the unique challenges they face, and being informed by their own priorities and cultural protocols.

The engagement sessions will explore the concepts of CJCs, gather feedback on these ideas as well as local Court perspectives that will be used to refine the CJC proposed model and inform federal government decision making. Your participation in this engagement would be highly valued and is an integral part of understanding how CJCs could be implemented in Metis and First Nation communities and will inform a report back to the federal government, who has funded this engagement initiative.

In the attachment, you will find a list of dates, times and locations for these engagement sessions along with a hyperlink to register for a session near you. There are 4 sessions geared specifically for representatives from indigenous organizations and communities. They are marked with an asterisk(\*). Representatives of Indigenous organizations and communities are welcome to attend another session in the list if the location or dates marked with the asterisk do not work with your



schedule.

I encourage you or a representative from your community or organization to attend an engagement session to discuss the proposed model for an Alberta CJC, and to discuss what this model could mean for your community. If you have questions about the engagement sessions or suggestions of stakeholders who should also be invited to the sessions, please contact the department by emailing [JSG.Engagement@gov.ab.ca](mailto:JSG.Engagement@gov.ab.ca).

Sincerely,

JSG Engagement Team

Classification: Protected A

# Registration Instructions

Justice and Solicitor General: Community Justice Centres

## Event overview

The Government of Alberta is engaging with stakeholders and Indigenous community members and organizations on Community Justice Centres (CJCs).

The department of Justice and Solicitor General will be facilitating in-person engagement sessions with municipalities between September and November 2022, and virtual engagement sessions with Edmonton and Calgary in early 2023.

The in-person sessions are open to representatives from represent law enforcement, organizations representing municipalities, non-governmental organizations, social service agencies, legal groups, and community groups representing cultural and ethnic diversity.

The engagement sessions will explore the concepts of CJCs, gather feedback on these ideas as well as local Court perspectives that will be used to refine the CJC proposed model and inform federal government decision making.

Space is limited and the content is the same for all sessions. For this reason, we ask individuals only sign-up for one session in this series and limit registration to up to two people per organization. There are four sessions geared specifically for representatives from Indigenous organizations and communities. They are marked with an asterisk(\*). Representatives of Indigenous organizations and communities are welcome to attend another session in the list if the location or dates marked with the asterisk do not work with your schedule.

Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available and registrants will receive an email when the event address is updated.

## Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

## Registration Links

Dates (2022)	Time	Location	Registration Link
September 19	1:00pm to 4:00pm	Cold Lake	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405429359127">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405429359127</a>
September 20	1:00pm to 4:00pm	St. Paul*	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405432949867">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405432949867</a>
September 21	9:00am to 12:00pm	Lloydminster	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405433541637">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405433541637</a>
September 27	1:00pm to 4:00pm	Peace River	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405435868597">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405435868597</a>

Last Updated: September 1, 2022

September 28	9:00am to 12:00pm	Peace River*	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405436219647">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405436219647</a>
September 29	9:00am to 12:00pm	Grande Prairie	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405436751237">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405436751237</a>
October 17	8:30am to 11:30am	Drumheller	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412462665937">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412462665937</a>
October 17	1:45pm to 4:30pm	Airdrie	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410829621457">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410829621457</a>
October 18	1:00pm to 4:00pm	Lethbridge	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410837525097">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410837525097</a>
October 19	9:00am to 12:00pm	Medicine Hat	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410839440827">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410839440827</a>
October 24	1:00pm to 4:00pm	Fort McMurray	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412386127007">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412386127007</a>
October 25	9:00am to 12:00pm	Fort McMurray*	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412392385727">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412392385727</a>
October 26	9:00am to 12:00pm	Lac La Biche	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412407831927">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412407831927</a>
November 7	1:00pm to 4:00pm	Drayton Valley	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412415254127">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412415254127</a>
November 8	1:00pm to 4:00pm	Wetaskiwin	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412419747567">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412419747567</a>
November 9	1:00pm to 4:00pm	Red Deer*	<a href="https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412427661237">https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412427661237</a>

\* Session geared towards representatives from Indigenous organizations and communities

Last Updated: September 1, 2022

**From:** [Jessica Caines](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW: Advocacy Letter Endorsement [Action Requested]  
**Date:** September 12, 2022 9:16:57 AM  
**Attachments:** [2022-08-30-funding-request.pdf](#)

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**From:** James MacDonald <[jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca)>  
**Sent:** September 2, 2022 1:18 PM  
**To:** Municipalities <[Municipalities@nlls.ab.ca](mailto:Municipalities@nlls.ab.ca)>  
**Subject:** Advocacy Letter Endorsement [Action Requested]

Dear Mayor and Council,

Northern Lights Library Board recently sent a letter to Minister McIver requesting additional funding for library services. We've attached the letter for your perusal. We invite you to endorse our letter by sending a letter of your own. Support for our request will directly support funding for your local library.

To maximize the impact these letters we ask that you write your own letter. Please use our letter as information rather than sending a form letter.

We hope you will include the following points in your letter:

- Reference and endorse our letter
- Provincial funding has not increased since 2015
- Local municipalities continue to increase funding to their libraries
- A change in the population list used to calculate grants is insufficient
- Rising inflation is putting stress on library services and the municipalities that fund them

We understand that the provincial government will be entering the budgeting process shortly. We encourage you to write your letters soon. We appreciate your support.

Please address letters to:

Hon. Ric McIver  
Deputy Leader, Minister of Transportation and Minister of Municipal Affairs  
Government of Alberta

CC: Greg Smith, Chief of Staff for Ric McIver, Minister of Municipal Affairs,  
Government of Alberta, [greg.smith@gov.ab.ca](mailto:greg.smith@gov.ab.ca)

CC: Vicky Lefebvre, Board Chair, Northern Lights Library System, [jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca)

Consider sending this to your local MLAs.

Thank you,

**James MacDonald** MLIS, DAS

**Executive Director** | Northern Lights Library System

E [jmacdonald@nls.ab.ca](mailto:jmacdonald@nls.ab.ca) | [www.nls.ab.ca](http://www.nls.ab.ca)

P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

Hon. Ric Mclver  
Deputy Leader, Minister of Transportation and Minister of Municipal Affairs  
Government of Alberta

CC: Greg Smith, Chief of Staff for Ric Mclver, Minister of Municipal Affairs,  
Government of Alberta

August 31, 2022

Dear Minister Mclver,

The Northern Lights Library System, the 55 municipalities and the Indigenous communities it represents, would like to thank you for your ongoing support of libraries in our province and especially in our rural communities. Your choice to maintain consistent funding for libraries in the face of economic instability is applauded and welcomed. Thank you.

We are aware you have received a number of letters from across the province regarding library funding. Some have suggested updating the population list used to calculate library grant funding. Others have rightly pointed out, that change alone would be insufficient in meeting the needs of rural municipalities that do not have rapidly growing populations but still feel the pressure of rising inflation. We recognize that funding models are complicated but support the request for further funding so libraries can continue to meet the needs of Albertans.

A simple shift to the population numbers used to calculate the grants will not meet the increasing demands on library services in rural Alberta. Most of our municipalities face a reduced or static tax base. Despite this, and for good reasons, local municipalities have made increasing investments in library services. Northern Lights Board has prepared a 4-year projected budget and is asking municipalities to commit to a modest levy increase each year to meet the demands of inflation.

The last increase from the province to library system grants was in 2015 when it moved from \$4.60 to \$4.70 (10 cents) per resident. Since that time our municipalities have raised their contributions by 29 cents per resident. We are asking the provincial government to commit with local municipalities to increase funding to at least meet inflation. Meeting inflation will ensure our libraries can continue to provide the services they do today. Greater funding would allow libraries to reach more Albertans, especially our underserved populations.

We are asking our local governments to recognize that cost increases are inevitable and to assist libraries in planning and preparing for the future. Modest, committed increases, will ultimately save Albertans money while ensuring sustainable services. We appeal to the province to meet their municipal partners in increasing funding for library services.

Respectfully,



Vicky Lefebvre  
Board Chair  
Northern Lights Library System



202, 9440 49 Street, Edmonton, AB T6B 2M9 | [NSWA.AB.CA](http://NSWA.AB.CA)

September 6, 2022

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

Dear Mayor and Council,

Has water and good water management ever not been essential for the Town of Bon Accord and its residents? Drinking water safety and supply, flooding, drought, storm water, water for growth, water for recreation. Water is a critical element of any municipality's growth and well-being. And yet, managing our water is never simple and clear cut. The challenges we face in one community are connected to our landscape and to all our neighboring communities, which means that our biggest challenge lies in working across communities, industries, and jurisdictions.

Bon Accord is important to our watershed because the town sits within the Sturgeon River basin, a major tributary of the North Saskatchewan River, and the water and natural assets in and around the town are important to our watershed's overall health. The water Bon Accord uses comes from the landscape upstream, while the town's stormwater or wastewater can affect the landscape downstream. This means that sustainability, an important goal for any municipality, is best achieved at a watershed scale and in collaboration with other water managers.

For more than 22 years, the North Saskatchewan Watershed Alliance (NSWA) has been building collaborative partnerships to steadily improve how we manage our rivers, wetlands, and lakes, using the best and most applicable science. This important work is accomplished because of the generous support of many municipalities in our watershed, the provincial government, and water utilities.

The goals of the NSWA and the Town of Bon Accord are well aligned. The town's Economic Development Strategy 2011 identifies environmental sustainability and quality of life as two closely held values, and highlights the importance of environmental factors in economic growth. The strategy envisions the town exhibiting *a proactive commitment to a green and sustainable environment*, which is exactly what the NSWA and partners are working to implement through the Integrated Watershed Management Plan for the North Saskatchewan watershed.

Last year, the Town of Bon Accord was not among the more than 40 municipalities who supported the NSWA by donating a \$0.50 per capita contribution, and so we ask for the positive consideration by you and your Council in 2023 for a **total contribution of \$764.50**.

Your contribution goes a long way with the NSWA. We leverage your support at a **ratio of 3 to 1**, meaning NSWA can **leverage your \$1 into \$3 in project grant funding**. NSWA has received over



\$3.0 million worth of project grants to support municipalities and local stewardship groups in the last five years for watershed projects.

One of several NSWA focal projects this year is building municipal policy and planning tools to help manage the condition of shorelines, including municipal environmental reserves and other managed spaces. This work builds on a unique geospatial tool developed by the NSWA for assessing the state of riparian areas and was used to assess nearly 17,000 km of shoreline in the North Saskatchewan watershed so far. It also makes use of the NSWA-developed Riparian Web Portal that enables landowners of all kinds to see riparian assessment information and showcase their own stewardship efforts. The Riparian Web Portal won a 2022 Emerald Award in the water category.

Attached are some highlights from the 2021-22 NSWA Annual Report so you can see where we've been, the NSWA Strategic Plan to show you what we are planning, and an invoice to simplify administering your suggested contribution. The full Annual Report and other information is available at [www.nswa.ab.ca](http://www.nswa.ab.ca)

I would be happy to connect with you and your Council to provide more information. Further, the NSWA Executive Director, Scott Millar ([scott.millar@nswa.ab.ca](mailto:scott.millar@nswa.ab.ca)) is also available to present to the Town of Bon Accord and to answer any questions you may have about the NSWA.

Sincerely,

Stephanie Neufeld  
Chair, North Saskatchewan Watershed Alliance

Cc: Chief Administrative Officer



# NSWA GOALS AND 3-YEAR STRATEGIC PRIORITIES SUMMARY

## 1. THE NSWA SUPPORTS COLLABORATIVE PARTNERSHIPS

Focus collaborative efforts on partnerships that can most effectively address the directions and actions of the *Integrated Watershed Management Plan*.

## 2. THE NSWA IS A LEADER IN WATERSHED PLANNING

Complete a 2025 *State of the Watershed* report to provide an update on the watershed health and implementation status of the Integrated Watershed Management Plan of the North Saskatchewan River watershed.

## 3. THE NSWA PROMOTES WATERSHED KNOWLEDGE SHARING

Focus and align communications efforts on key stakeholders who have the greatest influence on watershed health.

## 4. THE NSWA REMAINS A FUNCTIONAL AND SUSTAINABLE ORGANIZATION

# NSWA GOALS AND 3-YEAR STRATEGIES

## 1. THE NSWA SUPPORTS COLLABORATIVE PARTNERSHIPS

To achieve this goal, the NSWA will:

**Focus collaborative efforts on partnerships that can most effectively address the directions and actions of the *Integrated Watershed Management Plan*.**

*Description: The NSWA will concentrate its support on partnerships that are most likely to positively impact the ability to protect and improve water quality, water quantity, and the health of the North Saskatchewan River watershed.*

*Rationale: The highest potential to positively affect watershed function and management lies in the ability to combine and leverage the most effective work occurring in the watershed. This work maintains the momentum of the NSWA in using a partnership approach in its work.*

- Subwatershed Alliances (e.g., municipalities, Indigenous communities, NGOs)
- Partner NGOs that support on-the-ground watershed work (e.g., ALUS, Ducks Unlimited, Cows and Fish, AWES, EALT)
- Partner projects (e.g., WaterSHED, IH/CR Surface Water Quality Framework, Watershed Integrity Project)

## 2. THE NSWA IS A LEADER IN WATERSHED PLANNING

To achieve this goal, the NSWA will:

**Complete a 2025 *State of the Watershed* report to provide an update on the watershed health and implementation status of the *Integrated Watershed Management Plan* of the North Saskatchewan River watershed.**

*Description: The NSWA will use the process of updating the *State of the Watershed* report to gather data from new sources, address emerging watershed issues and evaluate the progress of the *Integrated Watershed Management Plan*.*

*Rationale: It has been 20 years since the original *State of North Saskatchewan River Watershed* report was produced. There have been advances in watershed science, monitoring and GIS datasets that would be able to provide a more detailed picture of the NSRW. There is also an opportunity to collect information from new sources such as academia, indigenous communities, municipalities, and citizen science, as well as address emerging issues such as climate change, invasive species and cumulative impacts. This process would also allow for an evaluation of the progress of the IWMP. Been 10 years since IWMP was put together with mixed progress across the plan. Good linkage to the W4L Action Plan.*

- Information from academia, Indigenous communities, municipalities, and citizen science
- Highlight emerging issues such as climate change, invasive species and cumulative impacts
- Use the opportunity to report on the progress of the IWMP

### 3. THE NSWA PROMOTES WATERSHED KNOWLEDGE SHARING

To achieve this goal, the NSWA will:

**Focus and align communications efforts on key stakeholders who have the greatest influence on watershed condition.**

*Rationale: This approach ensures good reach for minimal cost, while also promoting mutual partnership objectives.*

*Description: The NSWA will concentrate its efforts on building relationships with and providing knowledge to those most likely to improve water quality, water quantity, watershed health. The NSWA will combine forces with watershed partners with quality education and knowledge platforms, to maximize the reach of NSWA's knowledge and programming.*

- Align communications with watershed planning partners such as AEP, Alberta Water Council and other WPACS
- Leverage communications from NGO partners such as Alberta Lake Management Society (ALMS), Cows and Fish, Ducks Unlimited, Alternative Land Use Services (ALUS), Agroforestry and Woodlot Extension Society (AWES) and others

### 4. THE NSWA REMAINS A FUNCTIONAL AND SUSTAINABLE ORGANIZATION

To achieve this goal, the NSWA will:

- Seek to broaden and diversify its funding sources.
- Enhance the organization's stability by effectively supporting NSWA staff.
- Provide strong society governance mechanisms and structure.

*Description: The NSWA will address three key areas of the organization to ensure its long-term sustainability and ability to adapt to change.*

*Rationale: To continue to be an effective Watershed Planning and Advisory Council the NSWA must have a strong governance structure, long term funding and committed, qualified staff.*

## Engagement and Knowledge Sharing

As a key resource for information on the North Saskatchewan River watershed, the NSWA strategizes with key stakeholders to focus on important watershed issues. We align and complement our communications with Alberta Environment and Parks, and other watershed organizations to reinforce watershed knowledge and stewardship messages.



# ANNUAL REPORT 2021-2022 SYNOPSIS

The NSWA is a not-for-profit organization designated by the Government of Alberta as the Watershed Planning and Advisory Council for the North Saskatchewan watershed.



### WE PLAN

We work with others to integrate land and water planning to improve watershed function.



### WE COLLABORATE

We create opportunities for stakeholders to come together, share resources and explore innovative solutions to watershed management challenges.



### WE SHARE

We provide information about the watershed and create forums for sharing that information.

### Board Governance

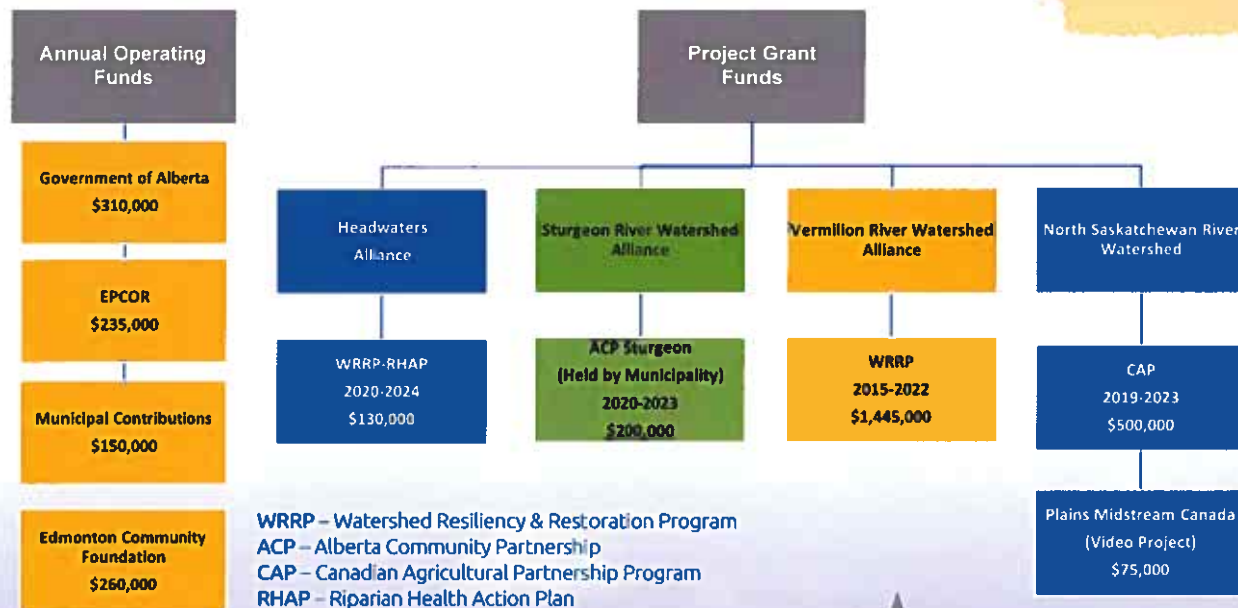
The work of the NSWA is guided by a 20 person multi-stakeholder Board of Directors that provides strategic oversight, direction, and advice to the organization.

This past year, the Board developed and approved the 2022-2024 Strategic Plan which identified 3 key priorities for the NSWA that include updating the State of the Watershed assessment, making our collaborative efforts more effective, and leveraging our communication and outreach.

## Funding Sources

For 22 years, the NSWA has been mobilizing research, partnering on conservation and restoration projects, monitoring water quality, and educating the public about water resources. Over \$3.0 million worth of project grants, or grants for watershed projects have been awarded to the NSWA in the last five years.

**For every \$1.00 NSWA receives in operational funding, we generated over \$3.00 in grant funding.**



## SUPPORTERS & PARTNERS



### 40 MUNICIPALITIES

- 14 counties
- 3 cities
- 10 towns
- 2 villages & 11 summer villages



[www.nswa.ab.ca](http://www.nswa.ab.ca)

Twitter: @NorthSaskRiver

Facebook: facebook.com/NorthSaskRiver

Instagram: north\_sask\_river

LinkedIn: North Saskatchewan Watershed Alliance

# Highlights of the NSWA's 2021-2022 work across the North Saskatchewan Watershed

## BASIN-WIDE INITIATIVE

### The Riparian Web Portal

The Riparian Web Portal was officially launched in 2021. This website encourages Albertans to conserve and improve riparian health today for the benefit of future generations.

The Riparian Web Portal:

- Provides access to riparian data and summary tools
- Shares examples of on-the-ground restoration and conservation projects
- Provides links to riparian programs and grants and offers recommendations for best management practices

The Riparian Web Portal won an Emerald Award in 2022 for excellence in the Water category.



To learn more, go to: [www.riparian.info](http://www.riparian.info)



## HEADWATERS ALLIANCE

### Natural Infrastructure Project

The Headwaters Alliance is a partner in the *Modeste Natural Infrastructure Project*.

In 2021, the project team released an interim report on the economics of natural infrastructure and watershed restoration.

Parkland County is taking the study to the next level and developing a *Municipal Hotspot Natural Infrastructure Assessment* to address localized flooding issues with natural infrastructure solutions.



## BASIN-WIDE INITIATIVE

### Lake Stewardship Group Resources

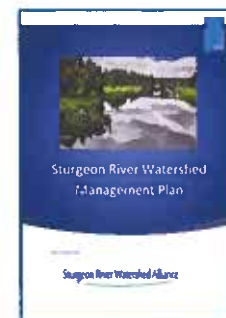
The NSWA has developed lake watershed report summaries for local watershed stewardship groups to use for their communications and education programs.

Lake stewardship activities are delivered by NSWA in partnership with Alberta Environment and Park, Alberta Lake Management Society, and the Land Stewardship Centre.



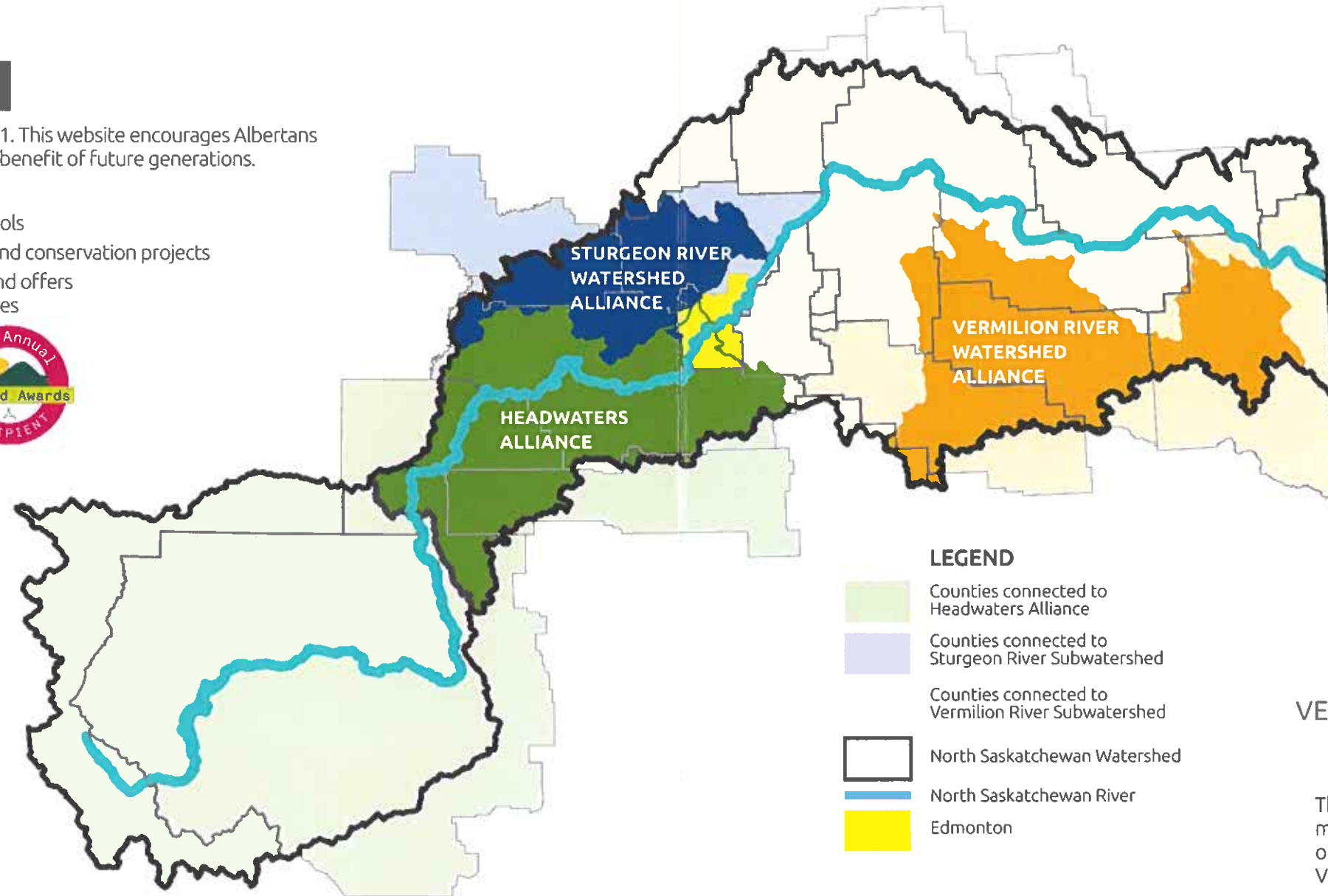
## STURGEON RIVER WATERSHED ALLIANCE

### Watershed Management Plan



The Alliance developed the Sturgeon River Watershed Management Plan to identify watershed outcomes and actions to be address over the next 10 years. This plan:

- Uses a watershed approach
- Has clear goals and performance measures
- Supports intermunicipal collaboration and local stewardship
- Encourages work to address knowledge gaps



## BASIN-WIDE INITIATIVE

### North Saskatchewan River WaterSHED Monitoring Program

By combining and coordinating resources this collaborative partnership has created the North Saskatchewan River's most comprehensive river monitoring program.

The WaterSHED Monitoring Program is a unique partnership between:

- Alberta Environment and Parks
- EPCOR
- North Saskatchewan Watershed Alliance
- City of Edmonton

The first Technical Progress Report for the program was published in 2021 and the data from the project is now available publicly on the DataStream website.



## VERMILION RIVER WATERSHED ALLIANCE

### Water Quality Monitoring

The SAVER Program is a student-led water quality monitoring program for the Vermillion River that is orchestrated through a partnership between the Vermillion River Watershed Alliance and Lakeland College.

Year-round, montinuous monitoring will provide information about:

- Temperature changes due weather and climate
- Nutrient loads from agricultural and industrial pressures
- Hot spots within the watershed for further investigation and action

