

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**June 15, 2021 8:30 a.m.**  
virtual meeting  
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; June 1, 2021 (enclosure)**
- 4. DEPARTMENT REPORTS**
  - 4.1. Community Services (enclosure)**
  - 4.2. Finance (enclosure)**
  - 4.3. Operations (PW) (enclosure)**
  - 4.4. Planning and Economic Development (enclosure)**
  - 4.5. Chief Administrative Officer (CAO) (enclosure)**
- 5. ACTION ITEM LIST**
  - 5.1. Action Item List to June 1, 2021 (enclosure)**
- 6. UNFINISHED BUSINESS**
  - 6.1. CAO Recruitment (enclosure)**
  - 6.2. Capital Road Plan**
- 7. NEW BUSINESS**
  - 7.1. Proclamation – 125 Anniversary Bon Accord School District No. 438 (enclosure)**
- 8. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 8.1. Community Services Board Bylaw #2021-07; 2<sup>nd</sup> and 3<sup>rd</sup> readings (enclosure)**

**POLICIES**

  - 8.2. Flag Protocol Policy (enclosure)**

**AGREEMENTS**

  - 8.3. Joint Use Agreement (enclosure)**
- 9. WORKSHOPS/MEETINGS/CONFERENCES**

None
- 10. COUNCIL REPORTS**
  - 10.1. Mayor Greg Mosychuk (enclosure)**
  - 10.2. Deputy Mayor May (enclosure)**
  - 10.3. Councillor Laing (enclosure)**

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- 10.4. Councillor Holden (enclosure)
- 10.5. Councillor Bidney (enclosure)
  
- 11. **CORRESPONDENCE**
  - 11.1. Smoky Lake County – Support for the RCMP (enclosure)
  - 11.2. Village of Milo – Support for the RCMP (enclosure)
  - 11.3. Village of Caroline – Support for the RCMP (enclosure)
  - 11.4. Red Deer County – Support for the RCMP (enclosure)
  - 11.5. Town of Claresholm – Walk to Breathe (enclosure)
  
- 12. **NOTICE OF MOTION**
  
- 13. **CLOSED SESSION**
  - 13.1. Personnel - *FOIP Act 24(1)(d) Advice from officials*
  
- 14. **ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
June 1, 2021, 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**PRESENT**

**COUNCIL**

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

**ADMINISTRATION**

Joyce Pierce – Chief Administrative Officer  
Dianne Allen – Planning and Economic Development Manager  
Jodi Brown - Recreation and Community Services Manager  
Jessica Caines – Executive Assistant

**CALL TO ORDER**

Mayor Mosychuk called the meeting to order at 7:09 p.m.

**ADOPTION OF AGENDA**

MAYOR MOSYCHUK MOVED THAT the following items be added to the agenda;  
Unfinished Business - CAO recruitment,  
Correspondence, ID9 RCMP support, Town of Stavely RCMP support, Bill C21 MP Shannon Stubbs  
New Business – 2021 Summer Programing for Children and Youth.

**CARRIED UNANIMOUSLY RESOLUTION 21-192**

COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda for the June 1, 2021 Regular Meeting of Council as amended.

**CARRIED UNANIMOUSLY RESOLUTION 21-193**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes –May 18, 2021***

DEPUTY MAYOR MAY MOVED THAT the minutes of the May 18, 2021 Regular Meeting of Council be accepted as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-194**

**ACTION ITEM LIST**

COUNCILLOR BIDNEY MOVED THAT Council accepts the Action item list as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-195**

**UNFINISHED BUSINESS**

***Skateboard Park***

DEPUTY MAYOR MAY MOVED THAT Council accepts the enclosed quotes for the skateboard park bowl as information and directs administration to apply for the 2021 Alberta Blue Cross Healthy Communities

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Grant Program for an additional \$50,000 of skateboard park equipment (not including a bowl) to be installed in 2022 and ensures the skateboard park plans are included on the strategic plans 2022.

**CARRIED UNANIMOUSLY RESOLUTION 21-196**

***Coal Development Policy***

COUNCILLOR HOLDEN MOVED THAT Council of the Town of Bon Accord supports the requests of High River and directs Administration to respond accordingly.

**CARRIED UNANIMOUSLY RESOLUTION 21-197**

***Micro Developments Update***

DEPUTY MAYOR MAY MOVED THAT Council approves the Micro Developments update as information.

**CARRIED UNANIMOUSLY RESOLUTION 21-198**

***CAO Recruitment*** – to be discussed following the Closed Session.

**NEW BUSINESS**

***Town Security – CCTV discussion***

COUNCILLOR BIDNEY MOVED THAT Council accepts CCTV discussion as information and directs administration to add CCTV discussion to the Public Engagement Agenda.

**CARRIED UNANIMOUSLY RESOLUTION 21-199**

***Strathcona County 17<sup>th</sup> Annual Golf Classic***

COUNCILLOR BIDNEY MOVED THAT Council declines attending the Strathcona County Annual Golf Classic.

**CARRIED UNANIMOUSLY RESOLUTION 21-200**

***Assessment Request for Information***

DEPUTY MAYOR MAY MOVED THAT Council accepts the assessment request for information letter and questionnaire received from Tanmar Consulting Inc. as information.

**CARRIED UNANIMOUSLY RESOLUTION 21-201**

***2021 Summer Programing for Children and Youth***

COUNCILLOR BIDNEY MOVED THAT Council accepts the information presented on the 2021 Memorandum of Understanding (MOU) with the Town of Gibbons to provide summer programing opportunities for Children and Youth in the Town of Bon Accord.

**CARRIED UNANIMOUSLY RESOLUTION 21-202**

**BYLAWS | POLICIES | AGREEMENTS**

**BYLAWS**

***Municipal Borrowing Bylaw – Capital – Skateboard Park; Bylaw #2021-06***

DEPUTY MAYOR MAY MOVED THAT Council gives 2<sup>nd</sup> reading to Municipal Borrowing Bylaw - Capital – Skateboard Park – Bylaw #2021-06.

**CARRIED UNANIMOUSLY RESOLUTION 21-203**

COUNCILLOR HOLDEN MOVED THAT Council gives 3<sup>rd</sup> and final reading to Municipal Borrowing Bylaw – Capital – Skateboard Park – Bylaw #2021-06.

**CARRIED UNANIMOUSLY RESOLUTION 21-204**

**Town of Bon Accord  
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***Community Services Board Bylaw #2021-07***

COUNCILLOR BIDNEY MOVED THAT Council give 1<sup>st</sup> reading to the Community Services Board Bylaw #2021-07, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-205**

**WORKSHOPS | MEETINGS | CONFERENCE**

***FCSSAA Annual Conference***

COUNCILLOR BIDNEY MOVED THAT Council accepts the information on the 2021 Annual FCSSAA Conference as presented and direct administration to provide Council with further details on the conference program, registration deadlines and conference fees once available.

**CARRIED UNANIMOUSLY RESOLUTION 21-206**

**CORRESPONDENCE**

***Minister of Energy***

***Change of Command – Col. Lemyre***

***Town of Redcliff – Support for RCMP***

***Village of Rycroft – Support for RCMP***

***Town of Falher - Support for RCMP***

***Town of Mayerthorpe - Support for RCMP***

***IMPROVEMENT DISTRICT (ID)9 - Support for RCMP***

***Town of Stavely - Support for RCMP***

***Bill C21 – MP Shannon Stubbs***

COUNCILLOR LAING MOVED THAT Council accepts all correspondence as information.

**CARRIED UNANIMOUSLY RESOLUTION 21-207**

**NOTICE OF MOTION**

**None**

**CLOSED SESSION**

COUNCILLOR BIDNEY MOVED THAT Council go into Closed Session at 9:18 p.m. to discuss *Personnel under FOIP Act 24(1)(d) Advice from officials.*

**CARRIED UNANIMOUSLY RESOLUTION 21-208**

COUNCILLOR HOLDEN MOVED THAT Council come out of Closed Session at 10:25 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 21-209**

COUNCILLOR BIDNEY MOVED THAT Council accept the Closed Session discussion as information.

**CARRIED UNANIMOUSLY RESOLUTION 21-210**

COUNCILLOR LAING MOVED THAT the CAO recruitment discussion be tabled until the next Regular Meeting of Council.

**CARRIED UNANIMOUSLY RESOLUTION 21-211**

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**ADJOURNMENT**

COUNCILLOR BIDNEY MOVED THAT the June 1, 2021, Regular Meeting of Council adjourn at 10:30 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 21-212**

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Mayor Greg Mosychuk

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Joyce Pierce, CAO

Unapproved

# Council Report

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**Date:** June 15<sup>th</sup>, 2021

**Department:** Recreation and Community Services

**Submitted by:** Jodi Brown

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## RECREATION

### SKATEBOARD PARK

- The Skateboard Park Survey will close on June 16<sup>th</sup>, 2021. Results will be tabulated and shared on the Town website.

### PARKS AND GREENSPACE MANAGEMENT

- Hanging baskets have been placed at the Town Office and seasonal planting has been completed.
- Weed spraying is under way in different areas around Town as needed.

### ARENA

- Met with the President of the CNN Spurs Hockey Association regarding the upcoming season.
- Pembina Pipelines sponsored the purchase of a disinfectant sprayer for use at the arena in the fall.

### ADULT BALL:

- The Paladins (adult ball) plan to play this season from June 15<sup>th</sup> to August 15<sup>th</sup> as allowable within Alberta COVID-19 regulations.

## EVENTS

### LARGE ITEM PICK UP: MAY 29<sup>TH</sup>

- Thank you to the Bon Accord Fire Department for supporting this event.
- 75 people registered large items for pick-up and disposal. Total weight: 7990 kg
- The Town paid the Fire Department \$2,000 (honorarium) for providing the pick-up and disposal service for this event.
- Total tipping fees and freon charges in the amount of \$533.87 were paid by the Town.

### SENIORS WEEK DRIVE-BY EVENT: JUNE 09<sup>TH</sup>

- 76 seniors registered for to participate in the drive through, gift bag event.
- 9 volunteers (5 community members and 4 members of Council) helped to hand out the gift bags.
- The gift bags include individually wrapped cookies, candy, yellow flower seed packages, herbal tea, Kleenex packages, hand sanitizer, Canada Flag pins and a Seniors Resource Directory. Our thanks to the Bon Accord Circle K for their donation of 80 free coffee coupons.

### ANNUAL FOOD DRIVE: JUNE 11<sup>TH</sup>

- Fortis provided 600 reusable shopping bags in support of the Food Drive at an approximate cost of \$1500. Our thanks to Fortis for their generous donation.
- We also thank the Bon Accord Fire Department for delivery of the bags to residents on June 08<sup>th</sup>.
- Town staff and volunteers will collect the donations and deliver to the Bon Accord/Gibbons Food Bank on the morning of June 11<sup>th</sup>.

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

- Staff have begun working on the Communities in Bloom Profile Book in preparation for the judges visit this summer. We are waiting for confirmation of the date for the judges visit to Bon Accord.

### **BOARDS AND COMMITTEES:**

#### **JOINT USE COMMITTEE MEETING**

- The Joint Use Committee met on June 01<sup>st</sup> and completed the final draft of the Joint Use Agreement for review by the Sturgeon School Board and Council.

#### **COMMUNITY FOCUS GROUP/COMMUNITY SERVICES ADVISORY BOARD**

- The final meeting of this group was held on May 25<sup>th</sup>, 2021. They reviewed the draft Community Services Board Bylaw and reviewed plans for upcoming events.

### **OTHER:**

#### **MEETINGS**

- June 01<sup>st</sup>: Joint Use Committee Meeting and Council Meeting
- June 03<sup>rd</sup>: Manager's Meeting
- June 15<sup>th</sup>: Council Meeting
- June 18<sup>th</sup>: Meeting with the Community League regarding the Arena Service Agreement
- June 23<sup>rd</sup>: Meeting with Rural Linkages Program Representative



**COUNCIL REPORT  
FINANCE  
JUNE 2021**

**GENERAL MUNICIPAL**

Tax notices were mailed out to residents on April 30. The due date is June 30, after which a penalty of 9% on current outstanding amounts will apply.

The Government of Alberta has made some changes to the tax structure of linear designated industrial properties to stimulate growth and attract investment. The government implemented a three-year property tax holiday for all new well and pipeline assets, and eliminated the Well Drilling Equipment Tax, effective January 1, 2021. To support existing oil and gas companies, additional depreciation adjustments will be provided for lower producing wells and the assessments of shallow gas wells and associated pipelines will continue to be reduced by 35 per cent for the next three years. Assessment information for these properties is sent to municipalities directly by the government.

On May 12, AUMA announced the Government of Canada's decision for a one-time Gas-Tax fund doubling. The Town of Bon Accord's gas tax fund 2021 allocation is \$91,551, so with this announcement the expectation is that this amount will be doubled. The Town's information on MAConnect showing our allocation has not yet been updated to confirm.

**ADMINISTRATION**

Invoices for insurance, audit, and software services have been received and paid for the full year.

Municipal Affairs has selected to conduct an assessment audit of the Town. Per the letter received from Municipal Affairs: Assessment audits are performed under the authority of section 22 of the Matters Relating to Assessment and Taxation Regulation, 2018. The objective of the detailed assessment audit is to provide an unbiased opinion as to the quality of the 2020 assessment roll (2021 tax year). The opinion will be based upon a review of practices and procedures used by the town and assessor in administration of the assessment program in relation to applicable legislation, best practice references, and audit procedures outlined in the provincial Detailed Assessment Audit Manual. As a benefit to the municipality, the audit will identify where opportunities exist to improve assessment performance and quality of the assessments. Administration has been in contact with the auditor and is preparing all the requested information.

On May 18, two administration staff attended virtual iCity intermediate training; the training was informative and answered many outstanding questions. Another session is scheduled for June 18.

**PROTECTIVE SERVICES**

The fire hall rental payment has been received from Sturgeon County for the 2021 year. The invoice for the fire services agreement has been paid, as well as the first quarter bylaw enforcement services invoice. The RCMP police funding invoice has been received and paid.

## **PUBLIC WORKS**

Roads are in line with budget. Water budgeted revenue includes a portion of MSI operating grant funding, not yet received. Truckfill sales are approximately \$12K under expected budget to date. This may pick-up over the summer months, depending upon demand and weather. Revenue and expenses for water and sewer are slightly under budget.

## **ECONOMIC DEVELOPMENT**

Municipal planning expenses includes debenture payments for the electronic sign not yet withdrawn for the year.

## **RECREATION & COMMUNITY SERVICES**

Parks revenue includes Sturgeon grant funding not yet received.

## **CAPITAL PROJECTS**

JD 324L Wheel Loader – Total Project Expenses: \$81,016

Wetlands Study – Total Project Expenses *to date*: \$8,043

Geotech Road Study — Total Project Expenses *to date*: \$17,000

## **Falon Fayant**

*Corporate Finance Officer*

*Town of Bon Accord*

**Year-to-Date Variance Report (Unaudited)**  
for the year ending December 31, 2021  
Reporting Month: MAY

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,020,305	2,079,218	- 58,913	111,946	185,429	- 73,483	1,908,359	1,893,790	14,569	1%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,020,305.00</b>	<b>\$ 2,079,218.33</b>	<b>-\$ 58,913.33</b>	<b>\$ 111,946.00</b>	<b>\$ 185,428.58</b>	<b>-\$ 73,482.58</b>	<b>\$ 1,908,359</b>	<b>\$ 1,893,790</b>	<b>\$ 14,569</b>	<b>1%</b>
Election	-	-	-	175	2,750	- 2,575	(175)	(2,750)	2,575	94%
Council	-	-	-	34,445	43,085	- 8,640	(34,445)	(43,085)	8,640	20%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,620</b>	<b>\$ 45,835</b>	<b>-\$ 11,215</b>	<b>-\$ 34,620</b>	<b>-\$ 45,835</b>	<b>\$ 11,215</b>	<b>24%</b>
Administration	2,622	4,958	- 2,336	202,615	201,038	1,577	(199,993)	(196,080)	(3,913)	2%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,622</b>	<b>\$ 4,958</b>	<b>-\$ 2,336</b>	<b>\$ 202,615</b>	<b>\$ 201,038</b>	<b>\$ 1,577</b>	<b>-\$ 199,993</b>	<b>-\$ 196,080</b>	<b>-\$ 3,913</b>	<b>2%</b>
Fire Services	9,285	9,285	-	29,908	35,951	-6,043	(20,623)	(26,666)	6,043	23%
Emergency Services	-	-	-	4,203	9,725	-5,522	(4,203)	(9,725)	5,522	57%
Bylaw	1,759	16,348	-14,589	20,206	33,122	-12,916	(18,447)	(16,774)	(1,673)	10%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 11,044</b>	<b>\$ 25,633</b>	<b>-\$ 14,589</b>	<b>\$ 54,317</b>	<b>\$ 78,798</b>	<b>-\$ 24,481</b>	<b>-\$ 43,273</b>	<b>-\$ 53,164</b>	<b>\$ 9,891</b>	<b>19%</b>
Municipal Planning	3,212	4,271	- 1,059	43,434	83,284	- 39,850	(40,222)	(79,013)	38,791	49%
Economic Development	-	-	-	32,165	43,994	- 11,829	(32,165)	(43,994)	11,829	27%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 3,212</b>	<b>\$ 4,271</b>	<b>-\$ 1,059</b>	<b>\$ 75,599</b>	<b>\$ 127,278</b>	<b>-\$ 51,679</b>	<b>-\$ 72,387</b>	<b>-\$ 123,007</b>	<b>\$ 50,620</b>	<b>41%</b>
Public Works - Roads	-	3,030	- 3,030	131,701	174,631	- 42,930	(131,701)	(171,601)	39,900	23%
Storm Sewer & Drain	-	-	-	7,077	7,666	-589	(7,077)	(7,666)	589	8%
Water	197,957	215,455	- 17,498	218,492	231,744	-13,252	(20,535)	(16,289)	(4,246)	26%
Sewer	128,093	132,208	- 4,115	92,547	132,184	-39,637	35,546	24	35,522	145731%
Garbage	64,126	61,063	3,064	54,464	70,992	-16,528	9,662	(9,930)	19,592	197%
Cemetery	1,300	2,917	- 1,617	2,773	4,083	-1,310	(1,473)	(1,166)	(307)	26%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 391,476</b>	<b>\$ 414,672</b>	<b>-\$ 23,196</b>	<b>\$ 507,054</b>	<b>\$ 621,300</b>	<b>-\$ 114,246</b>	<b>-\$ 115,578</b>	<b>-\$ 206,627</b>	<b>\$ 91,049</b>	<b>44%</b>
FCSS	10,621	18,117	- 7,496	14,191	22,125	- 7,934	(3,570)	(4,008)	438	11%
<b>TOTAL FCSS</b>	<b>\$ 10,621</b>	<b>\$ 18,117</b>	<b>-\$ 7,496</b>	<b>\$ 14,191</b>	<b>\$ 22,125</b>	<b>-\$ 7,934</b>	<b>-\$ 3,570</b>	<b>-\$ 4,008</b>	<b>\$ 438</b>	<b>11%</b>
Parks	-	8,333	- 8,333	32,795	56,859	- 24,064	(32,795)	(48,526)	15,731	32%
Arena	-	91,154	- 91,154	63,747	114,489	- 50,742	(63,747)	(23,335)	(40,412)	173%
Recreation	-	3,826	- 3,826	16,272	49,514	- 33,242	(16,272)	(45,687)	29,415	64%
<b>TOTAL REC &amp; COMMUNITY SERVICES</b>	<b>\$ -</b>	<b>\$ 103,313</b>	<b>-\$ 103,313</b>	<b>\$ 112,814</b>	<b>\$ 220,861</b>	<b>-\$ 108,047</b>	<b>-\$ 112,814</b>	<b>-\$ 117,548</b>	<b>\$ 4,734</b>	<b>4%</b>
Library	-	4,367	- 4,367	31,594	23,172	8,422	(31,594)	(18,805)	(12,789)	68%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ 4,367</b>	<b>-\$ 4,367</b>	<b>\$ 31,594</b>	<b>\$ 23,172</b>	<b>\$ 8,422</b>	<b>-\$ 31,594</b>	<b>-\$ 18,805</b>	<b>-\$ 12,789</b>	<b>68%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 418,975</b>	<b>\$ 575,332</b>	<b>-\$ 156,357</b>	<b>\$ 1,032,804</b>	<b>\$ 1,340,407</b>	<b>-\$ 307,603</b>	<b>-\$ 613,829</b>	<b>-\$ 765,075</b>	<b>\$ 151,246</b>	<b>20%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 2,439,280</b>	<b>\$ 2,654,550</b>	<b>-\$ 215,270</b>	<b>\$ 1,144,750</b>	<b>\$ 1,525,836</b>	<b>-\$ 381,086</b>	<b>\$ 1,294,530</b>	<b>\$ 1,128,715</b>	<b>\$ 165,815</b>	<b>15%</b>

Budget Approved December 15, 2020

## ***Council Report***

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**Date:** May – June 2021

**Department:** Public Works

**Submitted by:** Operations Manager

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### **PUBLIC WORKS**

- Natural Area Study continuing. Surveying has indicated the water level in the pond is presently at the full level.
- Asset Management Phase One from MuniSight is near conclusion. Final reporting to FCM being completed. Second Phase cannot start until final report is completed. Final reporting was requested by Falon in March.
- Stump grinding along 54<sup>th</sup> Ave and 47<sup>th</sup> Ave completed.
- Sheep at the Solar Farm. Installed extras fence so that the majority of the old lagoon area can be pastured.

### **ROADS**

- Crack sealing completed.
- Waiting for quotes for Capital project. Mill and overlay or FDR.
- Graded LS road 8 times.

### **EQUIPMENT/VEHICLES**

- Equipment maintenance ongoing.

### **CEMETERY**

- One cremation plot opened.

### **WATER**

- Monthly water reads occurred on June 1 /21.
- Completed 10 Alberta 1<sup>st</sup> Calls in May.
- Water loss is at 13 % for 2021, May was 9.8 %. Water leak on 51<sup>st</sup> Ave discovered. This was a rotten service saddle at the main line.
- Main valve exercising and hydrant flushing program completed.

### **SEWER**

### **SAFETY/TRAINING**

- Safety meetings held weekly.

***Ken Reil***

Operations Manager

Public Works/Utilities/Recreation

**COUNCIL REPORT  
PLANNING AND DEVELOPMENT  
JUNE 2021**

**ECONOMIC DEVELOPMENT**

Edmonton International Airport

Edmonton International Airport (EIA) and Air Canada are signing a new partnership to reduce carbon emissions and advance a green sustainable aviation sector.

The EIA – Air Canada Sustainability Partnership aims to reduce the carbon impact of air travel with both organizations working together to test emerging green technologies at EIA’s Airport City Sustainability Campus, an ecosystem that EIA created to foster environmental innovation. The partnership reflects both corporation’s pledges to sustainability and reducing carbon emission to a net-zero future.

The EIA-Air Canada Sustainability Partnership will focus on initiatives that will promote a cleaner environment and include the following:

- Electrification of aviation equipment
- Hydrogen fuel cell technologies
- Green power generation using Airport City Solar, the world’s largest airport-based solar farm
- Development and usage of sustainable aviation fuels, biofuels and hydrogen
- Replacement of single-use plastics with plant-fibre materials
- Drones for e-commerce and cargo delivery
- Other initiatives in industries such as agriculture and forestry to offset carbon emissions

These commitments will create highly skilled jobs, stimulate economic development and help attract more investment to the Edmonton Metropolitan Region as it transitions to a greener economy.

As part of its commitment to net-zero emissions from all global operations by 2050, Air Canada has committed to reducing its greenhouse gas emissions from flights by 20 percent by 2030 and from ground operations by 30 percent compared to the 2019 baseline. EIA is the first and only airport in the world to sign “The Climate Pledge” cofounded by Amazon committing to be neutral by 2040.

Realtors Association of Edmonton

With the move to working from home in the recent months, acreages are becoming more in demand around the Edmonton Metropolitan area. Increase in sales has been up 64% over the previous year. Buyers have a desire for more space and privacy, along with the idea to become self-sustaining and have land for larger vegetable gardens. Demand for acreages is unlikely to end soon as more and more buyers do not see the long commute as problematic. Driving 40 minutes is nothing – provides quite time.

Additionally, there has been a high demand for rural land to park RV’s and have somewhere to go for weekend and camping holidays, as many campgrounds are full to capacity for this season.

### Strathcona County – Affordable Housing

Access to affordable housing, defined as spending less than 30 percent of household income on housing, has a positive impact on family stability, community cohesion and health outcomes. A household is said to be in core housing need when housing is unsuitable, inadequate or unaffordable and when alternative housing is unaffordable.

A Housing Needs and Demand Assessment completed in 2020 for Strathcona reported:

- Over 14 per cent of residents are spending 30 percent or more of their income on housing costs
- Approximately 2000 households are in core housing need
- Most impacted are single-parent families and those living alone
- High rental costs with few purpose built rentals and limited one bedroom and bachelor options

In October 2020 Strathcona Council set direction for a community-led approach to affordable housing. Through a community led approach to affordable housing Council can collectively understand housing needs and experiences and work together toward solutions to housing insecurity and overall housing affordability within the municipality.

Progress has included researching best practices to address housing gaps, prioritizing Land Use Bylaw opportunities, participating in a housing estimate and building local and regional partnerships to respond to housing and homelessness needs.

In areas of planning and development, immediate to long-term options are proposed to move strategies for affordable housing forward. Actions include additional consultation with the land development industry and exploring incentive programs, inclusionary housing, densification and partnership opportunities.

Next steps in a community led affordable housing is the development of an Affordable Housing Strategy. Heartland Housing Foundation will lead the strategy development with community partners including the Social Framework Leadership Table.

### Canadian Home Builders Association (CHBA) – Stress Test Changes

Office of the Superintendent of Financial Institutions (OSFI) has confirmed changes to the uninsured stress test will take effect June 1; Deputy Prime Minister and Minister of Finance Chrystia Freeland announced the same changes will be coming to the stress test for insured mortgages to keep both streams of the mortgage system aligned.

The stress test rate will now be the greater of the borrower's mortgage contract rate plus 2 percent, or 5.25 percent (this is an increase from the floor of about 4.79 percent currently). This will apply to mortgages approved on June 1, 2021 or later. If a mortgage is pre-approved before June 1, the new minimum qualifying rate does not apply even if the sale does not close until after June 1. However, there must be a signed purchase and sale agreement.

### Krazy Binz

For bargain-hunting lovers in "Alberta. Amazon", returns can now be purchased for liquidation low prices at a store called Krazy Binz. The discount store found across Canada, including Edmonton, will be selling Amazon returns at liquidation low prices at 11531-160<sup>th</sup> street NW. The store opened on Thursday, June 4/21.

### Sturgeon County Emergency Services (SCES)

Sturgeon County Emergency Services is applying to the Alberta Office of the Fire Commissioner to have the Fire fighter Training Grounds accredited as an approved provincial testing site for National Fire Protection Association (NFPA) 1001 Level 1 and Level 2 courses. As part of the accreditation process SCES has to have a site inspection report completed. The training grounds were inspected by an unbiased and independent Deputy Fire Chief from Parkland County Emergency Service on 30 March 2021. The site inspection resulted in a pass with no deficiencies.

A requirement of the site inspection report states: Training site owners must provide copies of all the necessary permits (building, electrical, gas) as required by the appropriate authority having jurisdiction. Those municipalities that do not require permits for fire training structures must provide a written declaration of exemption. The Fire Training Grounds are situated on Town owned property; however, the land is located in Sturgeon County. Therefore, Sturgeon County is the authority that issues permits.

Sturgeon County is working closely with SCES to mitigate appropriate permits are in place for safety of the site.

### Micro Developments

As per regular meeting of Council on June 2 regarding the cannabis production and distribution development, Micro Developments has communicated they are appreciative of Councils supportive understanding and remain to be committed to the project and its success.

Due to equity not confirmed, additional construction costs, uncertainly of construction contracts and the disruption COVID has caused, Micro Developments has paused construction for this year. Micro Development will continue to push forward and make every effort to commence construction as soon as possible in 2022, as lots of work, time and financial commitments have been executed thus far. They look forward to seeing Council in 2022.

### Bon Accord Hotel

Working closely with the owners of the Hotel to get the business open to the public. Development permit and business license have been approved for the Hotel to support the extensive work undertaken to offer restaurant and lounge service. There is much anticipation within the community to have another viable business open in the Town. Anticipated opening date June 18.

### 737 Enterprises Ltd

More inquires have come forward on availability of lease space for the future strip mall development across from Town office. All contacts have been forwarded to 737 Enterprises to facilitate.

### Mix 107.9

107 Days of Summer Campaign was completed with commercials airing June 1-9 and pre-recorded interviews airing on June 9. Interviewees included Mayor Mosychuk, Councillor Bidney, CAO Pierce, Planning/ Development Allen, Resident Heather Edwards and Moira Pazuik.

Great exposure for the Town with all that it has to offer, highlighting future opportunities available to investors and residents who would like to become part of the community.

Mix 107.9 is an impressive radio station to work with.



### Alberta Online

Back in December 2020 information was reported to Council regarding Alberta Online. Alberta Online is the all-in-one super directory to find, discover and promote Alberta business and service providers. It is a province wide directory that is consolidating directories for every town and city into once accurate source for finding Alberta businesses, products and services.

Alberta Online is partnering with Alberta towns and cities to ensure all local and area businesses have an additional resource for promoting their business to local consumers. This service was donated to the first 100 businesses of each municipality to help make communities stronger and more resilient during these changing economic times. There are no hidden costs, fees or future obligation to the businesses (or municipality) for taking advantage of this opportunity. The Town of Bon Accord registered for this service enabling local business to further promote their products and services provincially.

Alberta Online recently reported they are now collaborating with 63 municipalities, 7 chambers and numerous local businesses wanting to be listed and those that have listed.

Alberta Online is commencing with a summer promotional campaign “The Road Less Travelled” to assist Alberta tourism business and destinations and will be travelling around Alberta exploring less know tourism destinations, businesses, and events. From the travels and discoveries, they will create a series of podcasts and destination videos. The intent is:

- To assist in getting locals and out of town tourists discovering what makes your community what it is
- To help influence the 2021 Alberta tourist to visit your community
- To provide additional resources that can be used on websites and social media to promote communities to potential visitors, investment or new residents
- To create a resource for attracting movie productions to communities in Alberta

The podcasts and destination videos will be aired and hosted by Alberta Online and promoted through Alberta Online and affiliated businesses by way of multiple social media platforms. Information is required from communities to reveal tourism destinations, heritage buildings, areas promoting unique shops, camping, hiking, fishing, scenery, etc.

## **PLANNING AND DEVELOPMENT**

### Investment and Development Inquires

- Available property for lease
- Start up of business in Town
- Single Residential Home Start-up (New Developer)

### Complaints

- Unsightly Yard
  - Trailer / truck blocking back alley
  - School bus prohibiting line of sight
  - Wood burning Stove out of garage
- \*Complaints have been resolved



**Peace Officer Enforcement Services**

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

May – Bon Accord Citation Report

May – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
2	2	1	10	1	5	This Period
8	2	1	15	38	8	YTD

**Meetings/Events Attended/Education**

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings – virtual
- Business meetings – virtual
- Homeland Housing Meeting - virtual
- Municipal Planning Services – discuss / review permits / compliance certificates
- Developer - discussions
- Stakeholders / residents – development questions/inquiries and complaints
- Bylaw Enforcement discussions

***DIANNE ALLEN***

Planning and Development  
Town of Bon Accord

**Sturgeon County**

BON ACCORD CITATION REPORT MAY 2021 Statistics from: 5/1/2021 12:00:00AM to 5/31/2021 11:59:00PM

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**Citation Printout Report by Violation**

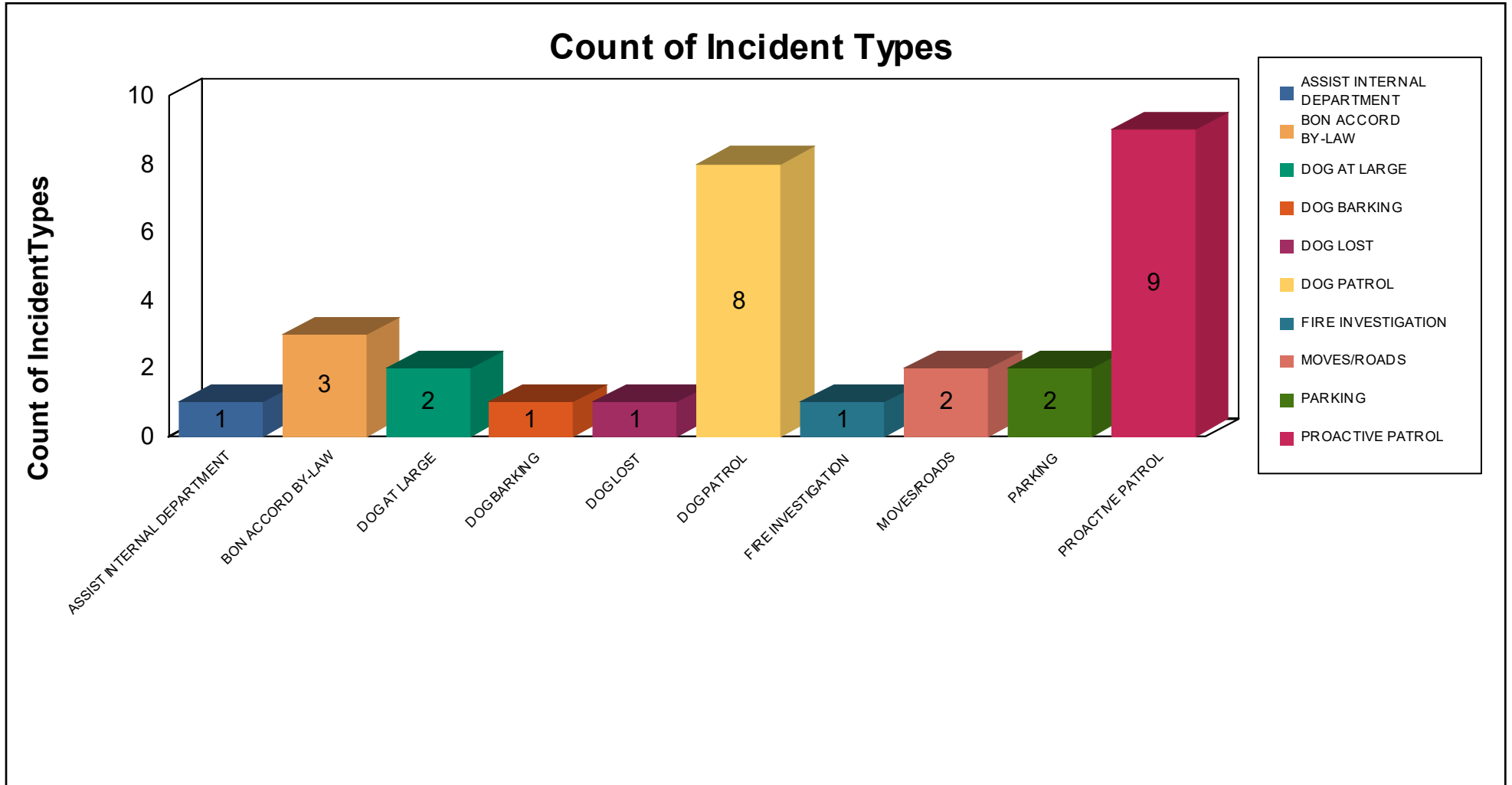
Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 2  
Total Mandatory Appearances: 0

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

**Grand Total**

Total Number of Citations Reported: **4**  
Total Fine Amounts Reported: **\$788.00**  
Total Money Collected:  
Total Money Still Due: **\$788.00**  
Total Mandatory Appearances: **0**

Incident Report



ASSIST INTERNAL DEPARTMENT: 1 3%

**Incident Report**

**BON ACCORD BY-LAW: 3 9%**

**DOG AT LARGE: 2 6%**

**DOG BARKING: 1 3%**

**DOG LOST: 1 3%**

**DOG PATROL: 8 24%**

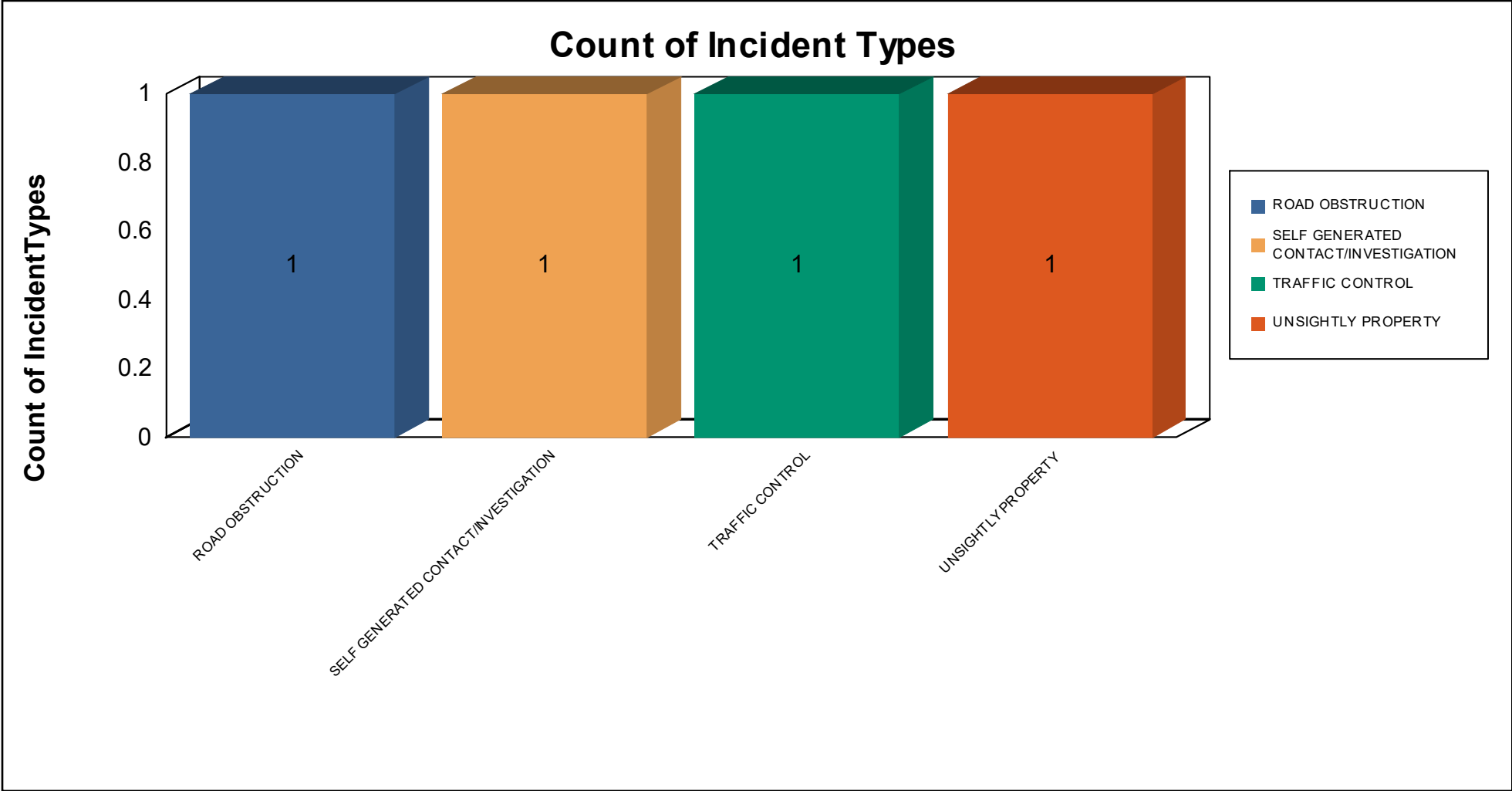
**FIRE INVESTIGATION: 1 3%**

**MOVES/ROADS: 2 6%**

**PARKING: 2 6%**

**PROACTIVE PATROL: 9 26%**

Incident Report



ROAD OBSTRUCTION: 1 3%

SELF GENERATED CONTACT/INVESTIGATION: 1 3%

TRAFFIC CONTROL: 1 3%

UNSIGHTLY PROPERTY: 1 3%

Incident Report

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

## ***Council Report***

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**Date** June 2021

**Department:** Administration

**Submitted:** Joyce Pierce, CAO

### ***Administration***

I am please to report that the province's vaccination rates have continued to increase and the hospitalization rates due to COVID have continued to decrease enough that the Province has officially as of June 10, 2021 moved to Stage 2 of the reopening. Town staff have returned to the office and will still be accepting patrons by appointment only. The Chambers has been opened for Council to hold meetings that are live streamed to the public.

The Provincial plan is to move ahead with Stage three in early July, which will allow more restrictions to be relaxed and an opportunity to get back to more normalcy. We patiently await those announcements but want to congratulate Bon Accord residents and the residents across the province for their efforts to bend the curve and get their vaccinations.

A posting for the position of Operations Manager closed on June 4, 2021, Interviews are being held over the next two weeks. I am hopeful that a candidate will be in place to begin work early in July.

Have attended the CMOH COVID 19 update meeting on June 2, 2021. This was the identifier of the relaxation of the regulations that were coming forward on June 10, 2021.

Met with Associated Engineers on the Wetland Study project, it is moving forward well and will be ready for an August Council presentation as planned.

Assisted Jodi and her crew on June 7, 2021 to fill the bags for the Seniors Recognition Day, a small token to recognize the importance of this important group of folks in our community. A thank you for the work they have done and continue to do to make this community great.

Met with volunteers of the Community Garden also to further discuss their plans for the grant funding that was awarded to them from Fortis. Town administration filed an application with Fortis for \$2500.00 Grant funding to assist in enlarging the footprint of the community garden beds and plans for a small orchard. The Town was successful with the application and the funding will be awarded to the Community Garden group. Public Works will be assisting in the groundwork to ready the site for the planting and for the building of the beds. This site is a wonderful asset to the community, helping to provide some valuable produce to the community members that may not otherwise have access to fresh produce each year. It also provides an opportunity for those who might be interested in learning about gardening to take advantage of the knowledge of many avid gardeners.

Participated in the Annual Food Drive hosted by Community Services with assistance from Fortis Alberta, Bon Accord Fire Department, Town Council and Staff.

### **Regional CAO Meetings**

At the June 4, 2021 meeting discussion was held regarding the Recreation Agreement and Summary of Next Steps

- a. Discussed the transitional requirements including:
  - i. Identify a system to track Town and County resident data usage.
  - ii. Asset Management process
  - iii. Reporting
- b. Agreed to schedule the first meeting including developing a Terms of Reference for the transitional items in June, 2021.

This ICF regional CAO meeting is being scheduled for the third week in June to discuss further.

Sturgeon Regional Partnership (SRP):

- c. General discussions about the SRP and likely support if results can be achieved.

Next Meeting for the Regional CAO group will be as follows: Agreed CAO meetings will continue bi-monthly unless there are no agenda items. Next meeting to be scheduled for first 2 weeks of July 2021.

### **SREMP Committee Meeting**

The SREMP committee meeting was held on June 3, 2021. The neighboring municipalities have given updates on how they are proceeding with the new restrictions. Offices and chambers are opened to the public, allowing entrance by appointment only. Where staff can work remotely that is continuing to be done for some municipalities. A good majority of the communities are planning summer festivities on a smaller scale than has been held in the past, still mainly due to the uncertainty of the restrictions being lifted.

### **SREMP Co-ordinator Activities - Caitlin**

- Conducting 1 on 1 with Town reps
- IMT Review, training qualification, contacts
- Reviewing Everbridge and application for groups/staff, more to come as well as testing of system
- Ongoing review of program documentation

As you can see the new SREMP Coordinator has hit the ground running and has been busy connecting with each municipality to gain a good understanding of where each stands. An appointment to meet with Caitlin is being determined for Bon Accord. I would like to include Kaitie Blackwell in the discussion to assist in the transition of the CAO/DEM appointment for Bon Accord. Kaitie has background education and training for this position and in my humble opinion would be a good fit for the job for many other reasons.

### **107 Days of Summer Promotion**

Coordination of the participants for the 107 Days of Summer promotion was handled with interviews being held over a two-day period. This promotion was hosted by Economic Development and Mix 107. The interviewees included Mayor Greg Mosychuk, Dianne Allen, Ec Dev Manager, Joyce Pierce, CAO, Councillor Lynn Bidney, Director of Homeland Housing, Heather Edwards, CiB member, Moira Anne Paziuk, Community Member at Large. If you had an opportunity to catch any of the interviews that were aired on Mix 107 on June 9, 2021, I am sure you would agree everyone did an amazing job of promoting our community and gave listeners a good reason to check Bon Accord out to see if this



community fits their needs for a business development or residential development they may be considering soon.

Thank you to everyone for helping the Town out with this promotion.

**Meetings Virtually Attended/Attending**

Regular Council Meeting	SREMP Mtg	Regional CAO Mtg
AHS Townhall Mtg	Management Mtg	Regional Fire Mtg
CMOH Mtg AE Mtg		

Respectfully submitted,  
Joyce Pierce, CAO

Resolution	Resolution #	Assigned to	Status
<b>June 1, 2021</b>			
<b>Skateboard Park</b> DEPUTY MAYOR MAY MOVED THAT Council accepts the enclosed quotes for the skateboard park bowl as information and directs administration to apply for the 2021 Alberta Blue Cross Healthy Communities Grant Program for an additional \$50,000 of skateboard park equipment (not including a bowl) to be installed in 2022 and ensures the skateboard park plans are included on the strategic plans 2022.	<b>21-196</b>	FCSS	Survey on Website until June 16, 2021 - ongoing
<b>Coal Development Policy</b> COUNCILLOR HOLDEN MOVED THAT Council of the Town of Bon Accord supports the requests of High River and directs Administration to respond accordingly.	<b>21-197</b>	CAO	Response sent - Completed
<b>Town Security – CCTV discussion</b> COUNCILLOR BIDNEY MOVED THAT Council accepts CCTV discussion as information and directs administration to add CCTV Discussion to the Public Engagement Agenda.	<b>21-199</b>	CAO	Added to Public Engagement Agenda - Completed
<b>Assessment Request for Information</b> DEPUTY MAYOR MAY MOVED THAT Council accepts the assessment request for information letter and questionnaire received from Tanmar Consulting Inc. as information.	<b>21-201</b>	Finance	Surveys sent out - Completed
<b>2021 Summer Programing for Children and Youth</b> COUNICLLOR BIDNEY MOVED THAT Council accepts the information presented on the 2021 Memorandum of Understanding (MOU) with the Town of Gibbons to provide summer programing opportunities for Children and Youth in the Town of Bon Accord.	<b>21-202</b>	FCSS	Completed - Agreement Sign and returned
<b>Municipal Borrowing Bylaw – Capital – Skateboard Park; Bylaw #2021-06</b> COUNCILLOR HOLDEN MOVED THAT Council gives 3rd and final reading to Municipal Borrowing Bylaw – Capital – Skateboard Park – Bylaw #2021-06.	<b>21-204</b>	Administration	Sign and file Completed

<b>Community Services Board Bylaw #2021-07</b> COUNCILLOR BIDNEY MOVED THAT Council give 1st reading to the Community Services Board Bylaw #2021-07, as presented.	<b>21-205</b>	FCSS	ongoing
Closed Session - Personnel under FOIP Act 24(1)(d) Advice from officials. COUNCILLOR BIDNEY MOVED THAT Council accept the Closed Session discussion as information.	<b>21-210</b>	N/A	No action required
COUNCILLOR LAING MOVED THAT the CAO recruitment discussion be tabled until the next Regular Meeting of Council.	<b>21-211</b>	CAO	On June 15, 2021 Agenda
<b>May 18, 2021</b>			
Capital Road Plan COUNCILLOR BIDNEY MOVED THAT Council approves to proceed with the FDR of 51st Avenue as detailed in the AE proposal by way of requesting quotes from the three preferred contractors and include a bit of extra mill and overlay.	21-183	Public Works	June 15 RMC
<b>April 6, 2021 Regular Meeting of Council</b>			
MAYOR MOSYCHUK MOVED THAT during COVID-19 restrictions the Public Engagement meetings are live-streamed to the Public when feasible.	21-123	CAO	Ongoing
<b>February 16, 2021 Regular Meeting of Council</b>			

<p>Asset Management Grant Application  COUNCILLOR HOLDEN MOVED THAT  Be it resolved that Council directs administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Bon Accord, Asset Management Roadmap Project. Be it therefore resolved that the Town commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities Municipal Asset Management Program to advance our asset management program with the following three activities:</p> <ul style="list-style-type: none"> <li>· Development of an Asset Management Roadmap</li> <li>· Improved sharing of asset management information internally and publicly</li> <li>· Asset management awareness training for all staff</li> </ul> <p>Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.</p>	<p>21-054</p>	<p>Public Works</p>	<p>Working on grant application - ongoing</p>
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**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

**MEETING:** Regular Council Meeting

**MEETING DATE:** June 15, 2021

**AGENDA ITEM:** CAO Recruitment

**RECOMMENDATION:**

**THAT....** Council proceeds with the recruitment of a CAO using one of the three received hiring firm proposals, with the successful proposal to be determined after further discussion during closed session.

**BACKGROUND:**

Council directed administration to send out an RFP to three hiring firms for the recruitment of the Chief Administrative Officer for the Town as per the following resolution:

Councillor Bidney MOVED That Council direct Administration to send out a Request for Proposal (RFP) for three consulting firms to seek a new CAO.

IN FAVOR Mayor Mosychuk, Councillor Bidney, Councillor Holden

OPPOSED Deputy Mayor May, Councillor Laing

CARRIED RESOLUTION 21-191

The proposals were provided to Council for review and are labeled Option #1, #2, #3 to comply with FOIP Act sections.

At the Regular Meeting of Council June 1, 2021 further Council discussion prompted the following resolution.

COUNCILLOR LAING MOVED THAT the CAO recruitment discussion be tabled until the next Regular Meeting of Council.

CARRIED UNANIMOUSLY RESOLUTION 21-211

As addressed in the presentations for recruitment the timelines provided would require a decision in a timely manner to meet the suggested deadlines for recruitment.

**FINANCIAL IMPLICATIONS:** \$30,000.00 2021 budgeted expense.

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. Council proceeds with the recruitment of a CAO using one of the three received hiring firm proposals, with the successful proposal to be determined after further discussion during closed session.
2. Council declines RFD as presented.
3. Council directs administration to .....

**Prepared and Submitted By:**

**Reviewed By:** Joyce Pierce - CAO

**Date:** June 15, 2021

**TOWN OF BON ACCORD  
Request for Decision (RFD)**

**MEETING:** Regular Council Meeting

**MEETING DATE:** June 15, 2021

**AGENDA ITEM:** Proclamation – 2021 as the 125<sup>th</sup> Year of the Bon Accord School District No. 438

**RECOMMENDATION:**

**THAT....** Council proclaims 2021 as the 125<sup>th</sup> Year of the Bon Accord School District No. 438 in the Town of Bon Accord.

**BACKGROUND:**

This year, 2021, marks the 125<sup>th</sup> Anniversary of Bon Accord becoming a school district. In 1896 Bon Accord established the Bon Accord Public School District. The town recognizes and is grateful of the efforts of the settlers that formed the school district many years ago.

Over the years the school district has grown and has been changed to Sturgeon School Division.

Sturgeon School Division has two school, Bon Accord Community school (grades K – 4) and Lilian Schick School (grades 5 – 9) within our municipal boundaries and two schools, Sturgeon Composite High School (grades 10 -12) and Redwater High School (grades 10 -12) that service the residents of Bon Accord.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. Council proclaims 2021 as the 125<sup>th</sup> Year of the Bon Accord School District No. 438 in the Town of Bon Accord.
2. Council accepts this RFD as information and takes no further action.

**Prepared and Submitted By:** Julia Miller

**Reviewed By:** Joyce Pierce - CAO

**Date:** June 10, 2021



**PROCLAMATION**  
**2021**  
**125 ANNIVERSARY**  
**BON ACCORD SCHOOL DISTRICT NO.438**

**WHEREAS:**

The year 2021 marks the 125 anniversary of the Bon Accord School District No. 438 established in 1896.

**WHEREAS:**

The Town of Bon Accord Council recognizes and are grateful of the efforts of the settlers that formed this school district so many years ago.

**WHEREAS:**

Over the years the school district has grown and has been changed to Sturgeon School Division with Bon Accord Community School and Lillian Schick School placed within the municipal boundaries of the Town of Bon Accord.

**SO THEREFORE I:**

Greg Mosychuk, Mayor of the Town of Bon Accord do hereby proclaim,

**2021 AS THE 125<sup>TH</sup> YEAR OF THE BON ACCORD SCHOOL DISTRICT NO.438**

in the Town of Bon Accord, Alberta.

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Mayor Greg Mosychuk

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June 15, 2021

Date

**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

**MEETING:** *Regular Meeting of Council*

**MEETING DATE:** **June 15<sup>th</sup>, 2021**

**AGENDA ITEM:** **Proposed Bylaw 2021-07 Community Services Advisory Board Bylaw**

**RECOMMENDATION:**

**THAT** Council give 2<sup>nd</sup> reading to Bylaw 2021-07 Community Services Advisory Board Bylaw.

**THAT** Council give 3<sup>rd</sup> reading to Bylaw 2021 – 07 Community Services Advisory Board Bylaw.

**BACKGROUND:** Proposed Bylaw 2021-07 Community Services Advisory Board (enclosed) will repeal Bylaw 2018-09 Community Services Advisory Board (enclosed) once given third and final reading.

Proposed Bylaw 2021-07 includes the following significant changes relative to the existing Bylaw 2018-09:

- Section 3 was formerly entitled “Goal of the Board”. The section title was changed to “Purpose” and the defined purpose of the Board was revised and updated.
- Section 4 Board Membership (formerly entitled Structure of the Board) was revised to include broader and specific community representation including one (1) Rural member residing in Sturgeon County Division V, two (2) Youth members residing in either the Town of Bon Accord or Sturgeon County Division V, and one (1) Senior representative residing within the Town of Bon Accord.
- Section 5 “Terms of Office” was revised to allow for an adjustment of terms upon the Bylaw taking effect to establish a rotation. Community appointments to the Board (excluding Council and Youth members) will be staggered with three (3) Board Members having a 2-year terms and three (3) Board Members having a one (1) year term. Board Members appointed to 1-year terms may be appointed to a 2-term year term at the end of the first year. This change is to avoid having all Board Member terms expire at the same time.

Other changes include:

- Definitions were updated (Coordinator was changed to Manager) and new definitions were added including Ad Hoc Committee, Board Members, and CAO.

Restructuring resulted in several new sections and revisions:

- Section 6 Resignations and Terminations (previously covered under Terms of Office)
- Section 7 Officers (previously covered under Terms of Office)
- Section 11 Budget and Finance (expanded clarification)
- Section 13 Severability (new)

The following sections of the previous Bylaw 2018-09 were retained and/or further refined in Bylaw 2021 – 07:

- Section 8 Meetings
- Section 9 Accountability
- Section 10 Powers and Duties
- Section 12 Limitations of Power
- Section 14 Repeal Bylaws
- Section 15 Coming into Force



Note: The Proposed Bylaw 2021-07 was reviewed for input by the Community Services Focus Group during their meeting on May 26<sup>th</sup>, 2021.

**FINANCIAL IMPLICATIONS:**

Volunteer Board Members are not remunerated and therefore this section is not applicable.

**LEGISLATIVE HISTORY:**

Bylaw 2018-09 Community Services Advisory Board was enacted on November 20<sup>th</sup>, 2018 (Resolution # 18-325)

Bylaw 2021-07 was given 1<sup>st</sup> reading at the June 01<sup>st</sup>, 2021 Regular Meeting of Council.

**ALTERNATIVES:**

1. Council gives 2<sup>nd</sup> reading to Bylaw 2021-07 Community Services Advisory Board
2. Council gives 3<sup>rd</sup> and final reading to Bylaw 2021-07
3. Council declines 2<sup>nd</sup> reading of Bylaw 2021 – 07 Community Services Advisory Board and directs Administration to....
4. Council declines 3<sup>rd</sup> and final reading of Bylaw 2021 – 07 Community Services Advisory Board

**Prepared and Submitted By: Jodi Brown (Recreation and Community Services Manager)**

**Reviewed By: Joyce Pierce (CAO)**

**Date: June 10<sup>th</sup>, 2021**

**TOWN OF BON ACCORD  
BYLAW 2021-07  
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMUNITY SERVICES ADVISORY BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.**

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WHEREAS, the Municipal Government Act and amendments thereto, provides for the establishment of any Board considered desirable to the purpose of managing and operating or advising in the management and operation of any branch or any department of the municipality's services in the extension and improvement thereof,

AND WHEREAS, the Family and Community Support Services Act and amendments thereto, and regulations passed there under provide for the establishment, administration and operation of a Family and Community Support Services Program within a municipality;

AND WHEREAS, the Municipal Government Act and amendments thereto, provide for the appointment of a Recreation and Culture Board;

AND WHEREAS, Council has deemed it desirable to amalgamate the above described functions under one Board to be known as the Community Services Advisory Board;

NOW THEREFORE, the Municipal Council of the Town of Bon Accord duly assembled hereby enacts as follows:

**1. TITLE:**

- a) This Bylaw may be cited as the Community Services Advisory Board Bylaw of the Town of Bon Accord.

**2. DEFINITIONS**

- a) "Ad Hoc Committee" means a committee established by the Board to make recommendations or work on specific projects within the scope and jurisdiction of the Board."
- b) "Municipality" shall mean the Town of Bon Accord.
- c) "Council" shall mean the Council of the Town of Bon Accord.
- d) "Board" shall mean the Community Services Advisory Board.
- e) "Board Members" shall mean members of the Board appointed by Council.

**TOWN OF BON ACCORD  
BYLAW 2021-07  
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

- f) “CAO” shall mean the Chief Administrative Officer Official of the Town of Bon Accord.
- g) “Manager” shall mean the Recreation and Community Services Manager.
- h) “Community Services” shall mean the provision of family and community support services and the provision of recreation and cultural services.

**3. PURPOSE**

- a) The Board shall act in an advisory role subject to the general policies of the Town, within an approved budget, for all matters pertaining to Community Services programs and events.
- b) The Board is to stimulate and promote citizen awareness of Community Services programs and events.

**4. MEMBERSHIP**

- a) The Board shall consist of up to nine (9) members to be appointed by resolution of Council.
- b) Membership shall include:
  - i. One (1) member of Council who shall be appointed annually at the Organizational Meeting of Council.
  - ii. Up to eight (8) members from the community at large representing a cross section of varied backgrounds of the community.
- c) Within the eight (8) members of the community at large the board shall endeavor to include the following representation:
  - i. One (1) member from the rural Bon Accord community residing within Sturgeon County Division V.
  - ii. Two (2) youth members residing within the Town of Bon Accord or Sturgeon County (Division V) 14 to 18 years of age and attending Junior or Senior High School.
  - iii. One (1) Seniors’ representative (defined as an adult 60 years of age or older) residing within the Town of Bon Accord

**TOWN OF BON ACCORD  
BYLAW 2021-07  
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

- d) Except for the rural member from Sturgeon County Division 5 and the youth members (both of whom may reside in the Town of Bon Accord or Sturgeon County Division 5), all other Board Members must reside in the Town of Bon Accord.
- e) The Manager shall attend all Board meetings and shall act in an advisory capacity to the Board without voting privilege.
- f) Board Members shall not be an employee of the Town of Bon Accord.

**5. TERMS OF OFFICE**

- a) Council member appointments shall be determined by the Council at their annual organizational meeting.
- b) Youth members shall be appointed for a one (1) year term. The term of any youth members appointed to the Board shall not exceed three (3) consecutive, one (1) year terms.
- c) The term of office of the remaining community appointments to the Board shall be for a period of two (2) years in length. The term of any community member appointed to the Board shall not exceed three (3) consecutive, two-year terms.
- d) Upon this Bylaw taking effect, the terms of office excluding Council and youth members, shall be adjusted so that a rotation can be established. Appointments to the Board shall be staggered with three (3) Board Members having 2-year terms and three (3) Board Members having one (1) year terms.
- e) In the event of a vacancy occurring prior to the completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full-term appointment.
- f) Membership shall be subject to annual review by Council.
- g) Council, by resolution, may dissolve the Board at any time, and this relieves all Board Members of their appointment to the Board.

**6. RESIGNATIONS AND TERMINATIONS**

- a) Any Board Member may resign from the Board at any time upon sending written notice to Council to that effect.
- b) Council may request the resignation of any Board Member at any time prior to the expiry of the member's term of office.

**TOWN OF BON ACCORD  
BYLAW 2021-07  
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

- c) Any Board Member who is absent from three (3) consecutive meetings shall (unless such absence is authorized by resolution of the Board and recorded in the meeting minutes) forfeit his or her membership. The Board may recommend to Council another individual to complete the term.

**7. OFFICERS**

- a) The Board shall elect a Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Chairperson shall not be a member of Council or the Manager.
- b) The Board shall elect a Vice Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Vice Chairperson shall not be a member of Council or the Manager.

**8. MEETINGS**

- a) The Board shall hold four (4) regular meetings in a year, the time and place of such meetings to be determined by the Board.
- b) Any special meeting may be called by the Chairperson, or at the request of four (4) Board Members, on 48 hours' notice. Such notices will be distributed by email to all Board Members and followed up by phone call, if no response is received within 8 hours.
- c) A quorum of the Board shall be a simple majority of Board Members.
- d) Regular Board meetings shall be open to the public.
- e) All Board Members including the Chairperson shall vote on all motions before the Board and in the event of a tie, the motion shall be lost.
- f) Board Members having a direct pecuniary interest in any item under discussion by the Board are exempt from the previous clause (e), must declare pecuniary interest and shall abstain from all discussion and voting on any resolution relating to that item.
- g) Minutes shall be taken of all meetings by the Manager or a designate. A copy of such minutes shall be signed by the Chairperson and the Manager or designate and shall be filed with the CAO in the Town Office.

**TOWN OF BON ACCORD  
BYLAW 2021-07  
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

- h) The Board shall establish such rules and regulations as its members may agree upon as are necessary to govern the conduct of the Board meetings, providing such rules or regulations are not inconsistent with powers herein conferred or in the Alberta Municipal Government Act. Copies of all such rules and regulations shall be filed with the CAO in the Town Office.
- i) All correspondence and records of the Board shall be filed with the Town Office.

**9. ACCOUNTABILITY**

- a) The Board's actions shall be accountable to Council.
- b) The Manager shall be accountable to the CAO for the effective administration and implementation of all aspects of the budget approved by Council for Community Services.
- c) One (1) Council representative on the Board, as designated by Council, shall be accountable to Council for liaison between the Board and Council. The Council representative shall report to Council following each board meeting at the next Regular Meeting of Council.

**10. POWERS AND DUTIES**

- a) The Board shall recommend any form of FCSS (Family and Community Support Services) or recreational programs or events that serve the needs of the community. These may include but are not limited to programs or events for children, youth, seniors, adult learning, recreation, leisure, cultural and/or those that are preventative in nature as per the Family and Community Support Services provincial legislation.
- b) An annual report shall be completed and provided to Council and other reports as needed or requested.
- c) The Board shall act as an advisor to the Manager with regard to Community Services by assisting the Manager in:
  - i. Formulating plans and priorities
  - ii. Providing input on the development of new or ongoing programs and events
  - iii. Continuing evaluation of all programs and events
  - iv. Preparing an annual budget of expenditures and revenues for Community Services programs and events
- d) The Board shall receive quarterly reports from the Manager.

**TOWN OF BON ACCORD  
BYLAW 2021-07  
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

- e) The Board shall promote, encourage, and facilitate volunteerism and the use of volunteers.
- f) The Board shall cooperate with and encourage all organizations, public, private, civic, social, and religious within the Town and area supporting, promoting, and working for Community Services.
- g) The Board shall encourage project briefs pertaining to Community Services from responsible individuals and groups based on terms of reference established by the Board.
- h) The Board may appoint Ad Hoc Committees from within its own membership or from other residents of the Municipality or Sturgeon County Division V. These Ad Hoc Committees shall make recommendations to the Board regarding any special phase of work of the Board for which the Ad Hoc Committee was appointed, always provided that such work comes within the scope and jurisdiction of the Board.

**11. BUDGETS AND FINANCE**

- a) On behalf of the Board, the Manager shall submit to the CAO (no later than October 31<sup>st</sup> each year) a budget of expenditures and revenues for the next budget year with respect to all matters over which the Board has jurisdiction. The budget will be reviewed and submitted with the Town's annual operating budget to Council for approval. If the Council has concerns with the budget as submitted, it shall be referred back to the Board with additional guidelines to assist the Board in redrafting the budget, or portions of it. The Council approves the final budget.
- b) The Council reserves the right to amend the proposed budget or approved budget at any time during the year. The Council shall notify the Board on any amendments prior to the amendment being voted on by Council.
- c) If the Board determines a need to make an expenditure that has not been approved in the final budget, approval from Council must be given before such expenditure can be made. The Council will consider the changes at the earliest possible meeting. If approved, the changes are to take effect immediately.

**12. LIMITATIONS OF POWER**

- a) Neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Board nor any Board Member have any power to authorize any expenditure to be charged against the Town.

**TOWN OF BON ACCORD  
BYLAW 2021-07  
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

- b) No Board Member shall institute any program unless the program is approved by the Board.
- c) Except when appointed to communicate a decision of the Board, no Board Member shall issue or report to issue any order, direction, or instruction to any member of Town staff.
- d) It is acknowledged that the normal day to day operations and activities will be administered by the Manager under the direction of the CAO.
- e) All public communication shall be the responsibility of the Manager in consultation with the Board.

**13. SEVERABILITY**

- a) It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Town Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

**14. REPEAL BYLAWS**

- a) Bylaw 2018-09 Community Services Advisory Board is hereby repealed upon the third and final reading of this bylaw.

**15. COMING INTO FORCE**

- a) This Bylaw comes into full force and effect upon the day it receives third and final reading.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor Greg Mosychuk

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce



**TOWN OF BON ACCORD  
BYLAW 2021-07  
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor Greg Mosychuk

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

Read a third and final time, this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor Greg Mosychuk

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

**TOWN OF BON ACCORD  
BY-LAW 2018-09  
COMMUNITY SERVICES BYLAW**

---

**A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMUNITY SERVICES ADVISORY BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.**

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WHEREAS the Municipal Government Act, provides for the establishment of any Board considered desirable for the purpose of managing and operating or advising in the management and operation of any branch or any department of the municipality's services in the extension and improvement thereof,

AND WHEREAS, the Family and Community Support Services Act, and amendments thereto, and regulations passed there under provide for the establishment, administration and operation of a Family and Community Support Services Program within a municipality;

AND WHEREAS, The Municipal Government Act, and amendments thereto, provide for the appointment of a Parks, Recreation and Culture Board;

AND WHEREAS, Council has deemed it desirable to amalgamate the above described functions under one Board to be known as the Community Services Advisory Board;

NOW THEREFORE, the Municipal Council of the Town of Bon Accord duly assembled hereby enacts as follows:

**1. Title**

- a) This Bylaw may be cited as the new Community Services Advisory Board Bylaw of the Town of Bon Accord.

**2. Definitions**

- a) For the purpose of this By-law:
  - i. "Municipality" shall mean the Town of Bon Accord.
  - ii. "Council" shall mean the Council of the Town of Bon Accord.
  - iii. "Board" shall mean the Community Services Advisory Board.
  - iv. "Coordinator" shall mean the Community Services Coordinator.
  - v. "Community Services" shall mean the provision of family and community support services and the provision of recreation and cultural services.

**3. Goal of the Board**

- a) The goal of the Board is to advise council, and the Community Services Coordinator, on policies regarding community services offered by the Municipality so as to make them responsive to the needs of the Community.

**TOWN OF BON ACCORD**  
**BY-LAW 2018-09**  
**COMMUNITY SERVICES BYLAW**

**4. Structure of the Board**

- a) There is hereby established and constituted a Board to be known as the Community Services Advisory Board to exercise the duties and powers and to perform the functions as prescribed by law.
- b) The Board shall consist of a maximum of nine (9) voting members and a minimum of three (3) voting members to be appointed by resolution of Council.
- c) The Board shall consist of:
  - i. At least one member of the Town of Bon Accord Council, and remaining members at large, to a maximum of nine members.
  - ii. The Town of Bon Accord Council representative shall have voting privileges.
  - iii. The members representing the municipality shall not be chosen to represent any one organization, group or body, but shall be chosen because of their interest and / or knowledge in the areas of Recreation and Culture; and/or Family and Community Support Services.

**5. Terms of Office**

- a) The Terms of office shall be two years in length. The term of any member appointed to the board shall not exceed 3 consecutive two-year terms.
- b) On, or before, September 30 of each year, the Board shall elect one Board member as Chairperson and one member as Vice Chairperson, neither of which will be a Council representative.
- c) In the event of a vacancy occurring, the person appointed to fill such a vacancy by Council shall hold office for the remainder of the time concerned in the vacancy which has arisen.
- d) Any member of the Board who shall be absent from three consecutive meetings of the Board shall (unless such absence is caused through illness or he is authorized by resolution of the Board entered in the minutes) forfeit his office and another member shall be appointed in his / her place for the remainder of his / her term of office.
- e) All persons appointed as members of the Board shall be residents of the Town of Bon Accord unless Council approved otherwise.
- f) Any employee of the Town of Bon Accord, whether full-time or part-time, shall not be eligible for membership on the Board.
- g) Council may request the resignation of any member of the board at any time prior to the expiry of the member's term of office, and any member of the board may resign at any time upon sending written notice to the Board to that effect.
- h) The Board may appoint Ad Hoc committees from within its own members or from other residents of the Municipality and District. These committees shall make recommendations to the Board regarding any special phase of work of the board for which the committee was appointed, always provided that such work comes within the scope and jurisdiction of the Board.

**TOWN OF BON ACCORD  
BY-LAW 2018-09  
COMMUNITY SERVICES BYLAW**

**6. Meetings**

- a) The Board shall hold four regular meetings in a year, the time and place of such meetings to be determined by the Board.
- b) Any special meeting may be called by the chairperson, or at the request of four members of the Board, on 48 hour's notice. Such notices will be distributed by email to all board members and followed up by phone call, if no response is received within 8 hours.
- c) A quorum of the Board shall be a majority of the members of the Board.
- d) All members shall vote on all motions before the Board unless excused by clause 'e' and in the event of a tie, the motion shall be lost.
- e) Board members having a direct pecuniary interest in any item under discussion by the Board, shall abstain from all discussion and voting on any resolution relating to that item.
- f) Minutes shall be taken at all meetings and these minutes shall be filed and held at the Town Office.
- g) The Board shall establish such rules and regulations as are necessary to govern the conduct of the Board meetings, and meetings of committees of the board. Copies of all such rules and regulations shall be filed with the CAO.

**7. Accountability**

- a) The Board's actions shall be accountable to Council.
- b) The Coordinator shall be accountable to the CAO for the effective administration and implementation of all aspects of the budget approved for Community Services.
- c) One Council representative on the Board, as designated by Council, shall be accountable to Council for liaison between the Board and Council. The Council representative shall report to Council following of each board meeting at the next Regular Meeting of Council.

**8. Powers and Duties**

Family and Community Support Services:

- a) The Board shall endeavor to be fully aware of the community's needs as they relate to its families and children, within the Family and Community Support Services mandate.
- b) The Board shall encourage participation of individual residents and community groups in the planning and development of programs to meet these needs.

**TOWN OF BON ACCORD**  
**BY-LAW 2018-09**  
**COMMUNITY SERVICES BYLAW**

- c) The Board shall advise regarding the implementation and on-going assessment and evaluation of these programs.
- d) The Board shall encourage the participation of individual and groups of volunteers in the provision of Family and Community Support Services where it is deemed appropriate.
- e) The Board shall assist in the development of the annual Family and community Support Services budget and make recommendations to Council regarding it.

Parks, Recreation and Culture:

- f) The Board shall be the advisory with respect to recreational and cultural services that provide a variety of opportunities for all residents of the Municipality.
- g) The Board shall hear representations by individual, organization or delegation of residents with respect to recreation and culture and make such recommendations arising there from as the Board shall deem to be in the general interest of all residents.

General:

- h) The Board shall have the power to call and conduct public meetings on any matter or issue relating to Community Services that it deems necessary of review, evaluation or input of the public as a whole.

**9. Limitations**

Unless otherwise authorized by Council:

- a) The Board shall not, other than in manner of general overview, concern itself with the day to day administration, within the approved budget, of purchasing, personnel services, accounting and utilization of facilities and equipment. These specified areas will be governed by the standards and policies as approved by Council from time to time, governing all Town departments within the responsibility delegated to the Coordinator, and via the Chief Administrative Office with Council.
- b) Neither the Board nor any member thereof, shall have the power to pledge the credit or the Town in any manner whatsoever, nor shall the Board or any member thereof have the power to authorize any expenditure nor appropriate or expend public monies in any manner whatsoever.

10. The Community Services Bylaw 2013-12 is hereby repealed upon the third and final reading of this by-law.

**TOWN OF BON ACCORD  
BY-LAW 2018-09  
COMMUNITY SERVICES BYLAW**

Read a first time this 6<sup>th</sup> day of November 2018

\_\_\_\_\_  
Mayor David Hutton

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

Read a second time, this 20th day of November 2018

\_\_\_\_\_  
Mayor David Hutton

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

Read a third, and final time, this 4th day of December 2018

\_\_\_\_\_  
Mayor David Hutton

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

**TOWN OF BON ACCORD  
Request for Decision (RFD)**

<b>MEETING:</b>	<b>Regular Council Meeting</b>
<b>MEETING DATE:</b>	<b>June 15, 2021</b>
<b>AGENDA ITEM:</b>	<b>Flag Protocol Policy</b>
<b>RECOMMENDATION:</b>	<b>THAT ... Council approves the Flag Protocol Policy at presented.</b>
<b>BACKGROUND:</b>	Flag protocol and etiquette has been reviewed and discussed over the last few months, specifically since the passing of the Prince Phillip, Duke of Edinburgh. It was unclear when and how long the flag was to be half masted, with differing opinions from different levels of government administration was not sure what guideline to follow. With that it was identified that a flag etiquette and protocol policy would be a valuable tool to aide administration with the proper procedures moving forward. The other area of concern was the quality of flags that were being used on the municipal properties and the need to be replaced frequently to avoid looking tattered and torn.
<b>FINANCIAL IMPLICATIONS:</b>	Budget 2022 will require an allotment of \$2200.00 for flag purchases.
<b>LEGAL IMPLICATIONS:</b>	<b>N/A</b>
<b>LEGISLATIVE HISTORY:</b>	<b>N/A</b>
<b>ALTERNATIVES:</b>	<ol style="list-style-type: none"><li>1. Council approves the Flag Protocol Policy as presented.</li><li>2. Council declines the Flag Protocol Policy.</li><li>3. Council directs administration to .....</li></ol>
<b>Prepared and Submitted by:</b>	Jodi Brown / Joyce Pierce
<b>Reviewed By:</b>	Joyce Pierce
<b>Date:</b>	June 10, 2021

<b>TOWN OF BON ACCORD POLICY STATEMENT</b>
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<b>SECTION:</b> ADMINISTRATION
<b>POLICY NO.:</b> 2021-XX
<b>SUBJECT:</b> FLAG PROTOCOL POLICY
<b>RESPONSIBLE AUTHORITY:</b> TOWN OF BON ACCORD
<b>REVIEWED &amp; APPROVED BY COUNCIL:</b> June 15, 2021

**1. PURPOSE AND INTENT:**

The Town of Bon Accord is committed to developing and adhering to established flag protocols for municipal facilities and properties.

**2. POLICY STATEMENT:**

**2.1** The flags flown at Town of Bon Accord facilities are to be treated with respect and dignity. Proper flag etiquette is required to ensure that the presentation and cultural significance of the flags are honored.

**2.2** The flying of flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens, and so must be implemented only in circumstances that have exceptional importance to Town of Bon Accord. The Town will lower flags to half-mast to commemorate solemn occasions in accordance with this Policy.

**2.3** Flag poles at Town of Bon Accord properties and facilities will be used only in accordance with this Policy.

**3. SCOPE:**

**3.1** Flags at Town of Bon Accord properties and facilities will be raised, lowered, flown, maintained, and disposed of in accordance with Canadian Heritage's Guidelines on Flag Etiquette in Canada and Rules for Flying the Flag.

**3.2** Town of Bon Accord will lower flags to half-mast on all municipal properties and facilities:

- a) From the time of notification of death until sunset the day of the funeral or memorial service for:
  - i. the Sovereign;
  - ii. a member of the immediate Royal Family;
  - iii. a current or former Governor General of Canada;
  - iv. a current or former Prime Minister of Canada;
  - v. a current or former Lieutenant Governor of Alberta;
  - vi. a current or former Premier of Alberta;



- vii. a current or former Member of Parliament representing Town of Bon Accord;
- viii. a current or former Member of the Legislative Assembly of Alberta representing Town of Bon Accord; or
- ix. a current or former member of Town of Bon Accord Council.

b) From sunrise to sunset on special days prescribed by the Government of Alberta.

**3.3** In addition, the Mayor may direct flags to be half-masted at any or all Town of Bon Accord properties and facilities, for such time and under such circumstances as the Mayor directs.

**3.4** Town of Bon Accord flag poles will be used only to fly the flags of Canada, Alberta, and the Town of Bon Accord.

#### **4. RESPONSIBILITIES:**

**4.1** The Mayor shall:

Direct that flags at Town of Bon Accord properties and facilities be half-masted in circumstances deemed appropriate by the Mayor and when not otherwise required by this Policy.

**4.2** Administration shall:

a) Bring to the Mayor's awareness circumstances under which consideration should be given to half-masting flags at Town of Bon Accord properties and facilities.

b) Half-mast flags in accordance with this Policy and communicate to the public the purpose for half-masting flags on social media platforms.

c) Advise the designated representative of the Gibbons Legion when the Municipal flags will be lowered and raised, as Military protocols and etiquette differs from the Federal, Provincial and Municipal flag protocols and etiquette.

**4.3** Shall be carried out in accordance with

- i) Canadian Heritage Online Guidelines: Flag Etiquette in Canada
- ii) Canadian Heritage Online Guidelines: Rules for Flying the Flag
- iii) Government of Alberta Flag Etiquette Guidelines

<b>TOWN OF BON ACCORD PROCEDURE</b>
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<b>SECTION:</b> ADMINISTRATION
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<b>SUPPORTED BY POLICY No.:</b> 2021-xx
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<b>SUBJECT:</b> FLAG PROTOCOL PROCEDURE
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<b>RESPONSIBLE AUTHORITY:</b> Administration Department
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<b>REVEIWD BY COUNCIL:</b> June 15, 2021
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**DEFINITIONS:**

1. "Council" means Council members of the Town of Bon Accord;
2. "CAO" means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer's delegate;
3. "Town" means the Town of Bon Accord.

**PROCEDURE:**

1. Recreation and Community Services personnel will assess/inspect the flags on a weekly basis. The flags will be changed out on a quarterly basis if deemed necessary due to poor condition.
2. CAO will advise the Mayor when circumstances for half-masting flags would be considered appropriate.
3. Recreation and Community Services Manager will advise personnel when the flags are required to be half-masted or masted.
4. CAO will advise Council of the half-masting protocol event by email.
5. CAO will advise administrative staff to advertise the lowering of flags on the social media platforms to notify residents of the half-masting protocol.
6. Recreation and Community Services Manager will contact the Gibbon's Legion member advising them of the specific of the Town protocol per event.
7. Recreation and Community Services Manager will review the guidelines within the Flag Etiquette in Canada and the rules for Flying the Flag and the Alberta Flag Etiquette guidelines to remain current within the procedures.
8. The Recreation and Community Services Manager will direct personnel to order the flags as required.
9. The Recreation and Community Services Manager will include these expenses in the Parks and Recreation budget.

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** *Regular Council Meeting*

**MEETING DATE:** June 15<sup>th</sup>, 2021

**AGENDA ITEM:** Joint Use Agreement with the Sturgeon Public School Division

**RECOMMENDATION:**

**THAT** Council approves the proposed amendments to the Joint Use Agreement between the Town of Bon Accord and the Sturgeon Public School Division as presented.

**BACKGROUND:**

The existing Joint Use Agreement between the Town of Bon Accord and the Sturgeon Public School Division expires this month (June 2021).

The Joint Use Committee consists of:

- Town of Bon Accord Elected Official: Councilor Tanya May
- School Board Trustee for Bon Accord: Liz Khole
- Bon Accord Community School Principal: Aaron Chute
- Lilian Schick School Principal: Shelly Greenwood
- Town of Bon Accord Administration Representative: Jodi Brown

The Committee reviewed the Joint Use Agreement and found that due to many changes that have taken place since the agreement was signed in 2016, that the agreement needed to be amended rather than extended for another 5 years.

The Committee finalized the enclosed proposed amendments to the Joint Use Agreement on June 01<sup>st</sup>, 2021.

The enclosed amended Joint Use Agreement was presented to the Sturgeon School Division Board during their Committee of the Whole meeting on June 08<sup>th</sup>, 2021. At that time, no concerns regarding the agreement were brought forward. The Joint Use Agreement will be presented formally to the School Board on June 23<sup>rd</sup> for final approval.

If Town Council and the School Board approve the enclosed amended Joint Use Agreement, the agreement will be in effect for another 5 years (2026) with the possibility of an extension of an additional 5 years at the time of expiry.

**FINANCIAL IMPLICATIONS:**

Section 5.4 relating to costs was amended to remove the requirement to negotiate periodic maintenance of the school gymnasium floors.

This section was also revised to clarify that during review of the fee schedule at the spring meeting, both parties will mutually agree to any recommended changes in the rates charged to user groups to reflect changes in the Division's or Town's costs of maintenance.

Note: The Fee Schedule is not part of the agreement and hence will be reviewed by the Committee on an annual basis.

The Fee Schedule includes fees charged to community user groups for use of either Lilian Schick School or Bon Accord School.

The Town does not charge either school for use of Town facilities (arena and sportsgrounds) and the schools do not charge the Town for use of school facilities.

**LEGAL IMPLICATIONS: N/A**

**LEGISLATIVE HISTORY:**

The current Joint Use Agreement was signed on June 28<sup>th</sup>, 2016, by Town and School Division officials and therefore will expire on June 28<sup>th</sup> unless extended for an additional 5 years.

**ALTERNATIVES:**

1. That Council approve that proposed amended Joint Use Agreement as presented and circulated.
2. That Council declines to approve the amended Joint Use Agreement as presented and directs administration to....

**Prepared and Submitted By: Jodi Brown (Recreation and Community Services Manager)**

**Reviewed By:**

**Date: June 10<sup>th</sup>, 2021**

# Joint Use Agreement

THIS AGREEMENT made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

BETWEEN

THE STURGEON PUBLIC SCHOOL DIVISION  
(hereinafter called "the Division")

OF THE FIRST PART

and

TOWN OF BON ACCORD  
(hereinafter called "the Town")

OF THE SECOND PART

WHEREAS, given that community based use of facilities and equipment is important to us, the Town , and the Division, we will strive to make school and community facilities and equipment, as herein specified, available to users;

AND WHEREAS given that community based use of facilities and equipment is important to us, we the Town , and the Division, strive to have a joint use program administered in as simple, effective and efficient manner as possible;

AND WHEREAS it is both economical and functional for the parties to cooperate through the joint use of facilities to carry out their respective responsibilities;

AND WHEREAS the Division and the Town wish to enter into an agreement in connection with the cost, upkeep and use of the facilities;

NOW THEREFORE this Agreement Witnesseth that the parties hereto covenant and agree to share in the use of facilities as follows:

## SECTION 1 – DEFINITIONS

In this Agreement:

1.1 "School Facilities" shall mean:

1.1.1 The Lilian Schick School consisting of gymnasium, shower and change rooms, 2 classrooms in the North Wing (not including the music room), school kitchen, adjoining corridors and vestibule, parking lot, and school grounds, but shall exclude any equipment owned solely by either party unless otherwise agreed upon.

1.1.2 The Bon Accord Community School consisting of the South Wing of the school, gymnasium, community kitchen, adjoining corridors, parking lot, and school grounds, but shall exclude any equipment owned solely by either party unless otherwise agreed upon.

1.2 "Town Facilities" shall mean:

~~The community kitchen and attached kitchen storage room, bar and bar storage room, stage area and associated vestibule and corridor space at Lilian Schick School, but shall exclude any equipment owned solely by either party unless otherwise agreed upon.~~

1.2.1 The Bon Accord Arena consisting of the change rooms, lobby and ice surface, and the Archie Jenkins Sports Grounds. It does not include the upper floor of the Bon Accord Arena unless agreed upon by both parties.

1.3 "Joint Use" means the reciprocal use of all facilities that are owned by the Town or Division as described in Clause 1.1 and 1.2 above.

1.4 "Program Support Society (PSS)" means the parent fundraising society from Bon Accord Community School.

## **SECTION II- JOINT USE COMMITTEE**

2.1 The Division and the Town agree to appoint a Joint Use Committee (hereinafter called "the Committee") whose membership shall consist of the following:

2.1.1 Three (3) members appointed by the Division

- Principal of Bon Accord Community School or designate
- Principal of Lilian Schick School or designate
- The Sturgeon Public School Division Trustee representing the Bon Accord ward

2.1.2 Three (3) members appointed by the Town

- Councillor **and/or Mayor**
  - Town CAO or Designate
  - **Recreation and** Community Services Manager
- One (1) non-voting member – the Bon Accord Community School PSS Chair or designate
- 2.2 The Committee shall make decisions by majority vote and otherwise shall be governed by this Agreement and its own procedure. Designates will have the full voting power of those positions they are representing.
- 2.3 The Chair of the Committee will alternate on an annual basis between the Division (even years) and the Town Councillor or designate (odd years).
- 2.4 Remediation of unresolved conflicts of the Joint Use Committee shall be referred to The Sturgeon Public School Division Board of Trustees and the Town of Bon Accord Council.

### **SECTION III - DUTIES AND POWER OF THE COMMITTEE**

- 3.1 The Committee shall have the following duties and powers:
- 3.1.1 To oversee the use of the Town Facilities **by Bon Accord Community School and Lilian Schick School and use of School Facilities by the Town or Bon Accord community groups** on an equitable basis for all residents within the jurisdiction of either of the parties to this Agreement.
    - 3.1.1.1 To give preference to groups **accessing School Facilities**, where the majority of participants are residents of the Town of Bon Accord and/or residents of Sturgeon County residing in the attendance areas of Bon Accord Community School and Lilian Schick School.
    - 3.1.1.2 To institute a fee differential **for use of School Facilities** by senior and youth groups in recognition of the contributions made by our senior citizens to our community and the importance to both parties of youth involvement in community activities.
  - 3.2 To develop and enforce rules and regulations regarding the **use of Town and School Facilities** equipment, facility bookings and scheduling **as prescribed in this Agreement.**
  - ~~3.3 To obtain detailed annual financial reports and booking reports of the joint use Town and School facilities (and equipment).~~
    - ~~3.3.1 These reports are due by Jan. 31 of each year and will include all financial~~

and booking information for all facilities for the previous calendar year.

## SECTION IV - USE OF FACILITIES

### 4.1 Facility and Hours of Use

<b>FACILITY</b>	<b>TOWN'S HOURS</b>	<b>DIVISION'S HOURS</b>
Town's Facilities	4:00 p.m. to 8:00 a.m. on All School Days. 24 Hours on all other days.	8:00 a.m. to 4:00 p.m. on all School Days.
Division's Facilities	5:00 p.m. to 8:00 a.m. on All School Days. 24 Hours on all other days.	8:00 a.m. to 5:00 p.m. on all School Days (with the exception of rooms for out of school care).

\* these hours may be altered from time to time when mutually agreed upon

Replace with: The School Facilities shall be used exclusively for school purposes during school hours and shall be available for Town or community use beyond the school hours with school events taking precedence over community use of School Facilities.

Schools may request use of Town Facilities during school hours by booking Town Facilities with the appointed Town facilitator.

- 4.2 Each party in this agreement shall appoint a facilitator to receive information about bookings for the school and town facilities and will advise the other parties of the name of this person.
- 4.3 Both parties may use and share the facilities and equipment in the Town and School facilities subject to such other conditions as the Committee may decide.
- 4.3.1 In the event that one of the parties wishes to make use of its own facilities for an extraordinary event such that a previously booked and approved joint use activity will be affected by cancellation, postponement or relocation, the party concerned shall provide notice at least two weeks prior to the event taking place.
- 4.4 The use of alcoholic beverages in the Town and School facilities is permitted subject to control of the Committee, Section 6.4 of this Agreement (Host Liability Insurance) and provided that all regulations of the Alberta Gaming and Liquor Commission are met.
- 4.5 The parties hereto agree that they shall comply with any regulations of the Committee in connection with the use of the Town and School facilities.



- 4.6 Each party to this Agreement shall be responsible for scheduling Town and School facilities users during its respective hours.
- 4.7 All Town and Division facilities are deemed smoke-free, year round.
- 4.8 In the event of an unresolved dispute of any nature between a user group and a Town facilitator or Division staff, the Joint-Use Committee shall be considered as the body for dispute resolution and their decision shall be binding.

## **SECTION V - MAINTENANCE AND REPAIRS**

- 5.1 The Division shall be responsible for:
  - 5.1.1 Cleaning the Town **Facilities** and ~~School Facilities~~ at the end of hours when the **Town** Facilities are used exclusively for school purposes.
  - 5.1.2 Ensuring the Town Facilities are opened, closed and secured when used for Division purposes.
  - 5.1.3 Adequate supervision of students in Town Facilities during the hours when the Town Facilities are used for school purposes.
  - 5.1.4 Maintaining the School Facilities described in Clause 1.1 in a good state of repair. Excepting the Town will maintain the ball diamond and soccer fields on Bon Accord Community School grounds.
  - 5.1.5 Repairing any negligent damage occurring to the Town and ~~or School Facilities~~ when they are used exclusively for Division purposes.
  - 5.1.6 The Town shall invoice the Division for costs associated with alarm responses during non-town operational hours that are caused by improper operation of the alarm system by a Division user.
- 5.2 The Town shall be responsible for:
  - ~~5.2.1 Adequate supervision of Lilian Schick School during the hours that it is available for Town purposes.~~
  - 5.2.2 Ensuring that ~~Lilian Schick School~~ **School Facilities** **is are** opened, closed and secured when used for Town purposes.
  - 5.2.3 Cleaning the ~~Town and~~ School Facilities at the end of the hours when the

~~Town and~~ School facilities are used for Town purposes.

- 5.2.4 Maintaining the facilities described in Clause 1.2.1 in a good state of repair.
- 5.2.5 Repairing any negligent damage occurring to the ~~Town and/or~~ School Facilities when they are used for Town purposes.
- 5.2.6 The Division shall invoice the Town for costs associated with alarm responses during non-school operational hours that are caused by improper operation of the alarm system by ~~an organization operating under the Town. approved access.~~

5.3 The BACS Program Support Society will retain a person or persons as 'Evening Host' who will:

- 5.3.1 Take bookings from community groups for use of the Bon Accord Community School during Town hours.
- 5.3.2 Conduct pre and post check of equipment/inventory and its storage.
- 5.3.3 Ensure that the facility is opened, closed and secured and provide supervision of community groups at the school when they are being used during Town hours.
- 5.3.4 Ensure that the user groups clean the facility after each use.
- 5.3.5 Report directly to the School Facilitator or Principal any problems or difficulties with user groups.
- 5.3.6 The Division shall invoice the PSS for costs associated with alarm responses during non-school-operational hours that are caused by improper operation of the alarm system by ~~an community group organization~~ operating under the ~~Town~~ Joint Use approved access.

The Program Support Society in discussion with the Joint Use Committee retains the right to discontinue the position of Evening Host with a minimum of 30 days' notice. ~~In the event that~~ If the position of Evening Host is discontinued, the Committee will meet to discuss alternatives that will allow Joint Use ~~to~~ of the facility to continue.

5.4 The parties hereto agree to negotiate the following costs:

~~5.4.1 Periodic maintenance of the school gymnasium floors.~~

5.4.2 Provision and maintenance of jointly used equipment. The Town of Bon

Accord and Lilian Schick School or the Bon Accord Community School and the Parent Support Society, will share the cost of replacing equipment available for joint use, when the cost of such replacement exceeds the amount held in reserve for this purpose.

- 5.4.3 ~~Both parties will mutually agree that either party may,~~ During review of the fee schedule at the spring meeting **both parties will mutually agree to any recommended,** ~~recommend an~~ changes in the rates charged to user groups to reflect changes in the Division's and the Town's costs of maintenance.

## SECTION VI – INSURANCE

- 6.1 The Division shall maintain adequate insurance upon the said Schools, and any monies recovered shall be used to restore the schools including the joint facilities. Such insurance will be so arranged that the Division's insurers will have no right of recovery from the Town.
- 6.2 If the Town procures any insurance on its property or the property of others, which is the responsibility of the Town, such insurance will be so arranged that the Town's insurers will have no right of recovery from the Division.
- 6.3 The Division's Public Liability insurance will include the Town as an additional ~~named insured with respect to the Town's the~~ **said Schools** activities at the ~~Town Joint Use Facilities.~~ **The Division shall provide proof of such insurance to the Town on an annual basis.**
- 6.4 **The Town's liability insurance will include the Division as an additional insured with respect to the Town's use of School Facilities. The Town shall provide proof of such insurance to the said Schools on an annual basis.**
- 6.5 All **community** user **groups** are required to provide proof of liability insurance of a minimum of five million (\$5,000,000) dollars with the Division identified as an additional named insured.
- Users who wish to serve liquor in school facilities shall provide evidence of Host Liquor Liability Insurance. Said insurance will have a minimum of five million dollars (\$5,000,000.00) liability coverage and the Town and the Division must be named as Additional Named Insured's in the policy. A copy of the insurance policy and a copy of the Liquor License must be provided at least 24 hours prior to rental and before a key to the facility is released.

## SECTION VII - INDEMNITY

- 7.1 The Division agrees at all times to indemnify the Town and save it harmless from

all manners of actions, causes of action, suit, claim, demand and costs whatsoever arising from any actions of students, servants, employees or agents of the Division done in pursuance of this Agreement during the time that this Agreement shall be in force.

- 7.2 The Town agrees at all times to indemnify the Division and save it harmless from all manners of actions, causes of action, suit, claim, demand and costs whatsoever arising from any actions of its servants, employees, agents, invitees, licensees of the Town done in pursuance of this Agreement during the time that this Agreement shall be in force.

## **SECTION VIII – FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

- 8.1 The parties of this agreement agree to comply with privacy requirements of Part 2 of the *Freedom of Information and Protection of Privacy Act* insofar as it applies to the operations and personal information each party has access to, collects, or uses in providing the services under the contract.
- 8.2 The *Freedom of Information and Protection of Privacy Act* imposes an obligation on the parties to protect the privacy of individuals whose information may be involved in meeting contract requirements. The parties will be required to protect the confidentiality and privacy of each individual's personal information accessible or collected under the contract.
- 8.3 The parties acknowledge that information and records maintained or submitted by the other party may be subject to the protection and access provisions of the *Freedom of Information and Protection of Privacy Act*.

## **SECTION IX- TERMINATION AND AMENDMENT**

- 9.1 The Joint Use Agreement shall be in effect from the day and year first above written for a period of Five (5) years with the option of a five (5) year extension. It may be terminated by either party giving the other party one (1) year's notice in writing.
- 9.2 The Joint Use Agreement may be amended from time to time with the mutual consent of both parties.

## **SECTION X - ASSIGNABILITY**

- 10.1 The parties acknowledge and agree not to assign or transfer any of the rights acquired as a result of this Joint Use Agreement except by mutual consent.
- 10.2 This Agreement shall be binding upon the parties' successors and assigns.

## **SECTION XI - NOTICES**

- 11.1 Any notice to be served pursuant to this Agreement shall be delivered or sent by registered mail, postage prepaid to the Secretary Treasurer, The Sturgeon Public School Division , Morinville, Alberta and to the ~~Town Administrator~~ **Chief Administrative Officer**, Town of Bon Accord, Bon Accord, Alberta; any notice by registered mail be deemed to be served on the fourth (4th) day after mailing as aforesaid at a post office in the Province of Alberta.
- 11.2 This Agreement supersedes all previous joint use agreements between the parties.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals in their behalf on the day and year first above written.

**THE STURGEON PUBLIC SCHOOL DIVISION**

\_\_\_\_\_  
**BOARD CHAIR**

\_\_\_\_\_  
**SUPERINTENDENT OF SCHOOLS**

**TOWN OF BON ACCORD**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

## TOWN OF BON ACCORD

Council Report – June 15, 2021

May 13, 2021	Attended the Roseridge Waste Management Service Commission (RWMSC <a href="http://roseridge.ab.ca">roseridge.ab.ca</a> ) regular meeting. (In-person)
May 18, 2021	Attended the Town of Bon Accord – Regular Meeting of Council. (Virtual)
June 01, 2021	Attended the Town of Bon Accord – Regular Meeting of Council. (Virtual)
June 07, 2021	Participated in a Mix 107 ( <a href="http://fortsaskonline.com">fortsaskonline.com</a> ) interview in relation to the Heartland Tour promotion highlighting local communities. (Virtual)
June 09, 2021	Participated in the Senior’s Week gift bag giveaway at the Arena grounds.
General	Ongoing day to day, meeting preparation, and community engagement.

### Notes:

Town staff continues to work remotely from home due to the region’s past classification as a Covid “hotspot”, but I anticipate the staff returning to, and the opening of, town hall in the very near future. Residents continue to have access to services, and those requests that cannot be handled over the phone or through electronic means will be dealt with in-person by appointment only. Town Council’s return to Chambers may continue with limitations and protocols, however it seems prudent to continue to hold meetings virtually as necessary or required. Increased vaccine availability and distribution continues to be an encouraging sign, and the lifting of restrictions throughout June is a welcome change. We are getting close. I also encourage those who are eligible to obtain your vaccinations to do so at the earliest you can do so, ensuring the second dose is not missed. Some restrictions are still required, such as limited access, social distancing, and the use of PPE, but these are slowly being phased out as vaccination numbers increase. Our local pharmacy has been busy administering vaccine injections, and I thank their staff for the amazing job they are doing in our community.

Covid-19 has created unprecedented challenges for so many people and organizations. Over the last year, Administration and Council has done an exceptional job in facing these challenges head on and continues to provide services and functioning governance. We shall endeavour to maintain and exceed as we battle this pandemic. I am pleased to see so many of our residents following Provincial restriction guidelines, and I appreciate their tolerance and understanding as we try to mitigate the spread of the virus. As noted in my report above, continued vigilance will help us overcome this quicker and allow a return to normal in a shorter time frame.

This ends my report.

**Greg Mosychuk**

Mayor

Town of Bon Accord

*The needs of the many outweigh the needs of the few, or of the one.*

*-Spock-*

*The “problem” is not the problem. The problem is your attitude about the “problem”.*

*-Captain Jack Sparrow-*

**TOWN OF BON ACCORD**  
**Council report**  
**May 15- June 15, 2021**

- May 18 Attended regular meetings of council.
- May 26 Attended Community Service Focus Group.  
Jodi will have a report regarding this, so I did not want to repeat the same information.  
Jodi has really stepped up. I see some great things coming for our community! Great Job Jodi!!
- May 27,28 Attended NLLS Conference  
Was very interesting to hear about the other libraries in the system and how they are dealing with COVID. Lots of new and exciting ideas coming to the tables.
- May 29 Attended NLLS General Board Meeting.
- May 31-June 4 Attended 2021 FCM Conference  
Attended Beyond the books.  
Social Media Tools.  
Connecting rural and remote Canada.  
Gender equality.  
Connected Lab series part 1 and 2.  
Your post COVID workforce.  
Empowering western innovation to drive economic recovery.  
Regional Caucus meeting.  
Building connected communities.  
Customizing energy solutions for your municipality.  
Over coming online harassment of women and elected officials.  
Change and opportunity.  
Ending homelessness lessons from home and abroad.  
How to protect your community from fraud.  
Excellent conference. So much information this week!! Hopefully, I can use what I have learned in our community. You must always keep learning and exploring to grow as a person.
- June 1 Attended Joint Use Committee.
- June 1 Attended regular meetings of council.
- June 9 Attended Seniors Day – Super excited to get back out there face to face with our community members. One of the things I have missed the most is our town events.  
Lucky we will be seeing more events for the community this year!!
- June 15 Attended regular meetings of council.
- Notes: Things have been getting busier. Best part is we are going to be out in our community events this year. Miss seeing everyone at the town events. Looking forward to a summer with less restrictions hopefully!!

**Tanya May**  
Deputy Mayor  
Town of Bon Accord

## **TOWN OF BON ACCORD**

*Councilor Report – for period of May 12- June 9,2021*

- May 12 2021      EOEP Regional Partnerships and collaboration Course
- May 18,2021      Attended Regular Meeting of Council.
- May 19, 2021      EOEP regional partnerships and collaboration. I really enjoyed this last class that focused on communication.
- May 28, 2021      Attended Salutes Regular Meeting.
- May 31-June 4      FCM attended:  
-1st Vice-President candidate speeches and election launch: Erin O'Toole  
-COVID-19 Didn't Break the Internet. It Brought the Future to our Doorstep - Presented by Shaw  
-Beyond the books: municipal public libraries during COVID-19  
-Gender equity: a priority for everyone  
-Empowering western innovation to drive economic recovery  
-Anti-racism and building inclusive communities  
-Ending homelessness, lessons from home and abroad  
-last mile delivery: a sustainability perspective  
-Overcoming online harassment of women and elected officials  
As well as workshops and connected lab series. One featured on Sturgeon county heartlands regarding Hydrogen.
- June 1, 2021      Attended Regular meeting of council.

Note:              Attending FCM was really interesting, it showed the priorities and issues our federal and provincial governments face and was good to see the conversations regarding them. I feel like it would have been easier to have been there in person however so grateful to have been able to attend distantly.

**Lacey Laing**  
Councilor  
Town of Bon Accord



**TOWN OF BON ACCORD**

*Councillor Report – for period May 12 – June 9, 2021*

- May 12 – 13, 2021 Virtually attended ACCPA Conference. My biggest take away from this conference was Evidence based crime reduction in the Netherlands. The use of Effective situational crime prevention using CCTV cameras, effective lighting and simple household prevention measures. Also a reduction in burglaries by incapacitating repeat offenders. Proven effect with: speed with which police respond to criminal offences, justice interventions, interventions aimed at juveniles, anger management, scared straight program etc.....
- May 18, 2021 Virtually attended Regular Meeting of Council.
- May 19, 2021 Virtually attended State of The County Address presented by the Mayor of Sturgeon County. Basically, the year in review as well as future endeavours.
- May 31, 2021 Computer crashed at the beginning of the FCM Conference. Took it to Trinus in Stony Plain for repair. Fortunately, there were only 2 short presentations this day; however, it was a wasted day with trying to get my computer to work and then spending 2 hours on the road to bring it in for repair and then another 2 hours to pick it up the next morning. .
- June 1 – thru 4, 2021* Picked up my computer first thing in the morning and then Virtually attended FCM Conference. Four full days of Workshops, Plenary Presentations, FCM Candidate speeches and elections, resolutions and some entertainment. My Take aways were; **CSA Building Better Communities** That included Flooding risk in Canada, Flooding and Erosion, Flood Resilience, Storm water Management, Bio Retention as well as Buildings, Infrastructure, Electrical and how to be better prepared with Asset Management. **Infrastructure Challenges by (Service Line Warranties of Canada)**. A very inexpensive insurance for residents. Mainly water line and sewer line replacement on resident's property. Something the town should consider researching for our residents. Especially those with older houses. **Trolling:** Difficulties with being the target of an issue (BULLYING) and at the same time, being the person who's job it is to keep order. We must denounce this behaviour and stand up for the target. **Telestat** and their investment of \$6.5B for 300 satellites to deliver affordable Broadband like service. The conference wrapped up with the Annual General Meeting.
- June 1, 2021* Virtually attended Regular Meeting of Council

**Brian Holden**  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councillor Report – for May 12 – June 9, 2021*

May 13, 2021 Attended virtually CMHC presentation hosted by ASCHA. There was a discussion about the National Housing Initiative.

May 14, 2021 Virtually attended the first meeting of Homeland Housing Governance Committee. Over the rest of our term on councils we will look at the governance policies. They need updating as it seems they are a compilation of the previous Sturgeon Foundation and Westlock Housing body.

May 17, 2021 Attended on-line Covid update by AHS

May 18, 2021 Attended the Regular Meeting of Council

May 21, 2021 Virtually attended the ACRWC meeting

May 27, 2021 Virtually met again with the Homeland Housing Governance Committee

May 27, 2021 Virtually attended the Homeland Housing Board meeting. Particularly interested that potential exists to add some seniors housing in Bon Accord and Legal. Homeland Housing will watch for grant funding opportunities later this summer. Plans are ready to submit, and analysis shows that the project would be economically feasible.

June 1, 2021 Virtually attended the Regular Meeting of Council

June 7, 2021 Participated in an interview with Mix 107.9 for their Heartland Tour. They will be in town June 9<sup>th</sup> to help celebrate Seniors Week

June 9, 2021 Will be in attendance at the seniors drive through and will help hand out gift bags. I am looking forward for a chance to visit (socially distanced) with some of the community residents.

**Lynn Bidney**  
Councillor  
Town of Bon Accord



# Smoky Lake County

P.O. Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0

Phone: 780-656-3730  
1-888-656-3730

Fax: 780-656-3768  
[www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

May 31, 2021

Hon. Kaycee Madu  
Minister of Justice and Solicitor General, Deputy House Leader  
424 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Email: [ministryofjustice@gov.ab.ca](mailto:ministryofjustice@gov.ab.ca)

Sent Via: E-Mail

**Re: Letter of Support to retain the Royal Canadian Mounted Police (RCMP) in Alberta**

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Minister,

On behalf of Smoky Lake County Council, I am writing to express our ongoing support for the Royal Canadian Mounted Police (RCMP) as our province's police force. In doing so, I note that we are joining dozens of other rural and urban municipalities in expressing deep concern at the prospect of replacing the same with an Alberta provincial police service (APPS), which the province is currently studying.

During your presentation at the AUMA/RMA Policing Summit in February of 2021, you spoke of Albertans "*demanding democratic, community—based policing, a renewed commitment to improving policing in the province, and the need for police to work with community partners and citizens to ensure effective community policing.*" Minister, I am pleased to say that our community enjoys democratic, community—based policing. Our local RCMP detachment meets with us regularly as part of their commitment to optimal two—way communication that invites, welcomes, and listens to our input, and our detachment also works with our municipality and our citizens as community partners.

The Policing Transition Study being undertaken by our province is in response to the Fair Deal Panel's (FDP recommendation #14: Create an APS to replace RCMP. The FDP reported that 68.5% of respondents were) from Calgary and Edmonton regions. Calgary and Edmonton have their own police services, which should be considered when studying the transition from the RCMP. Another FDP finding was that only 35% of respondents supported the idea of creating an APS.

Finally, in the Alberta Police Federation survey from October of 2020, it was found that "replacing the RCMP is viewed as a least helpful measure tested to improve Alberta's place in Canada." Only 8% say replacing the RCMP helps a lot, only 6% support replacing the RCMP, 81% of Albertans

served by RCMP are satisfied with the service they receive, and 70% of Albertans oppose replacing the RCMP with an expensive new provincial police service.

There is so much convincing support for the RCMP in Alberta, and, with the strong and effective RCMP that serve us well in Alberta. Our Council supports the programs, initiatives, and progress of the RCMP in meeting our community's policing demands. We certainly have not seen compelling evidence that replacing the RCMP would result in better outcomes, particularly considering potentially increased operational (and transitional) costs.

Direct consultation with municipalities regarding the creation of an APPS has been inadequate. If municipalities who are served by RCMP detachments are excluded from this conversation, valuable information and feedback is left.

The Alberta Government already implemented a new police funding model which requires that communities under 5,000 such as ours are already increasingly paying substantially more for policing. Continually doing more with less is untenable.

In closing, I again reiterate our Council's support for the RCMP remaining as Alberta's police force. Smoky Lake County enjoys a positive and collaborative relationship with our local RCMP detachment, and we hope that the province will heed the concerns of many communities, rescind the ongoing study, and instead focus on other more productive options moving forward.

If we can provide any further clarity on this matter, please do not hesitate to contact myself, or Smoky Lake County CAO Gene Sobolewski at 780-656-3730.

Sincerely,



**Craig Lukinuk, Reeve  
Smoky Lake County**

p: 780-656-3730 / c: 780-656-5449

e: [clukinuk@smokylakecounty.ab.ca](mailto:clukinuk@smokylakecounty.ab.ca)

cc: Hon. Jason Kenney, Alberta Premier <[premier@gov.ab.ca](mailto:premier@gov.ab.ca)>  
Hon. Rick McIver, Interim Minister of Municipal Affairs <[minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)>  
Glen vanDijken, MLA for Barrhead-Athabasca-Westlock <[Athabasca.Barrhead.Westlock@assembly.ab.ca](mailto:Athabasca.Barrhead.Westlock@assembly.ab.ca)>  
Frank Bosscha, QC, Deputy Minister, Justice & Solicitor General <[JSG.DMO@gov.ab.ca](mailto:JSG.DMO@gov.ab.ca)>  
Douglas Morgan, Project Principal, Alberta Provincial Police Service Transition Study, <[douglas.morgan@gov.ab.ca](mailto:douglas.morgan@gov.ab.ca)>  
Cheryl Beck, Director, Contract Policing and Policing Oversight <[cheryl.beck@gov.ab.ca](mailto:cheryl.beck@gov.ab.ca)>  
Smoky Lake County Council <[council@smokylakecounty.ab.ca](mailto:council@smokylakecounty.ab.ca)>  
Gene Sobolewski, CAO, Smoky Lake County <[cao@smokylakecounty.ab.ca](mailto:cao@smokylakecounty.ab.ca)>  
Mr. Curtis Zablocki, Commanding Officer for Alberta, RCMP  
RMA & AUMA Members



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May 25, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800-97 Avenue  
Edmonton, Alberta T5K 2R6

**RE: Village of Milo Support for the RCMP**

Dear Minister Madu,

This letter is presented as a token of support on behalf of the Village of Milo towards the Royal Canadian Mounted Police (RCMP) and also as a motion of opposition to the Provincial Government's recent proposal for an Alberta Provincial Police Force.

Upon review of information made available by AUMA it has become abundantly clear to our entire council that blindly forging forward would come at an enormous cost to our province, and specifically its residents. The newly established Police Funding Model has already delivered a hit to small rural urban municipal budgets with a relatively small impact felt in terms of day-to-day deliverables in our communities. Continuing with a Provincial Police Force would come at an exorbitant cost with no assurance with a benefit in service.

Just today, S&P Global Ratings has downgraded Alberta's credit rating from 'A+' to 'A' while cautioning that additional downgrades in the near future are very possible if new fiscal measures are not adopted in a post-COVID 19 Alberta. The exploration of an Alberta based Police Force was merely financial as there is no evidence suggesting a dissatisfaction with the quality of service offered by the RCMP to the magnitude that would warrant such an expense. To ask any and all residents of this province to fund such an ill-advised endeavor can only be viewed as an un-sound decision based on an act of ignoring facts, and more importantly, the voice of Albertans.

With the Provincial Government's reduction into MSI funding over the next few years and considering the infrastructure maintenance investments that all Canadian municipalities face over the coming years, local government budgets are already being stretched beyond their limits. Where exactly does the Provincial government envision the funding of a Provincial Police Service coming from? Undoubtedly, they will ask municipalities to pay, ultimately forcing local councils to play 'bad cop' by increasing municipal taxes in order to fund Provincial downloading. It is our opinion that the Provincial government needs to seriously re-evaluate its priorities.

The Village of Milo council stands with:



- 
- The 65% of respondents to the Fair Deal Panel survey that voiced opposition to a Provincial Police Force.
  - Town of Falher
  - The County of Paintearth No. 18
  - The County of St. Paul
  - Municipality of Crowsnest Pass
  - Town of Didsbury
  - Town of Magrath
  - Town of Edson
  - Village of Hill Spring
  - Town of Morinville
  - Town of Redcliff
  - Village of Rycroft
  - Any and all other citizens, municipalities, and organizations who have not voiced their opinions, yet.

The Provincial Government continually encourages (and legislatively mandates) that municipal governments work together in a cohesive manner, perhaps they should take a page from their own book rerouting the funds allocated for research of an Alberta Police Service towards building stronger relationships with the RCMP and with Federal Partners.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Schroeder", with a long, sweeping flourish extending to the right.

Scott Schroeder  
Mayor

cc: The Honourable Jason Kenney, Premier  
The Honourable Ric Mciver, Minister of Municipal Affairs  
Rachel Notley, Leader of the Official Opposition  
Todd Loewen, MLA Central Peace-Notley  
AUMA Members  
RMA Members





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May 4<sup>th</sup>, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800-97 Ave  
Edmonton, Alberta T5K 2B6

Dear Minister Madu,  
Re: Village of Caroline Support for the RCMP

Our council wishes to advise they do not in support of the Government of Alberta's Initiative to replace the RCMP with an Alberta Provincial Police Service (APPS) as affirmed in the responses from many municipalities.

Council has concerns with the province establishing an APPS despite 65% of respondents indicating non-support. The costs of transitioning to an APPS are unknown and the increased operating costs will undoubtedly be borne by the communities. The municipalities are currently bearing a substantial amount of policing costs and are not willing to accept unknown additional increases that will be inevitable from a transition to an APPS. This cannot be done within a short time frame to offer expertise and services currently provided to Albertans by the RCMP.

Our Village developed a collaborative relationship with our local RCMP detachment over many years and is satisfied with the level of service and degree of responsiveness received and their involvement. Council encourages the Government of Alberta to abandon the transition study and continue efforts to work with the RCMP to achieve better outcomes.

Yours Truly

Village of Caroline

Mayor John Rimmer

CC: The Honourable Jason Kenney, Premier  
The Honourable Jason Nixon, Minister of Environment & Parks  
Mr. Curtis Zablocki, Commanding Officer for Alberta RCMP  
AUMA Members  
RMA Members



**OFFICE OF THE MAYOR**  
38106 Range Road 275  
Red Deer County, AB T4S 2L9  
Phone: 403.350.2152  
Fax: 403.350.2164

June 4, 2021

sent via email: [ministryofjustice.gov.ab.ca](mailto:ministryofjustice.gov.ab.ca)

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Madu

**RE: Proposed Alberta Provincial Police Services**

Red Deer County stands in solidarity with fellow municipalities across Alberta in our support of the Royal Canadian Mounted Police (RCMP) as the premier choice for our province's police force. In reviewing *the Fair Deal Panel: Report to Government*, it is with displeasure that Council notes the proposal did not consider current provincial challenges such as struggling economies and tighter budget realities. Please be advised that Council vehemently opposes the creation of an Alberta Provincial Police Service (APPS).

Council has concerns that the Alberta government would charge forward with a plan to replace the RCMP with APPS when the National Police Federation notes that a new provincial force would cost Alberta taxpayers at least \$112 million more a year than they are currently paying. Focused efforts should not be on causing further economic burden to County residents and ratepayers. The implementation of the Police Funding Model (PFM) in April 2020 has already stripped our municipality and many others of the opportunity for input and consultation powers with regard to local policing through the suspension of municipally-funded enhanced policing positions.

The Fair Deal Panel recommendation is to proceed with developing a proposal for a provincial police force, despite only 35% of Albertans believing it would contribute to the desired outcome of helping Alberta improve its position in the federation.

In addition, the 2020 Alberta Police Federation survey concluded that "replacing the RCMP is viewed as a *least helpful* measure tested to improve Alberta's place in Canada." Eighty-one percent of Albertans served by the RCMP are satisfied with the service they receive, and 70% of Albertans oppose replacing the RCMP with an expensive new provincial police service.



Honourable Kaycee Madu  
June 4, 2021  
Page 2

In closing, Red Deer County Council does not foresee where a new police force would improve efficiency or quality of life for our residents and ratepayers. In fact, as economic challenges remain coming out of a pandemic, changing out of the current system would only increase economic burden on our municipality and taxpayers in the Province of Alberta.

Red Deer County wholeheartedly appreciates our strong working relationships with all five (5) of our local RCMP detachments, recognizing the hard work over the years building trust and working relationships on the foundation of respect. We ask that the Government of Alberta reassess priorities and abandon the transition study through the Police Act review to focus efforts towards upgrades to the criminal justice and social support systems in the Province to achieve better outcomes.

There needs to be an opportunity for open dialogue between the Province and municipal stakeholders on this issue – we strongly encourage all efforts should be focused on working with the RCMP to achieve the desired community results all Albertans need.

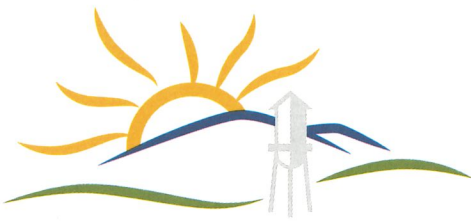
Yours truly

RED DEER COUNTY



Jim Wood, Mayor

c Alberta Municipalities



# Claresholm

Where **Community** Takes Root

June 7, 2021

Dear Friends and Colleagues,

As many of you may know, my wife was a recipient of a Double Lung Transplant, which ultimately gave me more than 12 more great years with her in my life. I have recently become aware of a Province-Wide initiative called WALK TO BREATHE, and it hit close to home, in a very positive way.

**One Alberta man is walking over 500km from Lethbridge to Edmonton, to raise Awareness and Funds for The Lung Association of AB & NWT – please read the full story at [www.ab.lung.ca/walktobreathe](http://www.ab.lung.ca/walktobreathe) .**

This is his 2nd year with this initiative, and it's one that I, personally, will be supporting. IN FACT, I want to do more than I can from my Mayoral chair in Claresholm, by issuing a friendly Province-Wide Challenge to ALL Alberta municipalities and their overall communities. I encourage you to raise money and help battle the far-reaching, and devastating effects of Lung Disease for 1 in 5 Albertans, not to mention the toll it takes on family and friends. Watching another human being struggle to breathe is a very scary ordeal, and one that I know all too well.

**I humbly ask for your participation in this challenge, from June 14<sup>th</sup> through to July 23, 2021, at which time, we see which community shall receive exclusive bragging rights as Alberta's 'COMMUNITY that CARES'.**

While lighthearted in this challenge, it is a very important cause, and I hope to spearhead some strong participation across the province . . .

- ✓ Send to your Council members and discuss ways to participate in your town
- ✓ Involve Local Business
- ✓ Organize local fundraisers
- ✓ Involve your local media to help promote
- ✓ Share on Social Media

Your consideration and participation is a BREATH of FRESH AIR for all Albertans. I thank you, and I look forward to the challenge.

Please call with any questions at 403-652-6870. You may also reach out to the organizers for more detail and to organize fundraiser/donation: **Chris Sadleir [Sads.chris@gmail.com](mailto:Sads.chris@gmail.com) & Jennifer Hutchinson [jhutchinson@ab.lung.ca](mailto:jhutchinson@ab.lung.ca)**

Sincerely,

Doug MacPherson  
Mayor  
Town of Claresholm



Town of Claresholm, PO Box 1000, 111 - 55<sup>th</sup> Avenue West, Claresholm, AB T0L 0T0



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