

**Town of Bon Accord  
AGENDA  
Regular Council Meeting  
December 21, 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; December 7, 2021 (enclosure)
  - 3.2. Special Meeting of Council; December 14, 2021 (enclosure)
- 4. DELEGATION**
- 5. DEPARTMENT REPORTS**
  - 5.1. Community Services (enclosure)
  - 5.2. Finance (enclosure)
  - 5.3. Operations (PW) (enclosure)
  - 5.4. Planning and Economic Development – N/A
  - 5.5. Chief Administrative Officer (CAO) (enclosure)
- 6. ACTION ITEM LIST**
  - 6.1. Action Item List to December 14, 2021 (enclosure)
- 7. UNFINISHED BUSINESS – NONE**
- 8. NEW BUSINESS – NONE**
- 9. BYLAWS/POLICIES/AGREEMENTS**  
**POLICIES**
  - 9.1. Caring For Kids Subsidy Program Policy (enclosure)
  - 9.2. Code of Ethics Policy and Council – Town Manager Covenant (enclosure)
- 10. WORKSHOPS/MEETINGS/CONFERENCES – NONE**
- 11. COUNCIL REPORTS**
  - 11.1. Mayor Holden (enclosure)
  - 11.2. Deputy Mayor Laing (enclosure)
  - 11.3. Councillor Bidney (enclosure)
  - 11.4. Councillor May (enclosure)
  - 11.5. Councillor Roemer (enclosure)
- 12. CORRESPONDENCE**
  - 12.1. Alberta Recreation and Parks Association – Congratulatory Letter (enclosure)

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**December 21, 2021 8:30 a.m.**  
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**13. NOTICE OF MOTION**

- 13.1. Acknowledgement of Community Services (enclosure)
- 13.2. Highway Frontage (enclosure)

**14. CLOSED SESSION – NONE**

**15. ADJOURNMENT**

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

**COUNCIL**

**PRESENT**

Mayor Brian Holden  
Deputy Mayor Lacey Laing  
Councillor Lynn Bidney  
Councillor Cory Roemer

**ABSENT**

Councillor Tanya May

**ADMINISTRATION**

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

**CALL TO ORDER**

Mayor Holden called the meeting to order at 7:05 p.m.

**ADOPTION OF AGENDA**

MAYOR HOLDEN MOVED THAT Council adopt the agenda for the December 7, 2021 Regular Meeting of Council to add item 7.4 Staff Christmas Celebration and Recognition and Notice of Motion – Acknowledgement of Community Services

**CARRIED UNANIMOUSLY RESOLUTION 21-370**

DEPUTY MAYOR LAING MOVED THAT Council adopt the December 7, 2021 agenda, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 21-371**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – November 16, 2021***

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the November 16, 2021 Regular Meeting of Council, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-372**

**DELEGATION**

**Brenda Gosbjorn – Bon Accord Library Budget Presentation**

**Myrna Ross – Communities in Bloom**

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

**CARRIED UNANIMOUSLY RESOLUTION 21-373**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 7, 2021 7:00 p.m.  
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**ACTION ITEM LIST**

COUNCILLOR BIDNEY MOVED THAT Council accepts the Action item list to November 16, 2021, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-374**

**UNFINISHED BUSINESS**

***2022 Budget Presentation***

COUNCILLOR BIDNEY MOVED THAT Council directs administration to schedule a Special Meeting of Council to discuss budget on December 14, 2021 from 6-8pm.

COUNCILLOR ROEMER MADE A FRIENDLY AMENDMENT THAT Council accept the 2022 draft Operating Budget and the 2023 to 2025 draft Operating Plan and the 2022 draft Capital Budget and the 2023 to 2027 Capital Plan as information, and further THAT Council directs administration to schedule a Special Meeting of Council to discuss budget on December 14, 2021 from 6-8pm.

**CARRIED UNANIMOUSLY RESOLUTION 21-375**

**NEW BUSINESS**

***January 4, 2022 Regular Council Meeting Cancellation***

DEPUTY MAYOR LAING MOVED THAT Council cancel the January 04th, 2022 Regular Council Meeting and direct administration to conduct the necessary advertising to advise the public of the meeting cancellation.

**CARRIED UNANIMOUSLY RESOLUTION 21-376**

***Outdoor Skating Rink***

DEPUTY MAYOR LAING MOVED THAT Council does not approve the installation of the outdoor ice rink and that administration investigates additional public skating alternatives at the arena.

**CARRIED UNANIMOUSLY RESOLUTION 21-377**

***Strategic Plan Update***

COUNCILLOR ROEMER MOVED THAT Council approve a Special Meeting on Wednesday, January 12th, 2022, from 6 – 8 pm for the purpose of reviewing and updating the Strategic Plan.

**CARRIED UNANIMOUSLY RESOLUTION 21-378**

Mayor Holden called a short recess at 9:01 p.m.

Mayor Holden called the meeting back to order at 9:08 p.m.

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 7, 2021 7:00 p.m.  
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***Staff Christmas Celebration and Recognition***

DEPUTY MAYOR LAING MOVED THAT Council choose option C – \$100 gift card for each staff totalling \$1400 for staff Christmas celebration and recognition.

**CARRIED UNANIMOUSLY RESOLUTION 21-379**

**BYLAWS | POLICIES | AGREEMENTS**

***Code of Ethics Policy and Code of Conduct Bylaw***

COUNCILLOR ROEMER MOVED THAT Council direct administration to develop a Code of Ethics and Council/CAO Covenant Policy for Council consideration and approval AND further to amend the existing Code of Conduct Bylaw to align with the new Code of Ethics and Council/CAO Covenant Policy for Council consideration and approval.

**CARRIED UNANIMOUSLY RESOLUTION 21-380**

***Declaration of Special Days, Weeks, or Months Policy Amendment***

COUNCILLOR BIDNEY MOVED THAT Council approve the amended Proclamation of Special Days, Weeks, or Months Policy #98-126 as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-381**

***Cheque Signing Policy***

COUNCILLOR ROEMER MOVED THAT Council rescind the Cheque Signing Policy, Policy 10.272, and further THAT Council authorize the Mayor and in their absence the Deputy Mayor and the Town Manager and in their absence the Acting Town Manager or Manager delegate as signing authority for all banking matters.

**CARRIED UNANIMOUSLY RESOLUTION 21-382**

***CRASC Memorandum of Agreement (MOA)***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to renew the Memorandum of Agreement with Capital Region Assessment Services Commission for 2022 to 2024.

**CARRIED UNANIMOUSLY RESOLUTION 21-383**

**CORRESPONDENCE**

***Minister of Municipal Affairs, Rick McIver – Congratulatory Letter***

***Premier Jason Kenny— Congratulatory Letter***

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

**CARRIED UNANIMOUSLY RESOLUTION 21-384**

**NOTICE OF MOTION**

***Acknowledgement of Community Services***

***Highway Frontage***

**Town of Bon Accord  
Regular Meeting of Council Minutes  
December 7, 2021 7:00 p.m.  
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**CLOSED SESSION**

***Sturgeon County Request re: Bulk Water Services – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations***

DEPUTY MAYOR LAING MOVED THAT Council go into closed session at 9:45 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 21-385**

*DEPUTY MAYOR LAING MOVED THAT Council come out of Closed Session at 10:01 p.m.*

**CARRIED UNANIMOUSLY RESOLUTION 21-386**

***Sturgeon County Request re: Bulk Water Services – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations***

DEPUTY MAYOR LAING MOVED THAT Council direct administration to write a letter to Mayor Hnatiw on behalf of Bon Accord Mayor and Council, as discussed AND to cc and give a copy to the Town of Gibbons CAO.

**CARRIED UNANIMOUSLY RESOLUTION 21-387**

**ADJOURNMENT**

DEPUTY MAYOR LAING MOVED THAT the December 7, 2021 Regular Meeting of Council adjourn at 10:02 p.m.

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Mayor Brian Holden

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Jodi Brown, CAO

**Town of Bon Accord  
Special Meeting of Council Minutes  
December 14, 2021 6:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

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

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Falon Fayant – Corporate Finance Officer  
Mark Prutchick – Operations Manager  
Lila Quinn – Recreation and Community Services Manager  
Jessica Caines – Executive Assistant

**CALL TO ORDER**

Mayor Holden called the meeting to order at 6:03 p.m.

**ADOPTION OF AGENDA**

ADDITION: 4.1 Supplementary Budget Discussion – *FOIP Act 21(1)(b)– Disclosure harmful to Intergovernmental Relations and FOIP Act 24(1)(d) and (g) Advice from officials*

COUNCILLOR BIDNEY MOVED THAT Council adopt the December 14, 2021 agenda, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 21-388**

**UNFINISHED BUSINESS**

***2022 Budget Presentation***

**CLOSED SESSION**

***Supplementary Budget Discussion – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations and FOIP Act 24(1)(d) and (g) Advice from officials***

COUNCILLOR BIDNEY MOVED THAT Council go into closed session at 7:22 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 21-389**

COUNCILLOR BIDNEY MOVED THAT Council come out of Closed Session at 7:55 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 21-390**

***Supplementary Budget Discussion – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations and FOIP Act 24(1)(d) and (g) Advice from officials***

COUNCILLOR BIDNEY MOVED THAT Council approve the 2022 Operating budget as presented and accept the 2023 to 2025 Operating Plan as information and, further THAT

**Town of Bon Accord  
Special Meeting of Council Minutes  
December 14, 2021 6:00 p.m.  
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Council approve the 2022 Capital Budget as presented and accept the 2023 to 2027 Capital Plan as information and THAT Council direct administration to have matching funds in the Capital budget for arena upgrades in order to apply for the Green and Inclusive Community Building Grants.

**CARRIED UNANIMOUSLY RESOLUTION 21-391**

**ADJOURNMENT**

The December 14, 2021 Special Meeting of Council adjourned at 7:59 p.m.

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Mayor Brian Holden

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Jodi Brown, CAO

Unapproved



# Council Report

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**Date:** December 17, 2021

**Reporting Period:** November – December 2021

**Department:** Recreation and Community Services

**Submitted by:** Lila Quinn

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## RECREATION AND PARKS

### SKATEBOARD PARK

- Waiting to hear back in January if we are successful at securing the Alberta Blue Cross Healthy Communities Grant which will enable us to complete Phase II of the Skateboard Park upgrade project.

### ARENA

- Completed the Arena Service Agreement between the Town and the Community League. Andrea Owens will take over scheduling of ice time in January and I will assist where needed. The Community League will continue to operate the concession.
- Completed and submitted the online Municipal Climate Change Action Centre Rebate applications. The first application was for reimbursement of the initial 50 percent spent on the initial \$20,000 spent for the Engineering Study. The second application was to be added to the wait list for funds for the remaining \$10,000 spent. I am just waiting on new spec sheets that show details of the current equipment and costs to replace. This information will come from the engineers on Monday as initial design will not meet our needs.
- Jodi and I met online with CIMCO December 8 to discuss what needs to be done at the arena to prolong the life of the ice plant. We are waiting for a follow-up detailed email.
- Jodi and I spoke with Ernie Overeem from CNN Spurs on December 16 to discuss needs at arena with regards to dressing rooms.

## COMMUNITY EVENTS/PROGRAMS

### WINTER WONDERLAND: DECEMBER 4, 2021

- This event was a huge success thanks to the tremendous support we have received from the Community! We had an online cookie decorating and coloring contest where they submitted their pictures online. The day of the event we had Santa handing out goodie bags, free skate, snow decorating, take home craft kits, free hot chocolate and popcorn. This event was held at the arena. Thank you to all who attended and helped with this event as well as our sponsors: 4H, Bon Accord Community Church, Bon Accord Public Library, Chelsea's Family Restaurant, Golden City Bistro, Natural Bliss Bath & Soaps, and all the individual volunteers. I estimate that 150-200 people attended the event.

## **NEXT EVENT: FAMILY DAY FEBRUARY 21, 2021**

- This event is in the planning stages and will be discussed at the January Community Services Advisory Board meeting.

## **COMMUNITY PROGRAMS: 2022**

### **BABYSITTER/HOME ALONE COURSES:**

- We have 11 on the Babysitting course wait list and 15 on the Home Alone wait list hence I will schedule the programs in the new year.

### **PICKLE BALL PROGRAM:**

- I will be contacting the principal of Lillian Schick School in the new year 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.

## **BOARDS AND COMMITTEES:**

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

- Attended an on-line meeting November 16 where we finalized our plans for Winter Wonderland. The next meeting is scheduled for January 11, 2022.

### **RECREATION TRANSITION GROUP:**

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.

- Attended one in-person meeting in Gibbons December 9 and looked at three software programs that could potentially meet our needs.

## **TRAINING**

### **NORTH CENTRAL EMERGENCY SOCIAL SERVICES**

- Attended online Registration & Reception Centre Program and MyAlberta Emergency Registration training November 18

### **FAMILY AND COMMUNITY SUPPORT SERVICES**

- Attended the virtual conference December 2, 3
- Attended Final Report Training December 14

## **ADDITIONAL MEETINGS**

### **NORTH CENTRAL EMERGENCY SOCIAL SERVICES**

- Attended online monthly meetings November 18 and December 16

### **SENIOR CITIZENS' ADVISORY BOARD**

The Senior Citizens' Advisory Network is a networking group between all of the Senior serving groups in the Sturgeon Region. Membership included: Redwater Pioneer Club, Gibbons Seniors Twilight Club, Bon Accord Golden Gems, Morinville Rendez Vous Centre, Legal Club Sixty Roses, Mearns St. Charles Angels Seniors, Riviere Qui Barre Rockers Seniors, Calahoo Golden Agers, and Villeneuve Happy 60's Club.

- Attended virtual meeting November 25

### **REGIONAL COUNSELLING MEETING**

These meetings are in the early stages to see what the needs are in the community to offer a wide range of counselling services in our area. Sturgeon County has received some funds for this program.

- Attended preliminary meeting online November 29
- Attended inperson meeting in Morinville December 1

### **GREEN AND INCLUSIVE COMMUNITY BUILDING GRANT MEETING**

- Attended virtual meeting with Jodi and Associate Engineering November 30 regarding arena upgrades. This is a federal government grant with funds up to \$3,000,000.

### **TOWN COUNCIL MEETINGS**

- Attended inperson meeting December 7
- Attended online meeting December 14

### **GOLDEN GEMS SOCIETY**

- Attended in person meeting December 8 to discuss the needs of the society and grant opportunities.

### **TOWN OF BON ACCORD COMMUNITY GRANT**

- Received Communities in Bloom application December 11. As in previous years, they have asked for \$1108 for support with no additional funds being requested.

**COUNCIL REPORT  
FINANCE  
DECEMBER 2021**

**GENERAL MUNICIPAL**

Currently, the Town has collected 94% of current outstanding taxes. Last year, at this time, the Town had collected 88% of current outstanding taxes. The TIPPS program remains steady.

As 2021 is heading to a close, finance will be preparing the necessary year-end adjusting entries and documentation for the audit. Our interim audit occurred November 29 and 30<sup>th</sup> and proceeded smoothly. The final audit is scheduled for early February 2022, after which the auditor will present financial statements to council.

**ADMINISTRATION**

Administration revenue is slightly higher than budgeted. The majority of this revenue is from tax certificates. Administration expenses are expected to be on par with budget at year end apart from a few line items. Mileage and subsistence and memberships and registrations is expected to be under budget due to less workshops and conferences and travel during the pandemic.

**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. A reserve transfer of \$10,000 per the budget will be completed as part of the year end adjusting entries.

**PUBLIC WORKS**

The portion of MSI operating funding allocated to roads and water in the budget has been received and recorded. Water revenue is under-budget due to less than budgeted consumption; bulk water sales are approximately \$2k under expected budget to date. Sewer revenue is slightly under budget due to less consumption than expected. Garbage revenue is slightly under budget, likely due to less landfill usage in the colder months. Cemetery revenue is over budget by \$6.5k. There has been an increase in plot purchases and burials this year. Cemetery expenses are expected to be under but close to budget. Public works expenses for roads, garbage, and cemetery are expected to be close to budget by year end. Water expenses in contracted services will be slightly over-budget due to an increase in unexpected repairs for cc valves.

## **ECONOMIC DEVELOPMENT**

Municipal planning revenue is on par with budget while development revenue includes the trade in advertising with Mix 107.9, the revenue value of \$5,850 is offset by the matching expense of \$5,850 to properly record the transaction. Expenses for economic development are expected to be under budget; municipal planning contracted services includes an expenditure allocation for an offsite levy study not yet conducted.

## **RECREATION & COMMUNITY SERVICES**

FCSS budgeted revenue for the FCSS grant is \$42,481 and the Town receives a monthly payment of \$3,540. Expenses for FCSS are expected to be within budget. Wages and salaries were not budgeted for FCSS in 2021, and those funds were shifted to contracted services due to the intended restructure of the department. Currently, there are expenditures for wages and salaries for applicable work being completed by administration staff, but this will be offset by the spending not falling within contracted services.

Parks revenue includes the allocated funding from the Sturgeon Recreation Agreement. Expenses for parks are under budget for the year.

Currently, the majority of arena revenue includes the funding received from the Sturgeon Recreation Agreement and the MOST grant for Covid related lost revenue. Revenues and expenses for the arena are expected to be under budget, due to the arena being closed for part of year because of Covid.

Recreation programs revenue includes the remaining portion of the Sturgeon Recreation grant. Unspent funds can be transferred to a restricted recreation operating reserve. Music in the Park expenditures were \$10,435. Programs are expected to be under budget for the year, mainly due to pandemic restrictions.

## **CAPITAL PROJECTS**

JD 324L Wheel Loader – Total Project Expenses: \$81,016 (Budget \$65,000; *included a sale of the tractor to offset costs – tractor not yet sold*)

Wetlands Study – Total Project Expenses *to date*: \$57,900 (Budget \$70,000)

Geotech Road Study — Total Project Expenses: \$17,000 (Budget \$15,000)

Road Rehabilitation — Total Project Expenses *to date*: \$480,057 (Budget \$571,589)

Skateboard Park — Total Project Expenses: \$52,713 (Budget up to \$56,000)

Arena Engineering Study- Total Project Expenses: \$20,000 (Budget \$20,000)



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

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,123,058	2,209,752	- 86,694	210,013	390,208	- 180,195	1,913,045	1,819,544	93,501	5%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,123,058.00</b>	<b>\$ 2,209,752.33</b>	<b>-\$ 86,694.33</b>	<b>\$ 210,013.00</b>	<b>\$ 390,208.08</b>	<b>-\$ 180,195.08</b>	<b>\$ 1,913,045</b>	<b>\$ 1,819,544</b>	<b>\$ 93,501</b>	<b>5%</b>
Election	-	-	-	1,595	5,042	- 3,447	(1,595)	(5,042)	3,447	68%
Council	-	-	-	76,756	94,788	- 18,032	(76,756)	(94,788)	18,032	19%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,351</b>	<b>\$ 99,830</b>	<b>-\$ 21,479</b>	<b>-\$ 78,351</b>	<b>-\$ 99,830</b>	<b>\$ 21,479</b>	<b>22%</b>
Administration	6,347	10,908	- 4,561	422,688	442,284	- 19,596	(416,341)	(431,376)	15,035	3%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 6,347</b>	<b>\$ 10,908</b>	<b>-\$ 4,561</b>	<b>\$ 422,688</b>	<b>\$ 442,284</b>	<b>-\$ 19,596</b>	<b>-\$ 416,341</b>	<b>-\$ 431,376</b>	<b>\$ 15,035</b>	<b>3%</b>
Fire Services	9,285	9,285	-	28,048	45,326	-17,278	(18,763)	(36,041)	17,278	48%
Emergency Services	-	-	-	11,739	21,395	-9,656	(11,739)	(21,395)	9,656	45%
Bylaw	41,322	39,236	2,086	40,412	72,869	-32,457	910	(33,633)	34,543	103%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 50,607</b>	<b>\$ 48,521</b>	<b>\$ 2,086</b>	<b>\$ 80,199</b>	<b>\$ 139,589</b>	<b>-\$ 59,390</b>	<b>-\$ 29,592</b>	<b>-\$ 91,068</b>	<b>\$ 61,476</b>	<b>68%</b>
Municipal Planning	9,542	9,396	146	119,937	183,224	- 63,287	(110,395)	(173,829)	63,434	36%
Economic Development	5,850	-	5,850	86,807	96,786	- 9,979	(80,957)	(96,786)	15,829	16%
<b>TOTAL PLANNING &amp; DEVELOPMEN</b>	<b>\$ 15,392</b>	<b>\$ 9,396</b>	<b>\$ 5,996</b>	<b>\$ 206,744</b>	<b>\$ 280,011</b>	<b>-\$ 73,267</b>	<b>-\$ 191,352</b>	<b>-\$ 270,615</b>	<b>\$ 79,263</b>	<b>29%</b>
Public Works - Roads	10,184	9,091	1,093	307,883	384,188	- 76,305	(297,699)	(375,097)	77,398	21%
Storm Sewer & Drain	-	-	-	16,208	16,864	-656	(16,208)	(16,864)	656	4%
Water	446,600	474,000	- 27,400	451,292	509,836	-58,544	(4,692)	(35,836)	31,144	87%
Sewer	264,696	290,858	- 26,162	199,915	290,805	-90,890	64,781	54	64,727	120705%
Garbage	132,528	134,338	- 1,810	140,628	156,183	-15,555	(8,100)	(21,846)	13,746	63%
Cemetery	12,950	6,417	6,533	6,589	8,983	-2,394	6,361	(2,566)	8,927	348%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 866,958</b>	<b>\$ 914,704</b>	<b>-\$ 47,746</b>	<b>\$ 1,122,515</b>	<b>\$ 1,366,859</b>	<b>-\$ 244,344</b>	<b>-\$ 255,557</b>	<b>-\$ 452,155</b>	<b>\$ 196,598</b>	<b>43%</b>
FCSS	28,321	39,858	- 11,537	35,820	48,676	- 12,856	(7,499)	(8,818)	1,319	15%
<b>TOTAL FCSS</b>	<b>\$ 28,321</b>	<b>\$ 39,858</b>	<b>-\$ 11,537</b>	<b>\$ 35,820</b>	<b>\$ 48,676</b>	<b>-\$ 12,856</b>	<b>-\$ 7,499</b>	<b>-\$ 8,818</b>	<b>\$ 1,319</b>	<b>15%</b>
Parks	20,200	18,333	1,867	81,735	125,090	- 43,355	(61,535)	(106,756)	45,221	42%
Arena	94,284	200,538	- 106,254	157,315	251,875	- 94,560	(63,031)	(51,337)	(11,694)	23%
Recreation	137,084	8,418	128,666	55,130	108,930	- 53,800	81,954	(100,512)	182,466	182%
<b>TOTAL REC &amp; COMMUNITY SERVIC</b>	<b>\$ 251,568</b>	<b>\$ 227,289</b>	<b>\$ 24,279</b>	<b>\$ 294,180</b>	<b>\$ 485,895</b>	<b>-\$ 191,715</b>	<b>-\$ 42,612</b>	<b>-\$ 258,606</b>	<b>\$ 215,994</b>	<b>84%</b>
Library	10,480	9,607	873	48,478	50,978	- 2,500	(37,998)	(41,371)	3,373	8%
<b>TOTAL LIBRARY</b>	<b>\$ 10,480</b>	<b>\$ 9,607</b>	<b>\$ 873</b>	<b>\$ 48,478</b>	<b>\$ 50,978</b>	<b>-\$ 2,500</b>	<b>-\$ 37,998</b>	<b>-\$ 41,371</b>	<b>\$ 3,373</b>	<b>8%</b>
Total Excl. General Municipal	\$ 1,229,673	\$ 1,260,282	-\$ 30,609	\$ 2,288,975	\$ 2,914,121	-\$ 625,146	-\$ 1,059,302	-\$ 1,653,839	\$ 594,537	36%
Total Incl. General Municipal	\$ 3,352,731	\$ 3,470,035	-\$ 117,304	\$ 2,498,988	\$ 3,304,330	-\$ 805,342	\$ 853,743	\$ 165,705	\$ 688,038	415%

Budget Approved December 15, 2020

## ***Council Report***

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**Date:** November 2021 – December 2021

**Department:** Public Works

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

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### **PUBLIC WORKS/OPERATIONS MANAGER**

- Regularly attended Council Meetings (Virtual).
- Regularly attend Management and Budget meetings (Virtual).
- Two occasions for lowering and raising of the Flags.
- Took Fire Safety Inspectors around the Town to inspect all Fire Extinguishers, and all related Devices.
- Regularly process Invoices/Timesheets, and all information related to day-to-day operating activities.
- Looking into all essential training/certification and renewals for Staff in 2022.
- Assisting with the Stormwater Management Plan.

### **CAPITAL PROJECTS**

- Continue to review the Associated Engineering submitted capital project contract documents/payment certificates.
- Capital project 2022 – Continue to review the Budget and needs/recommendations for 2022.

### **ROADS**

- Winter Snow Event, 30 cm of snow from Monday Nov 15 at 12 noon to Tues Nov 16 at 12 noon. The Town had snow drifts from 90 cm to 120 cm due to the high winds. The Winter activities listed below was approximately 80% of Staff time which also included the recent two freezing rain events.
- Two separate freezing rain events.
- Winter Snow Event 20 cm overnight Dec 14.
- Hauling of Snow to the Lagoon with three trucks, multiple times over the past month.
- Multiple Winter Events that required several days for Roadway and Walkway Snow Plowing, Sanding, and Removal for site specific locations.
- Installed the Holiday Decorations, Town wide, including Banners and the Trees for the two Bon Accord Highway Signs. (See attached photo).

- Had zero call outs for on-call staff.

### **EQUIPMENT/VEHICLES**

- Replaced Battery in Sidewalk Machine.
- Replaced both Batteries in 4700 Sanding Truck.
- Ongoing Washing and Cleaning of trucks and equipment.
- Equipment maintenance ongoing.
- Repaired the Brush Shaft on the Sidewalk Machine.

### **CEMETERY**

- No openings and closings of Graves since last report.
- Winter Maintenance of Parking Lot

### **WATER**

- Ongoing Daily and Weekly readings/sampling/testing (Chlorine and Bacteria see attached).
- Monthly Meter Readings completed on Dec 1.
- Completed monthly water and wastewater utilities check/ inspections.

### **SEWER**

- Sewer pump stations monthly check completed.
- County Pushing down our snow piles at the Lagoon (Completed).
- Repaired Sewer Line Break at the Public Works Yard Trailer. (Hydrovac around Trailer)

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

- Greg has written the Level One Water/Wastewater Preparation Certification. Level One Certification to follow results in early 2022.
- Ongoing Morning Meetings (Tailgate) regarding work safe plans.
- Steve Brown celebrating 10 years with the Town.
- New Public Works Staff “Santa Claws” (see attached photo).

### **ADDRESSED CONCERNS / MISCELLANEOUS**

- Changed out Lights at Town Office.
- Received multiple calls from residents regarding timing for snow removal and extremely positive calls regarding the Town’s efficiency with Winter Operations.



Public Works Report ending December 15<sup>th</sup>, 2021.

*Respectfully submitted by:*

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

***From all of us in the Public Works Department:***

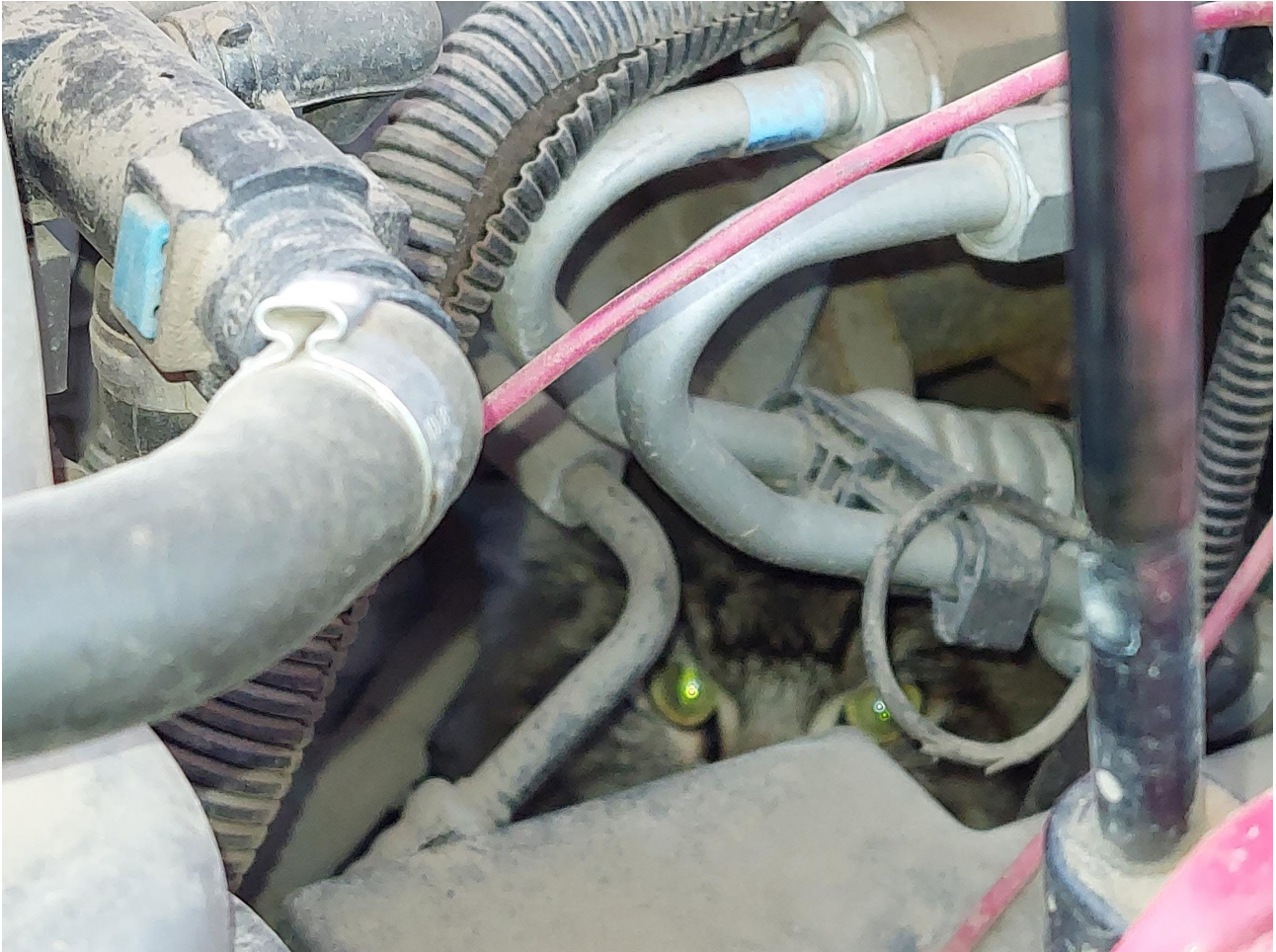


47 Avenue





## Santa Claws



**Water Distribution System Monthly Report**

2021 Date	Water to Reservoir M3	Combined CL2 Entering Dist. Wastewat./Stn	Water to Town M3	Water to Truckfill	Random Chlorine Distribution Amounts	Chlorine Sample Location(s)	Bacteriological Sample Location(s)	Water Used by Flushing M3	Summary of Incidents & Operational Problems
1	847	1.40	696	173	1.28	4803-53 Ave.		0.00	None
2	291	1.45	237	19	1.33	5008-47 Ave.		0.00	None
3	239	1.46	225	28	1.28	5025-50 Ave.		0.00	Switched from pump 102 to 103.
4	241	1.35	231	18	1.35	4944 - 50 Ave		0.00	None
5	238	1.39	226	37	1.33	4812-52St.		0.00	None
6	0	0.00	0	0	0.00			0.00	
7	0	0.00	0	0	0.00			0.00	
8	739	1.36	757	138	0.94	5222 44st	**	0.00	None
9	228	1.41	206	39	1.26	#144 5231 51st		0.00	None
10	235	1.40	217	114	1.37	4812 52st		0.00	Switched from pump 103 to 101.
11	0	0.00	0	0	0.00			0.00	
12	486	1.41	452	188	1.37	5025 50ave		0.00	None
13	0	0.00	0	0	0.00			0.00	
14	0	0.00	0	0	0.00			0.00	
15	955	1.48	740	199	1.52	5025 - 50 Ave	***	0.00	None
16	275	1.54	216	69	1.44	5008 - 47 Ave		0.00	None
17	282	1.57	223	58	0.64	4812 - 52 ST		0.00	Switched from pump 101 to 102
18	284	1.54	217	9	1.06	4944 - 50 Ave		0.00	None
19	291	1.52	216	70	1.22	5222 - 44 St		0.00	None
20	0	0.00	0	0	0.00			0.00	
21	0	0.00	0	0	0.00			0.00	
22	852	1.56	720	195	1.54	4812-52St.	****	0.00	None
23	283	1.67	232	93	1.50	5008-47 Ave.		0.00	None
24	282	1.75	224	19	1.58	5025-50 Ave.		0.00	Switched from pump 102 to 103.
25	287	1.65	224	5	1.34	4803-53 Ave.		0.00	None
26	284	1.58	232	76	1.35	4944-50 Ave.		0.00	None
27	0	0.00	0	0	0.00			0.00	
28	0	0.00	0	0	0.00			0.00	
29	848	1.69	746	190	1.55	#144 5231 51st	*****	0.00	None
30	419	1.64	221	61	1.57	5008 47 ave		0.00	None
31								0.00	

SUBTOTAL	8880	N/A	7458	1708	N/A
TOTAL	8886	N/A	9256		N/A
AVERAGE	296.20	1.06	248.60	59.93	0.93
MAX	955.00	1.75	757.00	199.00	1.58
LOW	0.00	0.00	0.00	0.00	0.00

0

Northwest Boreal Region Room 111, Twin Aisle Building, 4999 - 96 Avenue Edmonton, Alberta T6B 2Z3 EMERGENCY NUMBER: 1 (800) 222-8514	Operator in Charge: Terry Doerkson - Level 2 Cert: 4258 Approval 438-01-01
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**Water Distribution System Monthly Report**

2021 Date	Water to Reservoir M3	Combined CL2 Entering Dist. Weekends/Stat	Water to Town M3	Water to Truckfill	Random Chlorine Distribution Amounts	Chlorine Sample Location(s)	Bacteriological Sample Location(s)	Water Used by Flushing M3	Summary of Incidents & Operational Problems
	<b>DECEMBER</b>								
1	285	1.64	226	40	1.57	5025 50ave		0.00	None
2	287	1.64	225	118	1.59	4812 52st		0.00	None
3	292	1.67	224	50	1.56	4944 50ave		0.00	None
4	0	0.00	0	0	0.00			0.00	
5	0	0.00	0	0	0.00			0.00	
6	854	1.70	719	138	1.60	5025 - 50 Ave	*	0.00	None
7	287	1.67	222	62	1.50	5008 - 47 Ave		0.00	None
8	291	1.63	247	69	1.43	5222 - 44 St		0.00	Switched Pump from 101 to 102
9	283	1.58	222	70	1.49	4944 - 50 Ave		0.00	None
10	324	1.64	225	68	1.52	4812 - 52 St		0.00	None
11	0	0.00	0	0	0.00			0.00	
12	0	0.00	0	0	0.00			0.00	
13	1060	1.76	703	278	1.67	4803-53 Ave.	**	0.00	None
14								0.00	
15								0.00	
16								0.00	
17								0.00	
18								0.00	
19								0.00	
20								0.00	
21								0.00	
22								0.00	
23								0.00	
24								0.00	
25								0.00	
26								0.00	
27								0.00	
28								0.00	
29								0.00	
30								0.00	
31								0.00	

<b>SUBTOTAL</b>	3903	N/A	3013	803	N/A
<b>TOTAL</b>	3963	N/A	3906		N/A
<b>AVERAGE</b>	304.85	1.15	231.77	68.69	1.07
<b>MAX</b>	1060.00	1.76	719.00	278.00	1.67
<b>LOW</b>	0.00	0.00	0.00	0.00	0.00

0

Northwest Boreal Region Room 111, Twin Aisle Building, 4999 - 90 Avenue Edmonton, Alberta T6B 2Z3 EMERGENCY NUMBER: 1 (800) 222-8514	Operator in Charge: Terry Doerkson - Level 2 Cert: 4258 Approval 438-01-01
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3030 Hospital Dr. NW Calgary, AB T2N 4W4  
8440-112 St. Edmonton, AB T6G 2J2

403-944-1215  
780-407-8925



9400170, Bon Accord  
Box 779

Bon Accord, AB T0A0K0  
7809213550

**Environmental Public Health, Sherwood Park -ER4**

2 Brower Drive (780)342-4661  
Sherwood Park, AB T8H 1V4

Accession #: WE-21-0111713  
AESRD Approval #: 0000438  
EI #:  
Provlab Study #:

Environmental Microbiology
----------------------------

Collected Date	2021-12-06
Collected Time	08:58:00
Procedure	Units
Total Coliforms by Enzyme Substrate	ABSENT <sup>h1</sup> per 100mL
E coli by Enzyme Substrate	ABSENT per 100mL
Drinking Water Sample Category	Treated Public
Water Sample Source	River
Received Date and Time	2021-12-08 1245
Analyzed Date	06-DEC-2021
ID Number	1883851
Sample Collected By	Greg B
Collected By Phone Number	780 565 0557
Sample Collection Site.	5025 50Ave

**Interpretive Data**

In1: Total Coliforms by Enzyme Substrate  
Total Coliforms and E coli testing performed by Enzyme Substrate Method - Presence/Absence.

LEGEND: @=Faxed      #=Corrected      H=High      T=Textual Result  
R=Result Comment      O=Order Comment      In=Interpretive Data

Cc:

**Information on this report related only to this sample**


For further information contact the Environmental Public Health Agency

Report Request ID: 292032574

Print Date/Time: 2021-12-07 14:15

XR Env: ER4 - Provider - Permanent

Page 1 of 1

 Alberta Health Services  
3030 Hospital Dr. NW Calgary, AB T2N 4W4  
8440-112 St. Edmonton, AB T6G 2J2

403-944-1215  
780-407-8925

 PROVLAB  
ALBERTA

9400170, Bon Accord  
Box 779

Bon Accord, AB T0A0K0  
7809213550

**Environmental Public Health, Sherwood Park -ER4**

2 Brower Drive (780)342-4661  
Sherwood Park, AB T8H 1V4

Accession #: WE-21-0109428  
AESRD Approval #: 0000438  
EI #:  
Provlab Study #:

Environmental Microbiology
----------------------------

Collected Date	2021-11-29	
Collected Time	09:27:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT <sup>h1</sup>	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
Drinking Water Sample Category	Treated Public	
Water Sample Source	River	
Received Date and Time	2021-11-29 1410	
Analyzed Date	29-NOV-2021	
ID Number	1883850	
Sample Collected By	Steven B	
Collected By Phone Number	780-565-0557	
Sample Collection Site.	#144 5231 51 St	

Interpretive Data

In1: Total Coliforms by Enzyme Substrate  
Total Coliforms and E coli testing performed by Enzyme Substrate Method -  
Presence/Absence.

LEGEND: @=Faxed      #=Corrected      H=High      T=Textual Result  
R=Result Comment      O=Order Comment      In=Interpretive Data

Cc:

**Information on this report related only to this sample**

For further information contact the Environmental Public Health Agency

Report Request ID: 291049425

Print Date/Time: 2021-11-30 16:14

XR Env: ER4 - Provider - Permanent

Page 1 of 1



# *Council Report*

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**Date:** December 21<sup>st</sup>, 2021

**Reporting Period:** November/December 2021

**Department:** CAO

**Submitted by:** Jodi Brown

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## **COVID-19 UPDATES**

The Town office continues to provide services online, over the phone or in-person by appointment. Staff are also working in to the office on a rotational basis to limit the potential spread of COVID-19 within the organization. Staff continue to sanitize the reception area after each visitor.

## **BYLAW UPDATES**

I met with Sturgeon County representatives regarding Bylaw services in early December to discuss procedures and processes for vicious dog hearings, the update to the Bylaw Officer Bylaw as required by Municipal Affairs, current ticketing practices and ticket revenue allocation.

## **2022 BUDGET FINALIZATION**

Thank you to the management team for all of their work on developing the 2022 budget. The development of the budget for the upcoming year is always a big project for staff.

## **INTERMUNICIPAL COLLABORATION FRAMEWORK SUB-AGREEMENT**

The ICF with Sturgeon County that was signed in April 2021 includes a stipulation that a sub-agreement would be established regarding the Highway 28 Service Road (north of Highway 28 and west of Rge Rd 240). The CAO's in the region were approached by Sturgeon County to determine if this sub agreement is still needed or if the informal arrangements currently in place are sufficient. Our Operations Manager and public works staff have confirmed that the current arrangements are working well and therefore, I will sign off on the agreement to continue informally at this time. Should we find that a formal agreement is needed in the future, a formal agreement with Sturgeon County may be negotiated at that time.



## OTHER PROJECTS:

1. **Organizational Chart Update:** Staff are reviewing and updating job descriptions to ensure accuracy. Following completion of this review, the updated Organizational Chart will be coming to Council for approval.
2. **Golden Gems Agreement:** The Town and the Golden Gems Society have an agreement regarding the facility that is expiring on December 31<sup>st</sup>, 2021. There are some changes needed to the agreement that may take some time to complete, hence I have drafted an amendment for Council approval to extend the contract while a review of the existing agreement takes place.
3. **Employment Policy:** The Town of Bon Accord currently has an Employee Handbook. Employment legislation has changed considerably over the past few years and therefore this document would need to be updated accordingly. Further, I would prefer that the handbook document is passed as a policy. Staff will be given an opportunity for feedback and input on this new policy. It will be coming to Council for approval early in the New Year.
4. **Strategic Plan Update:** In preparation for the special meeting planned for January 12<sup>th</sup>, I am working with our Executive Assistant to develop the presentation to Council for this meeting.
5. **Bylaw Updates:** The Bylaw Officer Bylaw draft amendment will be coming to Council for approval. The draft will meet the requirements of the MGA as prescribed by Municipal Affairs.

## MEETINGS:

- November 29<sup>th</sup>: Sturgeon Region Emergency Management Program Meeting
- November 30<sup>th</sup>: Arena Upgrades Grant Meeting with Associated Engineering
- December 01<sup>st</sup>: Sturgeon County Bylaw Services Meeting
- December 02<sup>nd</sup>: Management Team Meeting
- December 07<sup>th</sup>: Regular Meeting of Council
- December 09<sup>th</sup>: Budget Meeting with Management Team
- December 13<sup>th</sup>: ICF Sub Agreement Meeting re: Boundary Road Maintenance
- December 14<sup>th</sup>: Special Council Meeting: 2022 Budget
- December 16<sup>th</sup>: Meeting with Enbridge re Updates
- December 16<sup>th</sup>: Meeting with CNN Spurs re Change Room Addition and Proposal
- December 17<sup>th</sup>: Management Team Meeting
- December 17<sup>th</sup>: Public Works Council Orientation

Resolution	Resolution #	Assigned to	Status
<b>14-Dec-21</b>			
<p><b>Supplementary Budget Discussion – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations and FOIP Act 24(1)(d) and (g) Advice from officials</b></p> <p>COUNCILLOR BIDNEY MOVED THAT Council approve the 2022 Operating budget as presented and accept the 2023 to 2025 Operating Plan as information and, further THAT Council approve the 2022 Capital Budget as presented and accept the 2023 to 2027 Capital Plan as information and THAT Council direct administration to have matching funds in the Capital budget for arena upgrades in order to apply for the Green and Inclusive Community Building Grant.</p>	21-391	Finance/ Administration	Ongoing
<b>07-Dec-21</b>			
<p><b>2022 Budget Presentation</b></p> <p>COUNCILLOR BIDNEY MOVED THAT Council directs administration to schedule a Special Meeting of Council to discuss budget on December 14, 2021 from 6-8pm.</p> <p>COUNCILLOR ROEMER MADE A FRIENDLY AMENDMENT THAT Council accept the 2022 draft Operating Budget and the 2023 to 2025 draft Operating Plan and the 2022 draft Capital Budget and the 2023 to 2027 Capital Plan as information, and further THAT Council directs administration to schedule a Special Meeting of Council to discuss budget on December 14, 2021 from 6-8pm.</p>	21-375	Finance	Complete
<p><b>January 4, 2022 Regular Council Meeting Cancellation</b></p> <p>DEPUTY MAYOR LAING MOVED THAT Council cancel the January 04th, 2022 Regular Council Meeting and direct administration to conduct the necessary advertising to advise the public of the meeting cancellation.</p>	21-376	Administration	Complete
<p><b>Outdoor Skating Rink</b></p> <p>DEPUTY MAYOR LAING MOVED THAT Council does not approve the installation of the outdoor ice rink and that administration investigates additional public skating alternatives at the arena.</p>	21-377	Recreation and Community Services	Ongoing

<b>Resolution</b>	<b>Resolution #</b>	<b>Assigned to</b>	<b>Status</b>
<b>Strategic Plan Update</b> COUNCILLOR ROEMER MOVED THAT That Council approve a Special Meeting on Wednesday, January 12th, 2022, from 6 – 8 pm for the purpose of reviewing and updating the Strategic Plan.	21-378	Administration	12-Jan-22
<b>Code of Ethics Policy and Code of Conduct Bylaw</b> COUNCILLOR ROEMER MOVED THAT Council direct administration to develop a Code of Ethics and Council/CAO Covenant Policy for Council consideration and approval AND further to amend the existing Code of Conduct Bylaw to align with the new Code of Ethics and Council/CAO Covenant Policy for Council consideration and approval.	21-380	Administration	Ongoing
<b>Sturgeon County Request re: Bulk Water Services – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations</b> DEPUTY MAYOR LAING MOVED THAT direct administration to write a letter to Mayor Hnatiw on behalf of Bon Accord Mayor and Council, as discussed AND to cc and give a copy to the Town of Gibbons CAO.	21-387	Administration	Complete
<b>16-Nov-21</b>			
<b>Wetland Study</b> COUNCILLOR MAY MOVED THAT Council approves the wetland storage study as information and directs administration to provide further information regarding the reserve fund, phased construction and immediate solutions to mitigate flooding of adjacent residents AND to also look into grant funding that would be applicable to this project.	21-361	Administration and Public Works	Ongoing
<b>Sturgeon County Request re: Bulk Water Services – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations</b> COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed with discussions relative to regional collaboration, as discussed.	21-369	Administration	Complete

Resolution	Resolution #	Assigned to	Status
<b>02-Nov-21</b>			
<b>Memorandum of Understanding – Bon Accord &amp; District Veteran’s Memorial Society</b> COUNCILLOR HOLDEN MOVED THAT Council accept the enclosed MOU as information and direct administration to develop a new agreement that reflects the Town’s current relationship with the Gibbons Legion.	21-302	Administration	Ongoing
<b>07-Sep-21</b>			
<b>Bylaw Enforcement Bylaw #2021-09</b> COUNCILLOR HOLDEN MOVED THAT Council give Bylaw Enforcement Officer Bylaw #2021-09 first reading and directs administration to amend, bringing back for second and third readings.	21-287	Administration	Ongoing
<b>February 16, 2021 Regular Meeting of Council</b>			
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: <ul style="list-style-type: none"> <li>· Development of an Asset Management Roadmap</li> <li>· Improved sharing of asset management information internally and publicly</li> <li>· Asset management awareness training for all staff</li> </ul> Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.	21-054	Public Works	All info and forms submitted, Awaiting Response from FCM

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	December 21 <sup>st</sup> , 2021
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Caring for Kids Program Subsidy
<b>Agenda Item No.</b>	9.1

**BACKGROUND/PROPOSAL**

The Town of Bon Accord currently has a “Karing for Kids Policy” (enclosed).

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The existing “Karing for Kids Policy” does not include a framework for the financial assistance to be provided.

Therefore, administration has revised this policy to include a framework for financial assistance and further amended the title of the policy to the correct spelling of the word “caring”.

The proposed financial framework in the draft policy is based on the amount of subsidy funding that other municipalities in the region provide for similar programs.

The draft policy also includes the stipulation that funding approvals will be based on a first come, first served approach and on the availability of funding in the budget (either funded by the Town or from donations to the program).

Administration will develop procedures including an application, process, application form and approval process to align with the amended policy.

**STRATEGIC ALIGNMENT**

**PROFESSIONALISM:** Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

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

## **COSTS/SOURCES OF FUNDING**

Annual Budget and/or donations

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

1. That Council approve the amended Caring for Kids Policy as presented and circulated or
2. That Council direct administration to...

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** *Community Services*

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**POLICY NO.:** *96.340*

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**SUBJECT:** *Karing for Kids Subsidy*

---

**RESPONSIBLE AUTHORITY:** *Community Services Department*

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**REVIEWED & APPROVED BY COUNCIL:**

*Reviewed May 2, 2006; Resolution 06.084*

*Reviewed February 22, 2019; Resolution 19.043*

**PURPOSE AND INTENT:**

To ensure that all residents of the Town of Bon Accord, regardless of economic circumstances, have access to community services programs, recreational programs, and/or other programs that are implemented in the Town of Bon Accord or other municipalities within the Sturgeon Region.

**POLICY STATEMENT:**

The Town of Bon Accord Community Services is committed to helping empower residents towards achieving a better quality of life, and thereby creating a stronger community.

## CARING FOR KIDS SUBSIDY PROGRAM

---

**SECTION:** Administration

**DEPARTMENT:** Recreation and Community Services

**COUNCIL APPROVAL DATE:** August 13, 1996

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### POLICY STATEMENT

The Town of Bon Accord will allocate funds in the annual budget to assist families with children and youth living in the Town who may not otherwise have access to recreational, cultural, or social programs due to financial barriers.

### PURPOSE

To provide a framework for the provision of financial assistance to eligible families that will enable children and youth to access community recreational, cultural, and/or social program opportunities.

### DEFINITIONS

“Applications” means the application form and required documents for application to the Caring for Kids Subsidy Program.

“Eligible Applicant” means a parent or guardian of children and youth living in the Town of Bon Accord.

“Family” means the householder and all the people in the household related to the child or youth.

“Household” means one or more people who occupy the same private dwelling.

“LICO” means the low-income cut-off and is the income threshold below which a family will likely devote a larger share of its income on the necessities of food, shelter, and



clothing than the average family. The amount is determined by Statistics Canada and varies by 7 family sizes.

“Program” means a recreational, cultural, or social program that is a regularly scheduled activity requiring participants to register in and/or pay a fee prior to participation.

"Caring for Kids Subsidy Program" means a program established to administer subsidies in accordance with this Policy.

## **RESPONSIBILITIES**

The Chief Administrative Officer will ensure that the Recreation and Community Services Manager (or delegate) develops and maintains administrative procedures including an application process, application form and approval process to administer and manage the Caring for Kids Subsidy Program in alignment with this Policy.

## **CARING FOR KIDS SUBSIDY PROGRAM REQUIREMENTS**

### **I. Proof of Eligibility:**

1. Eligible Applicants yearly family income must fall at or below the LICO for their Household or provide proof of extraordinary circumstances or expenses.
2. Every member of the Household over the age of 18 must provide proof of annual or monthly income or of extraordinary circumstances at the discretion of the Recreation and Community Services Manager.
3. Eligible Applicants must provide proof of Town of Bon Accord residency.

### **II. Program Eligibility:**

1. The Caring for Kids Program Subsidy may be applied to recreational, cultural and/or social programs in the Town of Bon Accord or Sturgeon region.

### **III. Caring for Kids Program Subsidy Funding Approval:**

1. The total Caring for Kids Program Subsidy for children or youth within a single Household shall not exceed \$175 per child or \$400 maximum yearly for that Household.
2. The Recreation and Community Services Manager shall have the authority to review applications on an individual basis regarding maximum Caring for Kids Program Subsidy amounts.
3. Applications for the Caring for Kids Program Subsidy must be submitted each calendar year.
4. Applications will be reviewed on a “first come first served” basis based on the amount of subsidy provided within the Town of Bon Accord annual budget or donations received by the Town to support the Caring for Kids Subsidy Program.
5. Eligible Applicants will be required to identify other sources of funding that have been accessed or may also be available to facilitate partnerships with other agencies or organizations in the support of the child or youth.
6. Eligible Applicants that do not attend the registered Program may be required to return subsidy funds and may be deemed ineligible for future subsidies based on the discretion of the Recreation and Community Services Manager.
7. The final decision regarding Caring for Kids Subsidy Program funding approval will rest with the CAO or delegate.

**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	December 21 <sup>st</sup> , 2021
<b>Presented by:</b>	Jodi Brown Town Manager/CAO
<b>Title:</b>	Code of Ethics and Council-Town Manager Covenant Policy
<b>Agenda Item No.</b>	9.2

**BACKGROUND/PROPOSAL**

At the December 07<sup>th</sup>, 2021 Regular Meeting of Council, administration was directed to develop a Code of Ethics and Council – Town Manager Covenant Policy.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The new policy draft is enclosed for Council review and consideration.

Note, the following changes in practice included in the draft policy:

**Schedule A: Council – Town Manager Covenant**

Schedule A is optional. Municipalities are not required to have a Council – Town Manager Covenant. However, it is a good practice to confirm the expectations that Council has of the Town Manager and what the Town Manager asks of Council.

**Schedule B: Municipal Code of Ethics**

This document is very similar to the existing Code of Ethics statement that the Mayor and Council sign following each election.

However, the most significant change to this document is that the Mayor, Council and Town employees would sign this statement. In the past, only the Mayor and Council have signed the Code of Ethics statement.

Council may consider whether to require municipal employees to sign the Code of Ethics statement or continue with the practice of having only the Mayor and Council sign this statement.

Finally, some of the wording has been changed to reflect current practices. For example, the term “in-camera” has been replaced with “closed session”.

Council may also consider the following:

1. Does Council wish to allow the Mayor and Councillors or employees to accept gifts, or gifts up to \$50? Or another limit?

2. Does Council wish to require that the Mayor, Councillors, or employees report any gift that has been accepted?

### **Schedule C: Board Members (Community Services Advisory Board)**

Schedule C is optional. Council may consider whether to include a Code of Ethics for municipal board members. This is not a legislated requirement.

Currently, the Town of Bon Accord only has one board, the Community Services Advisory Board and they have not been required to sign a Code of Ethics statement in the past.

If Council does wish to include this requirement in this new policy, administration recommends consulting the current members of the board before approving the policy.

### **Code of Conduct Bylaw Alignment:**

Once this new policy is in place, the Code of Conduct Bylaw will be amended accordingly or may not require amendment based on the approved policy requirements.

### **STRATEGIC ALIGNMENT**

**Integrity:** A Town with great moral character that promotes consistency, truthfulness, and trust.

**Professionalism:** Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

### **COSTS/SOURCES OF FUNDING**

N/A

### **RECOMMENDED ACTION (BY ORIGINATOR)**

Council may choose one of the following options:

1. That Council approves the draft Code of Ethics and Council – Town Manager Covenant Policy as presented and circulated.
2. That Council approves the draft Code of Ethics and Council – Town Manager Policy as amended.
3. That Council direct administration to....

## CODE OF ETHICS & COUNCIL - TOWN MANAGER COVENANT

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**SECTION:** Administration / Council

**DEPARTMENT:** Administration

**COUNCIL APPROVAL DATE:**

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### **POLICY STATEMENT**

The Town of Bon Accord maintains certain policies to guide Council, appointed municipal board members and employees with respect to conduct expected in areas where improper activities could damage the reputation of the Town of Bon Accord.

The purpose of the Code of Ethics is to affirm, in a comprehensive statement the required standards of conduct and practices for the Mayor, all Councillors, Council appointed municipal board members and employees.

The purpose of the Council - Town Manager Covenant is to outline the roles and responsibilities of Council and the Town Manager respecting the activities of the Town of Bon Accord. It also forms the basis of the relationship between the Council and the Town Manager. By signing the document, each Councillor and the Town Manager agrees to adhere to the expectations laid out in the Covenant.

### **PURPOSE**

To establish the Town of Bon Accord Code of Ethics and Council - Town Manager Covenant within Policy.

### **SCOPE**

This policy will be enacted on a case-by-case basis.

## PROCEDURES

1. The Council -Town Manager Covenant (Schedule “A”) will be executed by the Mayor, each member of Council and the Town Manager. A signed copy will be placed in the Policy Manual, with the minutes of the Council meeting where the Covenant was executed and within each respective personnel file.
2. The Council - Town Manager Covenant will be placed on each Organizational Meeting agenda following a general municipal election and further that it be brought before Council again after any by-election or when any new Town Manager is hired.
3. The Mayor, each Councillor and employee shall execute the Municipal Code of Ethics (Schedule “B”). A signed copy shall be included in the Policy Manual with the minutes of the Council meeting where the Municipal Code of Ethics (Schedule “B”) was executed and within each respective employee personnel file.
4. Appointed members at large on a municipal board will execute the Board Member Code of Ethics (Schedule “C”). A copy will be kept in the general board membership files.

Schedule “A”: Council - Town Manager Covenant

Schedule “B”: Municipal Code of Ethics (Council and Employees)

Schedule “C”: Board Member Code of Ethics (Community Services Advisory Board Members)

## ADDITIONAL REFERENCE

Council Code of Conduct Bylaw

Schedule "A"

## **THE COUNCIL - TOWN MANAGER COVENANT**

WE, AS MEMBERS OF COUNCIL, WILL:

- Carry out our responsibilities as set out in the applicable legislation to the best of our abilities.
- Make decisions which we believe to be in the best interest of our citizens, understanding that unless a recorded vote is requested, once a decision has been made by Council resolution, that decision becomes a decision of Council.
- Review the background information and advice made available to us by the administration prior to rendering a decision.
- Seek further input when we are unsure of the issues or uncertain as to the preferred course of action.
- Refer any complaints, either written or verbal, about the decisions of Council or the actions of administration, to the Town Manager for review, comment, and follow-up (as appropriate).
- Refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with the Council or Town Manager and to respond appropriately.
- Seek to participate actively in the decision-making process.
- Refrain from any public or private criticism of our administration wherein individual employees are identified.
- Act as good stewards of the municipality and as public servants of our citizens through ethical conduct.
- Provide effective leadership through guiding the corporation and the municipality through annual or longer-term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens.
- Ensure that we formally evaluate the performance of the Town Manager at least once annually and involve the Town Manager in this process so as to ensure a full understanding of the Council's candid assessment.

Signatures:

Mayor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

DRAFT



Schedule "A"

**THE COUNCIL - TOWN MANAGER COVENANT**

I, THE TOWN MANAGER WILL:

- Conduct myself as your chief policy advisor in an honest and ethical manner.
- Ensure that the Chief Elected Official and Councillors are accorded respect in all of my personal and public comments.
- Provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council.
- Guide the actions of the administration so that they are in accordance with the policies and objectives of Council.
- Act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council.
- Forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured.
- Ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your Town Manager.
- Seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises.
- Maintain a current understanding of the applicable legislation as well as relevant programs, policies, and initiatives of the Provincial and Federal governments.
- Admit to any mistakes of substance made by myself or my staff and take corrective action.
- Listen carefully to the concerns of Council vis-a-vis my performance and seek to improve any deficiencies on an ongoing basis.
- Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

Town Manager Signature: \_\_\_\_\_

Schedule “B”

## **MUNICIPAL CODE OF ETHICS**

**The Mayor**, all Municipal Councillors **and Employees** shall maintain the highest ideals of honor and integrity in public relationships and discharge faithfully the duties of office or employment without fear or favor.

**The Mayor**, all Municipal Councillors **and Employees** shall:

- Continually strive to improve their professional ability and to encourage the development of competence of their associates in serving the municipality.
- Recognize that the chief function of a municipal councillor and employee, at all times, is service to the municipality as an organization and services to the public in a manner which is courteous, equitable, efficient and effective.
- Not conduct themselves in any way that would detract from the image of integrity or professionalism of the Town.
- Avoid any situation which could impair their judgment in the performance of their duties or give that impression to others.
- Resolve any conflict between their personal or private interests and their official duties in favor of the public interest.
- Not disclose to any member of the public, either verbally or in writing, any ~~in-camera~~ **closed session** or confidential information acquired by virtue of their official position.
- Not knowingly engage in any unlawful activity.
- **Treat one another fairly to ensure that their work environment is free from discrimination or harassment.**
- Not, in the performance of their official duties, seek personal or private gain by granting preferential treatment to any persons or accepting gifts, which are over a minimal amount (\$50.00) ~~other than for the purposes of networking~~ **and this shall be reported to the employees Manager or reported to Council for the Mayor or a Council Member.** Any donation over \$50.00 in value will be considered a donation to the Town and distributed during Town events.

- Not use or permit the use of government property of any kind for activities not associated with the performance of their official duties, unless they are authorized to do so.
- Not express their personal views on matters of municipal political controversy or any Town policy when such comment is likely to impair public confidence in the objective and efficient performance of their duties.
- Carry out decisions loyally, irrespective of the persons in power and irrespective of their personal opinions.

Name:

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Signature:

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DRAFT

## Schedule “C”

### **BOARD MEMBER CODE OF ETHICS**

All Community Services Advisory Board Members shall maintain the highest ideals of honor and integrity in public relationships and discharge faithfully the duties of the Board without fear or favor.

All Community Services Advisory Board Members shall:

- Carry out the responsibilities as set out in the applicable bylaws to the best of your abilities.
- Recognize that the primary function of a Board Member, at all times, is to provide service to the municipality as an organization and services to the public in a manner which is courteous, equitable, efficient and effective.
- Seek to participate actively in the decision-making process at Board Meetings.
- Not conduct themselves in any way that would detract from the image of integrity or professionalism of the Town.
- Refer any complaints, either written or verbal, about the decisions of the Board or the actions of administration, to the Chair and Recreation and Community Services Manager for review (as appropriate).
- Not disclose to any member of the public, either verbally or in writing, any confidential information acquired by virtue of their official position.
- Refrain from any public or private criticism of administration or Board Members wherein individuals are identified.
- Refrain from making any comments on behalf of the Board to individual citizens or groups other than to take the request up with the Board or Recreation and Community Services Manager to respond appropriately.
- Not express personal views on matters of municipal political controversy or any Town policy when such comment is likely to impair public confidence in the objective and efficient performance of their duties or that of the Board.
- Carry out decisions loyally, irrespective of the decisions made by the Board and irrespective of their personal opinions.

- Resolve any conflict between their personal or private interests and their official duties in favor of the public interest.
- Act in accordance with the Municipal Government Act as it relates to pecuniary interest. Follow the procedures as it relates to Board proceedings in accordance with the Town's Procedural Bylaw.
- Treat one another fairly to ensure that the work environment is free from discrimination or harassment.

Signatures:

Chair \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

## **TOWN OF BON ACCORD**

*Mayor's Report – for period November 16 – December 15, 2021*

- November 16, 2021      Attended Regular Meeting of Council*
- November 17, 18, 19, 2021      Attended AUMA Convention. This was a long overdue, in person, convention. It was a great opportunity for networking and discussions about what other municipalities are doing. There were several Break Out Sessions. One, in particular, stood out for me. Lisa Holmes first spoke about Council as a team that includes our 5 members as well as our CAO and then one Brownlee team spoke about our 3 governance tools:*
- Code of Conduct. We must review and possible have a workshop.*
- Procedural Bylaw. If nobody is following it “AMEND IT”. As a Councillor, you have an obligation to follow the rules.*
- December 3, 2021      Attended Mayors Meeting in Morinville Chambers. Mayors Simon Boersma, Trina Jones, David McRae and myself discussed possible collaborations between our five municipalities. This was actually more of a meet and greet called by Mayor Boersma.*
- December 9, 2021      Monthly Roseridge Landfill meeting. We had a presentation and study group to massage our Strategic Plan. We also finalized the Landfill's budget and then got on to our regular monthly meeting.*
- December 10, 2021      Roseridge tour with Directors, member municipality Mayors and MLA/Minister Dale Nally. This was an eye opener for most that attended. The site is clean with a lot of fencing to mitigate garbage blowing all over the site. We also took a look at the Compost operation and the Recycling Centre.*
- December 14, 2021      Attended Special Budget Meeting. Great Job! Especially CAO Brown and Staff. Many painstaking hours go into putting our budget together. Thank You.*

*Brian Holden  
Mayor  
Town of Bon Accord*



## **TOWN OF BON ACCORD**

*Councilor Report – for period of November 12- December 15, 2021*

November 11 Attended Remembrance Day ceremony in Bon Accord

November 16 Code of conduct with City of Edmonton for Salutes committee

November 16 Attended Regular Meeting of Council

November 16 Community Services Advisory Board. Really enjoyed attending this and look forward to more. What a great group of volunteers we have in our community.

November 17, 18 & 19 AUMA Conference virtual and in person. Attended trade show, education sessions and award ceremony for the solar farm. As well as the Regional dinner.

November 27 General board meeting Northern Lights

December 2&3 FCSSA conference virtual

December 3 Salutes regular meeting

December 7 Regular Meeting of Council

December 14 Special Meeting of Council for budget.

Note: Happy Holidays and Merry Christmas! It is truly beautiful to see everyone who has had the ability to decorate their house, it brings such joy to those who see. Wishing everyone a safe and happy holiday season.

Lacey Laing  
Deputy Mayor  
Town of Bon Accord

## TOWN OF BON ACCORD

### *Councillor Report – November 10 – December 8, 2021*

- November 11, 2021 Attended the Gibbons Remembrance Day Ceremony
- November 16, 2021 Attended the Regular Meeting of Council
- November 17, 2021 Attended AUMA convention. Thank you to Morinville and Gibbons for hosting us for Dinner.
- November 18, 2021 Attended AUMA convention and Reception hosted by AUMA where we were presented with a plaque in recognition of environmentally friendly innovation for towns under 2500
- November 19, 2021 Attended AUMA AGM
- November 25, 2021 Virtual attendance at Homeland Housing board organizational meeting followed by the regular meeting
- November 26, 2021 Attended the Alberta Capital Region Wastewater Commission organizational meeting followed by the regular commission meeting. A tour of the facility was included. I'm always impressed by how much of it is underground and how clean everything is.
- December 4, 2021 My apologies for missing Winter Wonderland – had some medical complications.
- December 7, 2021 Virtual attendance at the Regular Meeting of council.
- December 10, 2021 Attended the Special Meeting of the Board of Directors for Homeland Housing to finalize the 2022 budget. I was approved as presented.
- December 14, 2021 Attended the Special Meeting of Council to review the budget for 2022. Seems to be comprehensive and definitely not extravagant. Thank you to all the department heads for the detail and thought put into the budget.

I want to wish everyone a very Happy Holiday season. May everyone be safe, Comfortable and enjoy precious time with family. Hold each other tight!

Note: The AUMA convention was a great way to network and reconnect with other municipalities. I attended several educational sessions including new developments in hydrogen and the impacts to municipalities, how to start councils' term off right, and climate change: how to save the world, one emission at a time. All very good information. I truly think we will need to look more at reducing our dependence on fossil fuels.

*Lynn Bidney*  
Councillor  
Town of Bon Accord



## TOWN OF BON ACCORD

### *Councilor Report – for period of November 15 – December 15, 2021*

- November 16            Attended regular meetings of council.
- November 16            Attended Community Service Advisory board.
- November 17-19        Attended AUMA Conference.
- November 18            Attended Municipal Environment Award ceremony. CONGRATS BON ACCORD for getting the Municipal Environment Award for Municipalities under 2500.
- November 24            Attended CRASC AGM. I was appointed to the board of directors for the next four years.
- November 27            Attended NLLS General board meeting.
- December 2-3            Attended FCSSAA Conference Virtually  
What a great conference. A big focus was on Happy and Healthy Communities in the age of anxiety. Timmothy Caulfield gave a great presentation on the resilient youth in a stressed environment. Also, great conversations about “giving people a hand up, not a handout”. There were also some interesting conversations regarding leadership and authority. It went into depth about how the two are not the same. This is a very eye-opening convention and I felt it was one of the best I have attended. This convention was live streamed.
- December 4            Attended the Winter Wonderland in Bon Accord. What a blast. Thank you to our local 4H member for helping me run the snow paint activity.
- December 7            Attended regular meetings of council.
- December 11-12        Attended Munis 101 training. This is the training all municipal councilors must take at the beginning of their term. You do receive a certificate after completion of the course. I always enjoy this class receiving a certificate allows me to show the residents the I will continue to better myself in this position. It was a wonderful course with lots of chances to ask questions.

Note:

Tanya May  
Councilor  
Town of Bon Accord



**TOWN OF BON ACCORD**

*Councilor Report – for period of November 16- December 15, 2021*

November 16	Regular Meeting of Council
November 17-19	AUMA Conference – Received award for Bon Accord solar farm
November 29	Attended first meeting with the C.R.N.W.S.C Board
December 7	Regular Meeting of Council
December 11-12	Attended Muni 101 – Course for elected officials
December 14	Special Meeting of Council – Budget review and approval

Note:

**Cory Roemer  
Councilor  
Town of Bon Accord**

## Alberta Recreation and Parks Association

December 6, 2021

Dear Mayor and elected Councillors,



On behalf of the Alberta Recreation and Parks Association (ARPA), I would like to extend my congratulations on your recent election to your municipal council! You should be proud of the passion and dedication you have to making your communities better places to live, work and play.

I would also like to take this opportunity to introduce you to our Association. ARPA is a non-profit, volunteer run organization whose purpose is to collaboratively support our members and partners to (re)create healthy citizens, communities and environments, enhancing the wellbeing of all Albertans. The majority of municipalities in Alberta are members with ARPA, especially those that have recreation and parks within their planning and services.

Recreation and parks are the heart of our communities and often serve as the hubs for communities to gather and connect. In a recent study ARPA undertook, 77% of Albertans surveyed strongly agree that public recreation services are essential to their community and over 95% believe that recreation and parks make a community a desirable place to live.

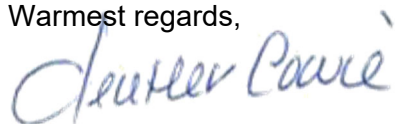
Over the past 18 months, Albertans have reconnected with nature and the outdoors. This has led to both opportunities and challenges. Over this same period the pandemic and changing restrictions has made it difficult to provide consistent, equitable and quality recreation programs in our indoor spaces.

ARPA is here to help our municipal members more than ever to support our citizens and communities to recover and re-engage with the activities they have always loved, or maybe just recently discovered. We are here to support your staff, volunteers and community leaders. We are also here to help you as elected officials.

I would also like to highlight the important role you have as a member of council to ensuring everyone in your community has access to affordable, quality recreation and park experiences. If you and your council would like to learn more about providing leadership to the recreation and parks in your own communities please contact us in regards to the Recreation and Parks for Elected Officials training we have available for both virtual and in-person. We would also love to host you at our annual Conference next October in Jasper. We will send you all invitations next summer once we have the program finalized.

Once again, my sincere congratulations on your appointment to council. We value the work you are doing to support the quality of life in your community, and we encourage you to reach out at any time with questions or simply to connect. You can contact our Executive Director, Steve Allan at 780-415-1745 ext. 102 or [sallan@arpaonline.ca](mailto:sallan@arpaonline.ca)

Warmest regards,



Heather Cowie  
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6  
ph: 780-415-1745 • fax: 780-451-7915 • [arpa@arpaonline.ca](mailto:arpa@arpaonline.ca) • [www.arpaonline.ca](http://www.arpaonline.ca)

## NOTICE OF MOTION

December 3, 2021

I, Lynn Bidney, Councillor, Town of Bon Accord, wish to bring forward a Notice of Motion.

There is a desire amongst some residents to acknowledge the many, many years of volunteer work done by Gail Critchley for the Community League. As Mrs. Critchley involvement will end at the end of the year, I wish to have administration bring forward to the December 21<sup>st</sup> Regular Meeting of Council the costs and feasibility of acknowledging Mrs. Critchley's work by mounting a plaque honouring her work with all the team pictures in the mezzanine of the arena.

## Notice of Motion – Highway Frontage

November 30, 2021

I Mayor Brian Holden propose a notice of motion to have our Economic Development and Planning department contact the owners of unoccupied properties on 47 avenue between 50 street and 51 street to determine availability and cost to purchase.

With a focus on improving our highway frontage, as well as increasing our tax base, it would be beneficial for the town to understand where these property owners are as far as selling these properties.

Brian Holden

Mayor