

Town of Bon Accord
AGENDA
Regular Council Meeting
August 17, 2021 8:30 a.m.
live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1.** Regular Meeting of Council; July 6, 2021 (enclosure)
- 4. DELEGATION**
 - 4.1.** Staff Sgt Chris Palfy and District Chief Darcy Fleury (9 a.m.)
 - 4.2.** Kaitlyn Munroe - Associated Engineering Wetland Study (9:45 a.m.)
 - 4.3.** Carma Holmes - Associated Engineering – Arena Inspection (10:30 a.m.)
- 5. DEPARTMENT REPORTS**
 - 5.1.** Community Services (enclosure)
 - 5.2.** Finance (enclosure)
 - 5.3.** Operations (PW) (enclosure)
 - 5.4.** Planning and Economic Development (enclosure)
 - 5.5.** Chief Administrative Officer (CAO) (enclosure)
- 6. ACTION ITEM LIST**
 - 6.1.** Action Item List to July 6, 2021 (enclosure)
- 7. UNFINISHED BUSINESS**

None
- 8. NEW BUSINESS**
 - 8.1.** Appointment of Substitute Returning Officer (enclosure)
 - 8.2.** Advance Vote Date (enclosure)
 - 8.3.** Community Services Advisory Board Appointments (enclosure)
- 9. BYLAWS/POLICIES/AGREEMENTS**

POLICIES

 - 9.1.** Temporary Permit Policy (enclosure)
 - 9.2.** Community Events and Programs Advertising Policy (enclosure)
- 10. WORKSHOPS/MEETINGS/CONFERENCES**
 - 10.1.** Town of Devon – Treaty Six Day Invitation (enclosure)
- 11. COUNCIL REPORTS**
 - 11.1.** Mayor Greg Mosychuk (enclosure)
 - 11.2.** Deputy Mayor May (enclosure)
 - 11.3.** Councillor Laing (enclosure)
 - 11.4.** Councillor Holden (enclosure)
 - 11.5.** Councillor Bidney (enclosure)

Town of Bon Accord

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12. CORRESPONDENCE

- 12.1.** Morinville RCMP Quarterly Report for Bon Accord
- 12.2.** Regional Agriculture Master Plan (enclosure)
- 12.3.** Edmonton Metropolitan Region Board – Committee of the Whole Meeting Brief (enclosure)
- 12.4.** Municipality of Crowsnest Pass – Bill C-21; Changes to the Criminal Code and Firearms Act (enclosure)
- 12.5.** Metropolitan Region Servicing Plan Standing Committee Meeting Brief (enclosure)
- 12.6.** Support for RCMP – Big Lakes County (enclosure)
- 12.7.** Senate Election and Referendum Funding (enclosure)
- 12.8.** Municipal Affairs – 2021 Minister’s Awards for Municipal Excellence (Sustainable Solar Farm Project) (enclosure)

13. NOTICE OF MOTION

14. CLOSED SESSION

- 14.1.** Land Proposal - *FOIP Act 25(1)– Disclosure harmful to economic and other interests of a public body*

15. ADJOURNMENT

Town of Bon Accord
Regular Meeting of Council Minutes
July 6, 2021 7:00 p.m.
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PRESENT

COUNCIL

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

ADMINISTRATION

Joyce Pierce – Chief Administrative Officer
Jodi Brown - Recreation and Community Services Manager
Ken Reil – Operations Manager
Jessica Caines – Executive Assistant

CALL TO ORDER

Mayor Mosychuk called the meeting to order at 7:10 p.m.

ADOPTION OF AGENDA

MAYOR MOSYCHUK MOVED THAT New Business item, Community Services Board Appointment be added to the agenda.

CARRIED UNANIMOUSLY RESOLUTION 21-232

COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda for the July 6, 2021 Regular Meeting of Council as amended.

CARRIED UNANIMOUSLY RESOLUTION 21-233

CAO Pierce introduced the new Town of Bon Accord Operations Manager, Ashfaque (Ash) Rajput to Council.

DELEGATION

Andrew Christopher – Associated Engineering

DEPUTY MAYOR MAY MOVED THAT Council accept the delegation presentation from Andrew Christopher as information.

CARRIED UNANIMOUSLY RESOLUTION 21-234

ADOPTION OF MINUTES

Regular Meeting of Council Minutes –June 15, 2021

COUNCILLOR HOLDEN MOVED THAT the minutes of the June 15, 2021 Regular Meeting of Council be accepted as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-235

ACTION ITEM LIST

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

CARRIED UNANIMOUSLY RESOLUTION 21-236

**Town of Bon Accord
Regular Meeting of Council Minutes
July 6, 2021 7:00 p.m.
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UNFINISHED BUSINESS

Capital Road Plan

COUNCILLOR BIDNEY MOVED THAT Council give approval to proceed with the FDR of 51 Avenue and mill and overlay of 47 street and award the contract to Lafarge Canada.

CARRIED RESOLUTION 21-237

Skateboard Park Survey

DEPUTY MAYOR MAY MOVED THAT Council accepts the June 2021 Skateboard Park Survey results as information.

CARRIED RESOLUTION 21-238

NEW BUSINESS

Library Board Trustee Appointment

DEPUTY MAYOR MAY MOVED THAT Council direct Administration to approve Library Board Trustee Bonny Hodge for a third term.

CARRIED RESOLUTION 21-239

Support for Bon Accord Doctors

COUNCILLOR BIDNEY MOVED THAT Council accepts the RFD as information and for discussion purposes.

CARRIED RESOLUTION 21-240

Addition of Treaty 6 Flag and Opening Remarks

COUNCILLOR LAING MOVED THAT the Town purchase one flagpole and one Treaty 6 flag, from Aurora flags to be placed in front of the Town Office.

In favor – Councillor Laing

Opposed – Mayor Mosychuk, Deputy Mayor May, Councillor Holden, Councillor Bidney

DEFEATED

DEPUTY MAYOR MAY MOVED THAT Council accept the opening remarks and directs Administration to bring back further information regarding costs for upgrading the Chamber flags to include the Treaty 6 flag, and further, to contact the Gibbons Legion regarding a flagpole for a Treaty 6 flag at Veterans Memorial Park.

CARRIED RESOLUTION 21-241

Arena Engineering Inspection

COUNCILLOR HOLDEN MOVED THAT Council directs administration to proceed with an engineering inspection of the arena to a maximum cost of \$30,000.

CARRIED RESOLUTION 21-242

Community Services Board Appointment

DEPUTY MAYOR MAY MOVED THAT Council appoints Leland Herrmann to the Community Services Board for a one-year time ending July 6, 2022.

CARRIED RESOLUTION 21-243

Town of Bon Accord
Regular Meeting of Council Minutes
July 6, 2021 7:00 p.m.
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BYLAWS | POLICIES | AGREEMENTS

POLICIES

Municipal Advertising Policy – Community Programs and Events

COUNCILLOR HOLDEN MOVED THAT Council direct Administration to continue the development of the Municipal Advertising Policy for Community Programs and Events and further that administration prepares the final draft of this policy for Council approval at the August 17, 2021 Regular Meeting of Council.

CARRIED RESOLUTION 21-244

Work from Home Program Policy

DEPUTY MAYOR MAY MOVED THAT Council declines the Working from Home Policy.

CARRIED RESOLUTION 21-245

MAYOR MOSYCHUK CALLED A 5 MINUTE RECESS AT 9:15 p.m.

WORKSHOPS | MEETINGS | CONFERENCE

2021 AUMA Summer Municipal Leaders' Caucus

DEPUTY MAYOR MAY MOVED THAT Council approves Councillor Holden and Councillor Bidney to attend the 2021 AUMA Summer Municipal Leaders' Caucus on July 28 in Redwater, and Deputy Mayor May to attend virtually on July 29 (Wetaskiwin). Further note that Councillor Laing has already registered to attend on July 28 in Redwater.

CARRIED RESOLUTION 21-246

Sturgeon County Golf Tournament - Save the Date September 15, 2021

Strathcona County Golf Tournament – No member of Council will attend.

Town of Redwater Golf Tournament - Councillor Holden and Councillor Bidney will golf in this tournament. COUNCILLOR HOLDEN MOVED THAT Council direct Administration to register Councillor Holden and Councillor Bidney in the Redwater Golf Tournament and accepts the information on the Sturgeon and Strathcona Golf Tournaments as information.

CARRIED RESOLUTION 21-247

CORRESPONDENCE

2021 Recreation Funding

Support for RCMP

COVID-19 Financial Support for Rural Small Businesses – Town of Ponoka

DEPUTY MAYOR MAY MOVED THAT council accept correspondence as information and further, Council have Mayor Mosychuk respond to the letter regarding COVID-19 financial support for rural small businesses to the Town of Ponoka, Premier Jason Kenney, MLA Dale Nally and MP Dane Lloyd.

CARRIED RESOLUTION 21-248

NOTICE OF MOTION

CLOSED SESSION

None

**Town of Bon Accord
Regular Meeting of Council Minutes
July 6, 2021 7:00 p.m.
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ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the July 6, 2021 Regular Meeting of Council adjourn at 9:44 p.m.
CARRIED RESOLUTION 21-249

Mayor Greg Mosychuk

Joyce Pierce, CAO

Unapproved

Council Report

Date: August 12th, 2021

Reporting Period: July-August 2021

Department: Recreation and Community Services

Submitted by: Jodi Brown

RECREATION AND PARKS

SKATEBOARD PARK

- The Skateboard Park equipment was ordered in June and the expected installation date of August 23rd has been delayed until September 06th, 2021 due to supply shortages. The change of expected installation date has been communicated to residents in the August newsletter.
- I am currently working with the same contractor to create options for additional public input for Phase II of the Skateboard Park upgrade project. The option chosen will form the basis of the Alberta Blue Cross Healthy Communities Grant application. The deadline for submissions to this grant application program is September 30th, 2021.

PARKS AND GREENSPACE MANAGEMENT

- Thank you to the CiB volunteers that watered our floral displays with water from their personal rain barrels during the water restriction in late June.

ARENA

- The arena engineering inspection took place on August 09th, 2021. A presentation by Associated Engineering will take place during the August 17th regular meeting of Council.
- Pre-season maintenance projects have been completed including Zamboni services and fire suppression systems.
- Staff at the arena have been experiencing operational challenges with the cooling tower. In order to trouble shoot the issue, a contractor will be completing a full cleaning and acid flush to help reduce scaling and build up and possibly reduce incidents of equipment failure during the upcoming season.
- Seasonal arena staff will be returning in late August or early September. We are in the process of finalizing ice install and opening dates.
- A final draft of the arena services agreement has been forwarded to the Community League.

COMMUNITY EVENTS

COMMUNITIES IN BLOOM JUDGING DAY: July 23rd, 2021

- Sherry Cote and Sharon Miller (provincial CiB judges) were welcomed to Bon Accord on Friday, July 23rd. The judges visited the library, the community garden, parks and playgrounds, the Heritage Rose Garden, Veteran's Park, the cemetery, the wetlands area, the business district and the solar farm. Town staff and CiB volunteers hosted the judges for the day and provided information on projects and initiatives that

have taken place since their last visit. This event was a great success and we look forward to receiving the judges' formal evaluation and feedback in September.

BLOOMING YARDS RECOGNITION: AUGUST 12TH, 2021

- The CiB volunteers will be out placing "Blooming Yards" recognition signs on Thursday, August 12th.
- Volunteers will be placing recognition signs on front yards of residences that are well maintained and tidy. Thank you to everyone that made an effort to keep their yards looking beautiful this summer and to those that planted yellow to support the theme of hope!

HARVEST DAYS: AUGUST 07TH AND AUGUST 08TH, 2021

- This year, the event consisted of the parade, market at the arena, pie and coffee by the Golden Gems, fireworks and a pancake breakfast in support of the Bon Accord/Gibbons Food Bank.
- Participation in the parade was excellent with over 30 entries. We will be sending out thank-you notes with save the date notice for the 2022 event.
- The market at the arena was reportedly well attended with approximately 30 vendors. The seniors sold out of pie.
- The fireworks were well attended and received by spectators. The show lasted about 8 minutes.
- The pancake breakfast took place on Sunday morning and appeared to be well attended. The food was excellent.
- This event was made possible through the efforts and contributions of many individuals, businesses and volunteers. Our thanks and appreciation is extended to:
 - The Bon Accord Ag Society and their volunteers for hosting the market and pancake breakfast at the arena.
 - The Bon Accord Golden Gems and their volunteers for hosting pie and coffee on the day of the event.
 - Event sponsors including the Honorable Minister Dale Nally, MLA (provided free burgers and snow cones) and Pembina Pipelines (provided free chips and pop).
 - The administrative staff, public works staff and the parks staff for all of their help and support in preparing for and supporting this event.

MUSIC IN THE PARK: TUESDAY NIGHTS UNTIL SEPTEMBER 07TH, 2021

- I have received several concerns from participants about the need for a portable toilet in Centennial Park for this event. Due to COVID-19 we did not budget for portable toilets for parks. The event budget also does not include a provision for this expense. Hence, we have partnered with the library and they agreed to stay open later during the evening and allow public access to their washroom facilities. The Town will pay an honorarium of \$100 to the library for this service. Despite this arrangement, we are still receiving frequent requests for a portable on-site toilet. I have contacted a sponsor and they are interested in supporting the event. Staff will chain the toilet to assist with prevention of vandalism (tipping).

NEXT MONTH: MEET THE COMMUNITY NIGHT: SEPT. 13TH FROM 6 – 8 PM AT THE COMMUNITY HALL

- Registration is now open for this event. Preference will be given to local non-profit or child/youth programs. A light meal will be served.

COMMUNITY PROGRAMS: FALL 2021

BABYSITTER/HOME ALONE COURSES:

- An interest list is on our website. Interest in these two programs has been very high to date, hence I will be working on scheduling the programs in October or November.

PICKLE BALL PROGRAM:

- I will be contacting the principal of Lillian Schick School to confirm if the school will be allowing community programs to take place in the school given the continued uncertainty about COVID-19 in school environments. The volunteer that coordinates the program has been in contact with me and is willing to continue on in this role in the fall.

FAMILIES FIRST EARLY CHILDHOOD PROGRAMS

- The Families First Society in Fort Saskatchewan will be offering free early childhood programs in the Town office basement space, 1 day per week for 6 weeks. Further details will be coming out soon.

BOARDS AND COMMITTEES:

COMMUNITY SERVICES BOARD:

- 5 (five) board member applications will be submitted to Council for formal appointment to the Board at the August 17th meeting (3 members at large, 1 youth, and 1 rural representative application). This will leave 1 member at large and 1 youth representative position vacant.

JOINT USE COMMITTEE MEETING:

- I will be contacting committee members to set up the next meeting in October. Please note, both schools have new school administrators. The new principal of Bon Accord Community School is Kessia Brenneis and the new principal of Lillian Schick School is Darla Clark.

OTHER:

COMMUNITIES IN BLOOM COLUMBARIUM PROJECT:

- The CiB volunteers are working on a landscaping project around the columbarium. Approximately 4 feet of mulch and shrubs will border both sides of the columbarium.

FLAG PROTOCOLS UPDATE:

- I have contacted the Gibbons Legion regarding the addition of the Treaty Six and Metis flags in Veteran's Park. We are waiting for final confirmation regarding the addition and the related protocols for placement from the Gibbons Legion. The information will be brought forward at the September 07th Regular Council Meeting.

MEETINGS

RECREATION TRANSITION GROUP MEETINGS: JULY 08TH, JULY 22ND, & AUGUST 20TH

- These meetings are attended by all of the Community Services managers in the Sturgeon region (Bon Accord, Legal, Morinville, Sturgeon County, Redwater, and Gibbons). The purpose of the Recreation Transition Group Meetings (RTG) is to make recommendations to the Sub-regional CAO Group on how to identify, implement, and monitor a system to track resident usage at sub-regional recreation amenities relative to the recreational cost sharing agreement with Sturgeon County.

REGIONAL COMMUNITY SERVICES MANAGER MEETING: AUGUST 11TH

- The Community Services managers in the Sturgeon region meet to share information on community events, programs or projects happening in each community. Opportunities for collaboration are also explored.

**COUNCIL REPORT
FINANCE
AUGUST 2021**

GENERAL MUNICIPAL

Administration calculated a 9% penalty on all current outstanding tax levies, collecting \$14,540. Currently, the Town has collected 84% of current outstanding taxes. Last year, at this time, the Town had collected 61% of current outstanding taxes. The TIPPS program remains steady.

MSI operating funds of \$59,642 have been received and allocated per the budget to bylaw, roads, water, and the arena. The Statements of Financial Expenditures (SFEs) for MSI operating and capital grants were submitted for 2020, and the Town can expect payment for MSI 2021 capital funding. Applications for the Capital Road Rehabilitation project and the Wetlands Storage Study were submitted to both MSI and GTF programs. Per the budget, the projects were submitted to use all available MSI funding with the remaining project costs to be funded by GTF. Administration received a letter from Municipal Affairs, confirming the Town's 2021 GTF allocation of \$179,029, which includes \$87,478 as a one-time funding (doubling) top-up.

The SFE for the Municipal Operating Support Transfer grant funding for COVID related expenses and lost revenue was submitted as well. The Town claimed \$148,386 spent of the \$159,825 received through COVID related expenses including PPE, supplemental cleaning, public health communication, supporting remote work, and loss of revenue from the closure of facilities and recreational programs and services. The unspent funds of \$11,439 will have to be returned to the Government of Alberta.

On July 29, administration, with the support of MuniSight, submitted the final grant report for the FCM Asset Management grant. Funds of \$47,600 should be received within the next month.

Also attached to this report is the AMSC power billing comparison from 2019-2021 to provide an overview of the impact of the solar microgeneration project on the Town's power billing to date.

ADMINISTRATION

Administration expenses are expected to be on par or under budget at year end.

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 third quarter bylaw enforcement services invoice. The RCMP police funding invoice has been received and paid.

PUBLIC WORKS

The portion of MSI operating funding allocated to roads and water in the budget has been received and recorded. Water and sewer revenue are over budget, due to an increase in demand/usage over the summer season. Similarly, truckfill sales are approximately \$5k over expected budget to date – as

expected usage increased through the spring/summer months to overcome the last reported shortfall (previously \$12k under budget). Truckfill usage should continue to be on par with budget depending upon demand and weather throughout the fall. Garbage revenue over budget is mainly due to a slight increase in landfill usage. Most of the cemetery plot sales, and open and close revenue has been incurred during June and July. Public works expenses for roads, water, sewer, garbage, and cemetery are expected to be on par with or under budget by year end.

ECONOMIC DEVELOPMENT

Planning and economic development expenses are expected to be on par or under budget at year end.

RECREATION & COMMUNITY SERVICES

The Town received recreation funding of \$298,522 from Sturgeon County on June 21. The funds were allocated per the original budget, with the remaining being recorded into recreation. Original budget expected for Sturgeon recreation funding was \$66,946; the additional funding received with the new agreement was not in the 2021 budget. A reserve transfer of \$100,000 (\$50,000 from Sturgeon and the Town's matching \$50,000) was made to recreation capital per the recreation funding agreement.

CAPITAL PROJECTS

JD 324L Wheel Loader – Total Project Expenses: \$81,016
Wetlands Study – Total Project Expenses *to date*: \$44,700
Geotech Road Study — Total Project Expenses *to date*: \$17,000
Road Rehabilitation — Total Project Expenses *to date*: \$22,569
Skateboard Park — Total Project Expenses *to date*: \$26,694

Falon Fayant

*Corporate Finance Officer
Town of Bon Accord*

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

| DEPARTMENT | REVENUES | | | EXPENSES | | | NET | NET | NET | % Change |
|---|------------------------|------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------|-------------------|-------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | Actual | Budget | Variance | Budget |
| General Municipal | 2,057,443 | 2,122,730 | - 65,287 | 210,013 | 253,688 | - 43,675 | 1,847,430 | 1,869,041 | - 21,611 | 1% |
| TOTAL MUNICIPAL | \$ 2,057,443.00 | \$ 2,122,729.67 | -\$ 65,286.67 | \$ 210,013.00 | \$ 253,688.42 | -\$ 43,675.42 | \$ 1,847,430 | \$ 1,869,041 | -\$ 21,611 | 1% |
| Election | - | - | - | 295 | 3,850 | - 3,555 | (295) | (3,850) | 3,555 | 92% |
| Council | - | - | - | 46,811 | 60,320 | - 13,509 | (46,811) | (60,320) | 13,509 | 22% |
| TOTAL COUNCIL | \$ - | \$ - | \$ - | \$ 47,106 | \$ 64,170 | -\$ 17,064 | -\$ 47,106 | -\$ 64,170 | \$ 17,064 | 27% |
| Administration | 4,256 | 6,942 | - 2,686 | 271,159 | 281,453 | - 10,294 | (266,903) | (274,512) | 7,609 | 3% |
| TOTAL ADMINISTRATION | \$ 4,256 | \$ 6,942 | -\$ 2,686 | \$ 271,159 | \$ 281,453 | -\$ 10,294 | -\$ 266,903 | -\$ 274,512 | \$ 7,609 | 3% |
| Fire Services | 9,285 | 9,285 | - | 29,575 | 39,076 | -9,501 | (20,290) | (29,791) | 9,501 | 32% |
| Emergency Services | - | - | - | 11,306 | 13,615 | -2,309 | (11,306) | (13,615) | 2,309 | 17% |
| Bylaw | 38,680 | 39,236 | -556 | 30,308 | 46,371 | -16,063 | 8,372 | (7,135) | 15,507 | 217% |
| TOTAL PROTECTIVE SERVICES | \$ 47,965 | \$ 48,521 | -\$ 556 | \$ 71,189 | \$ 99,062 | -\$ 27,873 | -\$ 23,224 | -\$ 50,541 | \$ 27,317 | 54% |
| Municipal Planning | 5,788 | 5,979 | - 191 | 90,915 | 116,597 | - 25,682 | (85,127) | (110,618) | 25,491 | 23% |
| Economic Development | - | - | - | 55,324 | 61,591 | - 6,267 | (55,324) | (61,591) | 6,267 | 10% |
| TOTAL PLANNING & DEVELOPMEN | \$ 5,788 | \$ 5,979 | -\$ 191 | \$ 146,239 | \$ 178,189 | -\$ 31,950 | -\$ 140,451 | -\$ 172,210 | \$ 31,759 | 18% |
| Public Works - Roads | 10,184 | 9,091 | 1,093 | 193,502 | 244,483 | - 50,981 | (183,318) | (235,392) | 52,074 | 22% |
| Storm Sewer & Drain | - | - | - | 9,935 | 10,732 | -797 | (9,935) | (10,732) | 797 | 7% |
| Water | 280,921 | 258,546 | 22,376 | 314,404 | 324,441 | -10,037 | (33,483) | (65,895) | 32,412 | 49% |
| Sewer | 156,933 | 158,650 | - 1,717 | 139,167 | 185,058 | -45,891 | 17,766 | (26,408) | 44,174 | 167% |
| Garbage | 77,712 | 73,275 | 4,437 | 83,986 | 99,389 | -15,403 | (6,274) | (26,114) | 19,840 | 76% |
| Cemetery | 6,000 | 4,083 | 1,917 | 4,070 | 5,716 | -1,646 | 1,930 | (1,633) | 3,563 | 218% |
| TOTAL PUBLIC WORKS | \$ 531,750 | \$ 503,645 | \$ 28,105 | \$ 745,064 | \$ 869,819 | -\$ 124,755 | -\$ 213,314 | -\$ 366,175 | \$ 152,861 | 42% |
| FCSS | 17,701 | 25,364 | - 7,663 | 24,035 | 30,976 | - 6,941 | (6,334) | (5,612) | (722) | 13% |
| TOTAL FCSS | \$ 17,701 | \$ 25,364 | -\$ 7,663 | \$ 24,035 | \$ 30,976 | -\$ 6,941 | -\$ 6,334 | -\$ 5,612 | -\$ 722 | 13% |
| Parks | 20,200 | 11,667 | 8,533 | 52,433 | 79,602 | - 27,169 | (32,233) | (67,936) | 35,703 | 53% |
| Arena | 38,668 | 127,615 | - 88,947 | 86,900 | 160,284 | - 73,384 | (48,232) | (32,669) | (15,563) | 48% |
| Recreation | 140,009 | 5,357 | 134,652 | 40,470 | 69,319 | - 28,849 | 99,539 | (63,962) | 163,501 | 256% |
| TOTAL REC & COMMUNITY SERVIC | \$ 198,877 | \$ 144,639 | \$ 54,238 | \$ 179,803 | \$ 309,206 | -\$ 129,403 | \$ 19,074 | -\$ 164,567 | \$ 183,641 | 112% |
| Library | 10,480 | 6,113 | 4,367 | 52,583 | 32,440 | 20,143 | (42,103) | (26,327) | (15,776) | 60% |
| TOTAL LIBRARY | \$ 10,480 | \$ 6,113 | \$ 4,367 | \$ 52,583 | \$ 32,440 | \$ 20,143 | -\$ 42,103 | -\$ 26,327 | -\$ 15,776 | 60% |
| Total Excl. General Municipal | \$ 816,817 | \$ 741,203 | \$ 75,614 | \$ 1,537,178 | \$ 1,865,315 | -\$ 328,137 | -\$ 720,361 | -\$ 1,124,112 | \$ 403,751 | 36% |
| Total Incl. General Municipal | \$ 2,874,260 | \$ 2,863,932 | \$ 10,328 | \$ 1,747,191 | \$ 2,119,003 | -\$ 371,812 | \$ 1,127,069 | \$ 744,929 | \$ 382,140 | 51% |

Budget Approved December 15, 2020

AMSC Town of Bon Accord
Billing Comparison - POWER

| Month | VOLUME (kwh) | | | | ENERGY (\$) | | | | DELIVERY (\$) | | | | GST (\$) | | TOTALS (\$) | | | |
|-----------|--------------|------------|----------------|------------|-------------|----------|---------------|------------|---------------|-----------|---------------|------------|----------|--------|-------------|-----------|---------------|------------|
| | 2020 | 2019 | Variance (kwh) | % Variance | 2020 | 2019 | Variance (\$) | % Variance | 2020 | 2019 | Variance (\$) | % Variance | 2020 | 2019 | 2020 | 2019 | Variance (\$) | % Variance |
| AUGUST | 30,451.03 | 29,644.59 | 806.44 | 2.72 | 2,019.59 | 1,959.19 | 60.40 | 3.08 | 10,821.73 | 11,856.97 | - 1,035.24 | -8.731 | 642.09 | 690.83 | 13,483.41 | 14,506.99 | - 1,023.58 | -7.06 |
| SEPTEMBER | 21,987.89 | 31,650.32 | - 9,662.42 | -30.53 | 1,589.76 | 2,083.16 | - 493.40 | -23.69 | 11,351.88 | 11,892.66 | - 540.78 | -4.547 | 647.09 | 698.81 | 13,588.73 | 14,674.63 | - 1,085.89 | -7.40 |
| OCTOBER | 22,620.07 | 103,213.27 | - 80,593.19 | -78.08 | 1,553.34 | 6,325.75 | - 4,772.41 | -75.44 | 11,241.68 | 13,079.97 | - 1,838.29 | -14.054 | 639.76 | 970.30 | 13,434.78 | 20,376.02 | - 6,941.24 | -34.07 |
| NOVEMBER | 116,806.41 | 72,343.26 | 44,463.15 | 61.46 | 3,270.30 | 4,464.20 | - 7,734.50 | -173.26 | 12,337.01 | 12,393.41 | - 56.40 | -0.455 | 453.36 | 842.91 | 9,520.07 | 17,700.52 | - 8,180.45 | -46.22 |
| DECEMBER | 72,462.67 | 73,066.82 | - 604.14 | -0.83 | 3,754.38 | 4,569.14 | - 814.76 | -17.83 | 12,226.44 | 12,615.97 | - 389.53 | -3.088 | 799.06 | 859.27 | 16,779.88 | 18,044.38 | - 1,264.50 | -7.01 |

| Month | VOLUME (kwh) | | | | ENERGY (\$) | | | | DELIVERY (\$) | | | | GST (\$) | | TOTALS (\$) | | | |
|---------------|-------------------|-------------------|---------------------|----------------|------------------|------------------|--------------------|-----------------|------------------|------------------|---------------|-------------|-----------------|-----------------|------------------|-------------------|--------------------|----------------|
| | 2021 | 2020 | Variance (kwh) | % Variance | 2021 | 2020 | Variance (\$) | % Variance | 2021 | 2020 | Variance (\$) | % Variance | 2021 | 2020 | 2021 | 2020 | Variance (\$) | % Variance |
| JANUARY | 47,750.54 | 77,391.06 | - 29,640.52 | -38.3 | 1,877.29 | 4,751.18 | - 2,873.89 | - 60.49 | 12,048.66 | 12,688.71 | - 640.05 | -5.044 | 696.31 | 872.00 | 14,622.26 | 18,311.89 | - 3,689.63 | -20.15 |
| FEBRUARY | 45,683.77 | 75,065.87 | - 29,382.10 | -39.14 | 1,309.84 | 4,968.84 | - 3,659.00 | - 73.64 | 12,317.38 | 12,904.84 | - 587.46 | -4.552 | 681.37 | 893.70 | 14,308.59 | 18,767.38 | - 4,458.79 | -23.76 |
| MARCH | 43,109.65 | 70,319.16 | - 27,209.51 | -38.69 | 428.86 | 4,299.32 | - 4,728.18 | - 109.98 | 11,587.87 | 12,135.41 | - 547.54 | -4.512 | 557.98 | 821.75 | 11,716.99 | 17,256.48 | - 5,539.49 | -32.10 |
| APRIL | 35,180.95 | 71,920.37 | - 36,739.42 | -51.08 | 3,592.26 | 4,429.52 | - 8,021.78 | - 181.10 | 11,751.28 | 11,954.04 | - 202.76 | -1.696 | 407.96 | 819.18 | 8,566.98 | 17,202.74 | - 8,635.76 | -50.20 |
| MAY | 37,576.88 | 26,573.32 | 11,003.56 | 41.41 | 7,997.69 | 1,755.18 | 9,752.87 | 555.66 | 11,577.93 | 11,871.62 | - 293.69 | -2.474 | 179.02 | 681.35 | 3,759.26 | 14,308.15 | - 10,548.89 | -73.73 |
| JUNE | 29,623.62 | 27,745.82 | 1,877.79 | 6.77 | 9,640.91 | 1,828.15 | 11,469.06 | 627.36 | 11,947.61 | 10,971.70 | 975.91 | 8.895 | 115.35 | 640.00 | 2,422.05 | 13,439.85 | - 11,017.80 | -81.98 |
| JULY | 22,061.79 | 26,121.41 | - 4,059.62 | -15.54 | 20,331.40 | 1,783.21 | 22,114.61 | 1,240.16 | 11,969.56 | 11,089.70 | 879.86 | 7.934 | 418.09 | 643.67 | 8,779.93 | 13,516.58 | - 22,296.50 | -164.96 |
| AUGUST | 24,135.20 | 30,451.03 | - 6,315.83 | -20.74 | 20,300.07 | 2,019.59 | 22,319.66 | 1,105.16 | 11,351.33 | 10,821.73 | 529.60 | 4.890 | 447.41 | 642.09 | 9,396.15 | 13,483.41 | - 22,879.56 | -169.69 |
| TOTALS | 285,122.40 | 405,588.04 | - 120,465.65 | -155.31 | 59,104.06 | 25,834.99 | - 84,939.05 | -3953.54 | 94,551.62 | 94,437.75 | 113.87 | 3.44 | 1,772.49 | 6,013.74 | 37,220.05 | 126,286.48 | - 89,066.43 | -616.56 |

Council Report

Date: June 2021, July 2021 – 10 August 2021

Department: Public Works

Submitted by: Operations Manager

PUBLIC WORKS

- Road center line and crosswalk painting completed and checked.
- Received Orientation of equipment and visited lagoon and solar farm.
- Attended Management meeting.
- Spoke with resident about landscaping on 48th Ave.
- Changed lights at Town Office. Hauled barrels to land fill.
- Parks checks completed.
- Completed flag holders for truck box. Prepared truck for parade.
- Moved digital speed sign to 49th street.
- Picked up branches along 51st Ave.
- Completed grass Mowing for Communities in Bloom judging day.
- Inspected Town and visited Solar farm with judges on Communities in Bloom judging day.
- Moved Lift truck at Arena for Engineer's inspection.
- Solar farm Sheep returned, next year more sheep would be there, outer fence pasture area will use.
- Asset Management Phase One Final report's outstanding tasks completed the and has been submitted by Falon and. Second Phase cannot start until final report approved by FCM.
- Meeting with Sealtech.
- Meeting with St. Albert Gazette about Solar and sheep.
- Meeting Anton from Oak Hills Ranch.
- Meeting with Schmode and ask plan for replacing Fire hydrants and Sewer manhole bench.
- Meeting with Munisight.

CAPITAL PROJECTS / STUDY

- Reviewed Wetland draft report and forwarded comments.
- Reviewed capital project contract documents and corresponded to Associated Engineers.
- 2021 Capital Program – Road Rehabilitation' project contract documents signed off.
- Capital project 2021 – Notice to construction issued.
- Scheduled pre-construction meeting on August 11.

ROADS

- Completed Spray patching on 57th street.
- Schmode finished 57th street culvert.

- Harrowed, seeded, and rolled 57th street ditch North of 51st Ave.
- Mowed grass in ditches, Drainage ditch by LS, East Hwy sign and lagoon road.
- Cut trees along ditches.
- Graded LS Road (54 Ave) 5 times.
- Purchased 7 pail of Curb paint from Chris and one bag of Magic Sand.
- Roadside Curb cleaning and painting completed.

EQUIPMENT/VEHICLES

- Repaired lights on 4700.
- Replaced 2 belts on Contour deck.
- Installed sprayer on Ventrac.
- Picked up mower blades at Kubota.
- Repaired oil leak on packer. Fuel pump bolts were loose.
- Purchased new water pump.
- Completed Ventrac maintenance.
- Removed faulty auger from spray patcher, ordered parts and waiting for delivery.
- Washed trucks and equipment.
- Checked brake controller for 2018 IH. Issue and returned to Driven for repairs.
- Equipment maintenance ongoing.

CEMETERY

- Started constructing / fabricating marker posts for cemetery on July 13.
- Painting and marking of cemetery post in progress.
- updated, Cemetery columbarium.
- Drilled 3 cremation plot.

WATER

- Completed Alberta Environment inspection questions and submitted
- Water system Annual inspection by Alberta Environment passed
- Monthly water reads occurred on July 30 /21.
- Water loss was 2.1 % for July 2021.
- Replaced the faulty water meter (zero read) at 4919 49 Ave (owners Patricia and Roger Ruland)
- Replaced spark plug in water pump. Ran for 1 hour. No issues.
- Made list for lead sampling. Spoke with Katie. THM water samples collected and sent lab.
- Completed monthly water and wastewater utilities check/ inspections.
- Started CC exercising and marking
- Completed 9 Alberta 1st Calls in June 15 - July 31.
- On call Alarm attended 3 in July.

SEWER

- Sewer pumps station monthly check completed.

SAFETY/TRAINING

- Terry, Steve, and Greg registered for Confined Space training.
- Two incidents Reported (Paint Spilt and Door Lock Broken).

Addressed Concerns / MISCELLANEOUS

- Received Road complaint by residence (5539 – 52A Avenue) to proposed new Road Asphalt at 57th Street, Respond to Complaint by email and took corrective action.
- Received call from Miss Herman on Landscaping and speed, Placed Digital speed meter and conducted walks through along with Associated and Border Paving to address the landscaping concerns on 48th Ave.
- Responded sewer service line blockage complaint, 5103 50 Street and asked to provide video.
- Responded sewer service line blockage complaint 5s217 52 Ave and asked to provide video.
- Community Sign changed 4 times.

Ash Rajput

Operations Manager
Public Works & Utilities

**COUNCIL REPORT
PLANNING AND DEVELOPMENT
AUGUST 2021**

ECONOMIC DEVELOPMENT

CHBA National – Economic Impacts of the Housing Industry

Each year Canadian Home Builders Association produces an Economic Impact report that provides information on the significant economic impacts of the residential construction industry across Canada at the national, provincial and community levels.

The residential construction and renovation industries are crucial to the Canadian economy at large and in every single community, creating jobs at the local level that help communities thrive and become stronger. The Economic Impact report shares knowledge with the larger housing industry to promote a collective understanding of housing trends in Canada. This report provides a holistic overview of the housing market and the significant economic impacts of the residential construction industry in Canada.

<https://www.chba.ca/CHBADocs/CHBA/HousingCanada/Information-Statistics/Impacts/2020-21-Residential-Construction-Economic-Performance-Review-CHBA-web.pdf>

Rural Internet

Premier Kenney announced an investment of \$150 million to connect rural Albertans to better internet services, in hopes this will inspire the Federal Government and private sector to bring the total investment to \$1 billion. Currently, there is 80 percent of indigenous communities that do not have access to reliable internet in the province, and roughly 67 percent of rural communities have an unstable connection. Approximately 12 percent of Alberta families across the province or around 200,000 households lack the basic speeds the Federal Government has said are required for adequate internet service, specifically in rural and indigenous communities.

Estimated cost is \$1 Billion to connect Albertans to the targeted internet speeds set out by the Federal Government. The goal is to have Canadians at speeds of 50 Megabits per second for downloads and 10 Megabits per second for uploads.

The Federal Government has set aside \$1.75 Billion for projects, with \$5.4 Million allocated for internet projects in rural Alberta. Telus committed an additional \$3.7 Million to the pot, which will connect around 5,000 homes.

Factor 5 Group

The Factor 5 Group is a social enterprise dedicated to co-creating strong communities in achieving economic development excellence. Amanda Burton from the Factor 5 Group contacted the Town as she is working with a client in acquiring Dark Sky Designation for their community.

Provided annual reports that have been submitted to the International Dark Sky Association, including insight on the application process, and bylaws in place.

Munisight

Munisight has been a great tool to acquire data and information. In recent discussions, looking to expand the site to include Land Use Districts and business licenses. As you use this program, there are other data collections that are essential to projects and asset management. This tool has been a great investment for the Town.

SOVID Video and Photography

The Town engaged SOVID Video and Photography to update a video of the Town and provide aerial still shots for marketing. Video and still shoots have been completed with video uploaded to the website.

Oak Hill Ranch

Administration met with the Executive Director of Oak Hill Ranch regarding the land adjacent south of the Town boundary. The land in question is the campground or rest stop accessible by the public. Oak Hill shared information on maintaining the land and time involved in monitoring public access to the site. In the best interests of all, Oak Hill Ranch has closed off public access to the property for the foreseeable future.

Made In Alberta

Agriculture and forestry has developed a new “Made in Alberta” label, that farmers and processors can use on their products. The label will help shoppers quickly identify food made in the province when choosing an item at their local farmers market or grocery store.

Alberta is known as a place that produces safe, high-quality food. People want to know where their food comes from. When you buy Alberta food you are supporting an Alberta family, which keeps money in the community and province.

Quick Facts

- Food and beverage processing is one of the largest employers in the province’s manufacturing sector, with about 28,000 workers and record food manufacturing sales of \$15.5 billion last year
- Alberta’s local food sales in direct-to-consumer channels (farmers markets and farm retail) have more than doubled since 2008 and exceeded \$1.2 billion last year.

Alberta’s Recovery Plan

Alberta is facing unprecedented economic crisis due to the COVID-19 pandemic, global recession, and world oil price collapse. Alberta’s Recovery Plan takes bold action to create jobs that get people back to work, build infrastructure and diversify the economy. The Plan is building on economic strengths to attract investment and position the province for prosperity. It’s a plan for today that provides hope for the future.

<https://open.alberta.ca/dataset/27b15abd-0f96-4e6b-8ea5-8b0b4f2ec797/resource/0f6a4f8d-44d0-44a4-81e0-7bdfcb06f4b1/download/tbf-albertas-recovery-plan-2020.pdf>

<https://open.alberta.ca/dataset/27b15abd-0f96-4e6b-8ea5-8b0b4f2ec797/resource/747fc483-90a1-434f-b1bc-0098433e59d1/download/tbf-albertas-recovery-plan-economic-statement.pdf>

Travel Alberta

The Government of Alberta has identified tourism as a priority sector for economic growth and job creation. Everyone in the visitor economy needs to hit the restart button. Future success will be determined by accelerated growth in the first three years coming out of COVID-19 pandemic.

<https://industry.travelalberta.com/about/bootstrap-plan>

Western Economic Diversification Community Revitalization Fund

Program has been extended until all funds have been expended. The Canada Community Revitalization Fund (CCRF) aims to help communities across Canada build and improve community infrastructure projects so they can rebound from the effects of the COVID-19 pandemic. With a national investment of \$500 million over 2 years, the Fund's purpose is to support not-for-profit organizations, municipalities and other community groups, as well as Indigenous communities to:

- build new community infrastructure and revitalize existing assets
- bring people back to public spaces safely as health measures ease
- create jobs and stimulate local economies

Bon Accord Hotel

The restaurant has been in full operation with food service, receiving many positive comments in food quality, portions, and service. Great to have an additional food service establishment offering another option for dining out.

Mix 107.9

The Town will continue to do trade and possible cash advertising for the 2012- 2022 year. Mix 107.9 has been a great radio station to work with. The intent is to continue to highlight why investors and residents should become a part of the Bon Accord community.

Bylaw Enforcement - Animal Control

There has been activity involving loose cats causing a nuisance in neighboring yard (s). The complainants have requested cat traps to resolve the situation. The Town does not have cat traps to loan to residents. Residents can obtain cat traps from Animal control, however Animal Control is advising, if a cat is trapped, the Humane Society and SPCA are maxed out and will not accept cats.

There is no real solution but to encourage cats to be licensed so as the cat can be returned to the owner. The owner then is responsible to keep the cat inside the home and/or property.

Alberta Treasury Board & Finance

Have received reports on the "Weekly Economic Review" and the "Alberta Economy" providing brief indicators at a glance.

<https://open.alberta.ca/dataset/e9cff653-92d0-4e85-bff7-e336d76eca56/resource/caad8b2f-0cd7-46e5-9aa8-dc6a72cba43d/download/tbf-weekly-economic-review-2021-08-06.pdf>

<https://open.alberta.ca/dataset/fcdfa8c3-ac64-46bc-8386-58d6e9517719/resource/99c5eb32-24fd-4c16-a457-af0319f878b0/download/tbf-alberta-economic-indicators-at-glance-2021-08-06.pdf>

Labor Market notes are also included.

<https://open.alberta.ca/dataset/6ce8baf7-74dd-4955-80c5-ead827d38690/resource/8c41cb75-ecfb-4593-a61e-fa1ec1c8f9fa/download/tbf-labour-market-notes-2021-08-06.pdf>

PLANNING AND DEVELOPMENT

737 Enterprises Ltd

Further inquiries 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.

Mr. Brandl is in the process of drafting engineered drawings for the development with a confirmed signed lease agreement for one of the bays.

Plan 1854KS Parcel C – East

The two-acre parcel has sold.

Investment and Development Inquires

- Available property for lease
- Available building to purchase
- Start up of business in Town
- Land for sale

Complaints

- Unsightly Yard (active)
- Utility Trailer parked on public roadway (resolved)
- Loose cats (resolved)
- Trees Encroaching in back alley (active)
- Construction dirt on public roadway (resolved)
- Cat feces on lawn (resolved)
- Infested house (active)
- Out of order fire hydrant (active)
- Noxious weeds (active)

Peace Officer Enforcement Services

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

June – Bon Accord Citation Report

June – Bon Accord Incident Report

July – Bon Accord Citation Report

July – Bon Accord Incident Report

| Business Inquiries | Compliance Certificates | Development Permits | Building Permits (Gas, Plumbing, Electrical) | Business Licenses | Bylaw Complaints | |
|--------------------|-------------------------|---------------------|---|-------------------|------------------|-------------|
| 4 | 7 | 6 | 4 | 4 | 10 | This Period |
| 12 | 9 | 7 | 19 | 42 | 18 | YTD |

Meetings/Events Attended/Education

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

DIANNE ALLEN

*Planning and Development
Town of Bon Accord*

Sturgeon County

BON ACCORD CITATION REPORT JULY 2021 Statistics from: 7/1/2021 12:00:00AM to 7/31/2021 11:59:00PM

Citation Printout Report by Violation

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

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.115.1(1)(A) DR/OPERATE VEH HOLDING/VIEWING/MANIPULATIONG CELL/): 1
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: **3**
Total Fine Amounts Reported: **\$792.00**
Total Money Collected:
Total Money Still Due: **\$792.00**
Total Mandatory Appearances: **0**

Sturgeon County

BON ACCORD CITATION REPORT JUNE 2021 Statistics from: 6/1/2021 12:00:00AM to 6/30/2021 11:59:00PM

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.115.1(1)(A) DR/OPERATE VEH HOLDING/VIEWING/MANIPULATIONG CELL/): 1
Total Mandatory Appearances: 0

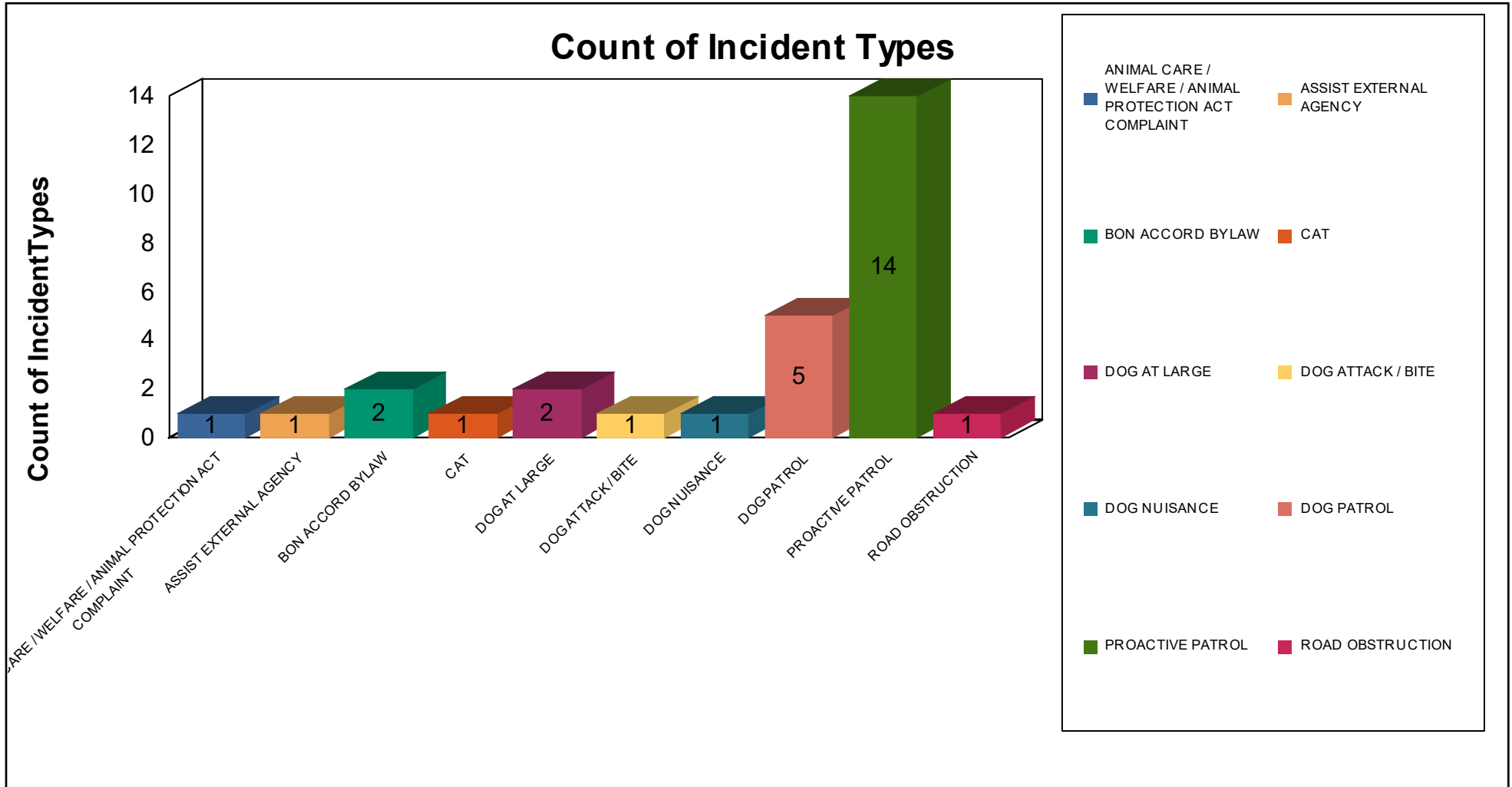
Grand Total

Total Number of Citations Reported: **3**
Total Fine Amounts Reported: **\$786.00**
Total Money Collected:
Total Money Still Due: **\$786.00**
Total Mandatory Appearances: **0**

Sturgeon County

BON ACCORD INCIDENT COUNT JULY 2021 Statistics from Occurred Date: 7/1/2021 12:00:00AM to 7/31/2021 11:59:00PM

Incident Report



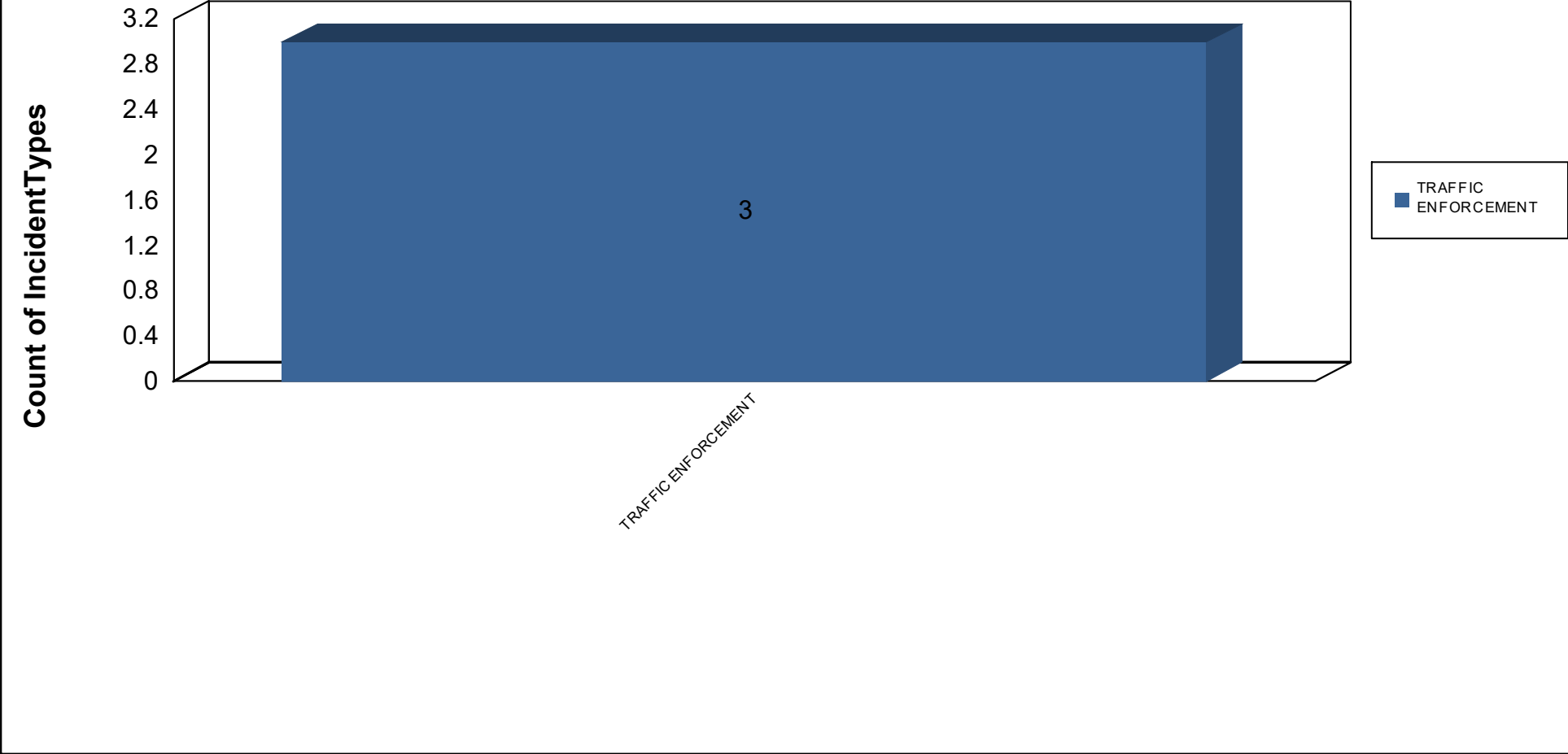
ANIMAL CARE / WELFARE / ANIMAL PROTECTION ACT COMPLAINT: 1 3%

Incident Report

| | | |
|--------------------------------|-----------|------------|
| ASSIST EXTERNAL AGENCY: | 1 | 3% |
| BON ACCORD BYLAW: | 2 | 6% |
| CAT: | 1 | 3% |
| DOG AT LARGE: | 2 | 6% |
| DOG ATTACK / BITE: | 1 | 3% |
| DOG NUISANCE: | 1 | 3% |
| DOG PATROL: | 5 | 16% |
| PROACTIVE PATROL: | 14 | 44% |
| ROAD OBSTRUCTION: | 1 | 3% |

Incident Report

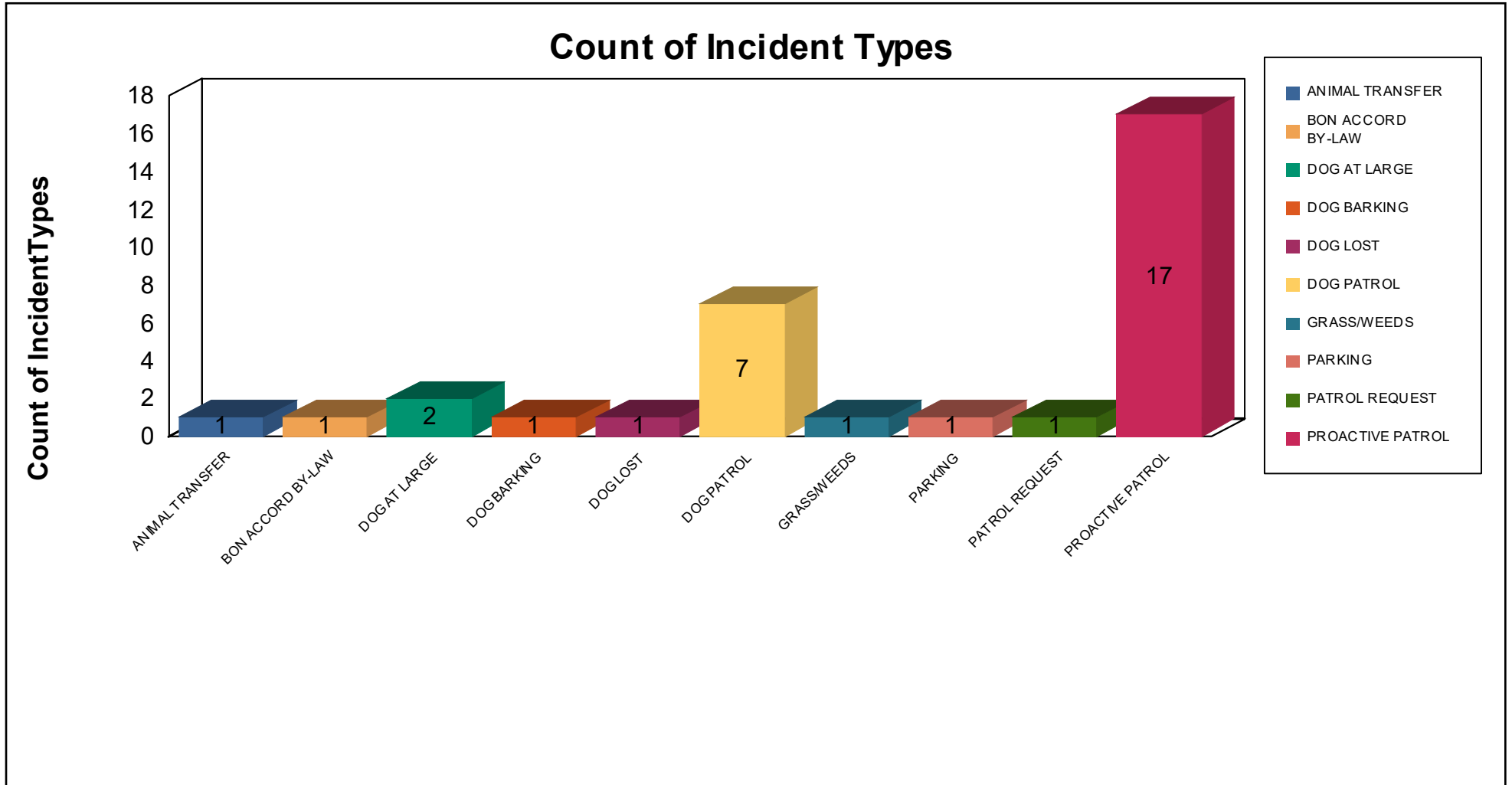
Count of Incident Types



TRAFFIC ENFORCEMENT: 3 9%

Grand Total: 100.00% Total # of Incident Types Reported: 32

Incident Report



ANIMAL TRANSFER: 1 3%

Incident Report

BON ACCORD BY-LAW: 1 3%

DOG AT LARGE: 2 5%

DOG BARKING: 1 3%

DOG LOST: 1 3%

DOG PATROL: 7 18%

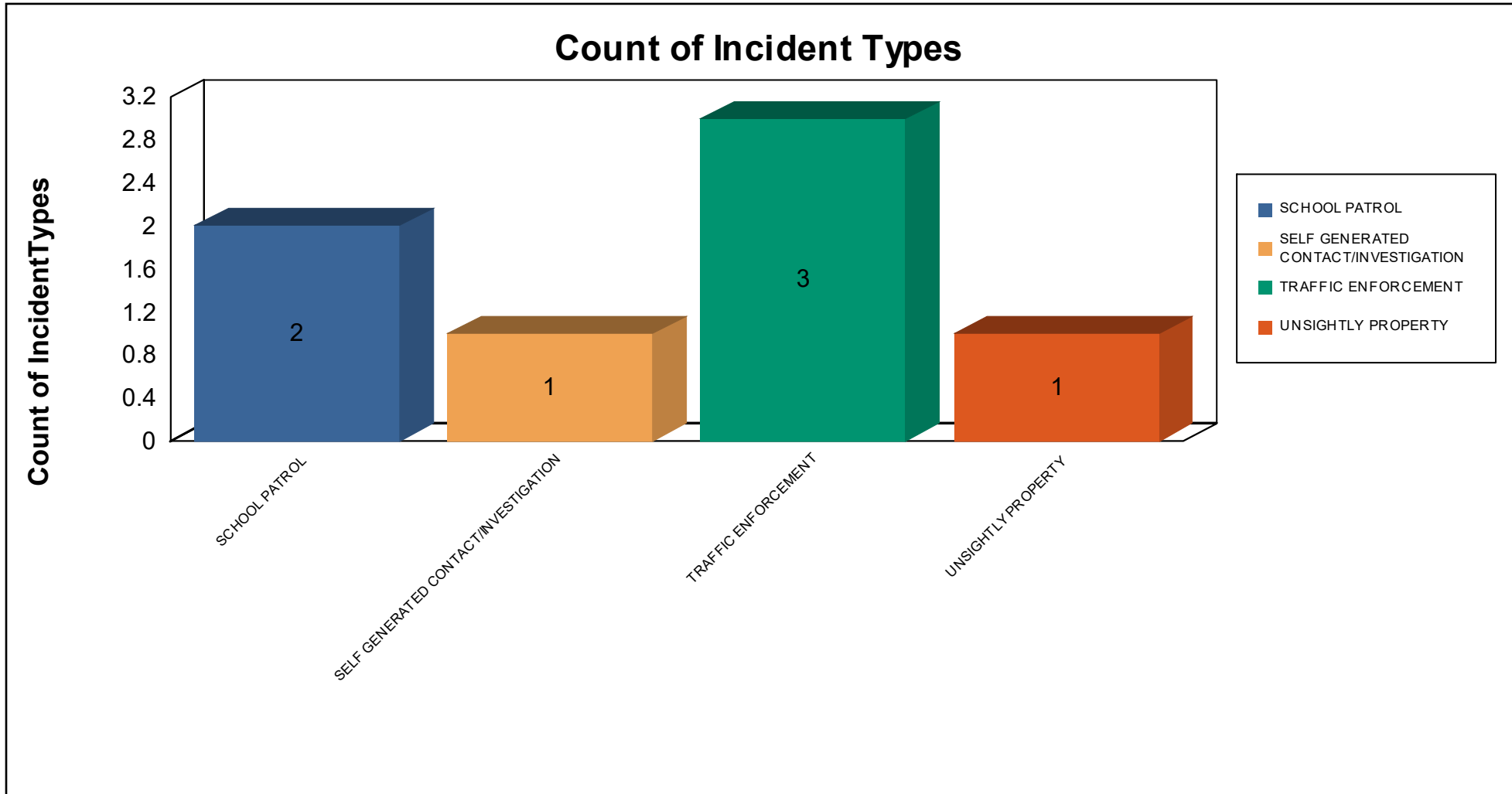
GRASS/WEEDS: 1 3%

PARKING: 1 3%

PATROL REQUEST: 1 3%

PROACTIVE PATROL: 17 43%

Incident Report



SCHOOL PATROL: 2 5%

SELF GENERATED CONTACT/INVESTIGATION: 1 3%

TRAFFIC ENFORCEMENT: 3 8%

UNSIGHTLY PROPERTY: 1 3%

Incident Report

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

Council Report

Date August 2021
Department: Administration
Submitted: Joyce Pierce, CAO

Administration

I am happy to report that the province's vaccination rates have increased however hospitalization rates due to COVID have started to increase again as well. Town office has resumed normal function and will continue to monitor the situation as we go into the next stages of the recovery plan. The Chambers has been opened for Council to hold meetings that will continue to be live streamed to the public. The case numbers are changing daily so I will report the UpToDate numbers as of August 17 or as close as possible.

Regional CAO Meetings

Attended the Regional CAO meeting on July 12, 2021 a transition group was formed to work on the items that need to be developed going forward on the recreation funding processes. A tracking program for users of the recreation facilities is the major highlight that will be worked on by this group at this time.

Discussions took place regarding the exploration of joint procurement on items such as tendering of road paving, sale of used equipment. Regional Assessment Review Board was a discussion prior to the pandemic and was brought back for further discussion and information at the next meeting planned for September 13, 2021.

I have been kindly invited by the Regional CAO's to lunch as a culmination of our ICF/IDP work and an opportunity to celebrate the working relationship that is shared amongst the group and to say our goodbyes.

Oak Hill Ranch

Senior management met with the Executive Director, Anton Smith of Oak Hill to discuss the rest stop area that is owned and operated by the Ranch. Discussion was regarding any interest the Town may have in taking over the management and maintenance of this piece of property as Oak Hill is considering a change in direction for this land in the future. As this area has been a site of some recent concerns, town administration has advised that there is no interest in pursuing any interest in this property, as it is more beneficial to the businesses in the Town to have visitors in our municipal boundaries rather than out of the Town.

SREMP Committee Meeting

Attended SREMP meeting on June 28,2021.

SREMP Co-ordinator Activities – Caitlin Rabien

- Conducting 1 on 1 with Town reps
- IMT Review, training qualification, contacts
-
- 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.

On Aug 12, 2021 SREMP Coordinator Caitlin Rabien met with myself, and other staff members to further discuss the needs of Emergency Management within the Town of Bon Accord. Caitlin will work with staff to improve and enlarge the Emergency Social Services roles in the community. The first steps will be to introduce Caitlin at the Meet the Community Night event and to promote the need for volunteers and how we can assist people to become knowledgeable and prepared on how they could support this effort in our community. Training opportunities will be available to anyone who is interested in putting their name forward.

RCMP

Mayor Mosychuk and I met virtually with Staff Sergeant Chris Palfy and District Officer Darcy Fleury as a meet and greet opportunity on June 24, 20 21. At that time an invitation was extended for attendance at our Regular Meeting of Council for Aug 17, 2021.

AUMA Summer Caucus

The AUMA Summer Caucus was hosted by the Town of Redwater with AUMA President, Barry Morishita delivering the content. Other directors on the AUMA Board did presentations that were of interest to our region as well. It was a great opportunity to meet with regional officials and administrations to reconnect and network within the parameters of COVID regulations.

Meetings Virtually Attended/Attending

| | | |
|-------------------------|-------------------|------------------|
| Regular Council Meeting | SREMP Mtg | Regional CAO Mtg |
| AHS Townhall Mtg | Regional Fire Mtg | AE Mtg |

In closing I would also like to add this is my final Council meeting and again I would like to thank the Council for this opportunity to serve the Town of Bon Accord over the last 4 years and wish the Town continued success in growth and sustainability.

Respectfully submitted,
Joyce Pierce, CAO

| Resolution | Resolution # | Assigned to | Status |
|---|--------------|----------------|-----------|
| July 6, 2021 | | | |
| Capital Road Plan COUNCILLOR BIDNEY MOVED THAT Council give approval to proceed with the FDR of 51 Avenue and mill and overlay of 47 street and award the contract to Lafarge Canada. | 21-237 | Public Works | ongoing |
| Library Board Trustee Appointment DEPUTY MAYOR MAY MOVED THAT Council direct Administration to approve Library Board Trustee Bonny Hodge for a third term. | 21-239 | Administration | Completed |
| Addition of Treaty 6 Flag and Opening Remarks DEPUTY MAYOR MAY MOVED THAT Council accept the opening remarks and directs Administration to bring back further information regarding costs for upgrading the Chamber flags to include the Treaty 6 flag, and further, to contact the Gibbons Legion regarding a flagpole for a Treaty 6 flag at Veterans Memorial Park. | 21-241 | Administration | ongoing |
| Arena Engineering Inspection COUNCILLOR HOLDEN MOVED THAT Council directs administration to proceed with an engineering inspection of the arena to a maximum cost of \$30,000. | 21-242 | FCSS | ongoing |
| Community Services Board Appointment DEPUTY MAYOR MAY MOVED THAT Council appoints Leland Herrmann to the Community Services Board for a one-year time ending July 6, 2022. | 21-243 | FCSS | ongoing |
| Municipal Advertising Policy – Community Programs and Events COUNCILLOR HOLDEN MOVED THAT Council direct Administration to continue the development of the Municipal Advertising Policy for Community Programs and Events and further that administration prepares the final draft of this policy for Council approval at the August 17, 2021 Regular Meeting of Council. | 21-244 | FCSS | ongoing |

| | | | |
|---|--------|----------------|-----------|
| <p>2021 AUMA Summer Municipal Leaders' Caucus DEPUTY MAYOR MAY MOVED THAT Council approves Councillor Holden and Councillor Bidney to attend the 2021 AUMA Summer Municipal Leaders' Caucus on July 28 in Redwater, and Deputy Mayor May to attend virtually on July 29 (Wetaskiwin). Further note that Councillor Laing has already registered to attend on July 28 in Redwater.</p> | 21-246 | Administration | completed |
| <p>Sturgeon County Golf Tournament - Save the Date September 15, 2021 Strathcona County Golf Tournament – No member of Council will attend. Town of Redwater Golf Tournament - Councillor Holden and Councillor Bidney will golf in this tournament. COUNCILLOR HOLDEN MOVED THAT Council direct Administration to register Councillor Holden and Councillor Bidney in the Redwater Golf Tournament and accepts the information on the Sturgeon and Strathcona Golf Tournaments as information.</p> | 21-247 | Administration | completed |
| <p>CORRESPONDENCE DEPUTY MAYOR MAY MOVED THAT council accept correspondence as information and further, Council have Mayor Mosychuk respond to the letter regarding COVID-19 financial support for rural small businesses to the Town of Ponoka, Premier Jason Kenny, MLA Dale Nally and MP Dane Lloyd.</p> | 21-248 | Mayor | ongoing |
| April 6, 2021 Regular Meeting of Council | | | |
| <p>MAYOR MOSYCHUK MOVED THAT during COVID-19 restrictions the Public Engagement meetings are live-streamed to the Public when feasible.</p> | 21-123 | CAO | Ongoing |
| February 16, 2021 Regular Meeting of Council | | | |

| | | | |
|--|---------------|---------------------|---|
| <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"> · Development of an Asset Management Roadmap · Improved sharing of asset management information internally and publicly · Asset management awareness training for all staff <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> |
|--|---------------|---------------------|---|

TOWN OF BON ACCORD

Request for Decision (RFD)

| | |
|---|---------------------------------------|
| MEETING: Regular Council Meeting | |
| MEETING DATE: August 17, 2021 | |
| AGENDA ITEM: Appointment of Substitute Returning Officer | |
| RECOMMENDATION: THAT.... Council direct administration to appoint Administration/Utility Clerk, Kaitie Blackwell as Substitute Returning Officer for the October 18, 2021 election. | |
| BACKGROUND: At the RMC February 2, 2021: COUNCILLOR BIDNEY MOVED THAT Council direct administration to appoint CAO Pierce as Returning Officer and Jessica Caines as Substitute Returning Officer for the October 18, 2021 election. CARRIED RESOLUTION 21-038 With the current Returning Officer and CAO, Joyce Pierce, resigning on August 31, 2021, Jessica Caines will assume the position of Returning Officer, leaving the position of Substitute Returning Officer vacant. Kaitie has taken the recommended LAEA Training from Municipal Affairs and will be well-poised to serve in the capacity as Substitute Returning Officer. | |
| FINANCIAL IMPLICATIONS: N/A | |
| LEGAL IMPLICATIONS: N/A | |
| LEGISLATIVE HISTORY: N/A | |
| ALTERNATIVES: <ol style="list-style-type: none">1. Council direct administration to appoint Administration/Utility Clerk, Kaitie Blackwell as Substitute Returning Officer for the October 18, 2021 election.2. Council direct administration to ... | |
| Prepared and Submitted By: Jessica Caines | Reviewed By: Joyce Pierce, CAO |
| | Date: July 22, 2021 |

TOWN OF BON ACCORD Request for Decision (RFD)

| | |
|--|---|
| MEETING: Regular Council Meeting | |
| MEETING DATE: August 17, 2021 | |
| AGENDA ITEM: Advance Vote Date | |
| RECOMMENDATION: THAT.... Council approve October 7, 2021, from 4:30 p.m. – 7:30 p.m. in Council Chambers, as the date, time, and location of the advance vote for the 2021 Election. | |
| BACKGROUND: After discussion with Elections Alberta, administration has determined the date of October 7, 2021, from 4:30 p.m. – 7:30 p.m., would be an agreeable date and time to hold the advance vote for the 2021 Election. The voting station for the advance vote and election day will be Council Chambers. According to the <i>LAEA, Section 73(3)</i> , a municipality with a population under 5000 is not required to hold an advance vote, however, administration has done so in the past, and recommends doing so to accommodate as many voters as possible. The date of the advance vote, if held, must be determined by resolution. <i>LAEA, Section 73(2)</i> , and the date must not be within 24 hours of election day, <i>LAEA, Section 73(5)</i> . Elections Alberta will print and mail the senate and referendum ballots no earlier than September 20, 2021. Choosing a date in October will ensure these supplies are in hand when needed. | |
| FINANCIAL IMPLICATIONS: N/A | |
| LEGAL IMPLICATIONS: N/A | |
| LEGISLATIVE HISTORY: Local Authorities Election Act (LAEA); Revised Statutes of Alberta 2000 Chapter L-21 | |
| ALTERNATIVES: <ol style="list-style-type: none">1. Council approve October 7, 2021, from 4:30 p.m. – 7:30 p.m. in Council Chambers, as the date, time, and location of the advance vote for the 2021 Election.2. Council direct administration to... | |
| Prepared and submitted by: Jessica Caines | Reviewed by: Joyce Pierce, CAO Date: July 21, 2021 |

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Council Meeting*
MEETING DATE: August 17th, 2021
AGENDA ITEM: Community Services Advisory Board Appointments

RECOMMENDATION:

THAT Council appoints the following individuals to the Community Services Advisory Board:

- Brenda Gosbjorn as a member at large for a two-year term ending August 17th, 2023
- Anita van der Leek as a member at large for a two-year term ending August 17th, 2023
- Shannon Loehr as the senior's representative for a two-year term ending August 17th, 2023
- Christina Romanowski as the rural representative for a one-year term ending August 17th, 2022
- Kalyna Romanowski as a youth representative for a one-year term ending August 17th, 2022

BACKGROUND:

The Community Services Advisory Board Bylaw 2021 – 07 was enacted on June 15th, 2021.

The Community Services Advisory Board Bylaw 2021 – 07 is enclosed for reference (Section 4 Membership and Section 5 Terms of Office).

Administration recommends that the following individuals be appointed to the Community Services Advisory Board as listed below:

| Name | Position | Recommended Term | Proposed End Date |
|----------------------|---|--|--------------------------------|
| Brenda Gosbjorn | Member at Large Returning Board member (Email enclosed) | two-year term | August 17 th , 2023 |
| Anita van der Leek | Member at Large Returning Board member (Email enclosed) | two-year term | August 17 th , 2023 |
| Shannon Loehr | Seniors Representative Returning Board member (Email enclosed) | two-year term | August 17 th , 2023 |
| Christina Romanowski | Rural Representative New Board member (Application enclosed) | one-year term staggered as per Bylaw 2021-07 | August 17 th , 2022 |
| Kaylna Romanowski | Youth Representative (Application enclosed) | one-year term | August 17 th , 2022 |

Note:

Returning Board members were assigned two-year terms and new board members were assigned one-year terms, except for the Youth Representative as the term for that position is only one year. This was done to meet the requirement to stagger terms in Bylaw 2021-07. The length of term was discussed with each board member prior to formal appointment.

Secondly, please note that if all five individuals are appointed as recommended, the board will consist of seven members and two positions will remain vacant including one youth representative position and one member at large position. A chart reflecting the proposed membership is enclosed.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council appoints the individuals listed above to the Community Services Advisory Board as recommended.
2. Council does not appoint the individuals or individual to the Community Services Advisory Board as recommended and directs administration to....

Prepared and Submitted by: Jodi Brown, Recreation and Community Services Manager

Reviewed By: Jodi Brown

Date: August 10th, 2021

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

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) "Board" shall mean the Community Services Advisory Board.
- c) "Board Members" shall mean members of the Board appointed by Council.
- d) "CAO" shall mean the Chief Administrative Officer of the Town of Bon Accord.
- e) "Community Services" shall mean the provision of family and community support services and the provision of recreation and cultural services.

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

- f) “Council” shall mean the Council of the Town of Bon Accord.
- g) “Manager” shall mean the Recreation and Community Services Manager.
- h) “Municipality” shall mean the Town of Bon Accord.

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
- 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

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

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.
- 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

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

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.
- e) The Board shall promote, encourage, and facilitate volunteerism and the use of volunteers.

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

- 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 31st 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.
- b) No Board Member shall institute any program unless the program is approved by the Board.

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

- 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

Community Services Advisory Board: Membership (Proposed)

| | Board Member | Position | Term | Term End Dates |
|----|----------------------|------------------------|--------------------------|--|
| 1. | Tanya May | Council Representative | 1 year | As appointed at annual organizational meeting of Council |
| 2. | Anita van der Leek | Member at Large | 2-year term | August 17 th 2023 (proposed) |
| 3. | Brenda Gosbjorn | Member at Large | 2-year term | August 17 th , 2023 (proposed) |
| 4. | Shannon Loehr | Seniors Representative | 2-year term | August 17 th 2023 (proposed) |
| 5. | Leland Herrmann | Member at Large | 1 year term Staggered | July 06 th , 2022 |
| 6. | Kalyna Romanowski | Youth Representative | 1 year term | August 17 th , 2022 (proposed) |
| 7. | Vacant | Youth Representative | 1 year term | |
| 8. | Christina Romanowski | Rural Representative | 1 year term staggered | August 17 th , 2022 (proposed) |
| 9. | Vacant | Member at Large | 1 year term staggered | |
| | | | | |

Jodi Brown

From: Anita van der Leek [REDACTED]
Sent: July 5, 2021 10:08 AM
To: Jodi Brown
Subject: Re: Community Services Advisory Board

Hi Jodi

I would like to serve another term on the Community Advisory Board as a member at large.

Thanks
Anita

From: "JBrown" <jbrown@bonaccord.ca>
To: "amvdleek" [REDACTED]
Sent: Monday, July 5, 2021 7:43:06 AM
Subject: RE: Community Services Advisory Board

Hi Anita,

No, you don't need to fill out a form, please just send an email stating that you wish to serve another term on the board as a member at large.

Glad to hear that you will be joining us!

Your appointment to the board will be on the August 07th Council meeting agenda.

Jodi Brown
Recreation and Community Services Manager

E: jbrown@bonaccord.ca
P: 780.921.3550
C: 780-893-5008
Box 779
5025 – 50th Avenue
Bon Accord, AB T0A 0K0



From: Anita Van Der Leek [REDACTED]
Sent: June 30, 2021 8:38 PM
To: Jodi Brown <jbrown@bonaccord.ca>
Subject: Re: Community Services Advisory Board

Yes I'm interested in sitting on the board. Do I need to fill out a form or anything?

Anita

Sent from my iPhone

Jodi Brown

From: Brenda Gosbjorn [REDACTED]
Sent: June 30, 2021 9:47 AM
To: Jodi Brown
Subject: Re: Community Services Advisory Board

Hi Jodi.

[REDACTED] I totally forgot to let you know that I'm still interested in serving on the board. If possible could I get a two year term? I plan to retire from 50% of my volunteer work at 60 and that will be June 2023

Also, thanks for the update on the block parties. I'll fill out the application as soon as I receive it.

[REDACTED]

Hope you're keeping cool. Have a great day.

Brenda

[Sent from Yahoo Mail for iPhone](#)

On Wednesday, June 30, 2021, 9:27 AM, Jodi Brown <jbrown@bonaccord.ca> wrote:

Hello Brenda,

I hope you are staying cool in this heat wave.

I wanted to follow up with you regarding the Community Services Advisory Board.

Are you still interested in serving on the board?

I didn't hear back from you regarding my previous email and hence, I thought I would follow up with you today.

I am holding a space for your appointment to the board for the August 17th meeting of Council.

Rec'd July 21, 2021

CHRISTINA ROMANOWSKI

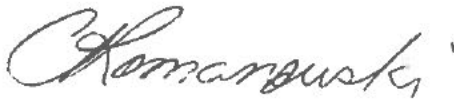
July 21, 2021

Dear : Community Services Advisory Board Members:

I would like to be a part of this board because I have been involved in the community for 17 years. I have three children that attend school in Bon Accord and we all participate in the community activities each season. I am also a member of the Library Board in Bon Accord.

I am a Registered Nurse, and hold a casual position in the Emergency Rooms at the Royal Alexandra Hospital and University Hospital. I am the President of the Lilian Schick School Council and a member of the Parent Involvement Committee of Sturgeon Composite High School.

Sincerely,



Christina Romanowski

COMMUNITY SERVICES ADVISORY BOARD VOLUNTEER MEMBER APPLICATION

The Community Services Advisory Board is seeking new volunteer board members. The purpose of the Board is to provide recommendations to the Town of Bon Accord Administration and Council on community events and programs, and to help promote citizen awareness of the importance of these programs. Programs include those focused on preventative social services, recreation, and culture and are directed at residents of all ages. Meetings are held 4 (four) times per year.

Applicant Name Christina Romanowski

Street Address _____

Mailing Address _____

City or Town Sturgeon County **Postal Code** TOA 0K3

Phone number _____

Email _____

Should my application for the Community Services Advisory Board be successful, I hereby agree to receive email communications relating to the Community Services Advisory Board as part of the Community Services Advisory Board email group.

Grade (if applying as a Youth Representative) _____

Please indicate the Community Services Advisory Board Position you are applying for:

- Members from the Community at Large**
Applicants must reside in the Town of Bon Accord. Term of office is two (2) years.
- Seniors' Representative**
Applicants must be age 60 or older and must reside in the Town of Bon Accord. Term of office is two (2) years.
- Youth Representative**
Applicants must be between the ages of 14 and 18; must reside in the Town of Bon Accord or rural Sturgeon County, Division 5; and be attending Junior or Senior High School. Youth members are appointed for a one (1) year term.
- Rural Resident**
Applicants must reside in rural Sturgeon County, Division 5. Term of office is two (2) years.

All Community Services Advisory Board appointments are reviewed by the Community Services Advisory Board and must be appointed by Town of Bon Accord Council.

Application continues on the other side.

COMMUNITY SERVICES ADVISORY BOARD VOLUNTEER MEMBER APPLICATION

Why do you want to be involved with the Community Services Advisory Board?

I would like to be involved in the programs, events or activities that Bon Accord can offer.

Please attach additional information you feel may be helpful. (I.e.: letter, etc.)

Where did you hear about the Community Services Advisory Board vacancies?

- Town of Bon Accord website Newspaper advertisement Community bulletin/poster
- Facebook Word of mouth
- Other (please specify) _____

Applicant's Signature

C. Romanow

Date

9/21/21

Parent/Guardian Signature

Date

Only required if the applicant is under 18.

Rec'd July 21, 2021

KALYNA ROMANOWSKI

July 21, 2021

Dear : Community Services Advisory Board Members:

I am currently going into grade nine at Lilian Schick School and prior to this I was a student at Bon Accord Community School. I am a member of the Gibbons 4H sew and sos with our leader being Mrs. Petherbridge. With 4H I have participated in many events that this community hosts. I am also a member of the Sturgeon County Youth Council.

I would like to be a part of this committee to have an active role in the programs that are available and offered.

Sincerely,

Kalyna Romanowski

Kalyna Romanowski

COMMUNITY SERVICES ADVISORY BOARD VOLUNTEER MEMBER APPLICATION

The Community Services Advisory Board is seeking new volunteer board members. The purpose of the Board is to provide recommendations to the Town of Bon Accord Administration and Council on community events and programs, and to help promote citizen awareness of the importance of these programs. Programs include those focused on preventative social services, recreation, and culture and are directed at residents of all ages. Meetings are held 4 (four) times per year.

Applicant Name Kalyna Romanowski

Street Address _____

Mailing Address _____

City or Town Sturgeon County Postal Code T0A 0K3

Phone number _____

Email _____

Should my application for the Community Services Advisory Board be successful, I hereby agree to receive email communications relating to the Community Services Advisory Board as part of the Community Services Advisory Board email group.

Grade (if applying as a Youth Representative) _____

Please indicate the Community Services Advisory Board Position you are applying for:

Members from the Community at Large
Applicants must reside in the Town of Bon Accord. Term of office is two (2) years.

Seniors' Representative
Applicants must be age 60 or older and must reside in the Town of Bon Accord. Term of office is two (2) years.

Youth Representative
Applicants must be between the ages of 14 and 18; must reside in the Town of Bon Accord or rural Sturgeon County, Division 5; and be attending Junior or Senior High School. Youth members are appointed for a one (1) year term.

Rural Resident
Applicants must reside in rural Sturgeon County, Division 5. Term of office is two (2) years.

All Community Services Advisory Board appointments are reviewed by the Community Services Advisory Board and must be appointed by Town of Bon Accord Council.

Application continues on the other side.

**COMMUNITY SERVICES ADVISORY BOARD
VOLUNTEER MEMBER APPLICATION**

Why do you want to be involved with the Community Services Advisory Board?

I would like to be an active member of the community.

It would also be a great opportunity to be part of this board.

Please attach additional information you feel may be helpful. (i.e.: letter, etc.)

Where did you hear about the Community Services Advisory Board vacancies?

Town of Bon Accord website Newspaper advertisement Community bulletin/poster

Facebook Word of mouth

Other (please specify) _____

Applicant's Signature

Katyna Romanowski

Date

July 21, 2021

Parent/Guardian Signature

C Romanowski

Date

July 21/21

Only required if the applicant is under 18.

Jodi Brown

From: Shannon Loehr
Sent: August 5, 2021 10:28 AM
To: Jodi Brown
Subject: Seniors meeting

Jodi, I had asked that a request be added to the agenda at the senior's meeting about the senior's position on the Community Service Board but have found out it wasn't. I was on holidays and unable to attend the meeting.

I will be the senior's representative Community Service Board, if someone has not stepped forward for the position.

Shannon

Sent from [Outlook](#)

TOWN OF BON ACCORD
Request for Decision (RFD)

| |
|--|
| MEETING: Regular Council Meeting |
| MEETING DATE: August 17, 2021 |
| AGENDA ITEM: Temporary Permit Policy |
| RECOMMENDATION: THAT.... Council approves the temporary permit policy as presented. |
| BACKGROUND: A temporary permit is issued for an activity that is not intended to last for a long time and is of nature that would not normally be allowed. The purpose of this policy is to provide regulation and safe interaction between pedestrian and vehicular traffic specific to parking and obstruction activities involving construction, demolition, maintenance and / or any special conditions. There are different types of permitting available: <u>Parade Permit</u> – the permit will have at minimum the information listed and requested in Schedule A <u>Parking Permit</u> – allowing a vehicle to park where it normally would not be allowed <u>Obstruction Permit</u> – allowing temporary placement of an item or items where it would not be normally allowed <u>Operating Off Road Vehicle or Equipment</u> – allow an off-road vehicle or piece of equipment that would under normal conditions not be allowed to operate in the Town Establishing a clear process will ensure all requests for temporary permits impacting the public-right-of-way will be managed consistently and safely. |
| FINANCIAL IMPLICATIONS: N/A |
| LEGAL IMPLICATIONS: N/A |
| LEGISLATIVE HISTORY: N/A |
| ALTERNATIVES: N/A |
| Prepared and Submitted By: Dianne Allen Reviewed By: Joyce Pierce Date: August 17, 2021 |

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Planning and Development

POLICY RESOLUTION NO.: XXXX - XXXX

SUBJECT: Temporary Permit

RESPONSIBLE AUTHORITY: Planning and Development

REVIEWED & APPROVED BY COUNCIL:
XXXX-XXXX

PURPOSE AND INTENT: To provide regulation and safe interaction between pedestrian and vehicular traffic specific to parking and obstruction activities involving construction, demolition, maintenance and/or any special conditions.

POLICY STATEMENT: A clear process must be established to define the procedure and guidelines in issuing temporary permits for parking and obstruction requests which impact the public right-of-way.

**TOWN OF BON ACCORD
PROCEDURE**

SECTION: PLANNING & ECONOMIC DEVELOPMENT

SUPPORTED BY POLICY NO.: *XX-XXX*

SUBJECT: TEMPORARY PERMIT

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED BY COUNCIL: *XXXXXXXXXXXX*

DEFINITIONS:

1. "Act" means the *Traffic Safety Act*, R. S. A. 2000, c. T-6 and amendments thereto;
2. "CAO" means Chief Administrative Officer or designate;
3. "Construction Site" means any portion of a highway, alley or lane that fronts or is immediately adjacent to a parcel of land which contains a building that is in the course of erection, demolition or alteration;
4. "Highway" means any thoroughfare, street, road, trail, avenue, parkway driveway, viaduct, lane, alley square, bridge, trestle way or other place or any part of any of them whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles;
5. "Obstruction" means any act or thing that blocks, impedes, interferes with, hinders or prevents or causes a restriction of vision, passage, maintenance or use of public property or highways by vehicles or pedestrians.
6. "Permit" means a form that temporarily grants permission, within the Town's legal boundaries for specific and/or certain actions that would normally be a violation to the Town of Bon Accord Traffic Bylaw and in certain cases the Alberta Traffic Act. The form must be signed by the CAO or their appointed representative and can be evoked at any time.

PROCEDURE:

General

A temporary permit application may be received in various ways:

- Hand delivered at the Town of Bon Accord office
- Emailed from Town Website or private email

Temporary Permits

To submit a temporary permit application, all applications submitted to the Town shall be on

the Towns temporary permit application form (Appendix A) and shall:

- Be dated and signed by an identifiable individual
- Information requested on the form shall be completely filled out, prior to the issuing department receiving
 - Special conditions to be noted on permit (address, type of obstruction, number of vehicles, barriers required and a diagram demonstrating location of obstruction).

Types of Permitting Available

Parade Permit

- The permit will have at a minimum the information listed and requested in schedule A

Parking Permit

- The purpose of allowing a vehicle to park where it normally would not be allowed
- Which must be displayed and visible from the outside to be valid

Obstruction Permit

- The purpose of allowing temporary placement of an item or items where it would not normally allowed
- The applicant of the permit will ensure that appropriate signage, markings, barriers or warning devices are in place so as drivers travelling in any direction are aware of the possible hazard

Operating Off Road Vehicle or Equipment

- The purpose of allowing an off-road vehicle or piece of equipment that would under normal conditions not be allowed to operate in the Town

Issuing Permits

The CAO or representative may grant a permit to allow exemptions that would without the Permit be in violation of the Town of Bon Accord Traffic Bylaw and/or the Province of Alberta's Traffic Safety Act within the Town boundaries.

- The intent of granting a permit is discretionary and is designed to benefit the Town, its residents and is not designed to allow an individual to bypass laws or bylaws without good reason
- The permit will not be used to contravene any scheduled or emergency work by the Town's Public Works department without the permission of the Town's Public Works Manager or representative
- The permit will not be used to contravene parking in the restricted areas of fire hydrants as per the Water Bylaw
- The permit may be evoked, suspended or amended at any time;
 - If it is found that the situation created by the used of the permit is determined to be unsafe
 - If it is found that the applicant is not within the intent or use of the permit
 - If it is determined that the use of the permit is/or will conflict with any emergency or potential emergency

- By verbal or any means of communication available in the case of emergency and / or safety concern. All others will be written means of communication
- The permit is valid for the dates, times and within the use of any special conditions or restrictions listed and is not transferable to another person, party, application, vehicle or piece of equipment
- No one shall make up or use a permit that has not been authorized by the CAO or representative.



Application must be received at least three (3) business days prior to permit dates indicated

Date of Application _____

Permit Type (choose one) PARKING OBSTRUCTION OPERATING

Date(s) being applied for _____ Phone Number _____

Reason for application _____

Name of Applicant _____

Address of Applicant _____

Address/Area Affected _____

Vehicle information (if applicable) License Plate # _____ Colour _____

Type _____ Other _____

Terms and Conditions:

- I have read and understand the relevant Town of Bon Accord Bylaws pertinent to this application.
- I have attached a diagram showing area and placement of obstruction.
- I understand I am required to adhere to the restrictions and/or conditions that will/may be included in the application if approved.

Signature of Applicant _____

The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process Temporary Permits for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.

OFFICE USE ONLY

Approved Denied Pending (reason) _____

Conditions: _____

Refundable Barrier Security Deposit Fee - if returned damage-free (Obstruction Permit) _____

Date of Review _____ Permit # (if approved) _____

Signature of CAO or Representative _____

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Council Meeting*

MEETING DATE: **August 17th, 2021**

AGENDA ITEM: **Community Events and Programs Advertising Policy**

RECOMMENDATION:

THAT Council approves the proposed Community Events and Programs Advertising Policy as presented.

BACKGROUND:

The Community Events and Programs Advertising Policy was developed in response to the following motions and resolutions:

1. *Notice of Motion and Resolution: June 15th, 2021, RCM*

COUNCILLOR HOLDEN proposed a notice of motion requesting the creation of an event/program/media policy outlining town events and programs and different media platforms to be used to announce our events and programs.

CARRIED UNANIMOUSLY RESOLUTION 21 – 225

2. *Motion and Resolution: July 06th, 2021, RCM*

COUNCILLOR HOLDEN MOVED THAT Council direct Administration to continue the development of the Municipal Advertising Policy for Community Programs and Events and further that administration prepares the final draft of this policy for Council approval at the August 17, 2021 Regular Meeting of Council.

CARRIED RESOLUTION 21-244 (minutes to be approved at the August 17th, 2021 RCM)

A draft Municipal Advertising Policy was presented to Council at the July 06th, 2021 Regular Meeting of Council. Administration was directed to continue developing the policy for final approval at the August 17th, 2021 Regular Meeting of Council.

During the development process, the title of the policy was changed to “Community Events and Programs Advertising Policy” to differentiate it from other municipal policies that reference advertising requirements for other municipal advertising needs. This policy will apply to the community events and programs offered by the Recreation and Community Services Department and will exclude public engagement events or initiatives as governed by the Public Participation Policy.

The final draft of the proposed Community Events and Programs Advertising Policy is enclosed for Council review and consideration.

The Community Events and Programs Advertising Procedures document is enclosed for information purposes only.

FINANCIAL IMPLICATIONS:

The enclosed policy draft stipulates that “The purpose of the “Community Events and Programs Policy” is to provide guidelines and criteria for the development and placement of advertisements based on objectives, scope of the initiative, target audience, approved budget, and/or other available funding such as grant funding, donations, or sponsorship.”

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. That Council approves the proposed Community Events and Programs Advertising Policy as presented.
2. That Council approves the proposed Community Events and Programs Advertising Policy including the following amendments.....
3. That Council does not approve the proposed Community Events and Programs Advertising Policy and directs administration to....

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

Reviewed By:

Date: August 09th, 2021

**TOWN OF BON ACCORD
DRAFT POLICY STATEMENT**

SECTION: ADMINISTRATION

POLICY RESOLUTION NO.: 21-XXX

SUBJECT: COMMUNITY EVENTS AND PROGRAMS ADVERTISING POLICY

RESPONSIBLE AUTHORITY: Recreation and Community Services

REVIEWED & APPROVED BY COUNCIL:

PURPOSE AND INTENT:

The purpose of the “~~Municipal Advertising Policy~~: **Community Events and Programs Advertising Policy**” is to ensure that a comprehensive and **effective** Advertising Mix involving various Media Platforms are used to ~~ensure that~~ **communicate** information about Community Events and Programs planned by the Recreation and Community Services Department (**excluding public engagement events or initiatives that are governed by the Public Participation Policy**). ~~community programs and events effectively reaches to target audiences (residents, businesses, investors, or visitors).~~

POLICY STATEMENT:

The purpose of the “~~Municipal Advertising Policy~~: **Community Events and Programs Advertising Policy**” is to provide guidelines and criteria for the development and placement of advertisements based on objectives, scope of the initiative, **Target Audience**, approved budget, and/or other available funding such as grant funding, donations, or sponsorship.

POLICY GOALS

1. Ensure that Town advertising of **Community Events and Programs** is provided at the best possible value and level of effectiveness ~~for the Town~~ through record keeping, **Monitoring and Measurement Systems**.
2. Provide a coordinated, consistent process and procedure for the placement of Town advertising for **Community Events and Programs**.
3. Provide accurate, timely, accessible, and clear information ~~using plain language~~ for target audiences about **Community Events and Programs** offered by the Town.
4. Provide open and transparent information improving the visibility of local government and encourage greater **awareness**, interest and participation in ~~local affairs including~~ **Community Events and Programs**.
5. Promote a positive image of the Town.

DEFINITIONS

- ~~1.~~ “Advertising Mix” means a varied use of available media outlets to inform target audiences about **Community Events or Programs** that are designed to encourage participation including but not limited to newspaper, broadcast (television or radio), digital/online (websites and social

media), Town publications (newsletters, posters, flyers), and regional partner organizations publications including but not limited to municipal and non-profit organizations. ~~(municipal or non-profit).~~

2. “Community Events and Programs” refers to the Community Events and Programs offered by the Recreation and Community Services department and does not include public engagement events or initiatives that are governed by the Public Participation Policy.

3. “Media Platforms” means the use of different forms of media (print, broadcast or digital).

4. “Monitoring and Measurement Systems” means the systems used to monitor and measure the cost, environmental impact, accessibility, efficiency, and effectiveness of municipal advertising of Community Events and Programs.

~~5. “Plain Language” means effective communication that is clear, concise, and easy to understand.~~

6. “Target Audience” refers to a particular group for which a specific Community Event or Program has been designed to reach including but not limited to residents, visitors, investors, or businesses.

7. “Town” meaning the Town of Bon Accord.

TOWN OF BON ACCORD
Community Events and Programs Advertising Procedures

SECTION: Recreation and Community Services

SUPPORTED BY POLICY NO.:

SUBJECT: Community Events and Programs Advertising Procedures

RESPONSIBLE AUTHORITY: Recreation and Community Services Department

REVIEWED & APPROVED BY COUNCIL: N/A

Procedure:

A. Free or Low-Cost Advertising Procedures (zero to minimal cost):

1. Free or low-cost advertising opportunities shall be utilized for community events or programs that do not have an advertising budget and as supplemental advertising for all community events or programs.
2. The following "Free or Low-Cost Advertising Checklist" (attached as Schedule A) of advertising opportunities shall be completed for each of these community events and programs.
3. The "Free or Low-Cost Advertising Checklist" (Schedule A) will be filed in the community event or program file for future analysis of cost, environmental impact, accessibility, efficiency, and effectiveness.
4. Administration will determine which advertising opportunities will be most effective for each community event or program.
5. The "Free or Low-Cost Advertising Checklist" (Schedule A) shall be reviewed and updated annually to ensure that all advertising opportunities listed are current.

B. Paid Advertising Procedures:

1. Paid advertising opportunities will be utilized for community events or programs that have an allocated advertising budget (for example, Harvest Days).
2. The following "Paid Advertising Checklist" (attached as Schedule B) shall be completed for each community event and program that has an allocated advertising budget.

3. The budget allocation shall dictate the advertising opportunities utilized for each community event or program.
4. The “Paid Advertising Checklist” (Schedule B) will be filed in the community event or program file for analysis of cost, environmental impact, accessibility, efficiency, and effectiveness.
5. The “Paid Advertising Checklist” (Schedule B) shall be reviewed and updated annually to ensure that all advertising opportunities listed are current.

DRAFT

**“SCHEDULE A”
FREE OR LOW-COST ADVERTISING CHECKLIST**

1. Community event or program: _____

2. Date(s): _____

3. Target audience (all ages, child/youth, senior and open to Bon Accord and/or Sturgeon County residents, etc):

4. Indicate the advertising mediums utilized for this community event or program on the list below:

a. Digital

- Town Website
- Town Digital Sign
- Town Facebook page
- Town E-newsletter (mid month)
- Sturgeon County E-newsletter
- School E-newsletter

b. Print/Non-digital

- Town sign (downtown)
- Community Bulletin Boards (posters)
- Town Monthly Newsletter

c. Free Radio, TV and Newspaper Advertising for Events

- Mix 107.9 Community Event Calendar
- CFCW Community Event Calendar
- Event or Program Press Release (forwarded to newspapers, radio and/or TV)

d. Other: _____

**“SCHEDULE B”
PAID ADVERTISING CHECKLIST**

1. Community event or program: _____

2. Date(s): _____

3. Target audience (all ages, child/youth, senior and open to Bon Accord and/or Sturgeon County residents, etc):

4. Budget allocation for event or program advertising: _____

5. Indicate the advertising mediums utilized for this community event or program on the list below:

- Flyer Mail-Outs (print and distribute event or program flyers via Canada Post or Schools)
- Paid radio advertising
- Local Shopping Guide Monthly Publication (County Wide)
- Other: _____

6. List advertising details below (for example, size of newspaper ad, length of radio ad (number of spots, number of weeks advertised in newspaper or months in the Local Shopping Guide, number of color copies printed, cost):

(Attach invoices or copy of advertisements where possible)



July 14, 2021

Regional Partners
Mayors, Councillors, & CAO's

Legislative and Protective Services
1 Columbia Avenue West
Devon, AB T9G 1A1

T: 780-987-8302

F: 780-987-8319

www.devon.ca

Re: Invitation to the Town of Devon Treaty Six Day and Official Treaty Six and Métis Nation Flag Raising Ceremony

On behalf of the Town of Devon, we humbly invite you to attend the official Treaty Six and Métis Nation flag raising ceremony and our very first Treaty Six Day celebration on August 23, 2021.

Since 2019, our Council has committed to strengthening the relationships between our community and Indigenous Peoples by acknowledging Treaty and working towards genuine and sustained relationships based upon the spirit and intent of Treaty Six.

This marks an historic day in Devon as we officially recognize the signing of Treaty Six, the covenant which allows us to live within these lands of the First Peoples. We look forward to this event on August 23rd and welcome you to the Town of Devon!

Details:

Flag Raising/Treaty Six Day Proclamation Signing

Time: 10:00 AM – 11:00 AM

Town of Devon Treaty Six Day Celebration

Time: 2:00 PM – 8:00 PM

Flag Raising Location: Town of Devon Municipal Office, 1 Columbia Avenue West, T9G-1A1

Treaty Six Day Celebration: Devon Voyageur Park, Secret Park/kîmôc nakîwin
100 Saskatchewan Ave W, Devon, AB T9G-1B2

For any questions regarding this event, contact Mitch Wincentaylo at 587-597-0691 or mwincentaylo@devon.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ray Ralph".

Ray Ralph
Mayor, Town of Devon

TOWN OF BON ACCORD
Council Report – August 17, 2021

- June 10, 2021 Attended the Roseridge Waste Management Service Commission (RWMSC roseridge.ab.ca) regular meeting. (In-person)
- June 14, 2021 Attended the Capital Region Northeast Water Services Commission (CRNWSC crnwsc.ca) Board Special meeting. (Virtual)
- Addressed provincially mandated bylaws developed by ad hoc committee.
 - Addressed concerns raised by Ft. Saskatchewan Council / members relating to bylaws.
 - Result of one bylaw - Change of number of Board members from two to one with no alternate after October municipal elections.
- June 15, 2021 Attended the Town of Bon Accord – Regular Meeting of Council. (Virtual)
- June 16, 2021 Attended the St. Albert State of the City address with Mayor Cathy Heron and Council. (Virtual)
- June 23, 2021 Participated in a St. Albert Gazette phone interview regarding Bon Accord Solar farm and proposed St. Albert solar project.
- June 24, 2021 Participated in a RCMP/Mayor/CAO introductory meeting with new Central Alberta District Chief Superintendent, Commander, Darcy Fleury. (Virtual)
- Discussions around local detachment issues or concerns, Town issues and concerns, possible use of CCTV in public locals.
 - Deputy Commander provided some resources and input into CCTV use.
 - Tentatively arranged to have Commander attend BA Council meeting in August or September.
- June 24, 2021 Participated in the Council/Community Public Engagement session in Centennial Park.
- Addressed input on Skate Park and CCTV.
 - Discussed new commercial developments and status.
 - Discussed possibility of events with restrictions lifting.
 - Addressed issues of sidewalk overgrowth, drainage ditches, maintenance, parks and playgrounds, general concerns.
- June 25, 2021 Attended initial meeting with HumanEdge Executive Search consultant regarding CAO recruitment to set candidate search parameters. (In person)
- June 29, 2021 Attended the 524 Royal Canadian Air Cadet Squadron’s ACR (Annual Ceremonial Review) as an invited guest. (Virtual)
- Addressed the squadron and guests.
 - Congratulations to all on maintaining adjusted virtual training.
 - Congratulations to those receiving awards and promotions.

| | |
|-------------------|---|
| July 06, 2021 | <p>Attended the Town of Bon Accord – Regular Meeting of Council. (In person)</p> <ul style="list-style-type: none"> • Entering into Summer break – next Council meeting will be August 17, 2021. |
| July 07, 2021 | <p>Attended meeting with HumanEdge Executive Search regarding CAO recruitment next stage update. (Virtual)</p> <ul style="list-style-type: none"> • CAO posting out and closes July 27, 2021. |
| July 10, 2021 | <p>Participated in the Town of Gibbons Frontier Days parade.</p> <ul style="list-style-type: none"> • Great first return to large events with restrictions lifted. • Chance to reconnect with other local officials from neighbouring communities. |
| July 22, 2021 | <p>Attended the Roseridge Waste Management Service Commission (RWMSC roseridge.ab.ca) regular meeting. (In-person)</p> <ul style="list-style-type: none"> • Very interesting presentation on dealing with and eliminating contaminants in landfill leachate. • Continued work on confirming KPIs for new Roseridge direction moving forward. • Participated in a tour of the Redwater Waste Transfer Station and observed the great work being accomplished in cleaning up the site. Increased efficiencies for both public and employee access and use. • Another new public information video premiered. Available on website for viewing. |
| July 23, 2021 | <p>Attended the Communities in Bloom (CIB) judges meet and greet in Council Chambers along with local volunteers and town Administration.</p> <ul style="list-style-type: none"> • Chance to reconnect with the CIB judges and discuss some of the town initiatives and changes since 2019. Covid had cancelled 2020 participation. |
| July 26, 2021 | <p>Attended meeting with HumanEdge Executive Search regarding CAO recruitment first round eliminations and lead choice selections. (In person)</p> |
| July 27 -29, 2021 | <p>Preparation with HumanEdge for first round virtual CAO candidate interviews.</p> |
| August 5-6, 2021 | <p>Conducted HumanEdge / Council first round virtual interviews with CAO candidates.</p> |
| August 7-8, 2021 | <p>Participated in Bon Accord Harvest Days 2021 festivities.</p> <ul style="list-style-type: none"> • Parade was a huge success despite the weather • Arena market and events were well attended, welcome return to the Jewel Box for pie and coffee and conversations with residents. • Fireworks and Sunday morning pancake breakfast were again well attended and received. |
| August 09, 2021 | <p>Conducted HumanEdge / Council first round virtual interview with CAO candidate.</p> |
| General | <p>Ongoing day to day, meeting preparation, and community engagement.</p> |

Notes:

It has been a difficult 18 months with Covid-19 and the related restrictions causing grief for everyone; medically, financially, and emotionally. The recent return to a somewhat normal way of life has been a welcome change.

I am encouraged by the fact that people continue to be vaccinated, and that many continue to utilize modified versions of some of the health restrictions that helped turn the tide of the pandemic. Even so, different strains continue to manifest themselves, and we still need to be cautious as we move into this new norm.

As we open our Town Hall and Council Chambers to the public, I ask simply that people be respectful of some of the procedures that remain in place and in their dealings with those who continue to sanitize and utilize masks in their daily lives. Not everyone is the same boat health wise, and some continue to be at risk from Covid. As well, private businesses reserve the right (and have always had the right) to set their own requirements for entry to protect their employees and customers. It might seem one on one to an individual entering the business, but to an employee it might be the 200th encounter for the day, putting them at a higher risk of exposure.

If we all continue to work together, we will be victorious.

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

June 15 – August 15, 2021

- June 15 Attended regular meetings of council.
- June 23 Attended the 2nd Community Public Engagement Session.
Was a great chance to see and hear community members concerns and questions.
Looking forward to the next one.
- June 25 Attended meeting with Global Edge regarding filling the CAO position.
- July 6 Attended regular meetings of council.
- July 7 Attended the CAO search update.
- July 10 Attended Pioneer Days in Gibbons.
- July 29 Attended AUMA Summer Caucus virtually.
- August 5 Attended Interview for CAO position.
- August 6 Attended Interview for CAO position.
- August 9 Attended Interview for CAO position.
- 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 June 19-August 14, 2021

| | |
|----------------|--|
| June 15, 2021 | Attended Regular Meeting of Council |
| June 24, 2021 | Council Engagement session at the Centennial Park |
| June 25, 2021 | Attended Salutes Regular Meeting |
| June 25, 2021 | Attended Meeting with Hiring Firm. |
| July 6, 2021 | Attended Regular Meeting of Council |
| July 10, 2021 | Pioneer Days Parade and Lunch with MLA in Gibbons - this was such a fun event and really satisfying to see Bon Accord and other sturgeon county members in attendance as public and in the parade. |
| July 28 | AUMA Summer Leaders Caucus in Redwater |
| July 26, 2021 | Meeting with Hiring Firm for CAO position |
| August 7, 2021 | Harvest days parade and lunch with MLA, even though it rained it was so nice to see people in town sticking it out. |
| August 5,6,9, | Interviews for CAO Position |

Lacey Laing

Councilor

Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period June 10 – Aug 11, 2021

| | |
|-------------------|---|
| June 10, 2021 | Attended Roseridge Meeting. It was decided that regular meetings would continue through the summer months. |
| June 11, 2021 | Participated in Bon Accord Drive. Very gratifying to see the turnout of volunteers for this event that brought a couple of truckloads of food to the Bon Accord/Gibbons Food Bank. |
| June 14, 2021 | Attended Capitol Region Northeast Water Services Commission Meeting. There was much discussion regarding the Commission's Code of Ethics/Code of Conduct Bylaws. |
| June 15, 2021 | Attended Regular Meeting of Council |
| June 16, 2021 | Virtually Attended St. Albert State of the City Address. It was interesting to hear the Mayor and Councillors each discuss past successes as well as future projects. |
| June 24, 2021 | Participated in Public Engagement Event at Centennial Park. This turned out to be a great event even though there were only about 20 residents there. It was a nice, relaxed event where resident could ask questions as well as give their opinions whether they were positive or negative. This was the first one and hopefully one of many. At this point we are planning for one every quarter. |
| June 25, 2021 | Attended CAO Recruitment Meeting with Council and Human Edge Executive Search. This meeting was put in place to get to know Ken Glover of Human Edge and to set a plan in place to move forward with recruiting a new CAO. |
| June 29, 2021 | Attended MP Dane Lloyd's Luncheon in Morinville. It was quite a hot day but turned out well. It was an opportunity to have a conversation with Mr. Lloyd and to listen to his thoughts about the upcoming federal election. It was also a nice time to network with our neighbours. Elected officials from our 4 neighbouring municipalities. |
| July 6, 2021 | Attended Regular Meeting of Council. This was that last meeting before summer break |
| July 10, 2021 | Participated in Gibbons Parade. This was the first parade of the season. There were about twenty entries for the parade. There was a pretty good crowd out to see the parade and MLA Dale Nally had a BBQ as we did after our parade |
| July 22, 2021 | Attended Roseridge Meeting |
| August 5,6,9 2021 | Virtually Participated in four CAO Recruitment Interviews |

Brian Holden
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for June 10 – Aug 10, 2021

| | |
|---------------|--|
| June 11, 2021 | Attended virtual meeting of Homeland Housing Governance Committee. The present policies need to be updated. They are a compilation of Sturgeon Foundation and Westlock housing body. There is a lot of work to do to complete this during our present term of council. |
| June 14, 2021 | Attended meeting at Homeland Housing corporate office for continued work on the Governance Meeting. |
| June 15, 2021 | Attended the Regular Meeting of Council in Chambers. |
| June 16, 2021 | Virtual attendance in the City of St. Albert State of the City address. Certainly not the same as attending in person. |
| June 18, 2021 | Attended the ACRWC meeting at Gibbons Community Cultural Centre. Present GM Mike Darbyshire will retire on August 31, 2021. A Recruitment firm was hired, and a committee has selected Kate(lyn) Polkovsky who will commence work to replace him as GM. Kate comes from the City of St. Albert and is the current Director, Utilities and Environment. Looking forward to meeting her soon. |
| June 24, 2021 | Attended Homeland Housing board meeting in Legal. We had a tour of the new website, and it is awesome! Once it is finally up and running, I will share a link. Perspective clients can take tours of various sites and even apply online. There will be a portal for board members that takes them to the intranet and meeting minutes will be available. Very well designed! Attended Council Engagement opportunity at Centennial Park. Mayor Mosychuk did a great job conducting the session. There were a few heated moments that reinforced to me that this type of engagement does not belong at a council meeting. |
| June 25, 2021 | Virtual meeting of Homeland Housing Governance Committee Initial meeting with Ken Glover from Human Edge in chambers. |
| July 6, 2021 | Attended the Regular Meeting of Council. |
| July 7, 2021 | Attended virtual meeting with Ken Glover of Human Edge |
| July 9, 2021 | Participated in the Gibbons Parade. |
| July 16, 2021 | Attended the workshop for ACRWC. Workshop included a tour of the Fort Sask. pump station. Amazing how much wastewater they pump to the plant every day. |
| July 20, 2021 | Attended a meeting with Raymond Cormie to get more information about the Rapid Housing Initiative. |
| July 23, 2021 | Attended a virtual meeting of Homeland Housing governance committee. Also attended the potluck supper with the Communities in Bloom judges and members. |
| July 26, 2021 | Attended a meeting with Ken Glover of Human Edge to review progress to date. |
| July 28, 2021 | Attended the Municipal Leaders Summer Caucus in Redwater. |
| Aug 7, 2021 | Participated in Harvest Days. So nice to see even a scaled down version again. Thank you to all the volunteers and participants. Also attended the pancake breakfast on Aug 8. Thank you to the Ag Society for all their hard work. |
| Aug 9, 2021 | Met with Raymond Cormie to continue with the work of the governance committee. Attended a zoom meeting with Ken Glover to continue interviews for the CAO position. Attended the Sturgeon Regional Emergency Management Advisory Committee meeting (SREMAC). |
| Aug 11, 2021 | Will attend a tour of Northridge Place in St. Albert with Minister of Seniors and Housing Josephine Pon. |

Note: Unfortunately, I have been unable to attend any of the Music in the Park as I belong to a ladies golf team which plays those evenings. I understand crowds have been good and sessions have been popular.

Lynn Bidney
Councillor
Town of Bon Accord



Alberta Capital Region Wastewater Commission

Meet our new General Manager

The Board is happy to announce that Kate Polkovsky has been appointed as the new General Manager of the ACRWC. Kate is familiar to many in our region and comes to us with an excellent technical background and utility management experience. Over the next few months, Kate will be contacting our member communities to set up some time to make introductions and get familiar with wastewater issues in the region. She looks forward to working with the members in this role.

Kate can be reached at KPolkovsky@acrwc.ab.ca

Board Meeting Highlights

May 2021

- The Board approved an updated version of the Wet Weather Flow Management Strategy. The fundamentals of the strategy remain unchanged but the update clarifies certain elements and reflects our accomplishments since 2014 when the previous strategy was approved. A copy of the strategy can be found on our website.
<https://acrwc.ab.ca/wp-content/uploads/2021/07/2021-Wet-Weather-Strategy.pdf>

June 2021

- The Board authorized borrowing \$6.0 million to fund this year's capital program. The funds will be used on the St Albert Regional Trunk replacement and upgrades.

July 2021

- The Board held its final strategic planning workshop for this term. After an environmental scan and a progress report on its Strategic Plan, the Board identified key items to be captured and communicated to the next Board to guide their strategic planning.

The International Institute for Sustainable Development has issued a report relating to climate resiliency. The report reviews current literature on climate change hazards, impacts, and adaptation options for six types of built infrastructure across Canada, calling attention to the need for an integrated, whole-of-society approach. It also highlights the role of natural infrastructure.

You can find the report here: <https://www.iisd.org/publications/climate-resilience-canadian-infrastructure>



If someone else in your organization might be interested in this newsletter, please feel free to forward it them. They can click the button below to sign up.

For more information, please contact us at info@acrwc.ab.ca
or call us at
(780) 467-8655

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TOWN OF BON ACCORD

Councillor Report – for June 10 – Aug 10, 2021

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Note: Unfortunately, I have been unable to attend any of the Music in the Park as I belong to a ladies golf team which plays those evenings. I understand crowds have been good and sessions have been popular.

Lynn Bidney
Councillor
Town of Bon Accord



Alberta Capital Region Wastewater Commission

Meet our new General Manager

The Board is happy to announce that Kate Polkovsky has been appointed as the new General Manager of the ACRWC. Kate is familiar to many in our region and comes to us with an excellent technical background and utility management experience. Over the next few months, Kate will be contacting our member communities to set up some time to make introductions and get familiar with wastewater issues in the region. She looks forward to working with the members in this role.

Kate can be reached at KPolkovsky@acrwc.ab.ca

Board Meeting Highlights

May 2021

- The Board approved an updated version of the Wet Weather Flow Management Strategy. The fundamentals of the strategy remain unchanged but the update clarifies certain elements and reflects our accomplishments since 2014 when the previous strategy was approved. A copy of the strategy can be found on our website.
<https://acrwc.ab.ca/wp-content/uploads/2021/07/2021-Wet-Weather-Strategy.pdf>

June 2021

- The Board authorized borrowing \$6.0 million to fund this year's capital program. The funds will be used on the St Albert Regional Trunk replacement and upgrades.

July 2021

- The Board held its final strategic planning workshop for this term. After an environmental scan and a progress report on its Strategic Plan, the Board identified key items to be captured and communicated to the next Board to guide their strategic planning.

The International Institute for Sustainable Development has issued a report relating to climate resiliency. The report reviews current literature on climate change hazards, impacts, and adaptation options for six types of built infrastructure across Canada, calling attention to the need for an integrated, whole-of-society approach. It also highlights the role of natural infrastructure.

You can find the report here: <https://www.iisd.org/publications/climate-resilience-canadian-infrastructure>



If someone else in your organization might be interested in this newsletter, please feel free to forward it them. They can click the button below to sign up.

For more information, please contact us at info@acrwc.ab.ca
or call us at
(780) 467-8655

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TOWN OF BON ACCORD

Councillor Report – for June 10 – Aug 10, 2021

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WHAT IS THE REGIONAL AGRICULTURE MASTER PLAN?

RAMP is the first major regional initiative undertaken by the Board to support the implementation of *Re-imagine. Plan. Build*, the 2017 Edmonton Metropolitan Region Growth Plan. RAMP will create a harmonized policy framework that will:

- Identify and conserve prime ag lands in the Region for agricultural production
- Minimize fragmentation and conversion of prime ag lands to non-ag uses
- Promote diversification and value-added agricultural production

RAMP is our commitment to the long-term growth, sustainability and competitiveness of the agricultural and value-added agri-food sectors in the Region - and Alberta's second largest economic driver.

WHY IT'S TIME FOR RAMP?

RAMP represents one of the most significant opportunities for growth planning in the Region. As the Region grows to an estimated 2.2M citizens by 2044, we need a plan to balance the demands that urban growth will place on land use.

A strong future for ag starts with land, and the Region is home to some of the most productive lands in the Province. However, increasing fragmentation and conversion are eroding the economic potential of the sector.

The Region is well-positioned for growth, but realizing opportunities for diversification and growth in the agriculture sector depends on maintaining the land base and agricultural resources needed to grow.

RAMP TASK FORCE MEMBERS

| | |
|--------------------------------|--------------------|
| Mayor Rod Shaigec C | Parkland County |
| Cllr Michael Walters VC | City of Edmonton |
| Mayor Tanni Doblanko | Leduc County |
| Mayor Alanna Hnatiw | Sturgeon County |
| Mayor Barry Turner | Town of Morinville |
| Cllr Kathy Barnhart | City of Beaumont |
| Cllr Paul Smith | Strathcona County |

MESSAGE FROM THE TASK FORCE CHAIR



"Prime ag land is one of our most valuable resources in the Region. We're breaking new ground on the first Regional Agriculture Master Plan. Through good land stewardship and a balanced approach to urban growth, we can guarantee a vibrant future for agriculture in the Region."

MAYOR ROD SHAI GEC, PARKLAND COUNTY

REGIONAL BENEFITS

RAMP will prioritize the growth of agricultural production and value-added agriculture in the Region, while balancing needs of urban growth.

Creating a sustainable future for agriculture will enable the Region to be a globally competitive provider of safe and high-quality agricultural commodities and agri-food products, create jobs, attract talent, and position the Region as a destination for ag sector investment and trade.

OUR REGIONAL CONTEXT

30% **1.7M** **4,655**

of Alberta's Class 1 soil making the Region one of the most productive in the province

acres of agriculture land accounting for the single largest land-use in the Region

farm operators, generating an estimated \$3.75B in annual revenue and employing more than 6,000 people



RAMP



MRSP



SISB



RECAS



BROADBAND



IRTMP



KPIs/EMRGIS

COMMITTEE OF THE WHOLE MEETING

Thursday, July 8, 2021 – *Hosted Virtually on Zoom*

Watch the recording on our [YouTube Channel](#).

MEETING BRIEF**

- Chair Choy opened the meeting, reminding members of the purpose of this committee and highlighting the opportunity for strategic discussions on the work and implementation of the growth plan to date. Board members input is intended to help scope out the work for the project charter for the growth plan's five-year interim review.
- CEO Wichuk added that this discussion recognizes that there will be changes at the Board table in the fall, and that it would be beneficial to seek the wisdom of members of the Board who have the experience and familiarity with working with the growth plan. It also recognizes that there is a need to move forward and complete the preliminary work including research, modelling, and developing the scope to bring that back to the Board following the municipal election.
- Ms. Shuya provided a broad overview of the process to develop the plan and the 50-year vision, and how the plan is structured with policy tiers, the intended outcomes, and objectives under each policy area, and finally reviewing the performance indicators.
- CEO Wichuk provided additional details on the different types of reviews that are mandated in the growth plan:
 - The two-year update was to incorporate outcomes of future CRB (EMRB) studies. At the time, it was anticipated that the Land Evaluation and Site Assessment (LESA) tool and the Regional Agriculture Master Plan (RAMP) would be completed. However, only the Sturgeon Valley Special Study Area had received approval, and this was included as a new Appendix G in the online format of the growth plan.
 - The five-year interim review mandates the Board to review and update employment and population projections; to consider whether any amendments are needed to the growth plan if results of the key performance indicators show that the outcomes are not being met; and to amend the growth plan to integrate the outcomes of other future work.
 - The 10-year update is where a more comprehensive review would be undertaken. While the growth plan does not prescribe the components of a comprehensive review, EMRB Administration envisions this could include things such as:
 - an Environmental Scan;
 - a scenario analysis to determine the impact of current plan and possible futures;
 - a regional growth study;
 - a land supply analysis; and
 - reassessment of the growth plan framework – vision, guiding principles, policy tier approach, and policy areas.
- CEO Wichuk provided an overview of the work that has been completed to date to implement the growth plan, that are integral parts of the growth plan, and that need to be appropriately reflected throughout the plan.



- CEO Wichuk provided an overview of the initial scoping of work for the five-year interim review, which EMRB Administration expects to start towards the end of Q4 2021-22 and be completed by Q4 2023-24. The draft interim review project charter is expected to be one of the first items of business coming forward in February of 2022 requiring Board approval.
- While CEO Wichuk noted that the initial scoping focuses on the minimum scope of work as part of the 5-year interim review, she advised members that the scope could include new context, policy additions/amendments, map updates, glossary additions, and possible refinements to REF.
- Following EMRB Administration's presentation, Chair Choy facilitated a discussion to seek Board members thoughts on whether there is something specific the EMRB needs to achieve. Board members provided insights including:
 - Broad consensus that the growth plan remains relevant; it is a live document that will grow and change with the needs of the Region. New realities such as technology and the effects of covid have changed how we do business and interact with each other.
 - Members provided varying perspectives on the scope of the review to be undertaken at this time. While some members suggested the EMRB may wish to undertake a 10-year comprehensive review in lieu of the proposed five-year interim review, most members acknowledged the plan remains future focused with much work remaining to do within the current plan. Overall, most members expressed support for an interim review, which would allow time for recent completed work to percolate and ensure a more sustainable pace of work.
 - There was interest in exploring reframing the growth plan review to coincide with milestones in population growth, rather than by time.
 - The Board talked about the importance of having Indigenous representation at the table and further consideration needs to be given to how to engage with Indigenous communities and regional partners.
 - As a leader, EMRB needs to be a driving force in advocating for priorities and communicating the EMRB's return on investment needs to be further developed. There was a suggestion of re-establishing an advocacy committee comprised of each committee/task force chair or alternately of embedding advocacy as a standing item in each committee meeting agenda.
 - Several members agreed the implementation of the growth plan should now prioritize both affordable housing and seniors' housing, with a distributed approach across the Region. There was reference to the [Our Affordable Future](#) Report (2012) and that this could help inform the development of an affordable housing priorities list.



- On ESGs, members suggested the EMRB may need to reevaluate its infill strategy, and perhaps double down on compact growth targets. This could also include looking at methodology to score projects against GHG emissions, examining the issue of country residential clusters.
- Several comments were received around the fact that Broadband is no longer a “nice to have” and that work will need to focus on this priority.

NEXT STEPS

- EMRB Administration will use Board members’ input to inform the development of the interim review project charter. With the municipal election this fall and the timing of the release of census data in the new year, EMRB Administration expects that work on this to restart in earnest towards the end of Q4 2021-22, which is when a draft project charter would come back to the Board for approval.



July 13, 2021

The Right Honourable Justin Trudeau, MP
Prime Minister of Canada
Langevin Block
Ottawa, Ontario K1A 0A2

VIA Email

Dear Prime Minister:

Re: Bill C-21 – Changes to the Criminal Code and the Firearms Act

On behalf of the Municipality of Crowsnest Pass, we are writing to express our concerns with respect to Bill C-21 to make changes to the Criminal Code and the Firearms Act. With respect to the provision to allow municipalities to create handgun bylaws, which would place conditions on federal firearms licenses relating to handgun use, storage or transportation within municipalities that have passed such bylaws, Council has passed the following motion at the June 8th meeting of Municipal Council in opposition to the Federal Bill C-21:

16-2021-06-08: *Councillor Sygutek moved that the Municipality of Crowsnest Pass is opposed to the adoption of any bylaws restricting the possession, storage, and transportation of legally obtained handguns, and that Administration write a letter to Prime Minister Trudeau with similar information as provided by Kingsville, Ontario which will be copied to all Alberta municipalities, MP Shannon Stubbs, MP John Barlow, and to the Leader of Official Opposition Erin O'Toole. Carried*

With the Province of Alberta sending Bill 211 to Royal Assent on April 29th, our Provincial government is ensuring that Municipalities are not saddled with trying to find the resources to impose or enforce gun control by creating inconsistent bylaws between jurisdictions. As most Municipalities across our province are rural in nature and would be faced with the same problems in attempting to enforce legislation of this nature, we are anticipating that the sentiment will be the same across most jurisdictions and hope that those municipalities in opposition will make their position known to the Federal Government as well.

We are also concerned that Bill C-21 is only targeting citizens that have licenses, not criminals that have already obtained firearms illegally and would never comply with a municipal bylaw. This will create a very confusing system that could result in an otherwise law abiding citizen, now being sentenced to two years imprisonment or permanent license revocation for unknowingly being in contravention of a bylaw in a community with different bylaws.

We thank you for your kind attention in this matter and request that the federal government will reconsider these changes to the Criminal Code and Firearms Act.

Sincerely,

A handwritten signature in black ink that reads "Blair Painter". The signature is written in a cursive, flowing style.

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: All Alberta Municipalities
MP Shannon Stubbs
MP John Barlow
Erin O'Toole, Leader of the Official Opposition



METROPOLITAN REGION SERVICING PLAN

Wednesday, July 14, 2021 – Hosted Virtually on Zoom

Watch the recording on the EMRB [YouTube channel](#).

MEETING BRIEF**

- Chair Ralph provided opening remarks and identified the focus areas for the meeting would be on updates from our two Collaboratives and a review of the respective action plans for endorsement and recommend approval to the EMRB. Chair Ralph then introduced Susan Ancel, a member of our Stormwater Collaborative and Director of One Water Planning with EPCOR.
- Ms. Ancel presented and shared information about Edmonton's award-winning Stormwater Integrated Resource Plan (or SIRP) and her experience in developing the plan and how it might inform the future work in the Region and opportunities for Stormwater Collaborative Action Plan.
- Mr. Bonokoski presented the Stormwater Collaborative update to the MRSP Standing Committee on behalf of the Collaborative. Advising activities completed thus far include extensive research to establish the groundwork for the Collaborative, completing the proposed action plan and finalizing the collaborative operating framework.
- Councillor Stephen Dafoe, Chair of the Solid Waste Collaborative, provided an update to the MRSP Standing Committee on behalf of the Collaborative. Advising accomplishments completed include creating a foundation of common measures KPIs, populating the regional solid waste data model, developing the solid waste action plan, exploring a regional waste characterization study, drafting the letter of support on behalf of the Region for Extended Producer Responsibility and sharing information on local initiatives.
- Councillor Dafoe provided background and context for the regional letter of support for the provincial Extended Producer Responsibility and requested support from the Standing Committee to send a letter from the EMRB.
- MRSP Standing Committee Terms of Reference
 - CEO Wichuk identified the proposed amendments to the committee's terms of reference. The changes to the 'duties and responsibilities' in the Terms of Reference will help the Committee better enable the Collaboratives to make progress on the regional priorities outlined in their Action Plans.
- Broadband and Digital Infrastructure
 - CEO Wichuk provided a high-level overview on Broadband and Digital Infrastructure. There was an initial discussion regarding Broadband and Digital Infrastructure as a possible service area. There was favourable consensus from the members, and more discussion would be required at a future meeting.
- Fire/EMS and Emergency Management Update
 - CEO Wichuk provided the Standing Committee with an update on the Fire/EMS and Emergency Management Collaboratives The next steps for Fire/EMS would be to meet with the regional Fire Chiefs to review opportunities for regional collaboration as envisioned for all identified service areas under the MRSP. For Emergency Management, discussion occurred around the opportunity to share lessons learned and best practices from the global pandemic as the basis to identify opportunities for further collaboration.



- Leadership roundtable
 - Chair Ralph opened the floor to committee members:
 - Nothing to report

| SUMMARY OF DECISIONS | |
|-----------------------------|--|
| APPROVED | <i>Item 5.1: That that the Metropolitan Region Servicing Plan Standing Committee endorse and recommend the Stormwater Action Plan to the Edmonton Metropolitan Region Board for approval.</i> |
| APPROVED | <i>Item 6.1: That the Metropolitan Region Servicing Plan Standing Committee endorse and recommend the Solid Waste Standing Committee Action Plan to the Edmonton Metropolitan Region Board for approval, as amended.</i> |
| APPROVED | <i>Item 6.2: That the Metropolitan Region Servicing Plan Standing Committee endorse the letter of support for Extended Producer Responsibility to the Edmonton Metropolitan Region Board for action.</i> |
| APPROVED | <i>Item 7.1: That the Metropolitan Region Servicing Plan Standing Committee endorse the revised Terms of Reference for consideration and approval by the Governance and Human Resources Committee.</i> |

NEXT STEPS

- The Stormwater and Solid Waste Action Plans were endorsed by the Standing Committee and will be going forward to the Board on August 12, 2021, for approval.
- Extended Producer Responsibility Letter of support from the EMRB was endorsed by the Standing Committee and will be going forward to the EMRB on August 12, 2021, under the Consent Agenda, as an information item.
- The revised MRSP Terms of Reference endorsed by the Standing Committee will be going forward to the Governance and HR committee for approval at the next meeting.
- EMRB Administration will undertake further work on Regional Broadband to identify an appropriate strategy for supporting and enabling work in this service area for consideration by the MRSP Standing Committee.
- EMRB Administration is working to set up a meeting with the CAO's and Fire Chiefs for an initial discussion on regional opportunities to inform the next steps for this collaborative. A similar meeting is planned for later this fall regarding Emergency Management.

NEXT MEETING: Scheduling of the next meeting will be considered after the 2021 Municipal election.



BIG LAKES COUNTY

5305-56 Street Box 239, High Prairie, AB T0G 1E0
T / (780) 523-5955 F/ (780) 523-4227

July 28, 2021

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

Dear Hon. Madu,

Re: Big Lakes County's Support for the Royal Canadian Mounted Police

At the July 28, 2021 regular meeting of Council, the many letters of support received from across the province in support of the Royal Canadian Mounted Police (RCMP) were discussed and a motion of opposition to the Provincial Government's recent proposal for a Alberta Provincial Police force was passed.

Rather than starting a new police service and the burden of costs and management that would come with that, we believe it would be better for the Alberta Government to investigate ways that the RCMP could receive more support. In previous history, Alberta had its own provincial police force, which led to economic hardships and the police force being unsustainable and the Royal Canadian Mounted Police policing services taking over. We believe that with today's financial realities we would end up with the same result.

Council of Big Lakes County and the local detachment have a very good relationship and we appreciate the care and commitment these members show in the community. Our local RCMP detachment is well respected in our community. They are visible in the community and take part in community events and initiatives. With many municipalities, including our own, indicating good relationships with the current RCMP detachments in their area, we do not feel that a new police service would serve the best interests of our residents.

We ask for the Provincial Government to listen to the voice of the people and redirect the time, energy and funds being used to investigate an Alberta Police Service be used for other needs, such as RCMP support.

We look forward to having an open dialogue with the Province as to the outcome of the continuance of the Royal Canadian Mounted Police. Thank you for taking our concerns into consideration. Please do not hesitate to contact our office should you have any questions or require any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Matthews". The signature is fluid and cursive, with the first name "Ken" being more prominent than the last name "Matthews".

Ken Matthews
Reeve

cc: Hon. Jason Kenney, Premier
Pat Rehn, MLA, Lesser Slave Lake
Dan Williams, MLA, Peace River
RMA Members
AUMA Members



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR105523

August 5, 2021

His Worship Greg Mosychuk
Mayor
Town of Bon Accord
PO Box 779
Bon Accord AB T0A 0K0

Dear Mayor Mosychuk:

On October 18, 2021, the Government of Alberta intends to conduct a provincewide election of nominees for Canada's Senate, as well as a referendum. Senate and referendum voting will be conducted alongside the general municipal election. To support local governments administering these votes, the Senate Election Grants Regulation under the *Alberta Senate Election Act* and Referendum Payments Regulation under the *Referendum Act* require the Minister of Municipal Affairs to make payments to the local authorities that are administering the votes.

The regulations state:

- where an election under the *Local Authorities Election Act* is required in a municipality or ward, the elected authority or other body that conducts the vote under the *Alberta Senate Election Act* or *Referendum Act* in that municipality or ward shall be paid a grant of \$1 per capita or \$1,000, whichever is greater; or
- where no election under the *Local Authorities Election Act* is required in a municipality or ward, the elected authority or other body that conducts the vote under the *Alberta Senate Election Act* or *Referendum Act* in that municipality or ward shall be paid \$2 per capita or \$2,000, whichever is greater.

Given there will be both senate elections and referendum questions occurring as part of the 2021 municipal general election, municipalities holding local elections will be eligible for a grant of \$1 per capita or \$1,000 (whichever is greater) for the senate election vote and \$1 per capita or \$1,000 (whichever is greater) for the referendum for a total interim grant of \$2 per capita or \$2,000 (whichever is greater).

Should it then later be determined that a municipality does not need to hold a local election, the municipality will then be eligible for an additional grant of \$1 per capita or \$1,000 (whichever is greater) for the senate election vote and \$1 per capita or \$1,000 (whichever is greater) for the referendum for a total combined grant of \$4 per capita or \$4,000 (whichever is greater).

.../2

Based on this formula, and to streamline the process, the **Town of Bon Accord** will receive an initial grant payment of **\$3,058** in August to conduct the 2021 Senate election and referendum. If a local election is not held under the *Local Authorities Election Act* in the **Town of Bon Accord** on October 18, a second payment of **\$3,058** will be made in October.

If the Senate election and/or referendum are cancelled, the **Town of Bon Accord** will be required to return the initial grant payment to the Government of Alberta, if requested by the province.

Some municipalities may be administering the Senate election and referendum on behalf of the Minister of Municipal Affairs for a neighbouring entity, and will receive the payments calculated for the neighbouring entity. These municipalities will receive a separate letter confirming the additional amounts once the contracts are finalized.

Conducting the Senate election and the referendum at the same time as local elections will leverage efficiencies and economies of scale, while ensuring all Albertans have the ability to participate in the vote.

Thank you for your work in strengthening democracy in Alberta.

Sincerely,



Ric McIver
Minister

cc: Joyce Pierce, Chief Administrative Officer, Town of Bon Accord



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

RECEIVED

JUL 29 2021

AR105698

His Worship Greg Mosychuk
Mayor
Town of Bon Accord
PO Box 779
Bon Accord AB T0A 0K0

Dear Mayor Mosychuk,

Thank you for your submission of the initiative "Sustainable Solar Farm Project" to the Smaller Municipalities category for the 2021 Minister's Awards for Municipal Excellence. Alberta's municipalities create, implement, and manage many excellent initiatives and practices that make our communities strong, prosperous, and resilient.

The Minister's Awards review committee reviewed 64 submissions this year, including 13 in the Smaller Municipalities category. Although your submission was not selected to receive an award, I commend your work to make your municipality stronger and your willingness to share the experiences with other municipalities. I wish you continued success with this initiative.

To build on this program's objective to share municipal success and knowledge across the province, summaries of each initiative submitted for this year's Minister's Awards will be posted on the Government of Alberta website later this summer. Program staff may reach out to your municipality for further details to support this effort and will advise when the information has been posted.

Sincerely,

Ric McIver
Minister

cc: Joyce Pierce, Chief Administrative Officer, Town of Bon Accord
Jessica Caines, Executive Assistant, Town of Bon Accord