

**Town of Bon Accord
AGENDA
Annual Council Workshop
December 12, 2022 8:30 AM – 4:30 PM
Council Chambers**

MORNING

Part A. Educational Sessions (Closed to Public)

AFTERNOON

Live Streamed on Bon Accord YouTube channel starting at 12:15 p.m.

Part B. Administration Presentations

- Annual Report Template
- Snow Removal
- Stormwater Management
- Annual Review of Strategic Plan
- Department Presentations
- Community Survey
- Performance Measurement Tool
- Council Chambers Set Up

2022

**COUNCIL ANNUAL WORKSHOP
SNOW REMOVAL &
STORM WATER MANAGEMENT
PRESENTATION**

**Presented by Terry Doerkson,
Operations Supervisor**

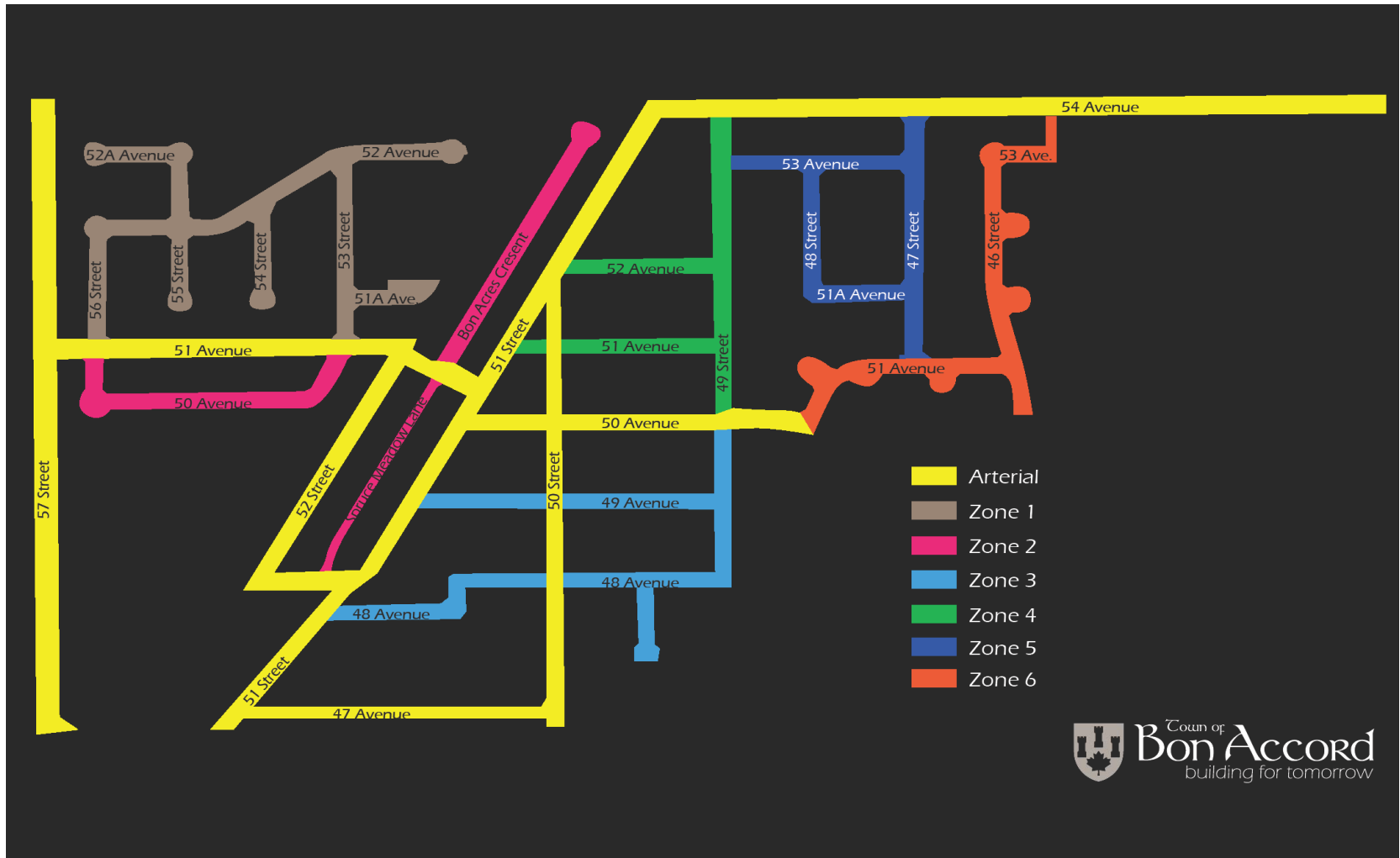
SNOW REMOVAL

**Proposed Changes to the
Snow Removal Policy and
Procedures for Enhanced
Service Levels**

Key Highlights

- Use of different blades for the grader for optimum performance
- Reduction of snowfall requirements on residential roads from 15 cm to 10 cm to enhance service levels/ allows us to get on the roads quicker with less snows
- Combined approach of utilizing windrows and snow clearing to boulevards to maximize efficiency of snow removal
- Review of Snow Removal Policy to enable greater discretion built into the policy for the Public Works Supervisor to assess weather and road conditions within the Town in determining snow removal priorities and resources.

Snow Removal Zones





Overview of Snow Removal Procedures



Arterial roads and emergency access or areas that Public Works staff require access to, are cleared first. An arterial road is defined as a high-capacity urban road. The primary function of an arterial road is to facilitate movement of traffic to and from Town, particularly for emergency purposes.



Zone 1 through to Zone 6: After arterial roads have been cleared, residential roads are cleared in rotation from zones 1 -6. Staff alter the start zone after each snowfall to ensure a fair and equitable approach to clearing residential streets.



Overview of Snow Removal Procedures Continued



Alleys are completed once all arterials and zones 1 – 6 are cleared.



Dividing the Town into zones creates more efficient use of staff time and allows for quicker snow removal throughout Town.



The arena and Jewel Box parking area as well as the cemetery are cleared when staff can work these areas into the schedule. Scheduled programming and/or events are taken into consideration.



Snow Removal Signage:



Main entrances to zones will have signage placed a min. of 20 hours prior to anticipated street clearing.



Snow clearing priorities change frequently with changes in weather, equipment failures, any other unexpected circumstances (for example, water main break). This creates challenges for signing and communicating with the public.



Staff will return to previous signing practices that are manageable with a small crew and that does provide notice to residents to move vehicles.



Enhanced Communications:



New website section has been added to help keep residents up to date on snow removal schedules and zones

Town Sidewalks and Walking Paths:

Town Office sidewalks and entrance points every snowfall

Walkway—Northside of Springer

Walkway—45th Street to Lillian Schick property line

51st Ave – 50th Ave: corners on Springer

Clock Tower Area

Walkway across sportsgrounds from Arena to Bon Accord Community School

Sidewalk around Centennial Park

Dark Sky Trail

Sidewalk clearing adjacent to roadways should be scheduled in conjunction of road clearing where possible

Sidewalks and walking paths are done often and not based on accumulation amounts.



Sanding Procedures:



Sanding is focused on intersections and areas of incline on roadways and sidewalks or walkways on Town property.



Stone chips may be added to the sand/salt mixture at lower temperatures (below -18 degrees Celsius).

Stormwater Management

**An Overview of Flooding
Mitigation and Future
Planning**

Westside of Town (RR 240/Springbrook Area)

- Control gate added to culvert on RR 240 to control the flow of water more effectively.
- We have consulted with our engineers to ensure that this mitigation does not contravene any legislation and would not cause any flooding on adjacent fields.
- Sturgeon County has also been notified and has not expressed any issues or concerns.
- Staff are working with Associated Engineering to start working on next steps for completing additional drainage ditch contouring further north on RR240. We are waiting for quotes on this project.



Gate
installed
on culvert.

Summer
2022

Concrete Swale Ditch cleaning and clearing:

- This fall staff cleaned out ditches along the east side of RR 240 to help with water flow through the natural pathway out of Town. (brush clearing) levelling to help water flow
- The ditches in the crescent at 54th and 55th Street have been cleaned out and cleared to help facilitate the natural flow of water out of those residential areas (see pictures on the next two slides)
- In the past, snow has been stored at Springbrook Park. To reduce the potentially for extra water draining from snow storage in this park area into 54th and 55th street, snow will not be stored in this location in 2022-2023.



54th Street
Ditch—
Cleared end of
October 2022



55th Street Ditch
October 2022

East Side of Town (Wetlands Area)

- Staff have completed some work this area over the past few years to help mitigate flooding issues until the major capital upgrades for stormwater management improvements can be implemented.
- Recently (2019) staff put in some additional washed rock on the laneway (extended 49 A Street) to assist with providing a stronger more solid base and some work on the ditches was done to help with drainage.
- Staff are investigating grant opportunities.
- Staff will monitor this area during the spring melt and address situations as best we can.

QUESTIONS?

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TOWN OFFICE

Corporate Services





Agenda

- ▶ 01. Introduction
- ▶ 02. 2022 Accomplishments
- ▶ 03. 2023 Priorities
- ▶ 04. Closing

Introduction

We are proud of our team!

The Corporate Services department is responsible for the daily and monthly administrative operations of the Town.

From front-end reception and customer service to payment receipts to utility and tax billings to budgets and financial reports.

Corporate Services works together as a team with other departments to promote and embody the Town's mission, values, and priorities.



2022 Accomplishments



2022 Accomplishments

SERVICE EXCELLENCE

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



- Agreement for Power+ through Alberta Municipalities to achieve additional savings in power.
- New contract for postage machine resulting in 89% savings in monthly lease costs.
- Updated Employment Policy with forms.
- New Purchasing Policy
- Updated and new Health & Safety Policies.
- Staff updated safety training - WHMIS & First Aid.

2022 Accomplishments

- ✓ Communication insert with Combined Tax Assessments and Notices - How to Read Your Taxes infographic.
- ✓ New format and presentation for the 2023 Budget and Plans.
 - ✓ Budget passed October versus December.
- ✓ 128 residents utilize our utility E-billing program.

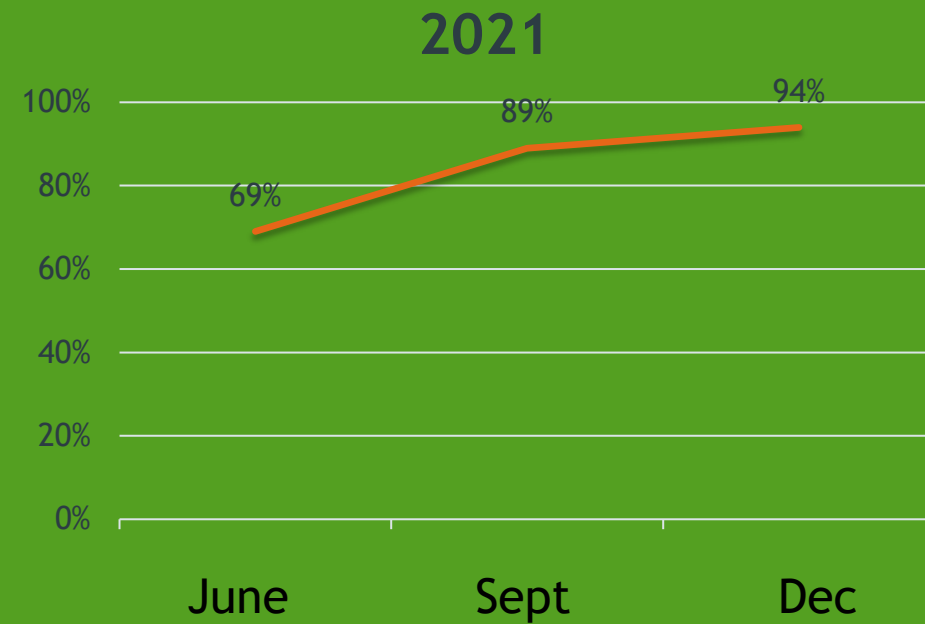
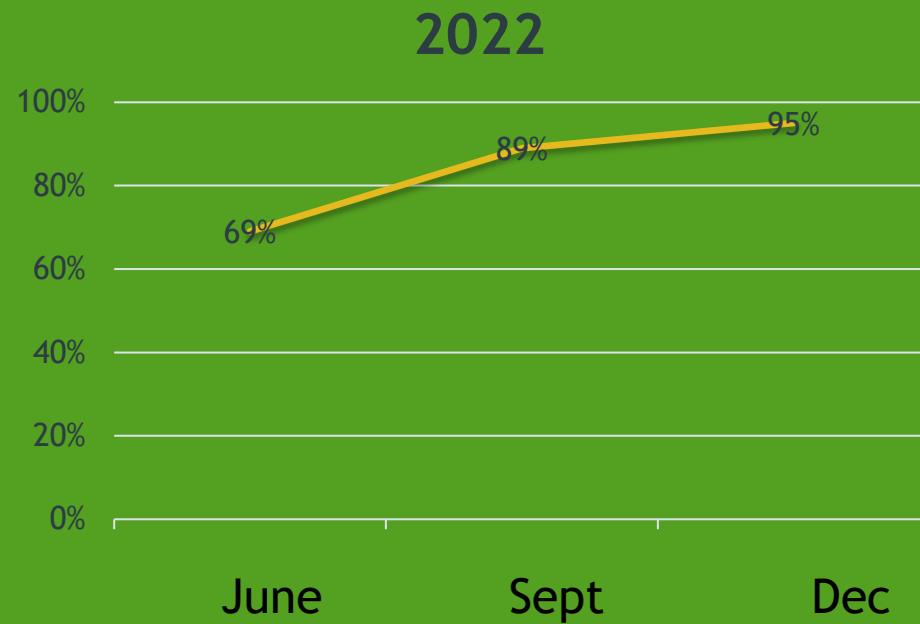
TRANSPARENCY

Open and accountable to our residents and encourage open communication.

STEWARDSHIP

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

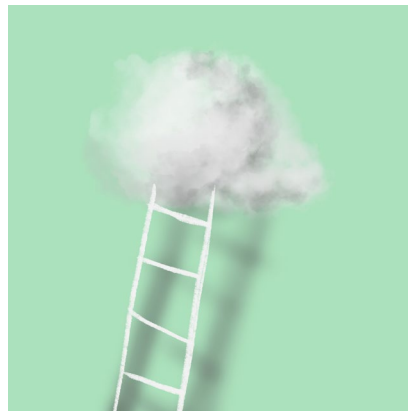
Collection of Municipal Taxes



2022 Accomplishments

PRIORITY #1 - ECONOMY

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



- Support grant application for the skateboard park by providing financial information and spreadsheet.
- Support arena rehabilitation project:
 - ▶ Financial information
 - ▶ Preparation of borrowing bylaw
 - ▶ Bylaw advertisement requirements

2022 Accomplishments

PRIORITY #3 - INFRASTRUCTURE

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



- Support the Town's asset management program
 - ▶ Create new 10-year capital plan spreadsheet.
 - ▶ Revision of tangible capital asset spreadsheet in progress.

2023 Priorities



2023 Priorities

SERVICE EXCELLENCE

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



- Continue to provide excellent customer service to residents.
- Legal review of the Cemetery Bylaw
 - ▶ Ensure the bylaw follows all necessary requirements and related legislation.
- Cemetery training/learning opportunities
- Continue to review, update, and create financial and human resource policies
 - ▶ Review Workplace Violence and Harassment Policy
 - ▶ Review Tangible Capital Assets Policy
 - ▶ Create Reserves Policy

2023 Priorities

- ✓ Request for Proposal process for Auditor
- ✓ Enhance communication with residents
 - ✓ Newsletter information on utilities. E.g., water leak information
 - ✓ Continue tax information newsletter
- ✓ Community engagement with budget
 - ✓ Consider budget questionnaire



TRANSPARENCY

Open and accountable to our residents and encourage open communication.

STEWARDSHIP

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

2023 Priorities

Priority #3

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



- Continue asset management program
 - ▶ Tangible capital asset spreadsheet update.
 - ▶ Asset retirement obligations = work with Public Works and engineering firm to determine any retirement obligations (due to asbestos or remediation requirements).
- Budget - continue with updated format for operating and capital budget and plans.

2023 Priorities

- Continue to support ALL departments
 - ▶ Customer service
 - ▶ Financial reports and information



Priority # 1 ECONOMY

Priority # 2 COMMUNITY

Priority # 3 INFRASTRUCTURE

Priority # 4 IDENTITY

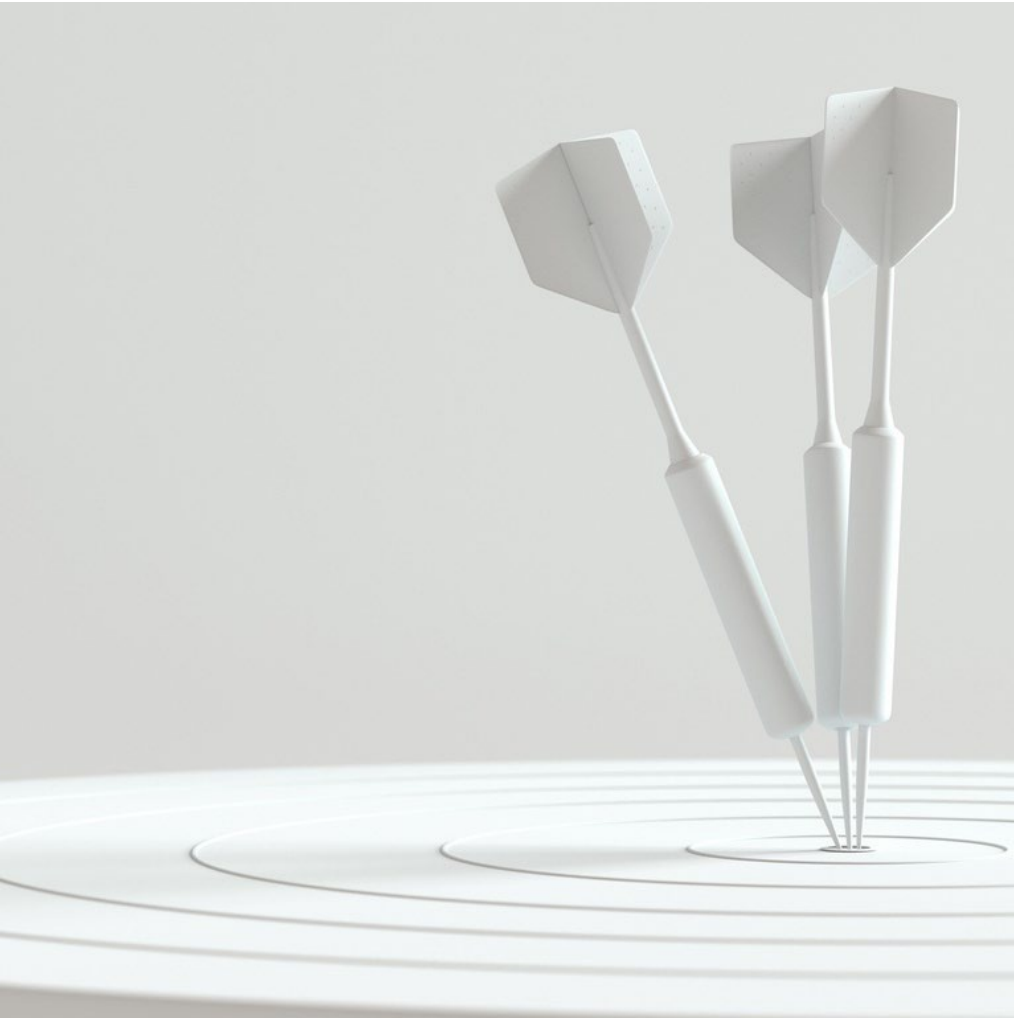
Priority # 5 COLLABORATION

The Corporate Services Department works to provide day-to-day customer service to residents, as well as support to the other departments within the Town.

Our Administration and Community Services Assistant is the first point of contact for people in person or on the phone.

Our Corporate Services Assistant supports utilities and tax administration as well as our team health and safety initiatives.

As a department, we support and service the mission, values, and priorities of the Town.



Thank you

Questions?

December 12,
2022

16

2022

COUNCIL ANNUAL WORKSHOP PUBLIC WORKS PRESENTATION

- **ACHIEVEMENTS 2022**
- **PLANS 2023**

**Presented by Terry Doerkson,
Operations Supervisor**

Operations Team

Operations Supervisor

Lead Hand

1 Operator

1 additional Operator planned for 2023

Overview of Department Areas of Responsibility:

Roads
Seasonal
Maintenance

Water

Wastewater

Parks, Dark
Sky Trail &
Playgrounds

Greenspace
Maintenance

Cemetery
Maintenance

Equipment
Operations

Support road
construction
projects

Municipal
Building
maintenance

The Operations Team is integral to the Town's Vision, Mission and Values Statement.

We support the **Town's vision** statement by providing technical support to new developments (growth) while helping to create a "hometown feeling" in Bon Accord. Residents often know our crew by name.

Public Works supports the **Town's mission** statement by caring for and maintaining core infrastructure that supports the "quality of living" in our community.

Public Works supports the **Town's value statements** in many ways, a few examples are noted below:

Integrity and Professionalism:

Knowledge, skills and reliability builds resident trust

Transparency:

open communication with residents

Collaboration:

Strong partnerships with municipal neighbors, regional partners and technical experts

Stewardship:

Strive for self-sufficiency where possible and constantly look for ways to find efficiencies.

Service Excellence:

Care about residents and the Town; provide the highest level of service possible on a personal level.

New department structure achieved efficiencies and demonstrated the knowledge, skills and strengths of this team.

2022 ACHIEVEMENTS

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Key Highlights 2022

Priority #1: Economy

- Provided knowledgeable and skilled support to developers with infrastructure needs including the new commercial facility in the downtown core and the new subdivision project.

Priority #2: Community

- Re-established the reporting of speed sign data to the RCMP and Bylaw services
- Playground maintenance and inspections prioritized
- Provided Solar Farm Tours to visiting elected officials and the community.
- In-kind support for the Communities in Bloom heritage project.
- Always support community events in a variety of ways each year.

Priority #3 Infrastructure

- 2022 Road Project (46th street); provided technical support to the engineering team and the contractor.
- Completed \$20,000 of needed sidewalk repairs
- Assessment of Town's aerated holding cell and old lagoon to determine future needs.
- Worked with Corporate Services to develop capital plans to address effective asset management of the Town's core infrastructure.
- On-going inspection, assessment and maintenance of core infrastructure;

Priority #4: Identity

- Supported the Economic Development and Planning department with the EV Charging Stations installation

Priority #5: Collaboration

- Working with Sturgeon County to establish partnerships for road maintenance and use of the Town's lagoon site.
- Working with other partners such as the Alberta Capital Region Wastewater Commission
- Continuing to maintain strong relationships with municipal neighbors: Town of Redwater and Town of Gibbons

Looking Ahead to 2023

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Overview of 2023 Plans:

- Continuing to build on asset management planning with the development of a sidewalk repair/replacement program
- Completion of mill and overlay road projects on 51a Avenue and 48th street
- Investigation of grant opportunities for stormwater management upgrades
- Potential maintenance projects for the lagoon system
- Continued assessment of community playground infrastructure
- Cc repair and/or replacements
- Sewer main inspections in 2023 with any needed upgrades to be planned in 2024 budget.
- One hydrant replacement planned within the 2023 budget.

Enhanced Training Plans for Public Works Operators in 2023

- Operator training for the grader
- Safety Training Program (skid steer operations)
- Participating in the Alberta Water and Wastewater Operator's Seminar

Future Consideration:

- Salt/sand storage facility

QUESTIONS?

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Town of Bon Accord

2022 ACHIEVEMENTS RELATIVE TO THE STRATEGIC PLAN

GOALS FOR 2023

LILA QUINN

COMMUNITY SERVICES MANAGER

COMMUNITY SERVICES DEPARTMENT OVERVIEW

Community Events, Programs and Services

Family and Community Support Services (FCSS)

Community Liaison

Recreational Facilities: Arena, Skateboard Park and Sportsgrounds

Floral Displays



SUCCESSFUL COMMUNITY EVENTS

- ▶ February: Family Day Celebration - 185 attended
- ▶ April: Easter Egg Hunt & Activities -108 attended
Volunteer Appreciation Night - 50 attended
- ▶ May: Feed the Food Bank Food Drive - 1818 lbs of food collected
Compost/Rain barrel pick-up Day – 75 rain barrels
Town Wide Clean-Up – 2 schools, 471 students/staff

SUCCESSFUL COMMUNITY EVENTS CONTINUED

- ▶ June: Senior's Week Event – 115 attended

* \$500 Donation from Bon Accord Agricultural Society

Canada Flag Planting – 7 volunteers

- ▶ July: Canada Day Celebrations – 200 attended

Communities in Bloom Judging

- ▶ July-Aug: Summer Youth Programs

- ▶ July-Sept: Music in the Park

* Raised \$2750 in sponsorships towards this event



SUCCESSFUL COMMUNITY EVENTS CONTINUED

- ▶ August: Harvest Days Parade-32 entries & Fireworks
- ▶ Aug-Oct: Walking Club-4 participants
- ▶ September: Terry Fox Run-4 participants
Meet the Community Night-16 organizations, 12 public
- ▶ October: Halloween Howl-49 attended
- ▶ November: Remembrance Day Service-120 attended
- ▶ December: Winter Wonderland-120 attended





BLOCK PARTIES

COMMUNITY GRANT PROGRAM

INFORMATION AND REFERRALS

TOOLS FOR SCHOOLS

VOLUNTEER COORDINATION

BABYSITTING COURSE

HOME ALONE

BLOCK PARTIES

- ▶ The Community Services Department will support block parties by providing an 'Activity Bin' which includes but not limited to: bubbles, sidewalk chalk, a Neighbourhood Bingo game etc. Community Services will provide a \$100 gift card to the first 5 registered and approved block parties, per calendar year, to help with the cost of food and supplies. We supported one successful application in 2022.

COMMUNITY GRANT PROGRAM

- ▶ Bon Accord non-profit community groups may apply for funding for projects in the Town of Bon Accord. We supported two successful applications in 2022.

INFORMATION AND REFERRALS

- ▶ We refer people to appropriate agencies, as the need requires. We have an extensive listing of agencies and resources available and can assist groups, families, or individuals in their search for the best possible services. Example: Counseling services, government service information, referral to existing support groups, etc. If we are not aware of any agency providing a service required by our residents, we will do our utmost to research the alternatives and bring options back.

TOOLS FOR SCHOOLS

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

VOLUNTEER COORDINATION

- ▶ Community Services encourages and promotes volunteers in a variety of community programs. Volunteer groups and individual volunteers play a large part in all of the community events including Family Day, Canada Day, and Winter Wonderland.
- ▶ Volunteers enhance our community by running many of the programs and activities our community needs.

BABYSITTING COURSE

HOME ALONE

Babysitting Course: This course covers everything from managing difficult behaviors to essential content on leadership and professional conduct as a babysitter. For 11-15 year-olds. 15 attended

Home Alone: This program teaches applicable and age-appropriate skills, while increasing and reinforcing a youth's capacity to improve his or her own safety. Whether in their community or on their own, this group will be given better tools to stay safe in a variety of different situations. For 9-13 year-olds. 17 attended

COMMUNITY LIAISON



Community Groups: Continue to maintain a list of community groups and ensure contacts are up-to-date



Met regularly with Community Groups to discuss upcoming programs, share information



Assisted Bon Accord Agricultural Society in completion of the Right By You Grant



Assisted Golden Gems in completion of the New Horizon for Senior's Grant



Worked with Communities in Bloom on Floral Displays

RECREATION FACILITIES: Arena

- ▶ *Continue to look at funding sources for the Arena Ice plant.*
- ▶ *Successful grant applications from the Municipal Climate Change Action Centre for:*
 - * *\$20,000 Engineering Study*
 - * *\$472,500 toward the new ice plant*
- ▶ *Working with Arena ice user groups to utilize the ice and continue to take wait lists for available ice time.*
- ▶ *Continue to update emergency procedures.*
- ▶ *Hosted a fire drill.*



RECREATION FACILITIES: Skateboard Park

Continue to look at sources of funding for skateboard park:

- Assisted in the completion of the Alberta Blue Cross Healthy Communities by:
 - * Held a public engagement where surveys were distributed to residents using the skateboard park
 - * Assisted a resident in completing a letter of support



SPORTS GROUNDS

- ▶ Scheduled Ball Diamonds – 3 teams
- ▶ Scheduled Soccer Fields – 5 teams
- ▶ Successful grant application from Canada Summer Jobs for \$4500 towards parks staff



T-Ball



FLORAL DISPLAYS

- **Worked with Communities in Bloom in hosting Judging Day in July**
- **Brought back the hanging baskets**



TRAINING/CONFERENCES

- ▶ FCSS Outcome Measures & Final Report Training
- ▶ Red Cross Standard First Aid & C.P.R.
- ▶ ESS Registration & Reception Centre
- ▶ ICS 100 & 200
- ▶ Alberta Recreation Parks Association Annual Conference
- ▶ FCSSAA Annual Conference

REPORTS

Dark Sky Annual
Report

FCSS Annual
Report

Council Reports

PARTNERSHIPS

- ▶ Families First-Town Office Basement Rentals
- ▶ Harvest Days Committee-Sportsground & Arena, Parade, Fireworks
- ▶ Communities in Bloom-Judging Day, and ongoing flower displays
- ▶ Two Bad Apples-Music in the Park
- ▶ 4H-Winter Wonderland
- ▶ Bon Accord Library-Family Day, Music in the Park, Winter Wonderland
- ▶ Bon Accord & District Community League-Concession at Arena
- ▶ Royal Canadian Legion Gibbons Legion Branch 226 & Bon Accord Community Church-Remembrance Day Service



COMMITTEES

- ▶ Community Services Advisory Board
- ▶ Emergency Social Services (ESS)
- ▶ Recreation Transition Group
- ▶ Senior Citizens' Advisory Board
- ▶ Sturgeon Adult Learning

COMMUNITIES IN BLOOM: Working Together

- ▶ The Town of Bon Accord participates in the Communities in Bloom provincial program.
- ▶ Received Four Blooms plus special mention for Meaningful Park



SUMMARY: Strategic Plan

The residents of Bon Accord live in a safe, connected, and attractive community: Successful Community Events, FCSS Programs and Services, Community Liaison, Floral Displays, Partnerships and Committees, Recreation Facilities



The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner: Partnerships, grants, donations, Recreation Facilities



The Town of Bon Accord has a strong, sustainable relationships to enhance municipal programs and services: Community Events, Committees and Partnerships, Communities in Bloom, Reports, Training/Conferences



Bon Accord has a strong, positive identity as an environmentally progressive, family orientated, welcoming Community: Successful Community Events, FCSS Programs and Services, Communities in Bloom, Recreation Facilities

PLANS FOR 2023

- ▶ Arena: New Ice Plant to be installed at the arena in 2023
- ▶ Skateboard Park: Continue to work on funding to replace the centre set equipment.
- ▶ Canada Day: Extend activities to include fireworks pending funding from Heritage Grant application; grant application submitted to support the additional activities.
- ▶ Summer Programs: In 2023, a Summer Program Coordinator will be to provide enhanced programming for children and youth; Canada Summer Jobs Grant application submitted to support costs of hire.
- ▶ Grants: Continue to research grant opportunities and sponsorship/donation opportunities.
- ▶ Events: Continue to collaborate with community groups to deliver well attended events, including recognition of the Ag Society's 50th anniversary

CLOSURE

The work of our department is greatly supported and achieved by working together with:

Boards and Committees

Volunteers and Community Groups

Local and Regional Partners

Local Businesses

Mayor and Council

I look forward to another successful year!

The Sky's the limit – A Town
on the Rise

New Business Investment In
A Strong Community



Planning & Economic Development 2022-2023

2022 Successes

- 2 Single Residential Homes Completed
- 3 Bay Commercial Building
- Electrical Vehicle Charging Stations (7)
- Sub-Division approval (10 residential lots)
- 4.59 acres - Council approval to sell
- Enforcement of Bylaws – Compliance
- Mix 107.9 Radio Campaign – Trade Agreement
- Highway Frontage Interest/ preparation



2022 Successes

- Increased Investment Development & Business Inquires
- 40 + Business Licenses
- Strong Relations with Bylaw Enforcement
- Updated Municipal Development Plan



2022 Impacts

- Loss of Land Inventory - Residential Homes
- No available lease space
- Highway Frontage Underdeveloped
- Enforcement of Bylaws – Cost for Policing
- Recession – cost of goods and services
- Increase in Interest Rates
- Supply Chain issues
- Employee shortage
- Budget Restraints



The Bon Accord Advantage

- Heart of Oil and Gas Sector
- Proximity to Large Metro Center
- Integrated Regional Transportation Corridor
- Reasonable Living Accommodation
- No Competition
- Educational Facilities (K-4 and Grade 5-9)
- Space to Grow – Annexed Lands
- Median House Prices - \$307,900
- Community Profile – Town Assets
- Migration from Metro Centers to Rural Areas



Moving Forward 2022 - 2023

- Curb Side Appeal
- Highway Frontage
- Gateway Plan
- Unsightly Properties
- Bylaw Enforcement
- Promote/ Develop Green Lands
- Update Community Standards Bylaw
- Ongoing Planning and Actions



2022 – 2023 GOALS & OUTCOMES

- Completion of 3 Bay Commercial
- Approved Residential Sub-Division
- Councils Approval to sell 4.59 Acres
- Highway Frontage Interest
- Wet Land Study Plan
- Municipal Development Plan Updated
- Bylaws to Support Enforcement
- Refresh logo and branding
- Manage Spending in Uncertain Times



2022–2023 Key Opportunities – Councils Focus

- Town Owned Land
- Residential Sub-Division
- Highway Frontage
- Annexed Lands
- Wet Land Study Plan
- Town Identity





Move Forward with “Achieved Purpose”

Town Manager Presentation

2022 Organizational Achievements

2023 Plans

2022

Achievements and Progress

Strategic Plan Update Completed

Council and administration worked together to review and update the Strategic Plan following the general municipal election in 2021.

The newly revised document was released in June 2022.

Administration has incorporated the Strategic Plan as an overarching guiding document into the Council decision making process and will be reviewed on an annual basis.



Vision, Mission and Values Statement:



Administration brought forward a new Code of Ethics Policy and Council/CAO Covenant to solidify both Council and administration's commitment to achieving the standards set in the Vision, Mission and Values Statement for the Town.



The Council decision making process also includes references to this section of the Strategic Plan ensuring that these statements are always at the forefront.



The Council Code of Conduct Bylaw was also reviewed and updated to align with the Code of Ethics Policy in 2022.



Stewardship: Town staff spent the last year developing a new budget template and new budget presentation that is clearly driven by the Strategic Plan. This will ensure that the Town's resources are well managed, demonstrates proactive planning for future needs and is based on achieving Council's goals.



The Town also successfully completed the Municipal Accountability Program Review by Municipal Affairs.



New Purchasing Policy established.



A review of the Town's organizational structure was completed with the development of the Organizational Chart Policy. Positional changes within the organizational structure have resulted in reallocation of funding to help offset other expenses.



Continued efforts to utilize available grant opportunities such as the Ice Plant project (\$472,500 from the Municipal Climate Change Action Centre, application to the Alberta Blue Cross (Built Together Grant) for \$50,000 for replacement of the centre set at the Skateboard Park, successful application to the Canada Summer Jobs Program to offset the cost of hiring summer students and application to a federal grant to expand Canada Day activities.



Professionalism: Over 20 new policies were drafted; either new policy documents were created, or existing policy documents updated. 19 old, outdated policies were rescinded. Administration will continue to work on reviewing and updating policies and creating new policies where needed to ensure that the Town has an up-to-date policy manual. Both the Fire Services and Bylaw Officer Bylaw were also updated in 2022.



Transparency: Administration continues to find opportunities for increased transparency such as the new Council Workshop Policy, continued live streaming of Council meetings, enhanced communication strategies and providing opportunities for public engagement on upcoming decisions.



Collaboration: The Town continues to build on and strengthen relationships with our regional partners and neighbors, local community groups and organizations, as well as business and industry partners. These relationships are critical to achieving the Town's goals.



Some examples from 2022 include: partnership with the Ag Society for the annual Harvest Days event, collaboration with CNN hockey for upgrades at the arena, sponsorship from local business and industry partners to fund the Music in the Park event, Communities in Bloom Heritage Project, lending a hand to the Golden Gems with a grant application, working with the Library to find a grant opportunity to replace lighting in their facility and seeking input from residents on the Dark Sky designation.



These are only a few examples of partnerships and collaborations that support quality of life in our community.



Service Excellence: The addition of a front desk Administration and Community Services Assistant has resulted in more staff available to provide frontline service as well as enhance community events and programs following the COVID-19 pandemic.



Service Excellence is supported through staff recruitment and retention strategies, team building initiatives, and positive workplace initiatives. The Town has established a staff social committee to encourage staff participation in planning team building activities, established the return of all staff meetings to better engage and communicate with staff, revitalized the health and safety program, and revitalized the Employee Long Service Awards program and the Council Long Service Awards program.



New Employment Policy established.



All staff are committed to providing a high level of service to residents through review of policies, procedures and bylaws as well as fostering conversations, collaboration, engagement and input from residents and stakeholders.

Public Participation Initiatives: Public Participation Policy updated in 2022 to include Council Community Connections event 4 times per year).

Highlights from Council Community Connections Events (4 held in 2022)

Mar. 2022

- RCMP Town Hall and Council Community Connections Event
- Community Safety and EV Charging Stations Project

June 2022

- Council Community Connections Event at Centennial Park
- Seniors Housing Needs

Sep. 2022

- Council Community Connections Event at the Meet the Community Night
- Connecting with local Community Groups

Dec. 2022

- Christmas Council Community Connections Event
- Dog Park, ice plant project discussions, and Bon Accord Community School Volunteer
- Projects (new playground and outdoor classrooms)

Coffee with a Cop Sessions:

Thank you to Staff Sgt. Chris Palfy and the RCMP for their efforts to attend these sessions and meet with our residents.

There were 3 Coffee with a Cop Sessions held in 2022 in July, September and December. The July session had few participants (Mayor Holden and administration) however the September session (approx. 6 participants) and December session (16 participants) were very well attended and enjoyed by all.

During these public engagement sessions, resident safety, community concerns, and community initiatives such as the Citizens on Patrol initiative were discussed.

The next session will be held in January 2023 with additional sessions planned every two months throughout the year.

Community Surveys

Skateboard Park Upgrades Survey

Dark Designation Survey

Event surveys circulated at each event

Key outcomes:

Input from the Skateboard Park Survey was utilized to support for the Town's application to the Alberta Blue Cross Built Together Grant to replace the centre set equipment. The information generated from this survey will be taken into account when planning upgrades to the Skateboard Park.

The results of the Dark Sky Designation Survey were strongly in favor of continuing with this designation. Town staff will work on a plan to revitalize and promote the Town's Dark Sky designation in 2023.

Event survey results are reported to the Community Services Advisory Board for consideration when planning future events and are also reported to the province of Alberta as part of our annual FCSS report.

Priorities: Economy, Community, Infrastructure, Identity and Collaboration

Goals for 2023

- Complete review and finalize draft of new Procedural Bylaw
- Complete new Municipal Library Board Bylaw and update Library Agreements
- Consolidate all Fees and Charges into a Fees and Charges Bylaw as recommended by Municipal Affairs
- Complete Municipal Development Plan update started in 2022
- Complete review of the Community Standards Bylaw
- Development of New Sponsorship and Donations Policy and Agreement Templates to support recreational infrastructure upgrades (upgrades to the Arena, new playground structures, etc)
- Focus on development of grant applications to support needed infrastructure upgrades
- Continued focus on asset management planning for the Town
- Continue working with Council, residents, bylaw enforcement and the RCMP to address community bylaw enforcement priorities and community safety initiatives.
- Continued planning for other recreational upgrades (skateboard park and playground equipment needs).

Other Considerations for 2023

- Publication of an Annual Report: An example template for the Town's annual report has been enclosed.
- Conduct a General Community Survey to provide the opportunity for resident input on a variety of topics relevant to the 2nd year of the Strategic Plan.