

Town of Bon Accord
AGENDA
Regular Council Meeting
June 3, 2025 6:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
 - 3.1. World Ocean's Day (enclosure)
 - 3.2. Pride Month (enclosure)
 - 3.3. Alberta Seniors' Week (enclosure)
 - 3.4. National Indigenous Peoples' Day (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1. May 20, 2025; Regular Council Meeting (enclosure)
- 5. DELEGATION**
- 6. UNFINISHED BUSINESS**
 - 6.1. Unrestricted Surplus (enclosure)
 - 6.2. School Bus Safety – Request for Feedback (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Councillor May – Changing Day or Time of Committee of the Whole Meetings (enclosure)
 - 7.2. Sturgeon Recreation Recognition Plaque (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Purchasing Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1. Elected Officials Orientation and Training: Post Election 2025 (enclosure)
- 10. CORRESPONDENCE**
ACTION REQUIRED
 - 10.1. Town of Legal – Fete Au Village Invitation (enclosure)
 - 10.2. Town of Morinville – Mayor & Council's Annual Pancake Breakfast (enclosure)
 - 10.3. Bon Accord Community School – Gr. 1 Request (enclosure)
- 11. NOTICE OF MOTION**
 - 11.1. School Bus Safety Extender – Councillor Laing (enclosure)
- 12. CLOSED SESSION**
 - 12.1. Enforcement Issue – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information

Town of Bon Accord
AGENDA
Regular Council Meeting
June 3, 2025 6:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

12.2. Crosswalks at Intersections: 50 Avenue and 51 Street & 51 Ave and 51 Street –
FOIP Act Action 24 Advice from officials

13. ADJOURNMENT



Town of
Bon Accord
building for tomorrow

PROCLAMATION

WORLD OCEANS DAY June 8, 2025

WHEREAS, Sunday, June 8, 2025, is the 33rd annual World Ocean's Day. World Oceans Day is the United Nations Day for celebrating the role of the ocean in everyday life and inspiring action to protect it; and

WHEREAS, countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life; and

WHEREAS, the ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change; and

WHEREAS, the ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore, protecting the ocean is in the interest of all life on earth, and communities both coastal and inland, as it is essential to our shared future; and

WHEREAS, it is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean and have been stewards of the ocean since time immemorial; and

WHEREAS, it is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance; and

WHEREAS, 2025 launches the theme: "Sustainable Fishing Means More..." which underscores the importance of sustainable fishing practices in ensuring the health and abundance of marine resources for generations to come; and

WHEREAS, in celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim June 8, 2025 as World Oceans Day in the Town of Bon Accord and encourage all citizens to recognize this day and support national and international efforts to protect 30% of the ocean by 2030.



Mayor Brian Holden

MAY 28, 2025

Date

PROCLAMATION

PRIDE MONTH June 2025

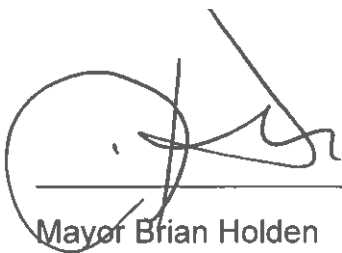
WHEREAS, June is recognized as Pride Month in Canada and around the world as an opportunity to celebrate diversity, promote equal rights, and build awareness of the challenges faced by the LGBTQ2S+ community; and

WHEREAS, Pride Month is an opportunity to prevent discrimination and promote acceptance and inclusion of all, and to support the development of harmonious and respectful relationships amongst all members of our community; and

WHEREAS, Bon Accord celebrates the diversity of our gender and sexual minority communities including Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Two-Spirit, and more (LGBTQ2S+), and expresses a commitment to diversity, equity and inclusion in our organization and our community; and

WHEREAS, during Pride Month we can all reflect on the progress made to recognize and protect the rights of LGBTQ2S+ communities, and the work that still needs to be done.

NOW THEREFORE on behalf of Council, I, Mayor Brian Holden of the Town of Bon Accord, do hereby proclaim the month of June 2025 as "Pride Month" and encourage all citizens to observe this month.



Mayor Brian Holden

May 28, 2025
Date

PROCLAMATION

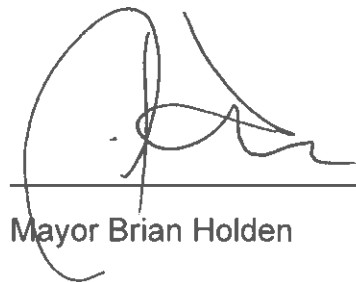
SENIORS' WEEK **June 2 – 8, 2025**

WHEREAS, seniors make a difference in our community, from supporting family and friends to volunteering; and

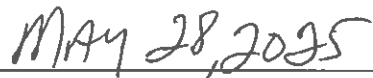
WHEREAS, the value seniors bring to a community is priceless as they hold our history, have valuable memories and stories of where we come from, and experiences that help us as we look to the future; and

WHEREAS, Seniors' Week has been recognized since 1986 to celebrate and recognize the contributions seniors make to enhance the quality of life in Alberta.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim June 2 – 8, 2025 as "Seniors' Week" in the Town of Bon Accord and encourage all citizens to observe this week.



Mayor Brian Holden



Date



PROCLAMATION

NATIONAL INDIGENOUS PEOPLES DAY June 21, 2025

WHEREAS, the Town of Bon Accord respectfully acknowledges that we are located on Treaty 6 territory, a traditional meeting ground, gathering place and travelling route for diverse Indigenous peoples including the Cree, Saulteaux, Blackfoot, Métis, Dene, and Nakota Sioux whose histories, languages, and cultures continue to influence our vibrant community; and

WHEREAS, the Governor General of Canada declared June 21st as National Aboriginal Day in 1996 as an opportunity to honour, learn and reflect on the rich, diverse cultures of Indigenous Peoples and the unique heritage, traditions, and knowledge of First Nations, Métis and Inuit Peoples; and

WHEREAS, the Prime Minister renamed June 21st as National Indigenous Peoples Day in 2017; and

WHEREAS, First Nations, Inuit, and Métis Peoples make vital contributions to advancing arts, culture, equity, safety, and community wellbeing; and

WHEREAS, the Town of Bon Accord strives to create long-term, systemic change and new relations based on mutual understanding and respect.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim June 21, 2025 as "National Indigenous Peoples Day" in the Town of Bon Accord and encourage all citizens to observe this day.



Mayor Brian Holden

MAY 29, 2025
Date

**Town of Bon Accord
Regular Meeting of Council Minutes
May 20, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Falon Fayant – Corporate Services Manager
Terry Doerkson – Infrastructure Manager
Jay Nagra – Economic Development & Safe Communities Coordinator
Jessica Spaidal – Legislative Services and Communications Supervisor
Brea Tallman – Receptionist

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA

COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda as presented.
CARRIED UNANIMOUSLY RESOLUTION 25-221

ADOPTION OF MINUTES

May 6, 2025; Regular Council Meeting

COUNCILLOR MAY MOVED THAT Council adopt the May 6, 2025, Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-222

DEPARTMENT REPORTS

DEPUTY MAYOR LARSON MOVED THAT Council accepts the report as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-223

BYLAWS|POLICIES|AGREEMENTS

Animal Control Bylaw Amendment

COUNCILLOR LAING MOVED THAT Council gives first reading to Animal Control Bylaw 2025-05.

CARRIED UNANIMOUSLY RESOLUTION 25-224

DEPUTY MAYOR LARSON MOVED THAT Council gives second reading to Animal Control Bylaw 2025-05.

CARRIED UNANIMOUSLY RESOLUTION 25-225

**Town of Bon Accord
Regular Meeting of Council Minutes
May 20, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR MAY MOVED THAT Council gives unanimous consent to hear all three readings of Animal Control Bylaw 2025-05 in one meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-226

COUNCILLOR BIDNEY MOVES THAT Council gives third and final reading to Animal Control Bylaw 2025-05.

CARRIED UNANIMOUSLY RESOLUTION 25-227

Council Remuneration Policy

COUNCILLOR MAY MOVED THAT Council approves the Council Remuneration Policy as presented.

CARRIED RESOLUTION 25-228

Repeal of Assessment Review Board Duplicate Bylaws

DEPUTY MAYOR LARSON MOVED THAT Council gives first reading to 2025-06 Repeal of Bylaws 2010-09 and 2010-10.

CARRIED RESOLUTION 25-229

COUNCILLOR MAY MOVED THAT Council gives second reading to 2025-06 Repeal of Bylaws 2010-09 and 2010-10.

CARRIED RESOLUTION 25-230

COUNCILLOR BIDNEY MOVED THAT Council gives unanimous consent to hear all three readings of 2025-06 Repeal of Bylaws 2010-09 and 2010-10 in one meeting.

CARRIED RESOLUTION 25-231

COUNCILLOR LAING MOVED THAT Council gives third and final reading to 2025-06 Repeal of Bylaws 2010-09 and 2010-10.

CARRIED RESOLUTION 25-232

Joint Use and Planning Agreement

DEPUTY MAYOR LARSON MOVED THAT Council directs that the Town Manager and the Mayor sign the Joint Use and Planning Agreement.

CARRIED RESOLUTION 25-233

COUNCIL REPORTS

COUNCILLOR LAING MOVED THAT Council accept the Council reports as information.

CARRIED UNANIMOUSLY RESOLUTION 25-234

**Town of Bon Accord
Regular Meeting of Council Minutes
May 20, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

CORRESPONDENCE

2025 Summer Municipal Leaders Caucus

COUNCILLOR MAY MOVED THAT Council directs administration to register Mayor Holden, Councillor May & Deputy Mayor Larson for the Alberta Municipal Leaders Caucus on June 26 in Devon.

CARRIED UNANIMOUSLY RESOLUTION 25-235

School Bus Safety Concern

DEPUTY MAYOR LARSON MOVED THAT Council direct administration to forward the school bus concern letter to S.Sgt. Darcy McGunigal and that Mayor Holden arrange a meeting with Dale Nally.

CARRIED UNANIMOUSLY RESOLUTION 25-236

DELEGATION

Darcy McGunigal – RCMP Q4 Presentation

DEPUTY MAYOR LARSON MOVED THAT Council accept the information as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-237

Mayor Holden called a short recess at 10:33 a.m.

Mayor Holden called the meeting back to order at 10:42 a.m.

CORRESPONDENCE

SCMGT 2025 Partnerships

COUNCILLOR MAY MOVED THAT Council sponsors a tee-party for the amount of \$750 towards the Sturgeon County Mayor's Golf Tournament and directs administration to represent the Town & Council at this event.

CARRIED UNANIMOUSLY RESOLUTION 25-238

2025 LGFF Funding Letter

COUNCILLOR BIDNEY MOVED THAT Council accepts the letter as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-239

NOTICE OF MOTION

Councillor May – Changing Day or Time of Committee of the Whole Meetings

**Town of Bon Accord
Regular Meeting of Council Minutes
May 20, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

CLOSED SESSION

- ***Investment Attraction Magazine – FOIP Act Section 25 Disclosure harmful to economic and other interests of a public body***
- ***Letter from Minister of Seniors, Community and Social Services – FOIP Act Section 21 Disclosure harmful to intergovernmental relations***

MAYOR HOLDEN MOVED THAT Council enter into closed session to discuss 13.1. *Investment Attraction Magazine – FOIP Act Section 25 Disclosure harmful to economic and other interests of a public body* and 13.2. *Letter from Minister of Seniors, Community and Social Services – FOIP Act Section 21 Disclosure harmful to intergovernmental relations* at 10:51a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-240

COUNCILLOR LAING MOVED THAT Council come out of closed session at 11: 00 a.m.
CARRIED UNANIMOUSLY RESOLUTION 25-241

Investment Attraction Magazine – FOIP Act Section 25 Disclosure harmful to economic and other interests of a public body

DEPUTY MAYOR LARSON MOVED THAT Council direct administration to proceed with publication of Investment Attraction Magazine at a cost of \$200 plus tax.

CARRIED UNANIMOUSLY RESOLUTION 25-242

Letter from Minister of Seniors, Community and Social Services – FOIP Act Section 21 Disclosure harmful to intergovernmental relations

COUNCILLOR BIDNEY MOVED THAT Council accept the information as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-243

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the May 20, 2025 Regular Meeting of Council adjourn at 11:02 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-244

Mayor Brian Holden

Jodi Brown, CAO

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	June 3, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Unrestricted Surplus
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

At the April 15, 2025, regular meeting of Council, Council directed that Administration bring back recommendations regarding the unrestricted surplus from the 2024 audited financial statements. *Resolution #25-167*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The unrestricted surplus in the audited 2024 financial statements was \$1,878,507. There are two resolutions impacting unrestricted surplus that would not have been reflected in the audited statements because the spending has not yet occurred for the project.

Resolution #24-241 – directing administration to allocate \$300,000 from unrestricted surplus to the wetland stormwater park project.

Resolution #24-301 – directing the Town Manager to implement the Work Plan for application to the Federation of Canadian Municipalities implementation projects: Adaptation in Action grant program for the Storm Park project, with approval for \$100,000 in required matching funds to be funded by unrestricted surplus reserves.

Therefore, the updated unrestricted surplus balance is \$1,378,507.

The 2023 audited unrestricted surplus balance was \$1,072,807.

Option #1: Transfer \$305,700 to a restricted reserve to maintain the unrestricted reserve balance at the previous 2023 level. This amount could be transferred to one of the following:

- Transportation Reserve – in anticipation of the upcoming two major road projects, 50th Avenue full reconstruction (2026) and 54th Avenue (2029). **Dates from the 10-year capital plan.*
- Parks, Recreation, and Culture – in anticipation of the arena project or parks and trails projects.

Option #2: Leave the Unrestricted Surplus balance at \$1,378,507. The current balance is neither unacceptable nor excessive from an auditing or accounting perspective; it is neither too large nor too small.

Further Discussion – Reserve Policy #23-309

The current Reserve Policy organizes municipal reserves into two main categories:

Operating Reserves

These are used to support the ongoing delivery of services and manage year-to-year fluctuations. Current operating reserves include:

- General Operating Reserve
- Community Services Reserve
- Facility Infrastructure Reserve
- Parks & Recreation Reserve
- Protective Services – COPS Reserve
- Snow Removal Reserve

Capital Reserves

These fund major capital projects and long-term infrastructure needs. Capital reserves include:

- Gateway Plan Reserve
- Fleet & Equipment Reserve
- Parks, Recreation & Culture Reserve
- Protective Services – Fire Reserve
- Sewer System Projects Reserve
- Transportation Projects Reserve
- Veterans Park Reserve
- Water System Projects Reserve

Funds are primarily allocated to these reserves through the annual budget process and the distribution of year-end surplus.

Potential Policy Enhancement: Project-Specific Reserves

Council may wish to consider identifying specific projects within broader reserve categories and allocating funds accordingly. This would mean creating sub-reserves under existing categories for greater clarity and accountability.

For example:

- **Transportation Projects Reserve**
 - 50th Avenue
 - 54th Avenue
- **Parks, Recreation & Culture Reserve**
 - Bon Accord Arena
 - Springbrook Park
 - Dark Sky Walking Trail
 - Skateboard Park

Allocating funds in this manner would clearly designate the amount reserved for each project, supporting long-term planning and transparency.

Benefits and Challenges:

Benefits:

- **Improved Transparency:** Council and the public can clearly see how funds are allocated to individual projects.
- **Better Long-Term Planning:** Enables strategic alignment between funding, capital planning, and project timelines.
- **Increased Accountability:** Reinforces Council's commitment to key initiatives and supports disciplined financial management.
- **Improved Tracking and Reporting:** Allows for precise tracking of funds and enhances financial reporting and audit processes.
- **Helps Avoid Fund Diversion:** Earmarked funding reduces the likelihood of reallocating money away from high-priority projects.
- **Builds Public Trust and Confidence:** Residents can see tangible commitments to specific community improvements, which enhances credibility and transparency.
- **Facilitates Year-over-Year Consistency:** Ensures project funding continuity across multiple budget cycles or Council terms.

- **Strengthens Capital Planning:** Embeds project prioritization into financial policy, reinforcing alignment with the 10-Year Capital Plan and asset management strategy.

Challenges:

- **Policy Updates Required:** Each time a project is added, completed, or priorities shift, the Reserve Policy must be revised and brought to Council for approval.
- **Reduced Flexibility:** Earmarking funds for specific projects can limit Council's ability to quickly reallocate money when circumstances or opportunities change.
- **Increased Administrative Burden:** Frequent updates to maintain accuracy add work for administration and may delay decision-making.
- **Risk of Over-Commitment:** Projects listed in the policy may appear guaranteed, even if conditions change, creating unrealistic expectations.
- **Policy Complexity Over Time:** The Reserve Policy may become cluttered and difficult to navigate as more projects are added or completed.
- **Potential Conflicts with Other Plans:** Detailed allocations could become misaligned with evolving capital plans, grant programs, or funding partnerships.
- **Public Expectation Management:** Public awareness of specific funding commitments can raise expectations around project timelines and delivery, requiring clear communication if plans change.

Current Practice and Strategic Alignment

Although the Reserve Policy does not currently itemize individual projects, all proposed capital initiatives are outlined in the municipality's 10-Year Capital Plan, including estimated costs. This approach enables Council to prioritize investments while ensuring alignment with the broader asset management strategy.

While there are benefits to establishing sub-reserves for specific projects, doing so could add unnecessary complexity to the Reserve Policy. A more effective approach may be to maintain a streamlined, high-level reserve structure, complemented by a detailed and regularly updated capital and asset management plan. This allows for flexibility in decision-making while still supporting transparency, accountability, and long-term planning.

STRATEGIC ALIGNMENT

Values Statement of Service Excellence:

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

Values Statement of Stewardship:

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

COSTS/SOURCES OF FUNDING

2025 operating and capital budget.

RECOMMENDED ACTION (by originator)

Resolution #1

THAT ... Council directs administration to transfer *[insert amount]* from unrestricted surplus to *[insert reserve]*.

Or

THAT...Council...

Resolution #2 (optional)

THAT...Council directs administration to revise the Reserve Policy as discussed and bring it back to Council for review.

RESERVES		Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Projected 2025
Schedule Per Policy #							
OPERATING							
General Reserve	Schedule A-1	599,974	599,974	852,920	852,920	847,920	705,170
Community Services	Schedule A-2	4,417	4,417	4,417	4,417	6,917	4,417
Facility Infrastructure Reserve	Schedule A-3	31,783	31,783	41,783	19,946	47,336	58,846
Parks & Recreation Reserve	Schedule A-4		26,032	26,032	26,032	22,101	0
Protective Services - COPS	Schedule A-5				2,255	2,255	2,255
Snow Removal Reserve	Schedule A-6	15,000	15,000	15,000	15,000	15,000	15,000
CAPITAL							
Gateway Plan Reserve	Schedule B-1	9,471	14,471	14,471	14,471	14,471	11,471
Fleet & Equipment Reserve	Schedule B-2	10,552	10,552	10,552	10,552	1,577	1,577
Parks , Recreation, and Culture	Schedule B-3		146,755	246,755	-	100,000	200,000
Protective Services - Fire Reserve	Schedule B-4	71,506	81,506	91,506	101,506	86,506	66,506
Sewer System Projects	Schedule B-5	141,396	156,396	176,396	199,990	225,273	252,569
Storm Water System Projects	Schedule B-6	-	46,754	62,580	81,173	101,456	110,512
Transportation Projects	Schedule B-7	441,000	461,000	486,000	488,215	509,765	534,765
Veterans Park Reserve	Schedule B-8	9,353	9,353	9,353	11,853	-	-
Water System Projects	Schedule B-9	252,018	267,018	287,018	310,612	345,156	383,600
TOTALS		\$ 1,586,470	\$ 1,871,011	\$ 2,324,783	\$ 2,138,943	\$ 2,325,735	\$ 2,346,690
Unrestricted Surplus					\$ 1,878,507	\$ 1,378,507	

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	June 3, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	School Bus Safety – Request for Feedback
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

At the May 20th regular meeting of Council, Council discussed a letter of concern from a resident regarding school bus safety. Council directed administration to forward the school bus concern letter to S.Sgt. Darcy McGunigal and that Mayor Holden arrange a meeting with Dale Nally.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The letter has been forward to S.Sgt. Darcy McGunigal as well as the Town's bylaw enforcement officers. Mayor Holden has a meeting with Dale Nally on June 3rd.

As part of the discussion on May 20th, Council considered sending a letter to the school bus operators/contractors in the area to get their feedback on concerns they may have while operating within the town. Specifically, this relates to concerns regarding safety, traffic stopping for the bus stop signs, and safety while children are loading and unloading.

Councillor Laing has drafted a letter that administration could send to the operators/contractors in the Bon Accord area to compile their feedback. The draft letter is attached for review.

STRATEGIC ALIGNMENT

Values Statement of Collaboration:

Discussion is welcome from all levels of government, neighbouring municipalities, residents, and businesses in the Town, the place we call home.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT... Council directs administration to contact Sturgeon Transportation to compile a contact list for the school bus contractors that service the Town of Bon Accord, and FURTHER THAT administration send the letter requesting feedback regarding school bus safety to the school bus contractors and operators in the Bon Accord area.

Or

THAT...Council directs

Town of Bon Accord Council

May 20, 2025

5025 50 Ave

Bon Accord, AB, T0A 0A9

TO:

Subject: Seeking Feedback on Safety Concerns Regarding Vehicles Stopping for Buses

Dear Transportation Contractors,

I hope this letter finds you well. As part of our ongoing commitment to ensuring the safety of students, bus drivers and the community, we are reaching out to gather feedback on the current safety measures related to vehicles stopping for buses in the Town of Bon Accord.

We are particularly interested in learning about any challenges your drivers have encountered, trends in driver compliance and any suggestions for improving public awareness or enforcement of safety regulations. Your firsthand experience and insights would be invaluable in helping us assess potential improvements to ensure the safety of all road users.

If you could provide any feedback based on your observations and experiences, we would greatly appreciate it. Additionally, if there are any specific concerns that need immediate attention, we are eager to collaborate on potential solutions.

Please feel free to respond via email at CAO@bonaccord.ca or by phone at 780-921-3550. If preferred, we would also be happy to arrange a meeting at your convenience.

Thank you for your time and for your commitment to the safety of our community. We appreciate your cooperation and look forward to your valuable input.

Best regards, Bon Accord Town Council

Mayor Brian Holden

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	June 3, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Committee of the Whole Meeting – Change of Day or Time
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

At the May 20th regular meeting of Council, Councillor May brought forward a motion for Council to have a discussion about changing the day or time of the committee of the whole meetings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Procedural Bylaw 2023-05 states the following:

- 5. Committee of the Whole Procedures
- 5.1. Committee of the Whole meetings will be held on the 4th Wednesday of each month from 5 -7 pm.
- 5.2. The date and time of any Committee of the Whole meeting may be changed by Resolution of Council as needed.

STRATEGIC ALIGNMENT

Values Statement of Service Excellence:

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

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT ... Council directs

From: [Breya Tallman](#)
To: [Breya Tallman](#)
Date: May 16, 2025 1:59:07 PM

-----Original Message-----

From: Tanya May <tmay@bonaccord.ca>
Sent: May 9, 2025 5:33 AM
To: cao <cao@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>; Brian Holden <bholden@bonaccord.ca>; Timothy Larson <tlarson@bonaccord.ca>; Lacey Laing <llaing@bonaccord.ca>
Subject:

I would like to put forward a motion for council to have a discussion about changing the day or time of the committee of the whole meetings.

Thank you
Tanya

Sent from my iPhone

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	June 3, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Sturgeon Recreation Recognition Plaque
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

As part of the Sturgeon Recreation Cost Sharing Agreement, the Town must purchase and place signage to recognize the funding received.

Section 5 (3) The Town shall publicly acknowledge the County as a contribution partner to its recreation funding. This acknowledgment shall include signage, print, and social media recognition in a way that is mutually acceptable to the Parties' Chief Administrative Officers.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Sturgeon County has provided the design for the plaque, but there are no formal requirements for size or material, and the Town can purchase the plaque from a vendor of our choosing.

The optimal location for the plaque is at the arena. In discussion with the Recreation and Facilities Supervisor, the plaque could either be hung upstairs near the plaque thanking Gail Critchley for her years of contribution, or it could be located downstairs in the lobby.

Option #1: Avedonia Art

Quote for an acrylic plaque received from local vendor Avedonia Art.

Size: 9" x 12"

Price: \$74

We would provide the installation. Flush mount to the wall.

Option #2: Blanchette Signage Solutions

Quote for acrylic plaque received from vendor Blanchette Signage Solutions.

Size: 9" x 12"

Price: \$419.99 (plus gst)

We would provide the installation. Flush mount to the wall.

Option #3: Blanchette Signage Solutions

Quote for acrylic plaque received from vendor Blanchette Signage Solutions.

Size: 9" x 12"

Price: \$568.18 (plus gst)

We would provide the installation. Stand-off mount from the wall.

Prices were supplied from Blanchette for supply and install, however the quotation was above the budget of the project, so they were not listed on the RFD. The quotation has been provided following this RFD for Council's review.

Prices from vendors are based on installation in the Town of Bon Accord specifically.

Blanchette has provided the recognition plaques for the City of St. Albert and is currently providing a recognition plaque for the Town of Redwater.

STRATEGIC ALIGNMENT

Values Statement of Stewardship:

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

COSTS/SOURCES OF FUNDING

There is \$650 in the Recreation supplies budget allocated to purchase the plaque.

RECOMMENDED ACTION (by originator)

THAT ... Council approves the purchase of the Sturgeon Recreation grant recognition plaque from *[insert vendor]* for a cost of *[insert value \$\$]* to be hung *[upstairs or downstairs]* at the Bon Accord Arena.

Or THAT...



12850 ST. ALBERT TRAIL
EDMONTON, AB T5L 4H6
780-453-2441
WWW.BLANCHETTNEON.COM

PROPOSAL

250494-02

Date: 05/29/2025
Expires: 06/28/2025
Drawing Numbers: 250494-01

Project: Town of Bon Accord - Recognition
Plaque

Bon Accord, AB

Contact: Falon Fayant (780) 921-3550

Client: Town of Bon Accord
PO Box 779
5025 50 Ave.
Bon Accord, AB T0A 0K0

Thank you for the opportunity to work on this exciting opportunity, and we are pleased to submit our quotation for your signage project.

Project Description:	Item Total:
Option A1 - Price to Supply and Install (1) 12" X 9" FCO 1/4" Clear Acrylic Plaque c/w digital second surface graphics and white vinyl backing. Included VHB two-way mounting. To be installed on an interior wall.	\$1,114.59
Option A2 - Price to supply and install (1) 12" x 9" FCO 1/4" clear acrylic plaque c/w digital second surface graphics and white vinyl backing. also includes for (4) 5/8" dia barrel standoff mounts. To be installed onto interior wall.	\$1,507.73
Option B1 - Price to Supply Only (1) 12" X 9" FCO 1/4" Clear Acrylic Plaque c/w digital second surface graphics and white vinyl backing. Included VHB two-way mounting.	\$419.99
Option B2 - Price to Supply Only (1) 12" x 9" FCO 1/4" clear acrylic plaque c/w digital second surface graphics and white vinyl backing. also includes for (4) 5/8" dia barrel standoff mounts.	\$568.18
	Subtotal: \$3,610.49
	GST: \$180.52
	Tax Total: \$180.52
	Total: \$3,791.01

PROPOSAL TERMS & CONDITIONS

Validity: This quote is valid for thirty (30) days, and all pricing is subject to applicable sales tax. All prices listed are subject to change in response to any tariffs, duties, taxes, surcharges, or other government-imposed fees that impact the cost of goods, whether enacted, modified, or repealed before or after an order is placed.

In the event that such regulatory changes affect the pricing of goods, we reserve the right to adjust our prices accordingly. If an adjustment is necessary after an order has been placed but before fulfillment, we will provide written notice to the customer detailing the price change. Failure to respond within a reasonable period, may result in delays to order completion.

We shall not be liable for any loss, damages, or claims arising from price adjustments due to government-imposed tariffs or similar regulatory actions. By placing an order, the customer acknowledges and agrees to these terms.

Access: Suitable site conditions for the access and operation of equipment to delivery location(s) is the responsibility of the client including, but not limited to

Salesperson: Breanne Booker

Buyer_____Seller_____



12850 ST. ALBERT TRAIL
EDMONTON, AB T5L 4H6
780-453-2441
WWW.BLANCHETTNEON.COM

PROPOSAL

250494-02

Date: 05/29/2025
Expires: 06/28/2025
Drawing Numbers: 250494-01

Project: Town of Bon Accord - Recognition
Plaque

Bon Accord, AB

Contact: Falon Fayant (780) 921-3550

Client: Town of Bon Accord
PO Box 779
5025 50 Ave.
Bon Accord, AB T0A 0K0

security, parking, building and other access as required. Failure to provide arrangements at the time of delivery may result in additional charges. Blanchett is not liable for delays due to permitting, weather, work of other trades, site access, or other situations not able to be reasonably anticipated.

Financial Terms: 50% advanced deposit with the balance due within 15 days of final installation. For credit card deposits exceeding \$5,000, a 3.0% processing fee will be charged. Financing is available based on O.A.C. and terms can be discussed with your account executive.

Permitting: has been included in this price proposal. Any authorization or consent, including that of any governmental authority, required to install, maintain and operate the signage, with the exception of the initial application for the permit shall be the responsibility of the client. If the permit is not approved, the client agrees to reimburse Blanchett for all out of pocket expenses incurred to obtain the permit. In the event the client requests Blanchett to manufacture and/or install the Display prior to obtaining the Permit, the client shall be liable for the full purchase price even if the Permit is ultimately not obtained and a signed permit waiver will be required.

Electrical: has not been included in this proposal. The client is responsible to supply and bring wiring of a suitable capacity, voltage and amperage, to the location and site of the Display(s), as well as for completing the final electrical connections.

Liability: Blanchett shall not be responsible for cancellation or delay in delivery or performance resulting from causes beyond its reasonable control, including, but not limited to: acts of God; strikes or other labour disturbances; equipment failure; delays in transportation; inability to obtain fuel, material, or parts; epidemics; severe weather conditions; accidents; or other contingencies the non-occurrence of which was a basic assumption on which the purchase was made.

Exclusions: structural engineering, traffic control equipment, and wall repairs are not included and if required shall be invoiced on a time and material basis.

Installation: the client shall select the location where the Display is to be erected. The Client is responsible for line protection where positioning of the Display conflicts with encroachment restrictions imposed by any governmental authority. Installation has been based upon regular working hours (7:30am - 4:00pm, Monday - Friday), and any work required to be completed outside of this time period will be subject to additional fees.

Warranty: 12 months against defective materials and 12 month unconditional guarantee on parts and labor.

Salesperson: Breanne Booker

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	June 3, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Purchasing Policy #22-518 Update
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

At the April 15, 2025, regular meeting, Council directed administration to develop a “Canada First” procurement practice similar to the Town of Lamont and to bring back changes required to the Purchasing Policy. (Resolution #25-172).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Purchasing Policy #22-518 has been updated to add Section 1. Procurement Practice under General Requirements, which represents the “Canada First” practice preferences per Resolution #25-172.

1. Procurement Practice

- a. The Town supports and encourages a “Canada First” procurement practice that prioritizes local (within the Town and surrounding municipal area), provincial (within Alberta), and national (within Canada) suppliers for the purchase of goods and services.
- b. The purpose of this practice is to:
 - i. Support the local economy and small businesses;
 - ii. Promote Canadian-made products and services;
 - iii. Strengthen regional and national resilience.
- c. Where feasible and cost-effective, preference will be given to vendors demonstrating a commitment to local sourcing, Canadian manufacturing, or community economic development.
- d. This practice does not override trade agreements or competitive bidding requirements; it serves as a guiding principle when evaluating bids of comparable value and quality.

No other changes have been made to the Purchasing Policy.

STRATEGIC ALIGNMENT

Values Statement of Service Excellence:

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

COSTS/SOURCES OF FUNDING

2025 operating and capital budget. The policy has been written that preference is given to Canadian vendors where feasible and cost-effective. It is likely that given the cost of shipping and tariffs that local vendors will be more cost-effective.

RECOMMENDED ACTION (by originator)

THAT ... Council approves the updated Purchasing Policy #22-518 as presented.

Or

THAT...Council approves the updated Purchasing Policy #22-518 with the following amendments [list changes].

PURCHASING POLICY

SECTION: Administration

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE: December 6, 2022

LAST REVIEWED BY COUNCIL: December 3, 2024

POLICY STATEMENT

The Town of Bon Accord is committed to purchasing goods and services fairly and equitably to ensure that the Town maintains and improves all infrastructure in a fiscally responsible manner. The Purchasing Policy provides a framework for the Town's purchasing activities to create intentional positive environmental, social, and economic impacts while maintaining an open, fair, and transparent procurement process.

PURPOSE

This policy aims to align the Town's procurement practices with its mission, vision, and values. It will establish a governance framework for the Town's purchasing activities to provide guidance, direction, and accountability for employees involved in procuring goods and services and ensure that all purchases made by the Town are recorded and accounted for in a consistent and transparent manner.

DEFINITIONS

- a) "AIT" means the Agreement on Internal Trade, an intergovernmental agreement between the federal government and the provinces and territories to reduce and eliminate barriers to free movement of people, goods, services, and investments within Canada. Effective July 1, 2017, this agreement was replaced with the Canadian Free Trade Agreement.
- b) "Best value" means the most advantageous balance of price, availability, quality, and serviceability identified through competitive procurement methods per stated selection criteria.

- c) “Bid” means a vendor or purchaser's offer to buy or sell goods or services.
- d) “CFTA” means the Canadian Free Trade Agreement, an agreement where the objective is to reduce and eliminate, to the extent possible, barriers to free movement of persons, goods, services, and investments within Canada and to establish an open, efficient, and stable domestic market.
- e) “Council” means the Mayor, Deputy Mayor, or members of Bon Accord Council.
- f) “Department Manager” means the Town employee responsible for a department based on the Town’s organizational chart.
- g) “Emergency Purchases” means situations where lack of immediate action jeopardizes operations, disrupts public services, or involves the safety of employees and/or the public.
- h) “Employee” means an individual employed by the Town.
- i) “Goods” and “Services” includes all supplies, materials, and equipment of every kind required to carry out the operations of the Town. Services include contractors, consultants, and other non-material requirements.
- j) “Invitation to Tender” means a request for Bids for prices on specific goods and/or services from a Supplier submitted in writing.
- k) “Local vendor” means a vendor that maintains a permanent business within the limits of the Town of Bon Accord.
- l) “NWPTA” means the New West Partnership Trade Agreement, a trade agreement between Alberta, British Columbia, and Saskatchewan.
- m) “Procurement” means the acquisition by any means of goods or services for the provision of municipal services.
- n) “Request for Proposal” means a request for Bids as to how the Supplier would address the need identified in the Request for Proposal document.
- o) “Request for Quotation” means a request for Bids for prices on specific Goods and/or Services from a supplier submitted verbally or in writing.
- p) “Town” means the Town of Bon Accord.

SCOPE

The Purchasing Policy applies to purchasing Goods and Services by any municipal employee or Council member on behalf of the Town. All employees delegated with purchasing authority shall follow the guidelines set out in this policy. Town Council delegates procurement authority to the Town Manager through the budget process and Council resolutions and bylaws. The Town Manager shall delegate purchasing authority to Managers, who may further delegate that authority to appropriate personnel. The Town Manager shall be responsible for implementing and monitoring compliance with the procedures and practices of this policy. Managers shall be responsible for ensuring compliance with this policy and the procurement procedures and practices set forth by the Town Manager.

RESPONSIBILITIES

1. All employees are responsible for:
 - a. Procurement that is compliant with all applicable trade agreements, including but not limited to:
 - i. [Canadian Free Trade Agreement \(CFTA\)](#) (previously AIT prior to July 1, 2017)
 - ii. [New West Partnership Trade Agreement \(NWPTA\)](#)
 - iii. [Canadian-European Union Comprehensive Economic and Trade Agreement \(CTA\)](#)
 - b. Maintaining high legal, ethical, managerial, and professional standards in the management of resources.
 - c. Obtaining the Best Value for money by achieving fulfillment of specified needs.
 - d. Using fair and transparent processes in procurement with regards to quotations and proposals.
 - e. Using appropriate purchasing techniques, including negotiation of contract terms and conditions, cost reductions, and cooperative buying processes.
 - f. Ensuring purchases are within budget, and appropriate expense

authorizations and processes are followed before and following purchases, except Emergency Purchases.

2. Managers are responsible for:
 - a. Ensuring all purchases are performed in accordance with this policy.
 - b. Delegating expense authorization appropriately.
 - c. Coordinating administration and the continuous review of the department's use of Goods and/or Services to ensure the Town receives the best quality, quantity, service, price, etc.
3. The Corporate Services Manager is responsible for:
 - a. Ensuring that no payments are made without the appropriate authorization.
 - b. Provide training and documentation on how to utilize the Purchasing Policy.

GENERAL REQUIREMENTS

1. Procurement Practice

- a. The Town supports and encourages a “Canada First” procurement practice that prioritizes local (within the Town and surrounding municipal area), provincial (within Alberta), and national (within Canada) suppliers for the purchase of goods and services.
- b. The purpose of this practice is to:
 - i. Support the local economy and small businesses;
 - ii. Promote Canadian-made products and services;
 - iii. Strengthen regional and national resilience.
- c. Where feasible and cost-effective, preference will be given to vendors demonstrating a commitment to local sourcing, Canadian manufacturing, or community economic development.
- d. This practice does not override trade agreements or competitive bidding requirements; it serves as a guiding principle when evaluating bids of comparable value and quality.

2. Purchasing Policy

- a. The Town encourages the consideration of overall Best Value in procuring goods and services. All procurement by the Town shall be fair and impartially conducted, free of real or perceived conflicts of interest, ensuring reasonable competition for procurement opportunities. Procurement of Goods and Services shall be conducted openly and transparently, treating all vendors fairly.
- b. All relevant financial and non-financial factors in procurement shall be considered, including but not limited to:
- c. Price, including delivery and implementation or set-up costs.
- d. Operating costs, including maintenance and life-cycle costs.
- e. Salvage value and disposal costs.
- f. Availability and timeliness of delivery.
- g. Quality, serviceability, and warranties.
- h. Vendor experience, expertise, capacity, and capability to meet predefined requirements. References regarding past performance from other vendor customers and the Town's previous experience with the vendor.
- i. Value-add benefits to the Town.
- j. Contributions to the local economy through supporting businesses and the creation of job opportunities.
- k. Environmental and ethical impacts of producing the goods and services and the goods and services themselves.

The Town may give preference to local vendors when the procurement of goods and services are valued at less than the relevant thresholds prescribed in the New West Partnership Trade Agreement (NWPTA). Notwithstanding this, procurement decisions shall be based on the option representing the Best Value to the Town.

3. Purchasing Process & Authorization Thresholds

Threshold Levels	Process	Authorization
------------------	---------	---------------

\$0-\$5,000	<ul style="list-style-type: none"> • Use of normal invoice procedures, Town credit card, or cheque request. 	Managers or appropriate designate.
\$5,001-\$10,000	<ul style="list-style-type: none"> • Verbal or written quotation from one or more vendors. • Use of normal invoice procedures, Town credit card, or cheque request. • A verbal or written Request for Quotation may be used. 	Managers
\$10,001-\$74,999	<ul style="list-style-type: none"> • Request for Quotation from three or more vendors. • A written Request for Proposal or Invitation to Tender may be used. • Use of normal invoice procedures, Town credit card, or cheque request. 	Managers
\$75,000 +	<ul style="list-style-type: none"> • An advertised Request for Proposal or Invitation to Tender must be used. • Goods and Services over \$75,000 and Construction contracts over \$200,000 must be procured openly through the Alberta Purchasing Connection system. • A contract or Agreement may be required. 	Town Manager (CAO)

4. Emergency Purchasing

- An emergency is defined as a situation in which the municipality must expend money to protect people or property and where there is inadequate time for Council to give prior authorization for the expenditure.
- Emergency purchases must be authorized by the Town Manager or their designate, based on judgement of the situation.
- The emergency and subsequent expenditure must be reported to Council at the next Council meeting.

5. Sole Source Procurements

With prior written authorization from the Town Manager, the Town may acquire Goods, Services, or construction through sole source procurements when there is only one available supplier of a required good, service, or construction that meets the Town's

needs or in the event of an emergency.

Notwithstanding the foregoing, in no case shall sole source procurements be used to avoid competition or to discriminate between suppliers. Every reasonable effort shall be made to negotiate to receive the Best Value.

6. Barter Transactions

Barter transactions are generally discouraged but may be appropriate in special circumstances. They must be approved by the Town Manager.

Barter transactions are accounted for at the amounts that would have been paid had they occurred as routine transactions in the ordinary course of business. Authorizations shall follow the same process as for a standard purchase at the normal value of the exchange.

7. Non-Budgeted Purchases

In a non-emergency situation, Town Council shall review and authorize any purchase not approved in the budget that has the potential to affect the direction or overall budgeted financial results of the Town in the amount of \$10,000 or greater.

8. Vendor Insurance Requirements

Requirements related to vendor liability insurance and Workers Compensation Board (WCB) insurance shall be requested and provided in accordance with the requirements provided by the Town's insurance company.

9. Authorization of Invoices and Payments

Invoices must be authorized for payment by an employee authorized in Section 2 of this policy. Payments will be made when the Town is satisfied that the Goods/Services provided meet the required specifications. Payment runs will be produced semi-monthly based on a schedule determined by the Corporate Services Manager or designate.

- a) \$200 in petty cash is kept as a float in the office vault and can be used for small

cash purchases. Purchases must be authorized by the Corporate Services Manager or designate. Receipts must be kept in the float.

- b) Invoices may be paid by cheque or Electronic Funds Transfer (EFT). The employee authorizing the invoice must indicate if it is to be paid by EFT; otherwise, a cheque will be printed.
- c) The town manager or designate and the mayor or designate will sign cheques and review the initial EFT files.
- d) To set up the EFT information for the vendor, account information must be confirmed over the phone with authorized vendor personnel.
 - a. Any notification of EFT information changes must be verbally confirmed with authorized vendor personnel.
 - b. No changes to EFT information can be made solely based on mailed or electronic notification (e.g., email, fax).
- e) Regular bills for MasterCard, cell phones, internet and office phones, power/gas, and workers' compensation insurance must be authorized for payment by an employee authorized in Section 2 and may be paid through the online banking bill payment function or automatic withdrawal.

10. Prohibitions

The following activities are prohibited unless specifically approved by Council:

- a) The division of purchases by any method, including the use of the Town credit card, to avoid the requirements of this policy.
- b) Purchase by any employee or member of Council of any Goods or Services for personal use.
- c) An employee shall not accept a gift, favour, or services from any individual, organization, or corporation other than the normal exchange of gifts between friends, the exchange of hospitality between persons doing business together, tokens exchanged as part of protocol, or the normal presentation of gifts to persons participating in public functions.
- d) Purchases by the Town from any member of Council or Town employee or their

immediate families or other sources except when the purchase is at a competitive price and the supplier is a dealer in those goods and services and for which the purchase is incidental or in the ordinary course of the business of the supplier.

11. Non-Compliance

Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be depending upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.

Any member of Council found to be in violation of this policy may be dealt with utilizing a confidential report to Council.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	June 3, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Elected Officials Orientation and Training: Post Election 2025
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

At the April 15th 2025, regular meeting of Council, Council directed that this item be brought back for consideration at the June 3rd regular meeting of Council. *Resolution #23-176*.

At the March 12, 2025 meeting of the Sturgeon Region Partnership Committee, Sturgeon County proposed a collaborative approach to deliver a Regional Orientation session for elected officials following the 2025 municipal election.

The Town of Bon Accord has participated in these regional orientation sessions in the past.

Regional sessions provide valuable opportunities for elected officials to build relationships, share knowledge, and strengthen intermunicipal collaboration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town has recently approved participation by all Council members in the *Elected Officials Education Program (Muni 101)* following the 2025 municipal election. This course fulfills the orientation training requirements outlined in the Municipal Government Act (MGA) for newly elected officials.

In addition to this formal training, the Town Manager will deliver an internal orientation session tailored specifically for elected officials in the Town of Bon Accord.

As part of the regional training component, there will also be a full-day orientation session led by Ian McCormack, a Certified Management Consultant with Strategic Steps Inc. Mr. McCormack is an experienced municipal consultant who has facilitated municipal orientations in the past.

Benefits of Regional Orientation:

Participating in this regional session offers the added value of networking and

collaboration with elected officials from across the region, fostering stronger intermunicipal relationships and shared learning.

STRATEGIC ALIGNMENT

Training for elected officials supports all areas of the Strategic Plan.

COSTS/SOURCES OF FUNDING

Annual Operating Budget: \$1500

Additional Per Diem and Mileage costs may need to be added in the final budget approval process.

Per Diems: \$150 full day rate per Councillor = \$750

Location: TBA (mileage costs unknown).

RECOMMENDED ACTION (by originator)

THAT Council directs administration to confirm the Town of Bon Accord's participation in the regional elected official's orientation training at a cost of \$1500.

OR

THAT Council directs administration to advise Sturgeon County that the Town of Bon Accord elected officials will not participate in the regional orientation this year.



YOU ARE INVITED TO JOIN MAYOR AND COUNCIL AT THIS YEAR'S

Fete au Village

SATURDAY, JULY 26

Events:

LEGAL LIONS PANCAKE BREAKFAST:

LOCATION: Fete au Village Grounds, Main Gate Citadel Park
4812 51 Ave, Legal AB

TIME: 7:30 am to 9:30am

NOTES: Breakfast Ticket(s) will be provided to Dignitary and guest upon arrival at Citadel Park by a member of the Town of Legal Council

LEGAL FETE AU VILLAGE PARADE:

MEETING LOCATION: Town of Legal, Municipal Office, 5021 50 St, Legal AB

TIME: Refreshments: 9:00am
Train Boarding: 9:45am
Depart: 10am Parade: 10:30am

NOTES: Dignitaries will board the train at the Municipal Office, then head over to the parade staging area. **For those with their own transportation, the Staging Area is located at 5310 48 Ave, Legal*

Early Bird Registration!

RSVP to the Town of Legal by JUNE 20!
Seats on the Legal Traditional Train are limited!
First-Come, First Served!

☎ 780-961-3773

✉ main@legal.ca

**Signage will be provided for all dignitaries. Dress is casual. Dignitaries are welcome to bring Candy, as it is permitted to be tossed from parade vehicles.*

From: [Tracy Reaume](#)
To: [Tracy Reaume](#)
Subject: You are Invited - Morinville Mayor & Council's Annual Pancake Breakfast June 14, 2025
Date: May 22, 2025 3:14:23 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Good afternoon,

Attached please find an invitation to Council's pancake breakfast as part of Morinville Festival Days on Saturday, June 14, 2025. Please forward this invitation to your Councils, Commanding Officers, and Regimental Sergeant Majors.

We look forward to hosting you on Saturday, June 14th. RSVP for the breakfast is not necessary but is appreciated by June 9th via this email.

~ Sent on behalf of Mayor Boersma and Council ~



On behalf of the Executive Assistant,



Juliana Winsor

Human Resources Administrative Assistant
Human Resource Services
T. 780-939-4361 | D 780-939-7659 | jwinsor@morinville.ca
www.morinville.ca



From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: BACS Grade 1 Bon Accord
Date: May 28, 2025 11:11:56 AM

From: Nicole Roe <Nicole.roe@sturgeon.ab.ca>
Sent: May 26, 2025 7:38 AM
To: Christina Fedorak <cscoordinator@bonaccord.ca>
Subject: BACS Grade 1 Bon Accord

You don't often get email from nicole.roe@sturgeon.ab.ca. [Learn why this is important](#)

Good Morning Christina

I hope that things are going well for you. My Grade 1s are currently learning about their community as part of our Social Studies curriculum. They are learning about how community groups work together, businesses that support their community, symbols that identify their community and how their community has changed over the years. I am wondering if the Town still has their Bon Accord colouring books or perhaps pins that students could have showing the Town crest? Most of the resources I have are pictures and it would be nice for them to have a little keepsake from our unit. No worries at all if you don't have anything, just thought I would check and see. There are two Grade 1 classes and we each have 19 students. Thanks so much for your time Christina, have a great week.

Nicole

Sturgeon Public Schools offers dynamic programming across 18 safe, caring schools. Follow us on [Facebook](#) and [Twitter](#) or visit our [website](#) for details!

SPS



Notice of Motion

To direct administration to create a bylaw enforcing school bus operators to have a stop sign extender in operation on any school bus that operates in the town limits of Bon Accord. To increase visibility of school buses that are stopped in town to pick up children.

To also find the problematic bus stop locations in town and to increase traffic visibility to those areas, installing bus stop traffic signs and any other possible measures a municipality can take to increase the visibility and safety of our community.

I would like this to be brought forward to the next council meeting. June 3, 2025

Councilor Lacey Laing