

**Town of Bon Accord
AGENDA
Regular Council Meeting
January 18, 2022 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 21, 2021 (enclosure)
 - 3.2. Special Meeting of Council; January 12, 2022 (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 (enclosure)
 - 5.5. Chief Administrative Officer (CAO) (enclosure)
6. **ACTION ITEM LIST**
 - 6.1. Action Item List to January 12, 2022 (enclosure)
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - 8.1. Council Photo Session (enclosure)
9. **BYLAWS/POLICIES/AGREEMENTS**

BYLAWS

 - 9.1. Water Bylaw #2022-01 (enclosure)
 - 9.2. Wastewater Bylaw #2022-02 (enclosure)
 - 9.3. Waste Collection Bylaw #2022-03 (enclosure)
 - 9.4. Municipal Borrowing Bylaw – Operating #2022-04 (enclosure)
 - 9.5. Code of Conduct Bylaw #2022-05 (enclosure)

POLICIES

 - 9.6. Branded Apparel for Council and Employees Policy (enclosure)
10. **WORKSHOPS/MEETINGS/CONFERENCES**
 - 10.1. ACCPA 2022 Conference (enclosure)
 - 10.2. Brownlee 2022 Emerging Trends in Municipal Law Seminar (enclosure)
11. **COUNCIL REPORTS**
 - 11.1. Mayor Holden (enclosure)
 - 11.2. Deputy Mayor Laing (enclosure)

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- 11.3. Councillor Bidney (enclosure)
- 11.4. Councillor May (enclosure)
- 11.5. Councillor Roemer (enclosure)

- 12. CORRESPONDENCE**
 - 12.1. Enbridge – Congratulatory Letter (enclosure)
 - 12.2. Crowsnest Pass – Letter of Support for City of Cold Lake and Streamlining Foreign Physician Assessments (enclosure)
 - 12.3. Crowsnest Pass – Letter of Support for Fast Tracking Immigrant Nurses for Certification in Alberta (enclosure)

- 13. NOTICE OF MOTION**
 - 13.1. Community Safety (enclosure)
 - 13.2. Question and Answer Period (enclosure)

- 14. PRESENTATION OF NOTICE OF MOTION**

- 15. CLOSED SESSION**
 - 15.1. Veteran’s Park Proposed MOA – *FOIP Act s.24(1)(c) Advice from officials*
 - 15.2. Golden Gems Society MOA Review – *FOIP Act s.24(1)(c) Advice from officials*

- 16. ADJOURNMENT**

**Town of Bon Accord
Regular Meeting of Council Minutes
December 21, 2021 8:30 a.m.**



**Virtual Meeting
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Chief Administrative Officer
Mark Prutchick – Operations Manager
Lila Quinn – Recreation and Community Services Manager
Jessica Caines – Executive Assistant
Kaitie Blackwell – Administration/Utility Clerk

CALL TO ORDER

Mayor Holden called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA

MAYOR HOLDEN MOVED THAT Council amend the agenda to add item 14 Presentation of Notice of Motion, item 14.1 Community Safety, and item 14.2 Question and Answer Period.

CARRIED UNANIMOUSLY RESOLUTION 21-392

COUNCILLOR BIDNEY MOVED THAT Council adopt the December 21, 2021 agenda, as amended.

CARRIED UNANIMOUSLY RESOLUTION 21-393

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – December 7, 2021

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the December 7, 2021 Regular Meeting of Council, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-394

Special Meeting of Council Minutes – December 14, 2021

DEPUTY MAYOR LAING MOVED THAT Council adopt the minutes of the December 14, 2021 Special Meeting of Council, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-395

**Town of Bon Accord
Regular Meeting of Council Minutes
December 21, 2021 8:30 a.m.
Virtual Meeting**



Live streamed on Bon Accord YouTube Channel

DEPARTMENT REPORTS

COUNCILLOR BIDNEY MOVED THAT Council accepts the department reports as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-396

ACTION ITEM LIST

COUNCILLOR MAY MOVED THAT Council accepts the Action item list to December 14, 2021, as information.

CARRIED UNANIMOUSLY RESOLUTION 21-397

BYLAWS | POLICIES | AGREEMENTS

Caring for Kids Subsidy Program Policy

COUNCILLOR MAY MOVED THAT Council approve the Caring for Kids Policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-398

Code of Ethics Policy and Council – Town Manager Covenant

COUNCILLOR BIDNEY MOVED THAT Council approves the Code of Ethics and Council – Town Manager Covenant Policy as amended.

CARRIED UNANIMOUSLY RESOLUTION 21-399

Mayor Holden called a short recess at 9:48 a.m.

Mayor Holden called the meeting back to order at 9:54 a.m.

COUNCIL REPORTS

DEPUTY MAYOR LAING MOVED THAT Council accepts the Council reports as information.

CARRIED UNANIMOUSLY RESOLUTION 21-400

CORRESPONDENCE

Alberta Recreation and Park Association – Congratulatory Letter

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

CARRIED UNANIMOUSLY RESOLUTION 21-401

NOTICE OF MOTION

Acknowledgement of Community Services

COUNCILLOR BIDNEY MOVED THAT administration investigate the costs of designing a plaque to thank Gail Critchley for her many years of service to the Community League.

**Town of Bon Accord
Regular Meeting of Council Minutes
December 21, 2021 8:30 a.m.**



**Virtual Meeting
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR MAY MADE A FRIENDLY AMENDMENT THAT administration look into the costs for volunteer recognition in general.

DEPUTY MAYOR LAING MADE A FRIENDLY AMENDMENT THAT administration look into the costs for plaques as well as other options to commemorate volunteers.

CARRIED UNANIMOUSLY RESOLUTION 21-402

Highway Frontage

MAYOR HOLDEN MOVED THAT Planning and Economic Development contact owners of unoccupied properties on 47th Avenue between 50th Street and 51st Street to determine availability and cost to purchase AND report back to Council at the Regular Meeting of Council January 18, 2022.

In Favour: Mayor Holden, Deputy Mayor Laing, Councillor Bidney, Councillor Roemer
Opposed: Councillor May

CARRIED RESOLUTION 21-403

PRESENTATION OF NOTICE OF MOTION

Community Safety

Question and Answer Period

ADJOURNMENT

The December 21, 2021 Regular Meeting of Council adjourned at 10:37 a.m.

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Special Meeting of Council Minutes
January 12, 2022 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Lacey Laing – Late Arrival 6:29 p.m.
Councillor Lynn Bidney
Councillor Cory Roemer
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
Kaitlyn Blackwell – Administration/Utility Clerk

CALL TO ORDER

Mayor Holden called the meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

COUNCILLOR BIDNEY MOVED THAT Council adopt the January 12, 2022 agenda, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-001

CLOSED SESSION

Strategic Plan Discussion – FOIP Act 24(1)(a) Advice from officials

COUNCILLOR MAY MOVED THAT Council go into closed session at 6:02 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-002

Deputy Mayor Laing joined the meeting at 6:29 p.m.

COUNCILLOR BIDNEY MOVED THAT Council come out of Closed Session at 8:10 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-003

COUNCILLOR BIDNEY MOVED THAT Council accept the Strategic Plan information as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-004

ADJOURNMENT

The January 12, 2022 Special Meeting of Council was adjourned at 8:13 p.m.

**Town of Bon Accord
Special Meeting of Council Minutes
January 12, 2022 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

Mayor Brian Holden

Jodi Brown, CAO

Unapproved

Council Report

Date: January 13, 2022

Reporting Period: December 2021 – January 2022

Department: Recreation and Community Services

Submitted by: Lila Quinn

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 (replacement of the centre set).

ARENA

- Received reimbursement of the first \$10,000 (of the \$20,000) spent on the Engineering study with the Municipal Climate Change Action Centre Rebate application. We have now been placed on the wait list for the remaining \$10,000 spent on the Engineering Study. This provincial funding will only be available in the future if we move forward with the replacement of the ice plant under this grant program.
- I met with the Fire Department and Arena Supervisor January 10 to review a clause in the Engineering inspection that suggested an additional pull station and smoke detector were necessary in the area by the lift. Upon review, the Fire Department said that the area in question does meet all the fire codes.

COMMUNITY EVENTS/PROGRAMS

NEXT EVENT: FAMILY DAY FEBRUARY 21, 2021

This event will include follows activities:

- Free public skating 11:00 a.m. – 1:00 p.m.
- Complimentary concession items: Hotdog, chips, and coffee or pop (one per person)
- Photo scavenger hunt 1:00 p.m. start
- Poster contest: a drawing of something your family enjoys doing as a family in Bon Accord
- Bonfire/smores: pending Fire Department involvement
- Jeopardy game with town of Bon Accord trivia: provided adequate volunteers for event
- Donations to food bank accepted at event
- Those unable to enter arena can call for concession items delivered to main entrance

COMMUNITY PROGRAMS: 2022

BABYSITTER/HOME ALONE COURSES:

- Tentative date for these courses are February 10 & 11.

PICKLE BALL PROGRAM:

- I will be contacting the principal of Lillian Schick School once the COVID numbers come down to see if the school will be allowing community programs to take place in the school.

INFORMATION AND REFERRALS

- Assisted four residents seeking support/resources.

BOARDS AND COMMITTEES:

COMMUNITY SERVICES ADVISORY BOARD:

- Attended an on-line meeting January 12 where we finalized our plans for Family Day. The next meeting is scheduled for February 8.

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 on-line meeting January 6 where we discussed one software programs that could potentially meet our needs.

ADDITIONAL MEETINGS

GREEN AND INCLUSIVE COMMUNITY BUILDING (GICB) GRANT MEETING

- Attended virtual meeting with CAO and Associated Engineering on January 6 regarding arena upgrade project and the GICB federal grant

MEETINGS ATTENDED

- Attended Recreation Transition Group Meeting January 6
- Attended Management Meeting December 17
- Attended online Regular Council meeting December 21
- Attended Community Services Advisory Board Meeting January 11
- Attended Special Meeting of Council January 12
- Attended North Central Emergency Social Services Network Meeting January 13

**COUNCIL REPORT
FINANCE
JANUARY 2022**

GENERAL MUNICIPAL

All outstanding taxes as of December 31, 2021 were subject to a tax penalty of 15%, and the Town collected penalty revenue of \$14,368. 94% of current outstanding taxes had been collected by the end of 2021 compared to 88% at the end of 2020.

The final audit is scheduled for early February 2022, after which the auditor will present financial statements to council. During the preparation for the audit, the posting of some year-end adjusting entries are still outstanding, affecting the variance numbers presented. As well, some year end invoices are still expected and will be posted to 2021.

ADMINISTRATION

Administration revenue is slightly higher than budgeted. The majority of this revenue is from tax certificates. Overall, administration expenses are under budget due in part to reduced training, mileage and subsistence, and memberships and registrations. These areas had less spending than expected due to the pandemic restrictions. Administration remained under budget, striving to achieve cost savings in all areas. Some invoices for year-end are still expected and will affect these numbers but remain under budget.

PROTECTIVE SERVICES

Fire revenue is the fire hall rental payment received from Sturgeon County for the 2021 year. The fire reserve transfer of \$10,000 will be completed as part of the year-end adjusting entries for audit. Fire expenses had a slight savings (\$5K) due to the allocation of the solar power credit. Emergency services expenses had a contingency budget for Covid of \$5,000 of which only \$1,154 was spent. There will be a year-end allocation entry for bylaw for the next RCMP invoice, as this cost is billed from April to March versus January to December.

PUBLIC WORKS

The portion of MSI operating funding allocated to roads and water in the budget has been received and recorded. Water and sewer revenue are slightly under-budget due to less than budgeted consumption; bulk water sales are approximately \$6k under expected budget due to less than expected consumption. This may be due to weather and fluctuations of consumer demand throughout the year. Both factors are out of the Town's control. Garbage revenue is over budget, due mainly to increased landfill usage. Cemetery revenue is over budget by \$6.9k. There has been an increase in plot purchases and burials this year. Cemetery expenses are close to budget.

Public works expenses overall for roads, water, and sewer are under budget. The reserve transfers are still to be completed with the year-end adjusting entries. Contracted services for water was over-budget due to an increase in unexpected repairs for cc valves, however this was offset by cost savings in other areas. Some outstanding invoices for year-end are still expected and will impact these numbers, though they are expected to remain under budget overall.

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 municipal planning are under budget mainly due to contracted services which includes an expenditure allocation for an offsite levy study not completed. Some outstanding invoices for year-end are still expected and will impact these numbers, though they are expected to remain under budget overall.

RECREATION & COMMUNITY SERVICES

FCSS budgeted revenue for the FCSS grant is \$42,481 and the Town received a monthly payment of \$3,540. The government sent notification that they will return to quarterly payment of the FCSS grant for 2022. Expenses for FCSS are within budget and expected to remain as such. 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 was 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. There was a minimal budget for summer students, but they were not hired due to the pandemic. Contracted services included an allocation for mosquito spraying, however this was not completed this 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. Contracted services is over budget for necessary repairs and updates to infrastructure, however this is offset by savings in the other areas.

Recreation programs revenue includes the remaining portion of the Sturgeon Recreation grant. Unspent funds can be transferred to a restricted recreation operating reserve and Council may want to consider this prior to approving the final financial statements for 2021. After a review with the auditors, administration can provide further information on the funds left remaining to potentially transfer to reserves. Music in the Park expenditures were \$10,435. Programs are 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: DECEMBER

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,141,213	2,231,508	- 90,295	210,013	424,488	- 214,475	1,931,200	1,807,020	124,180	7%
TOTAL MUNICIPAL	\$ 2,141,213.00	\$ 2,231,508.00	-\$ 90,295.00	\$ 210,013.00	\$ 424,488.00	-\$ 214,475.00	\$ 1,931,200	\$ 1,807,020	\$ 124,180	7%
Election	-	-	-	1,612	5,500	- 3,888	(1,612)	(5,500)	3,888	71%
Council	-	-	-	86,090	103,405	- 17,315	(86,090)	(103,405)	17,315	17%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 87,702	\$ 108,905	-\$ 21,203	-\$ 87,702	-\$ 108,905	\$ 21,203	19%
Administration	6,422	11,900	- 5,478	462,592	482,492	- 19,900	(456,170)	(470,592)	14,422	3%
TOTAL ADMINISTRATION	\$ 6,422	\$ 11,900	-\$ 5,478	\$ 462,592	\$ 482,492	-\$ 19,900	-\$ 456,170	-\$ 470,592	\$ 14,422	3%
Fire Services	9,285	9,285	-	28,974	46,888	-17,914	(19,689)	(37,603)	17,914	48%
Emergency Services	-	-	-	12,627	23,341	-10,714	(12,627)	(23,341)	10,714	46%
Bylaw	41,821	39,236	2,585	40,412	79,493	-39,081	1,409	(40,257)	41,666	104%
TOTAL PROTECTIVE SERVICES	\$ 51,106	\$ 48,521	\$ 2,585	\$ 82,013	\$ 149,722	-\$ 67,709	-\$ 30,907	-\$ 101,201	\$ 70,294	69%
Municipal Planning	10,105	10,250	- 145	136,360	199,881	- 63,521	(126,255)	(189,631)	63,376	33%
Economic Development	5,850	-	5,850	94,248	105,585	- 11,337	(88,398)	(105,585)	17,187	16%
TOTAL PLANNING & DEVELOPMEN	\$ 15,955	\$ 10,250	\$ 5,705	\$ 230,608	\$ 305,467	-\$ 74,859	-\$ 214,653	-\$ 295,217	\$ 80,564	27%
Public Works - Roads	10,184	9,091	1,093	326,765	419,115	- 92,350	(316,581)	(410,024)	93,443	23%
Storm Sewer & Drain	-	-	-	18,072	18,397	-325	(18,072)	(18,397)	325	2%
Water	513,189	517,091	- 3,902	486,664	556,185	-69,521	26,525	(39,094)	65,619	168%
Sewer	316,594	317,300	- 706	251,678	317,241	-65,563	64,916	59	64,857	109927%
Garbage	157,925	146,550	11,375	153,593	170,382	-16,789	4,332	(23,832)	28,164	118%
Cemetery	13,900	7,000	6,900	7,312	9,799	-2,487	6,588	(2,799)	9,387	335%
TOTAL PUBLIC WORKS	\$ 1,011,792	\$ 997,032	\$ 14,760	\$ 1,244,084	\$ 1,491,119	-\$ 247,035	-\$ 232,292	-\$ 494,087	\$ 261,795	53%
FCSS	31,861	43,481	- 11,620	41,726	53,101	- 11,375	(9,865)	(9,620)	(245)	3%
TOTAL FCSS	\$ 31,861	\$ 43,481	-\$ 11,620	\$ 41,726	\$ 53,101	-\$ 11,375	-\$ 9,865	-\$ 9,620	-\$ 245	3%
Parks	20,200	20,000	200	88,428	136,461	- 48,033	(68,228)	(116,461)	48,233	41%
Arena	122,759	218,769	- 96,010	209,500	274,773	- 65,273	(86,741)	(56,004)	(30,737)	55%
Recreation	137,084	9,183	127,901	60,680	118,833	- 58,153	76,404	(109,650)	186,054	170%
TOTAL REC & COMMUNITY SERVIC	\$ 280,043	\$ 247,952	\$ 32,091	\$ 358,608	\$ 530,067	-\$ 171,459	-\$ 78,565	-\$ 282,115	\$ 203,550	72%
Library	10,480	10,480	-	48,478	55,612	- 7,134	(37,998)	(45,132)	7,134	16%
TOTAL LIBRARY	\$ 10,480	\$ 10,480	\$ -	\$ 48,478	\$ 55,612	-\$ 7,134	-\$ 37,998	-\$ 45,132	\$ 7,134	16%
Total Excl. General Municipal	\$ 1,407,659	\$ 1,369,616	\$ 38,043	\$ 2,555,811	\$ 3,176,484	-\$ 620,673	-\$ 1,148,152	-\$ 1,806,868	\$ 658,716	36%
Total Incl. General Municipal	\$ 3,548,872	\$ 3,601,124	-\$ 52,252	\$ 2,765,824	\$ 3,600,972	-\$ 835,148	\$ 783,048	\$ 152	\$ 782,896	515433%

Budget Approved December 15, 2020

Council Report

Date: December 2021 – January 2022

Department: Public Works

Submitted by: Mark Prutchick, Operations Manager

PUBLIC WORKS/OPERATIONS MANAGER

- Regularly attended Council Meetings both regular and special.
- Regularly attend Management and Budget meetings.
- Regularly process Invoices/Timesheets, and all information related to day-to-day operating activities.
- Council Orientation Presentation/Video.
- Continue to look into all essential training/certification and renewals for Staff in 2022.
- Continue to assist 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.
- Virtual meeting with Associated Engineering regarding 2022 Road Rehabilitation Program and the Stormwater Management Plan.

ROADS

- Hauling of Snow to the Lagoon with three trucks, week of Jan 10.
- Continue to conduct Winter Maintenance Activities as identified in our Policy. (See attached)

EQUIPMENT/VEHICLES

- Repaired Heater in Sidewalk Machine.
- Replaced Alternator on the 4700 Sanding Truck.
- Ongoing Washing and Cleaning of trucks and equipment.
- Equipment maintenance ongoing.
- Replaced two hydraulic lines on the Grader (extreme cold weather operations).

CEMETERY

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

WATER

- Ongoing Daily and Weekly readings/sampling/testing (Chlorine see attached).
- Monthly Meter Readings completed on Dec 29-30.
- Completed monthly water and wastewater utilities check/ inspections.

SEWER

- Sewer pump stations monthly check completed.
- Replaced heater in the Blower House.

SAFETY/TRAINING/STAFF

- Ongoing Morning Meetings (Tailgate) regarding work safe plans.
- Continue to emphasize the importance of Covid safety measures and always keeping up to date with AHS.

ADDRESSED CONCERNS / MISCELLANEOUS

- Continue to receive calls from residents regarding timing for snow removal and extremely positive calls regarding the Town's efficiency with Winter Operations.

Public Works Report ending January 12th, 2022.

Respectfully submitted by:

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

Water Distribution System Monthly Report

DECEMBER

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 P
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 10
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	327	1.80	238	78	1.68	5008-47 Ave		0.00	None
15	324	1.81	224	53	1.69	5025-50 Ave.		0.00	Switched Pump from 102 to 10
16	326	1.85	219	30	1.76	4812-52 St.		0.00	None
17	307	1.77	227	16	1.70	4944-50 Ave.		0.00	None
18	0	0.00	0	0	0.00			0.00	
19	0	0.00	0	0	0.00			0.00	
20	836	1.69	709	151	1.27	5222 44st	***	0.00	None
21	331	1.79	236	149	1.70	4812 52st		0.00	None
22	333	1.74	220	196	1.72	5025 50ave		0.00	Switched pump 103 to 101
23	333	1.71	221	103	1.69	5008 47ave		0.00	None
24	0	0.00	0	0	0.00			0.00	
25	0	0.00	0	0	0.00			0.00	
26	0	0.00	0	0	0.00			0.00	
27	1347	1.69	929	192	1.81	#144 5231 51st		0.00	None
28	0	0.00	0	0	0.00			0.00	
29	580	1.71	480	68	1.57	4812 - 52 St	****	0.00	None
30	286	1.71	231	72	1.62	5025 - 50 Ave		0.00	Switched pump from 101 to 10
31	287	1.68	235	64	1.63	5008 - 47Ave		0.00	

SUBTOTAL	9580	N/A	7182	2065	N/A
TOTAL	9580	N/A	9247		N/A
AVERAGE	309.03	1.16	231.68	66.61	1.09
MAX	1347.00	1.85	929.00	278.00	1.81
LOW	0.00	0.00	0.00	0.00	0.00

0

Northeast Boreal Region Room 111, Twin Atria Building, 4999 - 98 Avenue Edmonton, Alberta T6B 2X3 EMERGENCY NUMBER: 1 (800) 222-6514	Operator in Charge: Terry Doerkson - Level 2 Cert: 4268 Approval 438-01-01
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Water Distribution System Monthly Report

JANUARY

2022 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 P
1	0	0.00	0	0	0.00			0.00	
2	0	0.00	0	0	0.00			0.00	
3	0	0.00	0	0	0.00			0.00	Stat. holiday
4	1095	1.72	940	248	1.54	4803-53Ave.	*	0.00	None
5	307	1.68	225	49	1.69	5025-50Ave.		0.00	Switched from Pump 102 to 10
6	339	1.74	228	24	1.61	5008-47Ave.		0.00	None
7	253	1.79	239	101	1.61	4812-52St.		0.00	None
8	0	0.00	0	0	0.00			0.00	
9	0	0.00	0	0	0.00			0.00	
10	743	1.67	733	134	1.67	#144 5231 51st	**	0.00	None
11	415	1.63	216	159	1.66	4812 52st		0.00	None
12	327	1.69	213	66	1.71	5025 50ave		0.00	None
13	348	1.68	229	57	1.59	5008 47 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	

SUBTOTAL	3827	N/A	3023	838	N/A
TOTAL	3827	N/A	3861		N/A
AVERAGE	294.38	1.05	232.54	64.46	1.01
MAX	1095.00	1.79	940.00	248.00	1.71
LOW	0.00	0.00	0.00	0.00	0.00

0

Northeast Boreal Region Room 111, Twin Atria Building, 4999 - 98 Avenue Edmonton, Alberta T6B 2X3 EMERGENCY NUMBER: 1 (800) 222-6514	Operator in Charge: Terry Doerkson - Level 2 Cert: 4268 Approval 438-01-01
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3030 Hospital Dr. NW Calgary, AB T2N 4W4
403-944-1215 8440-112 St. Edmonton,
8925



AB T6G 2J2 780-407-

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-21-0116679
AESRD Approval #: 0000438
EI #:
Provlab Study #:

Environmental Microbiology		
Collected Date	2021-12-20	
Collected Time	09:03:00	
Procedure		Units
Total Coliforms by Enzyme Substrate	ABSENT ^{In1}	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Water Sample Source	River	
Received Date and Time	2021-12-20 1411	
Analyzed Date	20-DEC-2021	
ID Number	1883853	
Sample Collected By	Steven Brown	
Collected By Phone Number	780-565-0557	
Sample Collection Site.	5222 44 St	

Interpretive Data

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

TOWN OF BON ACCORD Sanding, Snow Clearing and Removal Procedure
--

SECTION:	Public Works
SUPPORTED BY POLICY NO.:	10.34
SUBJECT:	SANDING, SNOW CLEARING AND REMOVAL Procedure
RESPONSIBLE AUTHORITY:	Public Works - Roads
REVIEWED BY COUNCIL:	<i>Updated October 2, 2018</i>

PROCEDURE:

- 1) Snow clearing/hauling and/or sanding shall be performed throughout the Town on a priority basis.
- 2) Priorities for clearing/hauling and/or sanding are as follows.

- | | |
|--------|---------------------------------------|
| First | - Arterials and emergency/work access |
| Second | - Residential roads and laneways |
| Third | - Alleys |
| Fourth | - Parking lots |
| Fifth | - Snow piles |

3) Designation of areas/roadways

a) Arterials and emergency/work access

- Fire department access to and egress of emergency equipment.
- 57th Street, North from Hwy 28 to 51st Avenue corporate limits
- 51st Avenue, East from 57th Street to 51st Street
- 51st Street, North from Hwy 28 to 54th Avenue
- 54th Avenue, East from 51st Street to Lily Lake Road
- 50th Street, North from Hwy 28 to 51st street
- 50th Avenue from 51st Street to 51st Avenue & 50th Avenue
- 47th Avenue from 51st Street to 50th Street
- 52nd Street / Arena Road.
- Access of areas necessary for public works to be able to do their jobs.
- Accesses to Truck fill if potentially required by emergency services.

b) Residential roads and laneways (as divided into zones). See attached illustration 1.

Zone 1 Roads

- north of 51st Avenue between 53rd and 56 Streets commonly known as Springbrook
- 50th Avenue between 53rd and 56 Streets commonly known as Parkside
- Spruce Meadow Lane

- Bon Acres Crescent

Zone 2 Roads

- 48th and 49th Avenues between 51st and 49th Streets
- 49A Street south of 48th Avenue
- 49th Street from 48th Avenue to 50th Avenue
- 51st and 52nd Avenues between 51st and 49th Streets
- 49th Street between 53rd and 50th Avenues

Zone 3 Roads

- 53rd and 51A Avenues between 49th and 47th Street
- 47th and 48th Streets between 53rd and 51st Avenues
- 51st Avenue from 50th Avenue to 46th Street
- 46th Street
- 53rd Avenue east of 46th street
- Access from 53rd Avenue to 54th Avenue

c) Alleys will follow a similar pattern and rotation as to the zones (that apply) above.

- 4) Once the first priority roads and areas have been completed, residential roads will be cleared according to zones and will follow an area rotation, as follows:

First clearing in order	zones 1, 2, & 3
Second clearing in order	zones 2, 3 & 1
Third clearing in order	zones 3, 1 & 2
Etc.	

Best attempts by Public Works will be made to start the following year where the next zones turn was and start that year's cleaning there.

This rotation process may be interrupted due to heavy snowfalls/storms, wherein the priority areas will have to be revisited and made passible. Once conditions exist where the priority areas are completed, work will return to rotation process where left off.

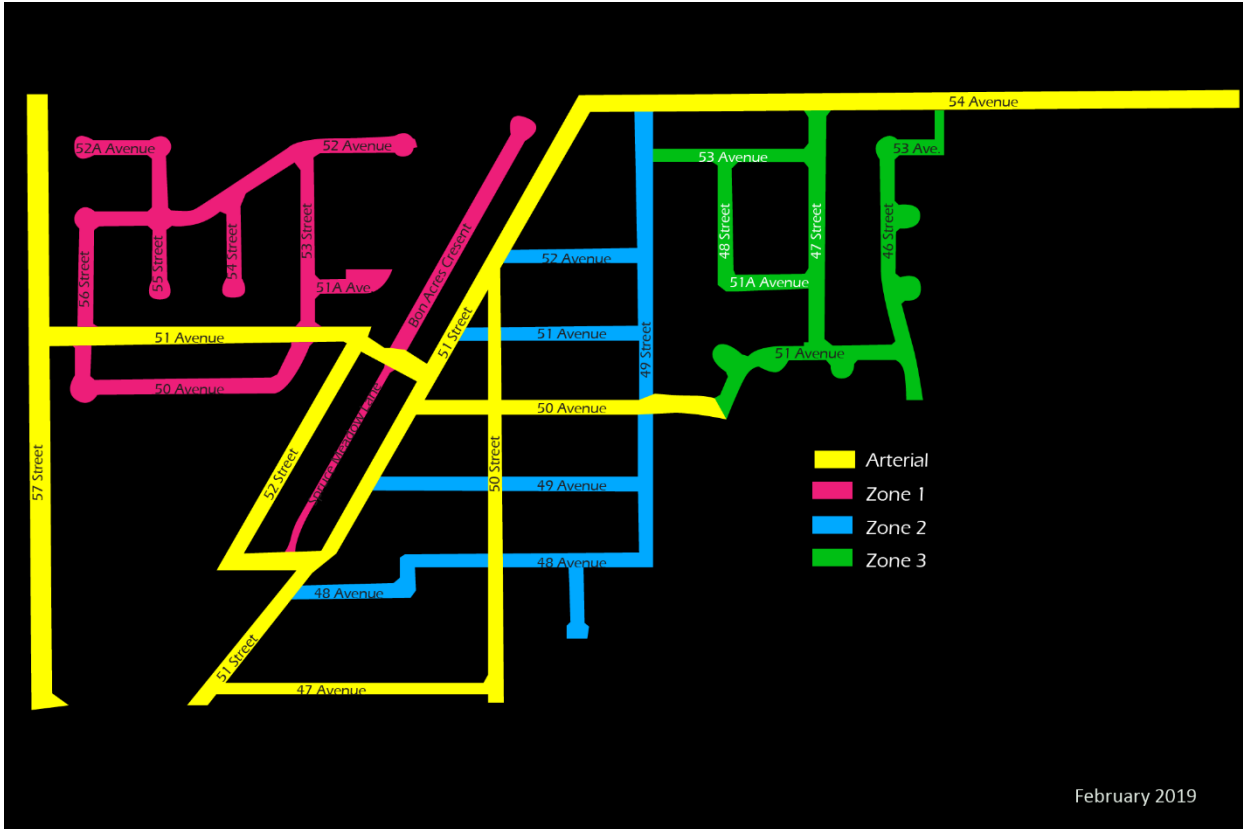
- 5) The priority will be for Public Works Equipment and Personnel will be to remain clearing the roads during the scheduled work week until such time as all snow is cleared and/or hauled throughout the Town.

Note: If an emergency, priority duties in the course of regular work or special circumstances arise this may take priority over snow clearing. As such only as much manpower and/or equipment necessary may be diverted to do what is needed at the discretion of the Public Works Supervisor or his designate. When that situation is resolved, resources will be reassigned back to snow clearing.

Note: On days that there is garbage pickup and the Totes are all out on the street the duties may be re-prioritized to different aspects of the snow clearing out of their normal position. For example, clear alleys, parking lots, haul snow piles or a combination thereof. This will be done at the discretion of the Public Works Supervisor or his designate.

- 6) In the event that the Town's equipment and/or manpower cannot manage to provide adequate snow removal service, the Supervisor of Public Works or their designate may at that time extend or alter the hours of work for snow removal and/or hire contractors to assist until such time that the staff becomes once again self-sufficient and capable to sustain operations.
- 7) The person on call will determine if it is necessary to begin snow clearing and/or sanding outside of regular work hours, and would typically be:
 - Sanding roadways, as necessary, if slippery conditions exist
 - Clearing of main access roads after snowfall of 10 cm or drifting occurs
 - Residential streets / alleys if drifted and blocked
- 8) Snow in areas that snow is piled for later removal is to be piled in a manner that provides minimal inconvenience to the residents. (Note: Loading and hauling is lowest priority.)
- 9) Access to fire hydrants to be cleared of ice and snow as time permits or in combination of efforts between Public Works and the Fire Department.
- 10) The Cemetery parking lot and access will be kept clear as time allows or when a funeral is scheduled.
- 11) A parking ban may be instituted to allow the Public Works Department to clear and/or remove snow. Hours of the ban to be 7:30 a.m. to 5:00 p.m. The Public Works Supervisor, or designate, to determine the days the ban will be required. During snow clearing operations, "No Parking" signs will be posted a minimum of 22 hours in advance of clearing and/or removing snow. On-street parking will not be permitted until maintenance is complete. Ticketing and Towing may result for vehicles non-compliant with parking bans as per Traffic Bylaw 2014-04 and/or the Traffic Safety Act.
- 12) Decisions for snow clearing, removal, hauling, sanding, and clearing of sidewalks will be based on type and amounts of snow or rain. Existing and expected weather, work schedules, available equipment, manpower, funerals, special events and residents' concerns will also be considered. A base line of a minimum of 10 cm or an accumulation of 10 cm shall be considered as point of needing to start a clearing cycle on the main priority roads. Taking into consideration of the above decision makers, a 15 cm baseline will be used for residential areas.
- 13) The clearing of snow for the majority of main roads, residential roads and lanes that are adjacent to residents shall consist of removal of snow as close to surface of the roadway as practicable. Grading to windrows, loading and hauling will be the primary way of removing snow. When it is more beneficial and efficient the snow may be placed in piles and removed later. Roadways that have deeper drainage ditches next to them may be cleared by pushing snow into the ditch with consideration given for drainage in the spring. Windrows especially on the narrower streets will be removed as quickly as possible. Accesses at intersections shall be made in windrows to allow traffic to flow through.
- 14) Alleys will be graded or cleared by moving the snow to the side and snow will only be hauled away when there is no other option left. This will be at the discretion of the Public Works Supervisor or his designate. Gating when applicable with the grader will only be done for driveways.
- 15) Snow in critical areas is to be cleared during the winter to prevent flooding in the spring. These areas will be determined by the Public Works Coordinator or designate.

- 16) In the case of a major storm, or if conditions are such that the normal system of clearing and hauling snow may or cannot be done in a manner to make or keep the roads passable for emergency access, the town may, on a temporary basis, go to a system of that of emergency road opening/clearing by whatever means are at the disposal of the town staff. That is, in cases of major snow and drifting and/or an extended period of continuous heavy snow fall, the town staff may only clear roads leaving windrows using plow trucks or loaders instead of the grader with gating and hauling it immediately. As soon as it is practical the regular means of clearing will be returned to.
- 17) Sidewalks/Walkways are to be kept clear of ice and snow as much as possible, and are listed as follows:
- Town office sidewalks
 - Walkway – North side of Springer – approximately 150 meters
 - Walkway – 45th Street to Lillian Schick property line
 - 51st Avenue & 50th Avenue – corners in Springer – approximately 150 meters
 - Clock Area – agreement with property owners that we do the maintenance – 100 meters
 - Walkway across sports grounds from Arena to BACS
 - East side of 50th Street North from 49th Avenue to 50th Avenue
 - South side of 50th Avenue from 51st Street to alley east of Community Hall.
 - Sidewalk clearing adjacent to roadways should be scheduled in conjunction of road clearing where possible.
- 18) The main objectives for sanding the roads will be intersections and inclines in roadways. At temperatures of below -18 Celsius stone chips may be added to the salted sand mixture used to aid in traction if needed.
- 19) In the winter season (usually start of November to the end of March) roadways will be evaluated daily and a report made on conditions (usually by the on-call person). This will be done earlier in the day so that plans can be made from them on any work needing to be done. Other evaluations during the day may be made as necessary by the public works staff or their supervisors.



**COUNCIL REPORT
PLANNING AND DEVELOPMENT
JANUARY 2022**

ECONOMIC DEVELOPMENT

Ministry of Agriculture, Forestry and Rural Economic Development

The Honourable Nate Horner sent out an invitation to participate in an engagement session on November 24/21. This virtual session was an opportunity for the Alberta Government to listen to rural communities and business leaders to gather information on steps the government can take to foster, promote, and reduce barriers to economic development across the province. The Minister is seeking what is working well, what areas need to be improved and how can the ministry help attract investment to rural Alberta.

Input from the session focused on the development of future rural economic policies and programs with some pointed discussion and summary themes:

- What are the economic strengths or biggest opportunities for economic development in your community?
- What are the challenges for supporting these economic strengths or opportunities for economic development in your community?
- What actions would you like to see taken in the near term and long term?
- What should be the goals of rural economic development in Alberta
- What factors would make you confident that Alberta has a sound rural economic development environment?

Currently there are numerous programs in the region on Regional Economic Development - Federal and Provincial Supports (refer attachment) and Programs/Agency Definitions (refer attachment). Further discussion is slated for the spring to possibly meet in person with each municipality.

Edmonton International Airport

Edmonton's airport is becoming a launch pad for autonomous drone deliveries. December 3/21 EIA displayed a trial flight of a sparrow drone operated by Toronto-based Drone Delivery Canada, which will be used to shuttle cargo over the Queen Elizabeth II highway to a nearby delivery site in Nisku (roughly two kilometers away). When the program is up and running, it will carry packages for clients of companies such as Ziing Final Mile and Apple Express. The airport is embracing drone operations to improve and secure supply chains as witnessed recently with the devastating floods in BC and the world experiencing how vulnerable supply chains can be.

Drone delivery operation has been approved by NAV Canada, a private non-profit company responsible for air traffic control in the country

Amazon Fulfillment Centre – Parkland County

The fulfillment centre is a massive robotic centre which is one of the largest distribution centres in Canada when it opens in 2022. The building has a footprint of over 600,000 sq. ft., comprising of five levels providing a storage area of 2.9 million sq. ft. Designed to accommodate more than 1,000 full and part-time workers, it is being built to pick, pack and ship small items such as books, electronics, toys and other consumer items.

Construction is underway on 300 acres with the Amazon facility sitting on 66 acres of land in the Acheson Industrial area. Robotics and advanced technologies make fulfillment centres safer and more collaborative.

Alberta Clean Energy Improvement Program (ACEIP)

In 2018, the Clean Energy Act was passed to amend the MGA to create a legislative and regulatory framework for municipalities to establish a Clean Energy Improvement Program (CEIP). After a CEIP is established, municipalities are able to provide homeowners and businesses with a financing tool to make their properties more energy efficient. The Clean Energy Act is complemented by the Clean Energy Improvements Regulation which was passed in 2019 to define the program further by outlining additional eligibility criteria, setting maximum amounts and further establishing program design requirements that municipalities must follow.

If CEIP is established by a municipality, municipal borrowing capitalizes the program to provide up to 100% financing to eligible clean energy projects undertaken by homeowners and businesses. Costs are then recovered by levying a clean energy improvement tax on the participating property, similar to local improvement taxes for improved roads and sidewalks.

Before a municipality should consider introducing this program, it would be in the municipalities best interest to discuss the practical and legal issues with Brownlee. For further information and review of the regulations in place and steps a municipality must take to establish a CEIP, refer to link provided.

<https://brownleelaw.com/mlb-newsletter-december-2021-a2/>.

Bon Accord Business License Renewals

Business License renewal letters were sent out December 31/21 with deadline renewal date of January 31/22, to avoid penalty. The business licenses have been consistent throughout the years:

2021	44
2020	43
2019	46

The majority of business licenses consist of home-based business, which have remained to be active year after year. Business licenses bring value to the business as well as to the community. What's included in the business license:

- ✓ Complementary advertising on Commercial Electronic Sign - Business within/outside of Bon Accord, holding a valid Bon Accord business license
- ✓ Complementary listing on the Town of Bon Accord's website - Business Directory (Bonaccord.ca)
- ✓ Advertising on the Community Event Sign at a minimal rate - Business within Bon Accord only
- ✓ Complementary posting of events on Community Calendar – website
- ✓ Events can be shared on the Towns Facebook
- ✓ Verbal referrals

Benefits to the business owner:

- ✓ Worthwhile investment; relatively inexpensive and can be used as a tax write-off
- ✓ Shows customers that you are a legitimate business that complies with local bylaws and regulations
- ✓ Offers validation and gives you the documentation necessary to apply for a business bank account and/or business loan if required
- ✓ Provides complementary advertising on the Town's business directory website
- ✓ Provides the Town with critical information that can assist in the event of an emergency

Benefits to the community:

- ✓ Provides a fair environment for all businesses operating in the Town
- ✓ Provides a registration system where a community can track its economic development and use the registry as a resource for business planning
- ✓ An available inventory of resources available to the Town's Residents
- ✓ Ensures the public health and safety regulations are addressed by business, for public access
- ✓ Combined with the development approval process, ensures that building codes and zoning are adhered to and other restrictions have been enforced

Go East Publication

The Town of Bon Accord is now a member of the "Go East Regional Tourism Organization", supporting rural tourism in the East Central Alberta Region. Bon Accord, along with other municipalities will continue to support and grow rural tourism for businesses, organizations and communities.

Editorial and event scheduling is being submitted for the 2022 publication, along with photos to highlight Bon Accord for this year's travel guide.

Stats Canada

Have been in communication with Stats Canada regarding business numbers. Stats Canada is showing zero numbers for business located in Bon Accord in the business counts data. Appears Bon Accord was grouped into other census subdivisions. This is due to smaller communities and postal codes. Working with a representative at Stats Canada to revise these numbers to indicate the Town's actual business numbers.

Walter Mis

Walter Mis (Meadows of Bon Accord) passed away November 17/21. Deeply saddened to hear this news as there were many positive discussions on land development and history passed along of the lands east of Town. Flowers and a commemorative tree were passed along to the family offering condolences from Council and administration. Walter will truly be missed and remembered.

Chelsea's Pub and Chelsea's Family Restaurant

Ownership of Chelsea's Pub and Chelsea's Family Restaurant has changed hands to a new owner(s). The Town welcomes Andrew Chehadi to the community wishing continued success and opportunity. Fred and Hala are retiring after many successful years in Bon Accord in which they supported the community in many ways. The Town sends best wishes to Fred and Hala on their next chapter in life wherever that may lead.

PLANNING AND DEVELOPMENT

4706-51st Street

The site where the Liquor Store was previously located has changed ownership. Jay Bill Ventures is the new property owner of this commercial lot.

737 Enterprises Ltd

A preliminary Development Agreement has been drafted with the developer in agreement. Closing date will be moved from January 7/22 to January 31/22 in lieu of finalizing the light plan. Construction is slated for early spring.

Spruce Meadow Lane – Lot 27 & Lot 29

Construction continues on the two residential lots

Investment and Development Inquires

- Housing available
- Land for sale

COMPLAINTS

Lillian Schick Track Land

Activity continues with individuals utilizing this property as an off-leash dog park. Bylaw Enforcement has been increased, with the recommendation for the school to lock both gates (attach lock that cannot be cut) and to place signage inside the property fence line noting no trespassing.

Dog Bites

In lieu of two dog bites that have occurred, Bylaw Enforcement is suggesting brochures to educate pet owners on dog behaviorism and why it is important to license your pet.

Inactive Vehicles

Have had two reporting's of inactive vehicles that have not moved for several days and months. Bylaw Enforcement has spoken with the individuals reminding and educating, as per Bylaws, vehicles are allowed to park on public roadways for a maximum of 72 hours.

Peace Officer Enforcement Services

Matt Roblin (Supervisor) provided November and year end reports regarding citations and incidents for Council's review (refer attachments):

November 2021 – Bon Accord Citation Report
November 2021 – Bon Accord Incident Report
2021 - Bon Accord Citation Report
2021 - Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
4	1	1	4	1	4	This Period
20	11	13	31	44	29	YTD

Meetings/Events Attended/Education

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

DIANNE ALLEN

*Planning and Development
Town of Bon Accord*

Sturgeon County

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

Citation Printout Report by Violation

Total Citations of (BA COMMUNITY STANDARDS #2014-06): 1
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S10.1 FAIL TO NOTIFY WHEN AN ANIMAL HAS INFLICTED A SERIOUS WOUND): 1
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S2.1 ANIMAL IN AREA WHERE PROHIBITED BY A SIGN): 1
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S3.2 TETHER ANIMAL TO PUBLIC PROPERTY): 1
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S6.1 DOMESTIC ANIMAL BITE/CHASE/HARASS/INJURE): 1
Total Mandatory Appearances: 0

Total Citations of (BACS P5 S.5.3.2 FAIL TO CONTAIN GARBAGE.): 1
Total Mandatory Appearances: 0

Total Citations of (BACS P5 S.5.7 FAIL TO TARP/ COVER DERELICT VEHICLE.): 1
Total Mandatory Appearances: 0

Total Citations of (BACS P5 S5.2 UNSIGHTLY/ NUSIANCE PROPERTY): 2
Total Mandatory Appearances: 0

Total Citations of (BACS P5 S5.8 VEHICLE PARKED ON FRONT YARD): 1
Total Mandatory Appearances: 0

Total Citations of (BAT S.7 UNATTACHED TRAILER): 2
Total Mandatory Appearances: 0

Total Citations of (OLCV S.71(1) DR MV W/O PLATE SEC ATTH/LEGIBLE/CLRLY VISIBLE): 1
Total Mandatory Appearances: 0

Total Citations of (OLVC S.20(1) FAIL TO APPLY REISSUE OF LIC NAME/ADRESS CHANGE): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.12(1) DRIVE LEFT OF CENTRE LINE): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.37(A) FAIL TO OBEY S/SIGN BEFORE ENTERING INTER): 2
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(D) STOP/PARK ON S/WALK/BLVD): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(H) STOP/PARK W/IN 5 M FROM STOP/YEILD SIGN): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(O) STOP/PARK ON ROADWAY SIDE OF M/V AT CURB/EDGE OF R): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 6
Total Mandatory Appearances: 0

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 18
Total Mandatory Appearances: 0

Total Citations of (ROR S.80(A) DR MV OBSURED VIEW THRU WINDSHEILD/WINDOWS): 1
Total Mandatory Appearances: 0

Total Citations of (SEC 5.10 1375/16 BURNING BYLAW NO PERSON SHALL BURN PROHIBITED DEBRIS): 1
Total Mandatory Appearances: 0

Total Citations of (SEC 5.16 1375/16 BURNING BY LAW BURN ANY TYPE OF VEHICLE): 1
Total Mandatory Appearances: 0

Total Citations of (TRAFFIC SAFETY ACT (RSA CT-6) TRAFFIC SAFTY ACT): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 24
Total Mandatory Appearances: 0

Total Citations of (TSA S.115.1(1)(A) DR/OPERATE VEH HOLDING/VIEWING/MANIPULATIONG CELL/): 4
Total Mandatory Appearances: 0

Total Citations of (TSA S.51(A) OPERATE MV W/O SUBSISTING OPERATORS LICENCE): 2
Total Mandatory Appearances: 1

Total Citations of (TSA S.51(H) PERMIT UNQUALIFIED PERSON TO DRIVE): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 2
Total Mandatory Appearances: 0

Total Citations of (TSA S.54(1)(A) OPERATE UNINSURED M.V. ON HIWAY): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.76(1)(A) ABANDON MV ON HIWAY): 1
Total Mandatory Appearances: 0

Total Citations of (VEH S.23(8) VEH/TRAILER NOT PROPERLY EQUIPPED W/ FRONT/REAR TURN SIGNAL): 1
Total Mandatory Appearances: 0

Total Citations of (VEH S.82(2)(A) DRIVER NOT WEARING SEAT SEAT): 1
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: **85**
Total Fine Amounts Reported: **\$13156.00**
Total Money Collected:
Total Money Still Due: **\$13156.00**
Total Mandatory Appearances: **1**

Sturgeon County

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

Citation Printout Report by Violation

Total Citations of (BAC P3 S3.1 DOG CAUSE DAMAGE TO PROPERTY): 1
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S1.1 DOG/CAT AT LARGE): 1
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S6.1 CHASE/BITE/ATTACK/KILL): 1
Total Mandatory Appearances: 0

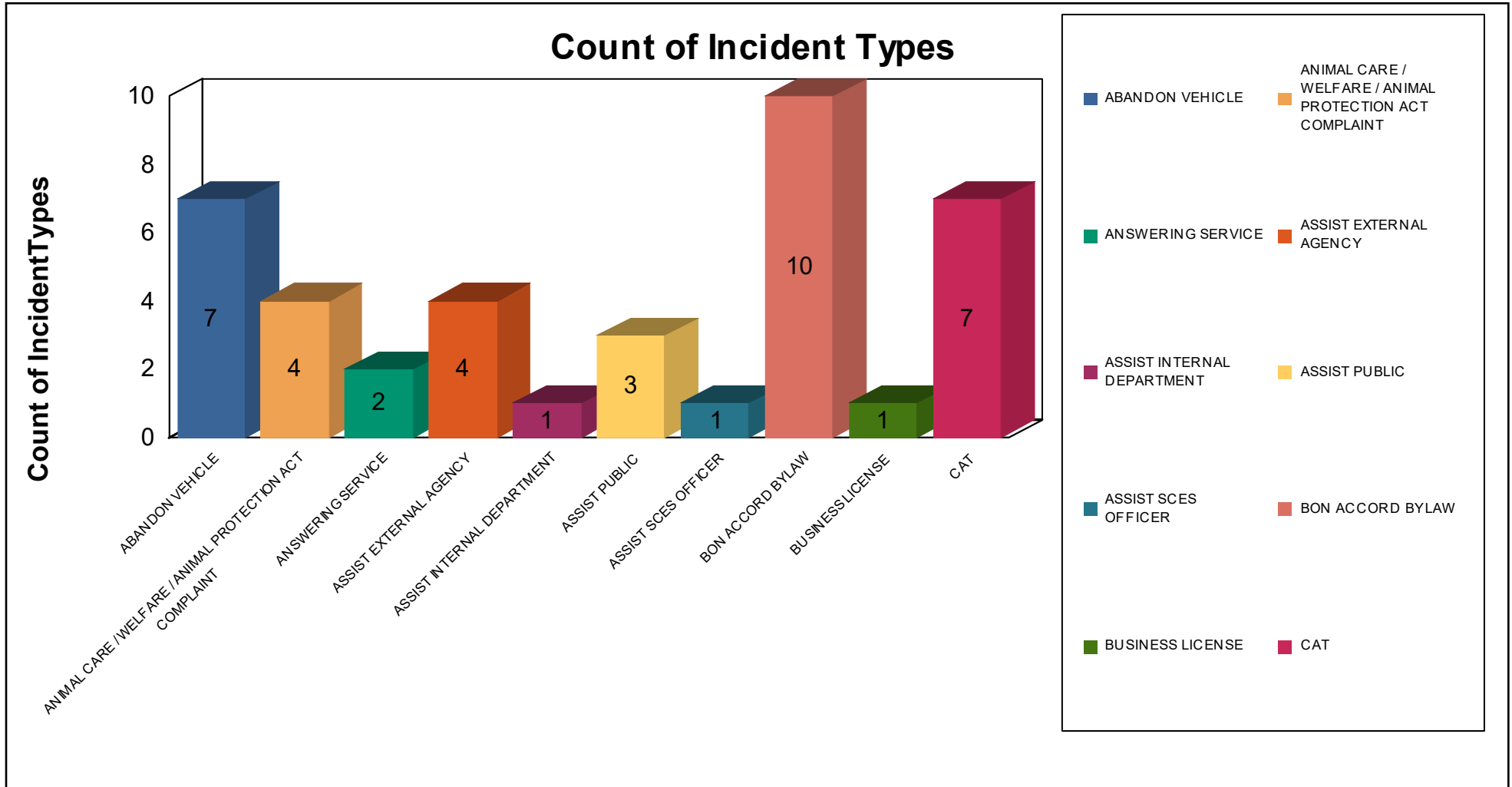
Total Citations of (TRAFFIC SAFETY ACT (RSA CT-6) TRAFFIC SAFTY ACT): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 3
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: 7
Total Fine Amounts Reported: \$624.00
Total Money Collected:
Total Money Still Due: \$624.00
Total Mandatory Appearances: 0

Incident Report



ABANDON VEHICLE: 7 2%

Incident Report

ANIMAL CARE / WELFARE / ANIMAL PROTECTION ACT COMPLAINT: 4 1%

ANSWERING SERVICE: 2 0%

ASSIST EXTERNAL AGENCY: 4 1%

ASSIST INTERNAL DEPARTMENT: 1 0%

ASSIST PUBLIC: 3 1%

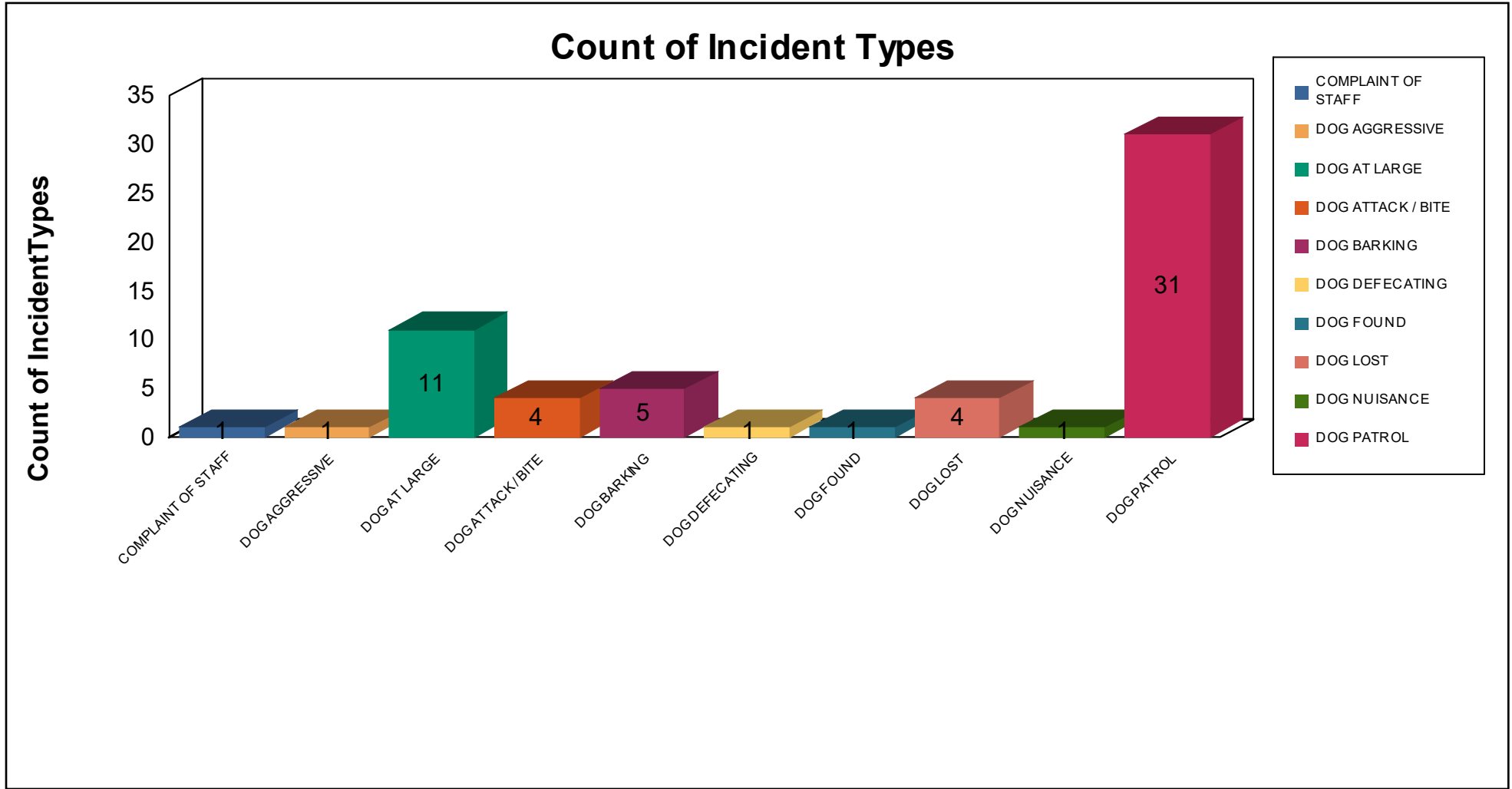
ASSIST SCES OFFICER: 1 0%

BON ACCORD BYLAW: 10 2%

BUSINESS LICENSE: 1 0%

CAT: 7 2%

Incident Report



COMPLAINT OF STAFF: 1 0%

DOG AGGRESSIVE: 1 0%

DOG AT LARGE: 11 3%

DOG ATTACK / BITE: 4 1%

Incident Report

DOG BARKING: 5 1%

DOG DEFECATING: 1 0%

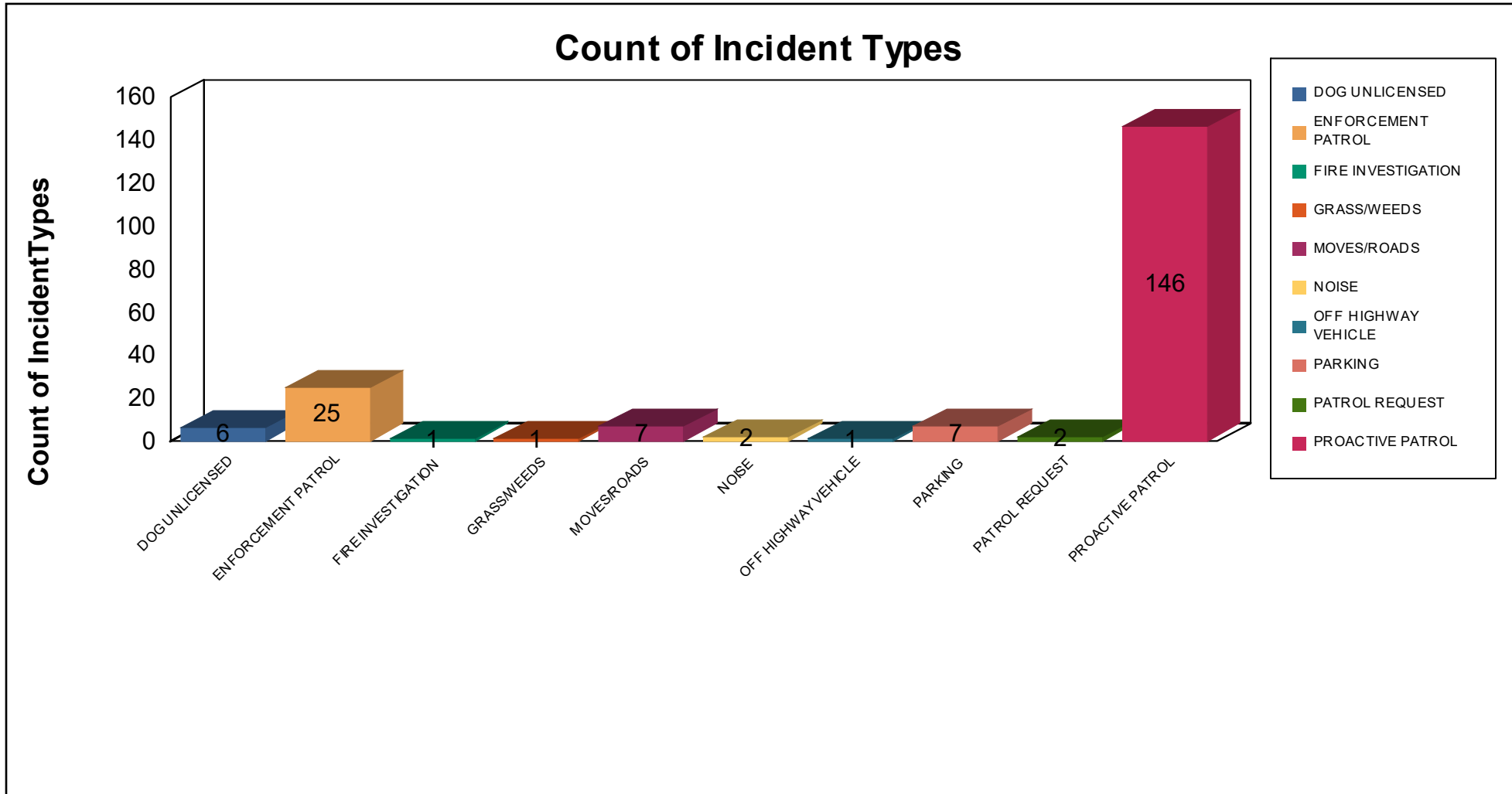
DOG FOUND: 1 0%

DOG LOST: 4 1%

DOG NUISANCE: 1 0%

DOG PATROL: 31 8%

Incident Report



DOG UNLICENSED: 6 1%

ENFORCEMENT PATROL: 25 6%

FIRE INVESTIGATION: 1 0%

GRASSWEEDS: 1 0%

Incident Report

MOVES/ROADS: 7 2%

NOISE: 2 0%

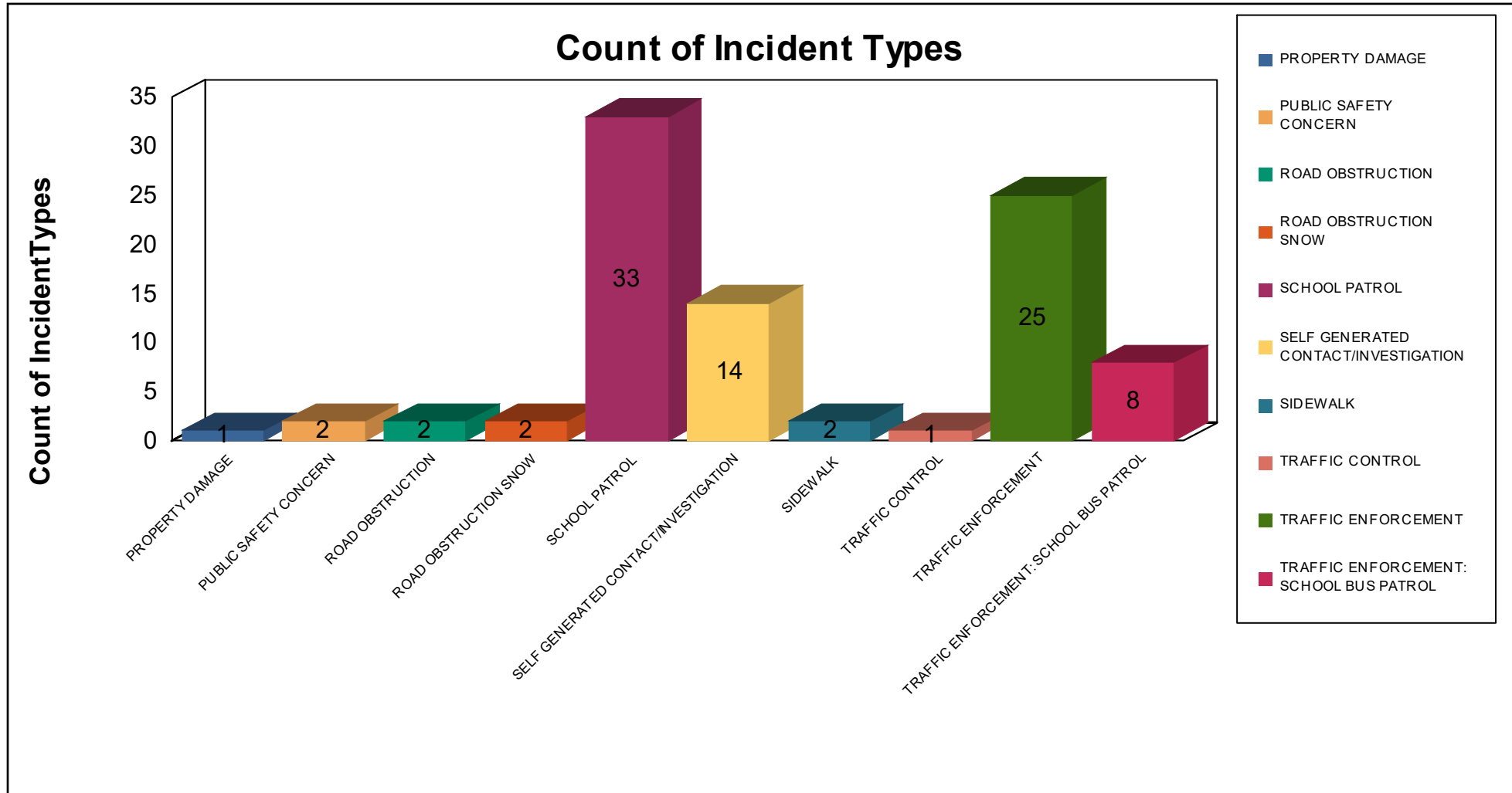
OFF HIGHWAY VEHICLE: 1 0%

PARKING: 7 2%

PATROL REQUEST: 2 0%

PROACTIVE PATROL: 146 36%

Incident Report



PROPERTY DAMAGE: 1 0%

PUBLIC SAFETY CONCERN: 2 0%

ROAD OBSTRUCTION: 2 0%

ROAD OBSTRUCTION SNOW: 2 0%

Incident Report

SCHOOL PATROL: 33 8%

SELF GENERATED CONTACT/INVESTIGATION: 14 3%

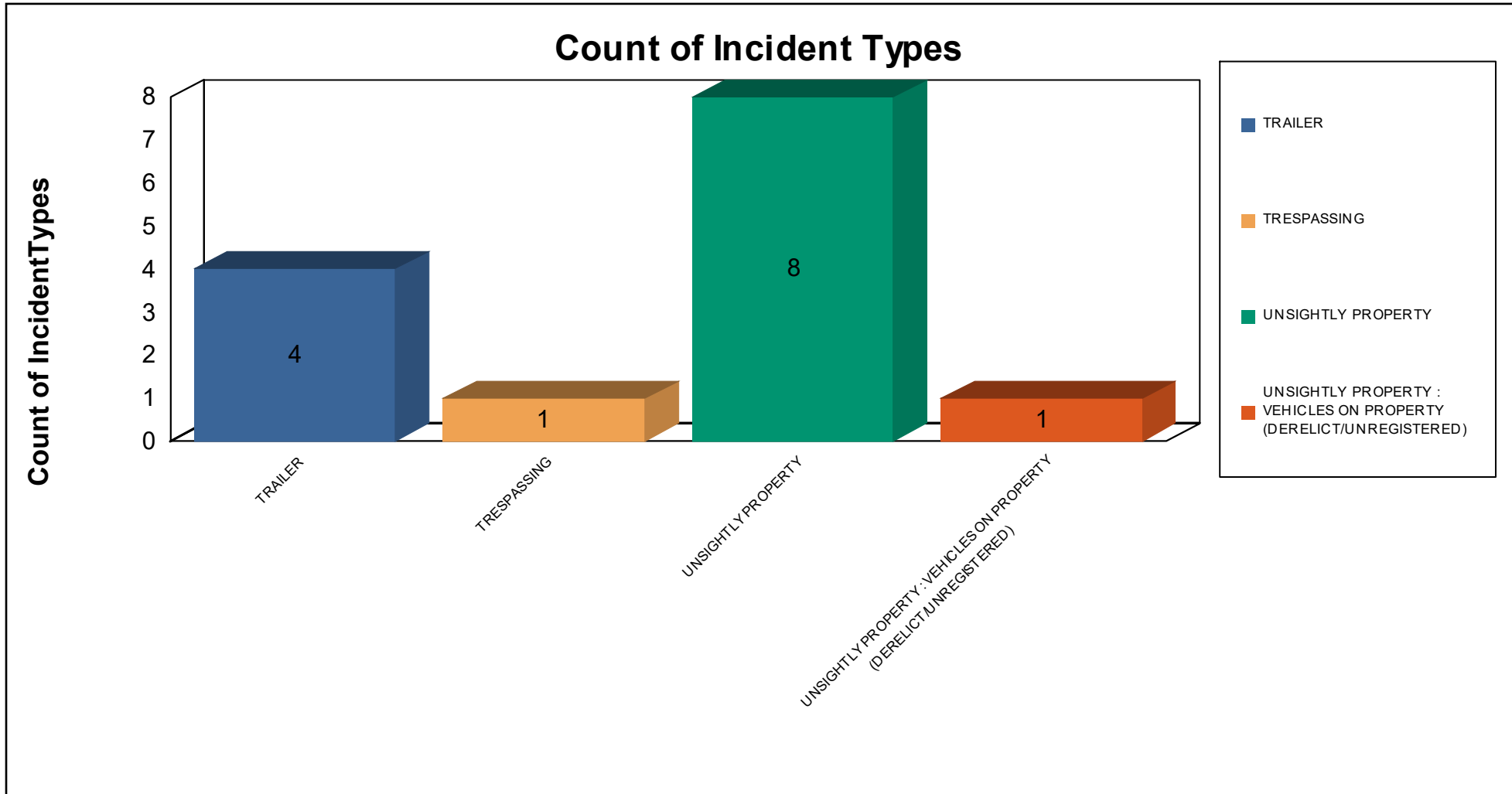
SIDEWALK: 2 0%

TRAFFIC CONTROL: 1 0%

TRAFFIC ENFORCEMENT: 25 6%

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 8 2%

Incident Report



TRAILER: 4 1%

TRESPASSING: 1 0%

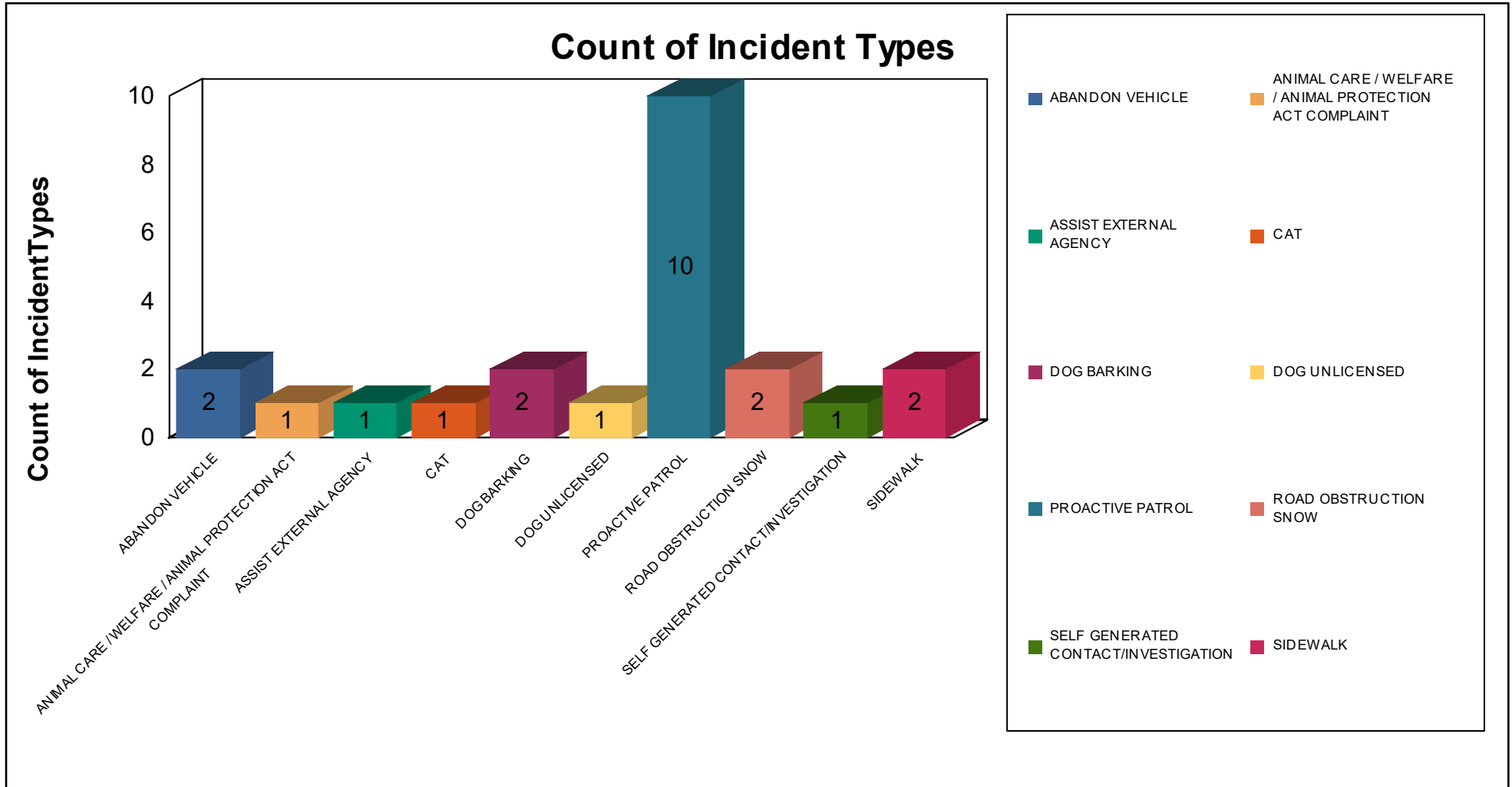
UNSIGHTLY PROPERTY: 8 2%

UNSIGHTLY PROPERTY : VEHICLES ON PROPERTY (DERELICT/UNREGISTERED): 1 0%

Incident Report

Grand Total: 100.00% Total # of Incident Types Reported: **402**

Incident Report



ABANDON VEHICLE: 2 8%

Incident Report

ANIMAL CARE / WELFARE / ANIMAL PROTECTION ACT COMPLAINT: 1 4%

ASSIST EXTERNAL AGENCY: 1 4%

CAT: 1 4%

DOG BARKING: 2 8%

DOG UNLICENSED: 1 4%

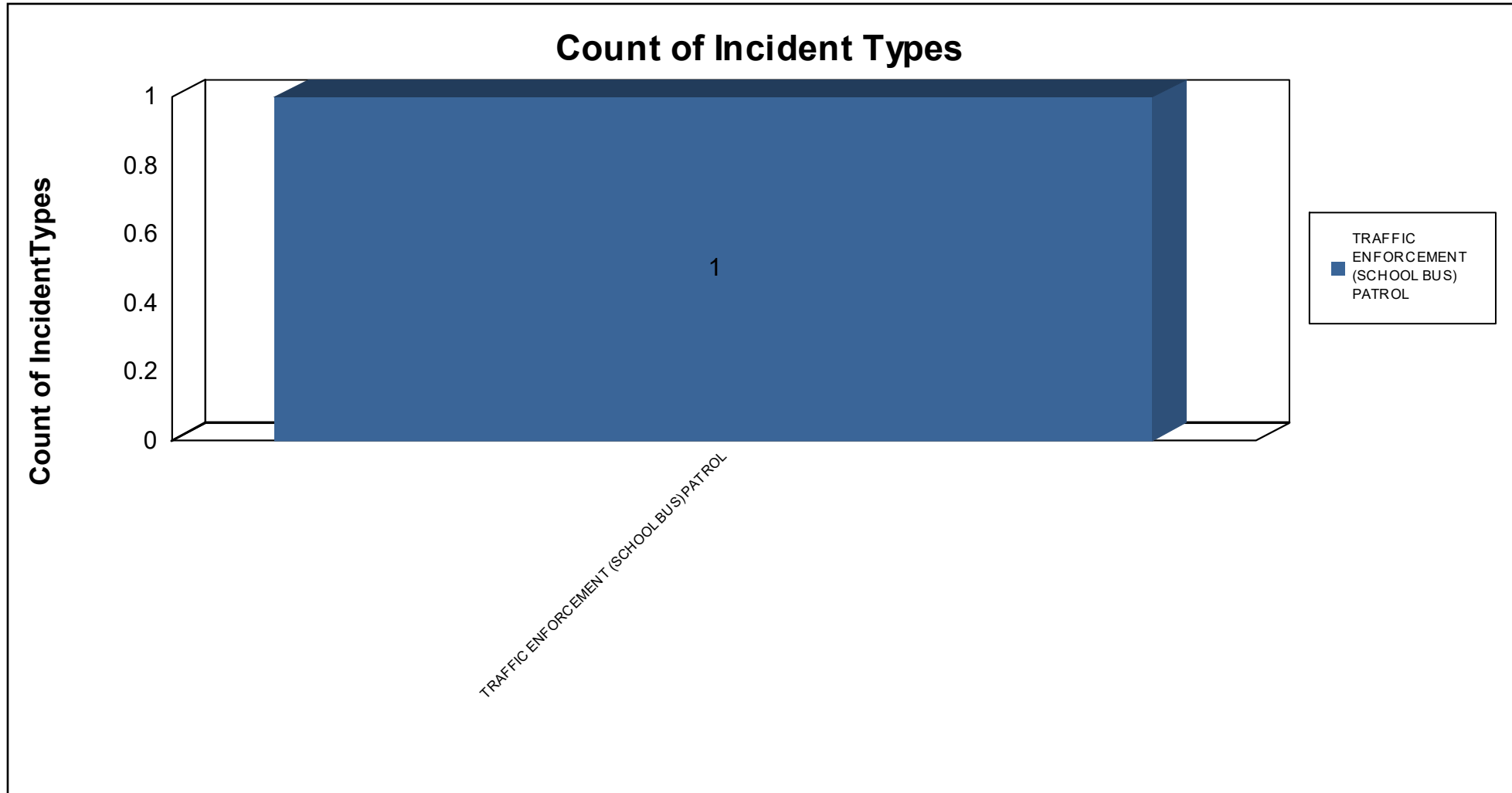
PROACTIVE PATROL: 10 42%

ROAD OBSTRUCTION SNOW: 2 8%

SELF GENERATED CONTACT/INVESTIGATION: 1 4%

SIDEWALK: 2 8%

Incident Report



TRAFFIC ENFORCEMENT (SCHOOL BUS) PATROL: 1 4%

Grand Total: 100.00% Total # of Incident Types Reported: 24



Rural economic development engagement: federal and provincial supports

Provincial Supports

AgriRecovery Program

The Government of Alberta made \$136 million available under this joint program with the Government of Canada. Alberta has asked the federal government to provide an additional \$204 million for a total relief package of \$340 million. This will provide support for drought-stricken livestock producers. <https://afsc.ca/income-stabilization/agrirecovery/>

Alberta Biz Connect

Alberta Biz Connect provided tailored up-to-date information to help small businesses comply with public health requirements, access supports, and find answers to questions during the COVID-19 pandemic. <https://www.alberta.ca/biz-connect.aspx>

Alberta Export Expansion Program

Funding to help export-ready companies and non-profit organizations enhance access to international markets and attract global buyers. <https://www.alberta.ca/alberta-export-expansion-program.aspx>

Alberta Innovates Micro Vouchers (Alberta Innovates)

Micro vouchers are aimed to help Alberta's small- and medium-sized enterprises in the technology and knowledge-based sector hire a service or product provider to advance their technology closer to commercialization. Eligible applicants can apply for up to \$10,000, paid directly to the service provider, to cover eligible expenses charged by the service provider. <https://albertainnovates.ca/programs/micro-voucher/>

Alberta Innovates Vouchers (Alberta Innovates)

Vouchers help Alberta's high potential, high growth, technology and knowledge-based small- and medium-sized enterprises (SMEs) with technologies in the mid-to-late developmental stages but may include some early developmental stages. Eligible applicants can apply for funding up to \$100,000 to help cover the costs of up to three service providers for the purpose of business and technology development. <https://albertainnovates.ca/programs/voucher/>

Alberta Jobs Now Program

An investment of up to \$370 million to encourage employers to hire and train employees into jobs in the private and non-profit sectors. <https://www.alberta.ca/alberta-jobs-now-program.aspx>

Alberta Petrochemicals Incentive Program

The Alberta Petrochemicals Incentive Program will enhance certainty and flexibility for investors and cut red tape to attract investment into Alberta's petrochemicals sector. Grants worth 12% of a project's eligible capital costs (capital investment must be at least (CAD) \$50 million) will be issued to companies after projects are operational. <https://www.alberta.ca/alberta-petrochemicals-incentive-program.aspx>

Canada - Alberta Job Grant

The Canada-Alberta Job Grant is a training program where an employer applies on behalf of their present or future employees for eligible training costs. Employers decide who gets training and what type of training may be needed for their employees. Funding provided by the Government of Canada through the Workforce Development Agreement.

<https://www.alberta.ca/canada-alberta-job-grant.aspx>

Canadian Agricultural Partnership

A five-year, \$3 billion federal-provincial-territorial investment in the agriculture, agri-food, and agri-based products sector that began in April 2018. In Alberta, the Canadian Agricultural Partnership represents a federal-provincial investment of \$406 million in strategic programs and initiatives for the agricultural sector. <https://cap.alberta.ca/CAP/>

Commercialization Associate Program (Alberta Innovates)

Alberta's high potential, high growth, technology and knowledge-based small- and medium-sized enterprises (SMEs) may be eligible for funding to enable them to employ a highly trained resource with the goal of advancing business readiness levels and/or accelerating product commercialization. This program is designed to fund SMEs to employ a commercialization professional, for one year. <https://albertainnovates.ca/programs/commercialization-associates/>

Critical Worker Benefit

This program has expanded and new categories of workers are now eligible, including workers in full-service restaurants and limited service eating-places. <https://www.alberta.ca/critical-worker-benefit.aspx>

Energy Savings for Business (Emissions Reduction Alberta)

Energy Savings for Business will help eligible Alberta businesses reduce emissions, decrease operating costs, grow their operations and become more competitive, while creating skilled jobs and boosting economic recovery.

<https://eralberta.ca/energy-savings-for-business/>

Film and Television Tax Credit (FTTC)

A total budget of \$50 million has been committed to this program in 2021-22, and the \$10 million per project cap on the existing FTTC program has been removed, to make the province a more desirable location for larger film productions.

<https://www.alberta.ca/film-television-tax-credit.aspx>

Funding to post-secondary institutions

Alberta is providing approximately \$30 million to post-secondary institutions across the province, to support leading-edge research in areas such as quantum computing, artificial intelligence, and energy efficiency. <https://www.alberta.ca/publicly-funded-institutions-government-support.aspx>

Innovation Employment Grant

Some \$166 million has been committed to this program over three years. It provides a grant of up to 20 per cent for qualifying research and development (R&D) spending. The program uses an incremental approach that rewards increased R&D spending. <https://www.alberta.ca/innovation-employment-grant.aspx>

Job Creation Tax Cut

The Job Creation Tax Cut moved the general business tax rate from 10 per cent to 8 per cent, making Alberta the lowest corporate tax jurisdiction in Canada. <https://www.alberta.ca/job-creation-tax-cut.aspx>

Partnership Intake Program (Emissions Reduction Alberta)

Working with our Trusted Partners across the Canadian innovation ecosystem creates a unified approach to reducing greenhouse gas emissions and securing Alberta's lower carbon success. The Partnership Intake Program allows Emissions

Reduction Alberta to evaluate proposed projects referred by Trusted Partners, organizations with rigorous, fair, and transparent processes comparable to ERA's. <https://eralberta.ca/funding-technology/partnership-intake-program/>

Product Demonstration Program (Alberta Innovates)

The Product Demonstration Program is designed to de-risk the commercialization process by providing funds and coaching to high potential, high growth technology Alberta small to medium-sized enterprises (SMEs) to commercialize their products. It also helps them achieve an optimal market position to increase revenue and potentially expand into global markets.

<https://albertainnovates.ca/programs/product-demonstration-program/>

R&D Associates (Alberta Innovates)

Alberta's high potential, high growth, technology and knowledge-based small- and medium-sized enterprises (SMEs) may be eligible for up to \$67,500 per year for one year to enable them to employ in-house professional research and development capability, to advance the technology readiness level and accelerate new product commercialization.

<https://albertainnovates.ca/programs/rd-associates/>

REP Implementation Grant

Alberta's government will soon offer a one-time payment of \$2,000 to Alberta small- and medium-sized businesses that are eligible for and choose to implement the Restrictions Exemption Program. This program allows participating businesses to operate as usual if they require patrons 12 and over to show proof of vaccination or a recent negative test result or medical exemption. Alberta businesses eligible for the REP Implementation Grant can use the funding as they see fit.

REP Training Grant

An additional \$1 million will be available for training to support the safety of workers when implementing the Restrictions Exemption Program.

Eligible industry associations across Alberta can use the REP Training Grant to develop or procure training to help workers assess and manage challenging situations that may arise during their daily work. Workers and employers will be able to access this training through select industry associations.

Rural Entrepreneur and Rural Renewal Immigration Streams

To attract entrepreneurs and skilled newcomers to support the growth of rural communities, Alberta will launch these new streams under the Alberta Immigrant Nominee Program. <https://www.alberta.ca/ainp.aspx>

Stabilize Live Music Grant Program

Allocated \$32 million to help cultural and sport organizations continue to operate and re-open when it is safe to do so. This investment is expected to save up to \$141 million in gross domestic product and up to 1,778 jobs that otherwise would have been lost due to venues and organizations closing. <https://www.alberta.ca/stabilize-program-phase-2.aspx>

Technology Business Accelerators and Scale-up

The Government of Alberta is putting forward \$25 million towards technology accelerators in Alberta through Alberta Innovates to support start-ups and small and medium-sized technology companies.

Technology Innovation and Emissions Reduction (TIER)

\$50 million in funding over three years is managed by Jobs, Economy and Innovation, with Alberta Innovates as the delivery partner. The program supports clean technology and energy projects that will accelerate innovation, support long-term competitiveness, and stimulate growth.

The government's overall \$750-million TIER investment will attract additional dollars from industry, leading to more than \$1.9 billion in total funding. <https://www.alberta.ca/technology-innovation-and-emissions-reduction-regulation.aspx>

Tourism Investment Program (Travel Alberta)

Offers a tourism investment program to assist tourism businesses, municipalities, not-for-profits, and destination organizations through a series of grant programs. <https://industry.travelalberta.com/programs-tools/tourism-investment-program/capital-investment>

Federal Supports

Accelerated Investment Incentive (Government of Canada)

A 50% increase in the available capital cost allowance deduction for property acquired after November 20, 2018 that becomes available for use before 2024. <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/sole-proprietorships-partnerships/report-business-income-expenses/claiming-capital-cost-allowance/accelerated-investment-incentive.html>

AgrilInnovate Program (Agriculture and Agri-Food Canada)

The AgrilInnovate program provides repayable contributions for projects that aim to accelerate the commercialization, adoption and/or demonstration of innovative products, technologies, processes or services that increase agri-sector competitiveness and sustainability. <https://agriculture.canada.ca/en/agricultural-programs-and-services/agriinnovate-program>

Canada Community Revitalization Fund (PrairiesCan)

The Canada Community Revitalization Fund (CCRF) aims to help communities across Canada build and improve community infrastructure projects so they can rebound from the effects of the COVID-19 pandemic. With a national investment of \$500 million over two years, the fund's purpose is to support not-for-profit organizations, municipalities and other community groups, as well as Indigenous communities build new community infrastructure and revitalize existing assets, bring people back to public spaces safely as health measures ease, and create jobs and stimulate local economies. <https://www.wd-deo.gc.ca/eng/20175.asp>

Clean Tech Fund (Sustainable Development Technology Canada)

SDTC provides funding to promising clean technology development and demonstration projects that are start-ups or scale-ups. The technology must demonstrate the potential for GHG emissions reductions, reductions in water consumption and/or the reduction of water, soil or air contamination. The project must include some further development of the technology, mitigate existing technology risk and include validation of the economic viability of the technology. <https://www.sdtc.ca/en/cleantech-fund/>

Emissions Reduction Fund (ERF) – Onshore Program (Natural Resources Canada)

The new \$675 million ERF – Onshore Program is helping Canadian onshore oil and gas companies invest in green solutions to continue their progress toward reducing methane emissions while facing the current economic crisis and COVID-19 pandemic. <https://www.nrcan.gc.ca/science-and-data/funding-partnerships/funding-opportunities/current-funding-opportunities/emissions-reduction-fund/onshore-program-emissions-reduction-fund/23050>

Jobs and Growth Fund (PrairiesCan)

The Jobs and Growth Fund provides funding to businesses and organizations to help create jobs, and position Canada's economy for an inclusive recovery and long-term growth. The JGF will provide \$700 million nationally over three years to position the regional economies for long-term growth by transitioning to a green economy, fostering an inclusive recovery, enhancing competitiveness, and creating jobs across Canada. <https://www.wd-deo.gc.ca/eng/20183.asp>

National Research Council of Canada Industrial Research Assistance Program (NRC IRAP) (National Research Council of Canada)

NRC IRAP provides advice, connections, and funding to help Canadian small and medium-sized businesses increase their innovation capacity and take ideas to market. <https://nrc.canada.ca/en/support-technology-innovation>

Regional Economic Growth through Innovation (PrairiesCan)

Regional Economic Growth through Innovation (REGI) is a national program delivered by Regional Development Agencies (RDAs) across Canada to fuel economic growth through innovation and create more well-paying jobs for Canadians. It comprises several program streams, which, along with tailored programming in each region, will foster the right environment to start and grow businesses and create the conditions for the development of strong, dynamic and inclusive regional innovation ecosystems across the country. <https://www.wd-deo.gc.ca/eng/19774.asp>

Scientific Research and Experimental Development (SR&ED) Program (Canada Revenue Agency)

The SR&ED Program uses tax incentives to encourage Canadian businesses of all sizes and in all sectors to conduct research and development (R&D) in Canada. These tax incentives come in three forms: an income tax deduction, an investment tax credit and, in certain circumstances, a refund. Eligible SR&ED work, will result in your investment tax credit being at least 15% and can be as much as 35% of qualified SR&ED expenditures. Any unused investment tax credits, can be carried back three years or forward 20 years and applied against tax payable for other years.

<https://www.canada.ca/en/revenue-agency/services/scientific-research-experimental-development-tax-incentive-program/overview.html>

Strategic Innovation Fund (Innovation, Science and Economic Development Canada)

The Strategic Innovation Fund's (SIF) objective is to spur innovation for a better Canada by providing funding for large projects (over \$10 million in requested contribution). <http://www.ic.gc.ca/eic/site/125.nsf/eng/home>

Tourism Relief Fund (PrairiesCan)

The Tourism Relief Fund, administered by Canada's regional development agencies and Innovation Science and Economic Development Canada (ISED), supports tourism businesses and organizations adapt their operations to meet public health requirements while investing in products and services to facilitate their future growth. With a budget of \$500 million over two years (ending March 31, 2023), including \$50 million specifically dedicated to Indigenous tourism initiatives, and \$15 million for national initiatives, this fund will position Canada to be a destination of choice when domestic and international travel is once again safe. This fund will empower tourism operators to create new or enhance existing tourism experiences and products to attract more visitors and help the sector reposition itself to welcome international visitors by offering the best Canadian tourism experiences we have to offer the world. <https://www.wd-deo.gc.ca/eng/20179.asp>



Rural economic development engagement

Programs and agency definitions

Alberta Enterprise Corporation

The Alberta Enterprise Corporation develops the locally managed venture capital industry for knowledge-based industry sectors. The corporation makes investments as a limited partner in venture capital funds focused on priority, knowledge-based industry sectors such as information and communications technologies, life sciences, nanotechnology, environmental technology, and promotes the development of the venture capital industry supporting knowledge-based industries in Alberta.

Alberta Innovates

Alberta Innovates is the province's largest research and innovation agency. Its mandate is to support and accelerate research, innovation, and entrepreneurship in Alberta to drive provincial economic growth and diversity. Alberta Innovates was established under the Alberta Research and Innovation Act and Regulation.

Alberta Research and Innovation Advisory Committee

The Alberta Research and Innovation Advisory Committee (ARIAC) works with key innovation support agencies, publicly funded post-secondary institutions, industry, and government to advance research and innovation in the province and make Alberta more competitive in the global economy. The committee provides strategic advice and recommendations to the Government of Alberta through the Minister of Jobs, Economy and Innovation.

Alberta Technology and Innovation Strategy (ATIS)

The ATIS will be an enabler for the economy in an effort to diversify all sectors using technology and innovation by:

- Developing, retaining and attracting talent;
- Attracting public and private capital investment;
- Accelerating commercialization of R&D;
- Optimizing the ecosystem to drive entrepreneurship and company growth; and
- Reinforcing Alberta's reputation as a place to invest, innovate and grow a business.

Anticipated completion: Fall 2021

Aviation, Aerospace, and Logistics Strategy

JEI is developing an Aviation, Aerospace, and Logistics (AAL) strategy to support Alberta's Recovery Plan. This strategy will outline how the Government of Alberta can better support Alberta's supply chains by ensuring that our province has the ability to move people, goods, and ideas. Anticipated completion: 2022

Economic Development

The adopted American Economic Development Council definition was "the process of creating wealth through the mobilization of human, financial, capital, physical, and natural resources to generate marketable goods and services." Other definitions include:

- The purposeful intervention into an economy to improve economic well-being.
- The process that influences growth and restructuring of an economy to enhance the economic wellbeing of a community.
- The creation of jobs and wealth, and the improvement of quality of life.

Environmental, Social, and Governance (ESG)

ESG is a means by which companies can be evaluated with respect to a broad range of socially desirable ends. ESG describes a set of factors used to measure the non-financial impacts of particular investments and companies, premised on treating environmental and social issues as core elements of strategic positioning ([Harvard Law School Forum on Corporate Governance](#)).

Invest Alberta Corporation (IAC)

In 2020, Alberta created the Invest Alberta Corporation, our province's first-ever Crown Corporation dedicated to attracting job-creating private-sector investment and promoting Alberta as a prime investment location for businesses from across Canada and around the world. The Invest Alberta Corporation has been established to:

- Instill investor confidence and drive high-impact investment in key sectors including energy, agriculture and tourism; and
- Pursue investment opportunities in fast growing industries including technology, aviation and aerospace, and financial services.

Investment and Growth Strategy

Alberta's Investment and Growth Strategy (IGS) is an initiative led by the Ministry of Jobs, Economy and Innovation to drive investment, diversification and job creation. The strategy builds on Alberta's Recovery Plan to help province's economy recover and grow. Alberta's IGS will increase our competitive advantage, improve the investment attraction ecosystem, and raise the province's reputation as an investment destination.

Manufacturing Strategy

The Manufacturing Strategy aims to increase the competitiveness of Alberta's manufacturing sector and its ability to create jobs, enable growth and diversify the economy. It will also support Alberta's recovery in alignment with the Alberta Recovery Plan. Anticipated completion: Fall 2021

Northern Alberta Development Council

The Northern Alberta Development Council is an advocate for the north. The council provides advice, guidance and recommendations about northern development, including social and economic development, community development, service delivery, and development of government services and programs.

Pharmaceutical and Life Sciences Strategy

This strategy aims to enhance commercialization of pharmaceutical and life sciences technologies, which will help to diversify and strengthen Alberta's economy. It will optimize system support and collaboration between academia, industry and government to boost sector growth, attract investment, and create knowledge jobs. Anticipated completion: Fall 2021

Regional Economic Development Alliances

Alberta's Regional Economic Development Alliances (REDAs) are independent, non-profit organizations made up of member communities and regional stakeholders. Working together, the members of each alliance promote long-term economic development and prosperity in their region and collaborate on projects that they could not necessarily do on their own.

Ten-Year Tourism Strategy

In partnership with Travel Alberta, the government will develop a 10-Year Tourism Strategy to help position the industry for mid-to long-term growth and achieve the target of doubling tourism revenue by 2030. Anticipated completion: 2022

Travel Alberta

Travel Alberta (TA) is the destination management organization for Alberta. It promotes Alberta as a desirable place to travel, live, work, play, invest and learn. Travel Alberta works with businesses in the province to develop memorable experiences for visitors to enjoy, in all regions, year-round. Its work benefits our province by driving visitation and revenue, diversifying the economy, providing jobs, encouraging economic investment, and enhancing quality of life for Albertans.

Council Report

Date: January 13th, 2022

Reporting Period: January 2022

Department: CAO

Submitted by: Jodi Brown

COVID-19 UPDATES

Due to the rising case numbers, we have updated internal Covid-19 protocols to help minimize internal spread of COVID-19. The Town Office remains open for “by appointment services” and the arena continues to operate under the provincial Restriction Exemption Program.

BYLAW UPDATES

I have forwarded the Fire Services Bylaw and the Bylaw Officer Bylaw to our legal team for review to ensure that the Municipal Accountability Review requirements are met.

I am also reviewing the Code of Conduct Bylaw to ensure alignment with the new Code of Ethics Policy. The necessary amendments will be coming to Council for approval.

POLICY UPDATES:

At the January 18th, 2022 Regular Meeting of Council, the Council/CAO Covenant and Municipal Code of Ethics (MCE) will be signed. The MCE has been forwarded to staff for signature. I will be meeting with the Community Services Board on February 08th, 2022 to review the new MCE prior to board member signatures.

The 2022 budget includes funding to support the new Council/Staff Branded Clothing Policy. This policy has been developed and will be coming to Council for approval.

The Long Term Service Award Policy (Council and Staff) has been reviewed and proposed amendments will be coming to Council in February.

ARENA UPGRADES:

The second funding stream for the federal Green and Inclusive Community Building (CICB) fund has not yet been released. Associated Engineering has now completed the technical sections of the grant applications. Our team is now working on completing the remaining sections of the application including contacting organizations and groups for support letters.

We have successfully completed all of the requirements to be placed on the wait list for the provincial Municipal Climate Change Action Centre grant program for the ice plant replacement. If the province releases additional funding this program and our application is approved, it may be possible to stack this funding (up to \$750,000) with the federal GICB fund to complete the arena upgrades.

Further, we have met with the CNN Spurs regarding their proposal to create a new dressing room for female players at the Arena. The proposal will be finalized and presented to Council for approval.

AGREEMENTS:

The Community League has confirmed their intention to continue operating the concession at the Arena for the 2022-2023 season.

The Golden Gems Society Memorandum of Understanding with the Town has been extended until February 28th, 2022 to allow time for review.

The Library Board Chair requested a meeting to review the existing agreements with the Library.

STAFF UPDATES:

We received an overwhelming number of applicants for the Administrative Support and Community Services Assistant position. The position is now closed and staff will begin the interview process soon. We hope to have the new staff person in place by February 01st.

Staff annual performance reviews will be completed this month.

We are still in the process of reviewing job descriptions during the month of January and will update the organizational chart accordingly once this process is complete.

UPCOMING DELEGATIONS:

Solar Farm: It has been one year since the solar farm became operational. Dandelion Renewables (the company that designed, installed and oversees the solar farm) is scheduled to present to Council on the annual Operations and Maintenance Report for the Solar Farm and to answer any questions that Council may have following the first year of operations.

Alberta Capital Region Wastewater Commission(ACRWC): The new manager of the ACRWC Kate Polkovsky has requested the opportunity to make a presentation to Council in February 2022.

Sturgeon County Fire Services: As per the Fire Services Agreement with Sturgeon County, the Fire Chief (Pat Mahoney) has been invited to present the annual report to Council in February.

MEETINGS:

- December 20th, 2021: Meeting with Library Board Chair (Re: Agreement)
- December 21st, 2021: Regular Meeting of Council
- December 22nd, 2021: Meeting with Golden Gems Society (Re: Agreement)
- January 10th, 2022: Sturgeon Regional CAO Meeting
- January 13th, 2022: Special Meeting of Council

Resolution	Resolution #	Assigned to	Status
12-Jan-22			
Strategic Plan Discussion COUNCILLOR BIDNEY MOVED THAT Council accept the Strategic Plan information as presented.	22-004	Administration	Ongoing
21-Dec-21			
Acknowledgement of Community Services COUNCILLOR BIDNEY MOVED THAT administration investigate the costs of designing a plaque to thank Gail Critchley for her many years of service to the Community League. COUNCILLOR MAY MADE A FRIENDLY AMENDMENT THAT administration look into the costs for volunteer recognition in general. DEPUTY MAYOR LAING MADE A FRIENDLY AMENDMENT THAT administration look into the costs for plaques as well as other options to commemorate volunteers.	21-402	Administration	Ongoing
Highway Frontage MAYOR HOLDEN MOVED THAT Planning and Economic Development contact owners of unoccupied properties on 47th Avenue between 50th Street and 51st Street to determine availability and cost to purchase AND report back to Council at the Regular Meeting of Council January 18, 2022. In Favour: Mayor Holden, Deputy Mayor Laing, Councillor Bidney, Councillor Roemer Opposed: Councillor May	21-403	Planning and Economic Development	Ongoing

Resolution	Resolution #	Assigned to	Status
07-Dec-21			
Strategic Plan Update 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	Complete
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.	21-380	Administration	Policy Complete. Bylaw on January 18, 2022 RMC
16-Nov-21			
Wetland Study 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

Resolution	Resolution #	Assigned to	Status
02-Nov-21			
Memorandum of Understanding – Bon Accord & District Veteran’s Memorial Society 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	January 18, 2022 RMC
07-Sep-21			
Bylaw Enforcement Bylaw #2021-09 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
February 16, 2021 Regular Meeting of Council			
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"> · Development of an Asset Management Roadmap · Improved sharing of asset management information internally and publicly · Asset management awareness training for all staff 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. Subject to FCM technical review as of January 2022. The Town will be notified if approved.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	January 18, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Council Photo Session
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

Following each municipal election or by-election, the Town has typically arranged for a photo session which includes one portrait for each Council member (one colour, one black and white) as well as a group photo. These photos are publicly displayed on the Town website and in the hallway leading to Council Chambers at the Town office building.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Returning members of Council may wish to continue using their previous photo or have a new photo taken.

To ensure proper social distancing for Council's group photo, Council may wish to sit at the desks in Council Chambers.

STRATEGIC ALIGNMENT

Values: 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

Council portraits could be allocated to Council supplies in the 2022 budget. All photographers offer digital files upon completion.

Tscherkassow Photography (local): 5 portraits in colour and black and white, plus a group shot would total \$175.00. Individual sessions for just one portrait are \$80.00 each.

Don Klein (local): Session is \$250.00, plus \$45.00 per person for one colour and one black and white photo for each – \$475.00 total for all 5 portraits. Group shot complementary.

Melissa Michelle Photography (St. Albert): \$55.00 per person for one colour and one black and white photo each – \$275.00 total for all 5 portraits. \$40.00 for group photo.

RECOMMENDED ACTION (by originator)

1. THAT Council direct administration to arrange a photo session for all members of Council, plus a group shot with [name of photographer or company] in the amount of [dollar amount].
2. THAT Council direct administration to arrange a photo session for [names of Council members], plus a group shot with [name of photographer or company] in the amount of [dollar amount].
3. THAT Council direct administration to....

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 18, 2022
Presented by:	Falon Fayant
Title:	Bylaw 2022-01 Amendment of Water Bylaw 2020-25 Schedule A & Schedule B
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

Bylaw 2022-01 Amendment of Water Bylaw 2020-25 amends Schedules A and B attached to Bylaw 2020-25. The schedule amendments reflect minimal changes. There is an update to the wording in Schedule A Billing Regulations #1 to reflect that our system can only send a bill to either the owner or the designated renter, not both. Schedule B shows an updated service fee for Connection to Main from \$100 to \$200 for residential and from \$150 to \$250 for commercial to properly match the application form and fees previously collected by the Town.

As the Capital Region Northeast Water Service Commission did not raise their rates for 2022 there are no flow-through service rate increases for this Bylaw from the approval of the 2022 budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Priority #3 – Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

The rate of service for water is a budgeted item.

RECOMMENDED ACTION (BY ORIGINATOR)

THAT...Bylaw 2022-01 Amendment of Water Bylaw 2020-25 Schedule A and Schedule B be given first reading, as presented.

**TOWN OF BON ACCORD
BYLAW 2022-01
AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO AMEND SCHEDULE A AND SCHEDULE B OF WATER BYLAW 2020-25.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities rates and fees; and

WHEREAS it is deemed necessary and expedient to amend Water Bylaw 2020-25.

NOW THEREFORE, THE COUNCIL OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Water Bylaw 2020-25 is to be amended by amending Schedule A as attached to this Bylaw 2022-01.
2. Water Bylaw 2020-25 is to be amended by amending Schedule B as attached to this Bylaw 2022-01.

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS 18th day of JANUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A SECOND TIME THIS 8th day of FEBRUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A THIRD TIME THIS 8th day of FEBRUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD
BYLAW 2022-01
AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

Bylaw 2020-25 SCHEDULE 'A'

BILLING REGULATIONS

1. A utility bill showing the current service charges to the owner(s) shall be mailed to the owner(s) or designated renter. It remains the owner's responsibility to ensure renters are making regular payments. Payment for water service charges shall be due and payable when the account is rendered. Payment shall be made at the office of the Chief Administrative Officer or at such other place as may be designated by the Council, and failure to receive an account shall in no way affect the liability of the owner(s) to pay the account.
2. In the event a utility bill remains unpaid, there will be added thereto a penalty, and this penalty will be part of the arrears and subject to collection in the same manner as all other rates and charges as set out in Schedule 'B'.
3. If in accordance with clause 2 of this schedule the account remains unpaid for a period of 60 days after the billing period, the Chief Administrative Officer or Utility Clerk may order the service turned off.
4. In the event a water service has been shut off, as provided for in clause 3 of this schedule by reason of non-payment, a re-connection fee as set out in Schedule 'B' attached hereto and the outstanding bill shall be payable in advance of turning on the service.
5. In the event a water service has been shut off upon the request of the owner(s), a re-connection fee set out in Schedule 'B' attached hereto shall be payable in advance of turning on the service.
6. Any accounts that cannot have the water shut off (i.e., Condominiums, malfunctioning CC) will be exempt from clause 3 of this schedule and may have unpaid billings put to taxes.
7. Any person intending to vacate any premises that have been supplied with Utility services (i.e. water, wastewater, and garbage services) by the Town of Bon Accord or who intends to discontinue the use thereof, shall give notice of the same at the office, otherwise the rates therefore shall be charged until such notice is given or the water turned off, but no rebate shall be made for any fraction part of a month in which such notice is given.
8. Any person wishing to disrupt the regular water service, for more than a one-month period shall pay a fee as set in Schedule 'B'.
9. No reduction in rates shall be made for interruption of the service.

**TOWN OF BON ACCORD
 BYLAW 2022-01
 AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

Bylaw 2020-25 SCHEDULE 'B'

DEFINITION OF WATER RATES AND CHARGES:

Service Charge:

A flat fee charge that is intended to recover costs for such things as: billing and other related charges, customer service, energy related charges, communication, facilities, and administration of customer accounts.

Capital Rate Rider:

A flat fee charge that is intended to reflect each customer's share of costs of capital program related assets, such as equipment and replacement of defective pipe or installation of new pipe – may be used in place of tax levy.

Consumption Charge:

A variable volumetric charge, unless water is un-metered, that reflects the cost of supply for water consumed.

SCHEDULE OF WATER RATES AND CHARGES:

	Billing Item	Charge	Application
Residential	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$3.30	per cubic meter consumed during each billing period

	Billing Item	Charge	Application
Commercial	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

**TOWN OF BON ACCORD
 BYLAW 2022-01
 AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

Institutional	Billing Item	Charge	Application
Institutional	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

Bulk Water (Truckfill) Pre-paid	Billing Item	Charge	Application
Bulk Water (Truckfill) Pre-paid	Consumption Charge	\$5.84	per cubic meter consumed during each billing period
	Consumption Charge – 10% discount for online only customers	\$5.26	per cubic meter consumed during each billing period

DEFINITION OF OTHER WATER RATES AND CHARGES:

Application Fee:

A one-time flat fee applicable to new service account requests and split between water and wastewater services.

Arrears Administration:

A combination of a flat fee charge and variable charge that is intended to reflect the cost of managing and processing the administration and collection of utility accounts that are deemed to be in payment arrears and require extraordinary collection means (e.g., registered letter(s), or collections).

Late Payment Penalty:

A Utility Bill which remains unpaid after the date fixed for payment, a penalty of twenty four percent (24%) per annum (or two percent (2%) per month) shall be added to the principal outstanding amount.

TOWN OF BON ACCORD
BYLAW 2022-01
AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B

Security Fee:

A one-time flat fee, refundable payment, applicable to new utility account holders', payable prior to commencement of service. Fee is refundable, less any outstanding amounts owed upon termination of service.

Service Calls:

A per hour charge applicable to those consumers who require service over and above that of the Basic Service provided for non emergent issues.

Service Disruption:

Provides an option for consumers who wish to have their service temporarily disconnected. The charge includes the cost of a Service Call, and the Consumer is required to pay the monthly Service Charge for each and every month the premise has access to the Water System.

Meter Testing:

A flat fee charge that is intended to reflect the cost of removing, testing and re-installation of a meter that the consumer believes is faulty. If the meter is found faulty the consumer will be credited back the Meter Testing charge.

Reconnection Charge:

A flat fee charge that is intended to reflect the cost of re-installing utility service to a consumer that was previously disconnected due to a default in utility account.

Interference or Tampering Penalty:

A flat fee charge that is issued to anyone who has been found to have interfered with or tampering with any meter seal, meter reading equipment, or water shut-off equipment.

Connection Charge:

New service requests where a new physical connection is required to accommodate the service will have a fixed charge to offset the construction cost.

**TOWN OF BON ACCORD
BYLAW 2022-01
AMENDMENT OF WATER BYLAW 2020-25, SCHEDULE A AND SCHEDULE B**

SCHEDULE OF OTHER WATER RATES AND CHARGES:

Billing Item	Charge	Application
Application fee	\$30.00	per new utility account – applied and due at time-of-service application, split between water and wastewater
Arrears Administration	\$20.00 plus cost	per utility account (non-cumulative by service) for use in extraordinary instances of collection
Late payment penalty	24% per annum (2% per month)	applicable to outstanding balance – applied to total Utility Bill (less penalty) after the date due
Security Fee	Cost determined at time of Utility service application – based on water meter size ½" up to 1" meter \$200.00 1.5" meter \$750.00 2" meter \$1000.00	per new utility account, of which is refunded upon service termination less any monies outstanding
Service Calls	\$65.00 if required during regular business hours \$100.00 if required outside of regular business hours	per hour plus any additional costs that may be incurred in attending to non-emergent issues
Service Disruption	Service Call Charge plus Monthly Service Charge	per notification or event, per utility account
Meter Testing	Flow through of costs	per Consumer request, flow through of testing charge plus Service Call
Re-connection Charge	\$65.00	per request or event
Interference, Tampering or Unauthorized Use Penalty	\$500.00	per event
Connection to main	\$200.00Residential \$250.00Commercial & Institutional	tapping into main for new service

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 18, 2022
Presented by:	Falon Fayant
Title:	Bylaw 2022-02 Amendment of Wastewater Bylaw 2020-26 Schedule A & Schedule B
Agenda Item No.	9.2

BACKGROUND/PROPOSAL

Bylaw 2022-02 Amendment of Wastewater Bylaw 2020-26 amends Schedules A and B attached to Bylaw 2020-26. The schedule amendments reflect minimal changes. There is an update to the wording in Schedule A Billing Regulations #1 to reflect that our system can only send a bill to either the owner or the designated renter, not both, and that the owner is still responsible for ensuring the renter makes appropriate payments.

As approved within the 2022 budget, Schedule B reflects updated service charges per the flow through charges from Alberta Capital Region Waste Services Commission of \$0.06 per m³. Residential rates increase from \$2.92 to \$2.98 per m³ and commercial and institutional rates increase from \$2.87 to \$2.93 per m³. Schedule B also shows an updated service fee for Connection to Main from \$100 to \$200 for residential and from \$150 to \$250 for commercial to properly match the application form and fees previously collected by the Town.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends that Council give all three readings to Bylaw 2022-02 within this meeting so that the rates can be updated for the first utility billing period of 2022.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Priority #3 – Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

The rate of service for wastewater is a budgeted item.

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT...Bylaw 2022-02 Amendment of Wastewater Bylaw 2020-26 Schedule A and Schedule B be given first reading, as presented.

Resolution #2:

THAT...Bylaw 2022-02 Amendment of Wastewater Bylaw 2020-26 Schedule A and Schedule B be given second reading, as presented.

Resolution #3:

THAT...Council gives unanimous consent to hear three readings of Bylaw 2022-02 Amendment of Wastewater Bylaw 2020-26 Schedule A and Schedule B in one meeting.

Resolution #4:

THAT...Bylaw 2022-02 Amendment of Wastewater Bylaw 2020-26 Schedule A and Schedule B be given third reading, as presented.

**TOWN OF BON ACCORD
BYLAW 2022-02
AMENDMENT OF WASTEWATER BYLAW 2020-26, SCHEDULE A AND SCHEDULE B**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO AMEND SCHEDULE A AND SCHEDULE B OF WASTEWATER BYLAW 2020-26.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities rates and fees; and

WHEREAS it is deemed necessary and expedient to amend Wastewater Bylaw 2020-26.

NOW THEREFORE, THE COUNCIL OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Wastewater Bylaw 2020-26 is to be amended by amending Schedule A as attached to this Bylaw 2022-02.
2. Wastewater Bylaw 2020-26 is to be amended by amending Schedule B as attached to this Bylaw 2022-02.

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS 18th day of JANUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A SECOND TIME THIS 18th day of JANUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A THIRD TIME THIS 18th day of JANUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD
BYLAW 2022-02
AMENDMENT OF WASTEWATER BYLAW 2020-26, SCHEDULE A AND SCHEDULE B**

Bylaw 2020-26 SCHEDULE 'A'

BILLING REGULATIONS

1. That a utility bill showing the current service charges to the owner(s) shall be mailed to the owner(s) or designated renter. It remains the owner's responsibility to ensure renters are making regular payments. Payment for the amount due for wastewater service charges shall be due and payable when the account is rendered with payment to be made at the office of the Chief Administrative Officer or at such other place as may be designated from time to time by the Council, and failure to receive an account shall in no way affect the liability of the owner(s) to pay the account.
2. That in the event that any such utility bill remains unpaid, there will be added thereto a penalty, and that this penalty be part of the arrears and subject to collection in the same manner as all other rates and charges as set out in Schedule 'B'.
3. If in accordance with clause 2 of this schedule the account remains unpaid for a period of 60 days after the billing period, the Chief Administrative Officer or Utility Clerk shall order the utility services turned off unless it is considered there are extenuating circumstances then the overdue amount will be put on the tax roll.
4. That in the event utility services have been shut off, as provided for in clause 3 of this schedule by reason of non-payment, a re-connection fee as set out in Schedule 'B' attached hereto shall be payable in advance for turning on of the service as well as the outstanding bill.
5. That in the event utility services have been shut off upon the request of the owner(s), a re-connection fee set out in Schedule 'B' attached hereto shall be payable in advance for the turning on of the service.
6. Any accounts that cannot physically have services shut off (i.e., Condominiums, malfunctioning cc) will be exempt from clause 3 of this schedule and will have unpaid billings put to taxes
7. Any person intending to vacate any premises that have been supplied with Utility services (i.e. water, wastewater, and garbage services) by the Town of Bon Accord or who is desirous of the discontinuing the use thereof shall give notice of the same at the office, otherwise the rates therefore shall be charged until such notice is given or the utility services are turned off, but no rebate shall be made for any fraction part of a month in which such notice is given.
8. Any person wishing to disrupt the regular wastewater service, for more than a one-month period shall pay a fee as set in Schedule 'B'.
9. No reduction in rates shall be made for interruption of the service.

**TOWN OF BON ACCORD
 BYLAW 2022-02
 AMENDMENT OF WASTEWATER BYLAW 2020-26, SCHEDULE A AND SCHEDULE B**

Bylaw 2020-26 SCHEDULE 'B'

DEFINITION OF WASTEWATER RATES AND CHARGES:

Service Charge:

A flat fee charge that is intended to recover costs for such things as: billing and other related charges, customer service, energy related charges, communication, facilities, and administration of customer accounts.

Capital Rate Rider:

A flat fee charge that is intended to reflect each customer's share of costs of capital program related assets, such as equipment and replacement of defective pipe or installation of new pipe – may be used in place of tax levy.

Consumption Charge:

A variable volumetric charge, unless water is un-metered, that reflects the cost of disposing wastewater - based on the water consumed.

SCHEDULE OF WASTEWATER RATES AND CHARGES:

	Billing Item	Charge	Application
Residential	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$0.00	per billing month per utility account
	Consumption Charge	\$2.98	per cubic meter of water metered during each billing period

	Billing Item	Charge	Application
Commercial	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$0.00	Per billing month per utility account
	Consumption Charge	\$2.93	per cubic meter consumed during each billing period

**TOWN OF BON ACCORD
BYLAW 2022-02
AMENDMENT OF WASTEWATER BYLAW 2020-26, SCHEDULE A AND SCHEDULE B**

	Billing Item	Charge	Application
Institutional	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$0.00	Per billing month per utility account
	Consumption Charge	\$2.93	per cubic meter consumed during each billing period

DEFINITION OF OTHER WASTEWATER RATES AND CHARGES:

Application Fee:

A one-time flat fee applicable to new service account requests and split between water and wastewater services.

Arrears Administration:

A combination of a flat fee charge and variable charge that is intended to reflect the cost of managing and processing the administration and collection of utility accounts that are deemed to be in payment arrears and require extraordinary collection means (e.g., registered letter(s), or collections).

Late Payment Penalty:

A Utility Bill which remains unpaid after the date fixed for payment, a penalty of two percent (2%) shall be added to the principal outstanding amount.

Security Fee:

A one-time flat fee, refundable payment, applicable to new utility account holders, payable prior to commencement of service. Fee is refundable, less any outstanding amounts owed upon termination of service.

Service Calls:

A per hour charge applicable to those consumers who require service over and above that of the basic service provided for non emergent issues.

Service Disruption:

Provides an option for consumers who wish to have their service temporarily disconnected. The Consumer is required to pay the monthly Service Charge for each and every month the premise has access to the Wastewater System.

**TOWN OF BON ACCORD
BYLAW 2022-02
AMENDMENT OF WASTEWATER BYLAW 2020-26, SCHEDULE A AND SCHEDULE B**

Connection Charge:

New service requests where a new physical connection is required to accommodate the service will have a fixed charge to offset the construction cost.

SCHEDULE OF OTHER WASTEWATER RATES AND CHARGES:

Billing Item	Charge	Application
Application fee	\$30.00	per new utility account – applied and due at time-of-service application, split between water and wastewater
Arrears Administration	\$20.00 plus cost	Per utility account (non-cumulative by service) for use in extraordinary instances of collection
Late payment penalty	24% per annum (2% per month)	applicable to outstanding balance – applied to total Utility Bill (less penalty) after the date due
Security Deposit	Cost determined at time of Utility service application – based on water meter size	per new utility account, of which is divided between the water and wastewater services – applied prior to activation of new service
Service Calls	\$65.00 if required during regular business hours \$100.00 if required outside of regular business hours	per hour plus any additional costs that may be incurred in attending to non-emergent issues
Service Disruption	Monthly Service Charge	per notification or event, per utility account
Connection Fee	\$200.00 Residential \$250.00 Commercial & Institutional	tapping into main for new service

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 18, 2022
Presented by:	Falon Fayant
Title:	Bylaw 2022-03 Amendment of Waste Collection Bylaw 2020-27 Schedule C
Agenda Item No.	9.3

BACKGROUND/PROPOSAL

Bylaw 2022-03 Amendment of Waste Collection Bylaw 2020-27 proposes an amendment to Schedule C. Schedule C reflects an update to the rates of service for waste collection as approved within the 2022 budget. Residential waste collection rate of service will decrease from \$23.89 per month to \$13.17 per month. Extra waste totes will decrease from \$10.15 each to \$4.00 each and extra organics totes will decrease from \$5.48 each to \$3.00 each.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends that Council give all three readings to Bylaw 2022-03 within this meeting so that the rates can be updated for the first utility billing period of 2022.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Priority #3 – Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

The rate of service for waste collection is a budgeted item.

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT...Bylaw 2022-03 Amendment of Waste Collection Bylaw 2020-27 Schedule C be given first reading, as presented.

Resolution #2:

THAT...Bylaw 2022-03 Amendment of Waste Collection Bylaw 2020-27 Schedule C be given second reading, as presented.

Resolution #3:

THAT...Council gives unanimous consent to hear three readings of Bylaw 2022-03 Amendment of Waste Collection Bylaw 2020-27 Schedule C in one meeting.

Resolution #4:

THAT...Bylaw 2022-03 Amendment of Waste Collection Bylaw 2020-27 Schedule C be given third reading, as presented.

**TOWN OF BON ACCORD
BYLAW 2022-03
AMENDMENT OF WASTE COLLECTION BYLAW 2020-27, SCHEDULE C**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO AMEND SCHEDULE C OF WASTE COLLECTION BYLAW 2020-27.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities rates and fees; and

WHEREAS it is deemed necessary and expedient to amend Waste Collection Bylaw 2020-27.

NOW THEREFORE, THE COUNCIL OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Waste Collection Bylaw 2020-27 is to be amended by amending Schedule C as attached to this Bylaw 2022-03.

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS 18th day of JANUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A SECOND TIME THIS 18th day of JANUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A THIRD TIME THIS 18th day of JANUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD
BYLAW 2022-03
AMENDMENT OF WASTE COLLECTION BYLAW 2020-27, SCHEDULE C**

Bylaw 2020-27 SCHEDULE 'C'

Waste Collection: One (1) pick-up per week (or as prescribed by the Public Works Supervisor)

Residential: (single / duplex unit / dwelling) One waste and one organics tote Extra waste totes	\$13.17 per month
Waste	\$ 4.00 per month
Organics	\$ 3.00 per month
Seniors' self-contained, apartments, 4 plexes, and commercial / industrial pickup	Other Service Provider

Late Payment Penalty **2% per month**

Replacement Totes (supply)

Replacement of damaged totes due to negligence **Flow through of cost**

Direct Landfill Use

Permit holders will be invoiced at the rate established and invoiced by the Roseridge Waste Commission

Penalties - First Offence

Improper materials for removal as waste, recycling, or organics	\$100.00
Improper location of Containers (i.e., improper placement for pick-up)	\$100.00
Improper storage of Containers (not on private property or in view from a Roadway, highway, boulevard, Lane or public property)	\$100.00
Improper Container (commercial bin must be used for new construction) or non-use of Container for commercial purposes	\$500.00

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 18, 2022
Presented by:	Falon Fayant
Title:	Bylaw 2022-04 Municipal Borrowing Bylaw - Operating
Agenda Item No.	9.4

BACKGROUND/PROPOSAL

The Municipal Borrowing Bylaw – Operating gives the Town of Bon Accord authorization to borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$250,000.00 for operating expenditures if necessary, repayable upon demand at a rate of interest of 3.45% per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month, for a term not exceeding three (3) years.

The interest rate has been provided by ATB and the account is (currently at a zero (0) balance owing) and the term is not to exceed three (3) years per the MGA Section 256 which states an operating borrowing bylaw does not require advertisement if the term does not exceed three (3) years.

The Municipal Borrowing Bylaw - Operating is a standard document that is updated yearly and submitted to the bank as part of their documentation requirements. The MAP review indicated that the Borrowing Bylaw must state the allowable terms and the rate of interest.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Priority #3 – Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

The rate of service for waste collection is a budgeted item.

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT...Bylaw 2022-04 Municipal Borrowing Bylaw – Operating be given first reading, as presented.

**TOWN OF BON ACCORD
BYLAW 2022-04
MUNICIPAL BORROWING BYLAW-OPERATING**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE SPECIFIED IN SECTION 256 OF THE MUNICIPAL GOVERNMENT ACT

WHEREAS the Council of Town of Bon Accord (hereinafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of: Operating Loan for the period ending December 31, 2022.

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation may borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$250,000.00 repayable upon demand at a rate of interest per annum of 3.45% established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month, for a term not exceeding three (3) years.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB
 - b. As security for any money borrowed from ATB
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promise and ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfer to and in favor of ATB of all or any property, real or personal; moveable or immoveable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interesting owing under the borrowing from ATB are: taxes, reserves, or grants.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extensions, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document, or security.

**TOWN OF BON ACCORD
BYLAW 2022-04
MUNICIPAL BORROWING BYLAW-OPERATING**

6. Bylaw 2021-08 is hereby repealed.

7. This Bylaw comes into force on the final passing thereof.

READ A FIRST TIME THIS 18th day of JANUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A SECOND TIME THIS 8th day of FEBRUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

READ A THIRD TIME THIS 8th day of FEBRUARY 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	January 18 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Code of Conduct Bylaw
Agenda Item No.	9.5

BACKGROUND/PROPOSAL

During the December 21st, 2021, Regular Meeting of Council, a new Code of Ethics Policy was approved by Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The new Code of Ethics Policy includes the Municipal Code of Ethics (Schedule B—enclosed).

This document states that “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) 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.

The current Code of Conduct Bylaw (2019-14) is enclosed and states that *“Members shall not accept gifts, hospitality, or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved. (page 5, Gifts and Hospitality).*

These two statements are contradictory.

Recommendation:

Administration recommends that Council repeal the Code of Conduct Bylaw (2019-04) and replace it with a new Code of Conduct Bylaw (#2022-05) with the following change to the Gifts and Hospitality section:

“Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation in accordance with any policy or bylaw referencing gifts and hospitality.”

This change in wording will ensure that the Code of Ethics Policy and the Code of Conduct Bylaw are in alignment and do not conflict.

Further, if the \$50.00 amount indicated in the Municipal Code of Ethics (Schedule B of the policy) were to be changed in the future, the Code of Conduct Bylaw will not need to be amended or repealed.

STRATEGIC ALIGNMENT

This decision aligns with the Town of Bon Accord values of integrity and professionalism.

COSTS/SOURCES OF FUNDING N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Option 1: Council may choose to give first reading of the proposed new Bylaw #2022-05 Code of Conduct Bylaw as shown below:

Resolution

THAT Council give first reading of Bylaw #2022-05 Code of Conduct Bylaw.

Option 2: Council may decline to give first reading of the proposed new Bylaw #2022-05 Code of Conduct Bylaw as shown below:

Resolution:

THAT Council declines giving first reading to Bylaw #2022-05 Code of Conduct Bylaw and directs administration to...

Option 3: Council may choose to give Bylaw #2022-05 Code of Conduct Bylaw three readings in one meeting if all Councillors present unanimously agree by resolution to consider third reading as follows:

Resolution #1:

THAT Council give first reading of Bylaw #2022-05 Code of Conduct Bylaw.

Resolution #2:

THAT Council give second reading of Bylaw #2022-05 Code of Conduct Bylaw.

Resolution #3:

THAT Council agrees to give unanimous consent to hear three readings of Bylaw #2022-05 Code of Conduct Bylaw in one meeting.

Resolution #4:

THAT Council give third and final reading of Bylaw #2022-05 Code of Conduct Bylaw.

CODE OF ETHICS & COUNCIL - TOWN MANAGER COVENANT

SECTION: Administration / Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: December 21, 2021

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 Councilors, 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, 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 _____

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 of interest.
- Not disclose to any member of the public, either verbally or in writing, any 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) 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:

Signature:

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, respective of the decisions made by the Board and irrespective of their personal opinions.

Policy 21-399

- 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
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE CODE OF CONDUCT OF COUNCIL.

WHEREAS, the Council of the Town of Bon Accord pursuant to section 145 of the Municipal Government Act, a council may pass bylaws for municipal purposes regarding the conduct of council and the conduct of councilors;

AND WHEREAS, the establishment of a code of conduct for members of Council is consistent with the principles of transparent and accountable government

NOW THEREFORE, the Council of the Town of Bon Accord, in the Province of Alberta, duly enacts as follows:

CITATION

This Bylaw shall be cited as the “Code of Conduct Bylaw” of the Town of Bon Accord

DEFINITIONS

1. In this bylaw, words have the meanings as set out in the Act, except that:
 - a) “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto;
 - b) “Administration” means the administrative and operational arm of the Town, comprised of the various departments including all Town staff who operate under the leadership and supervision of the Town Manager;
 - c) “Town Manager” means the Chief Administrative Officer of the Town or their designate;
 - d) “Town” means the municipal corporation of the Town of Bon Accord;
 - e) “Council Member” means a member of Town Council, including a Councilor and the Mayor;
 - f) “FOIP” means the Freedom of Information and Protection of Privacy Act. R.S.A. 2000, c. F-25, any regulations thereunder, and any amendments or successor legislation thereto;
 - g) “Mayor” means the chief elected official of the Town.
 - h) “Social Media” refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, videos and audio to inform, share, promote, collaborate or network.

PURPOSE AND APPLICATION

The purpose of this Code of Conduct is to provide standards for the conduct of Council Members relating to their roles and obligations as elected representatives of the Town and a procedure for the enforcement of those standards. The Code of Conduct is one aspect of accountability and transparency both internally, as

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

among Members and as between Council and Administration, as well as externally, with other orders of government, the media and the public at large.

FRAMEWORK AND INTERPRETATION

This Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the Town and the high standards of professional conduct the public expects of its local government elected representatives. This Code of Conduct is intended to supplement existing legislation governing the conduct of Council Members.

The Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Council Members are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this Code. Along with the bylaws and policies of Council, the following provincial and federal legislation governs the conduct of Members:

- a. *Municipal Government Act*
- b. *Freedom of Information and Protection of Privacy Act*
- c. *Local Authorities Act*
- d. *Alberta Human Rights Act*
- e. *Occupational Health and Safety Act*
- f. *Criminal Code of Canada*

STATEMENT OF PRINCIPLES AND VALUES

Council members are expected to perform their functions of office with integrity, accountability and transparency and conduct themselves in a professional manner at all times.

Members have a duty to act honestly, in good faith, and in best interests of the Town.

Members shall:

- a. uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council;
- b. carry out their duties in accordance with all applicable legislation, bylaws and policies pertaining to their position as an elected official;
- c. observe the highest standard of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- d. serve and be seen to serve the welfare and interests of the Town as a whole and the community at large in a conscientious and diligent manner and shall approach decision making with an open mind.

COMMUNICATING ON BEHALF OF THE MUNICIPALITY

A Member must not claim to speak on behalf of Council unless authorized to do so.

Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

No Member shall make a statement when they know that statement is false.

No Member shall make a statement with the intent to mislead Council or members of the public.

RESPECTING THE DECISION MAKING PROCESS

Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in doing so, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS

Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.

No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

Members must not:

- a. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
- b. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- c. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

ATTENDANCE

Members have a statutory duty to participate in Council meetings and failure to attend as required may lead to a Member's disqualification under the Act.

CONDUCT AT MEETINGS

Members shall comply with the provisions of the Procedure Bylaw, or any other rules of meeting procedure applicable to the body to which they have been appointed by Council.

Members shall act in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.

CONFIDENTIAL INFORMATION

Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

Council as a whole must be able to access information that is necessary to fulfill its decision-making duties and oversight responsibilities; however, individual Members must also recognize that the information they receive in their capacity as elected officials is subject to confidentiality and disclosure rules contained in federal and provincial legislation and Town bylaws and policies.

Members may also become privy to confidential information received outside of a closed session. Members must not disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is permitted or required by law or authorized by Council to do so.

No Member shall use confidential information for personal benefit or for the benefit of any other individual or organization.

CONFLICTS OF INTEREST

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

Council members are expected to make decisions for municipal purposes for the welfare of interests of the Town as a whole.

Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

Members shall approach decision-making with an open mind that is capable of persuasion.

No Council Member shall use the influence of their office for any purpose other than for the exercise of the Member's official duties.

It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

IMPROPER USE OF INFLUENCE

No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before relating it to the Municipality.

Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

USE OF MUNICIPAL ASSETS AND SERVICES

Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

ORIENTATION AND OTHER TRAINING ATTENDANCE

Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes oath of office.

Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

Once Council has approved registration of any training course or event and the registered member does not attend, the cost for registration will be invoiced back to the registered member for reimbursement, unless Council deems the member has a valid reason for not attending.

GIFTS AND HOSPITALITY

~~Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.~~

Members may accept hospitality, gifts, or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation in accordance with any policy or bylaw referencing gifts and hospitality.

ELECTION CAMPAIGNS

No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

INFORMAL COMPLAINT PROCESS

Any person or any Member who has identified or witnessed conduct by a Member that the person or member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

- a. advising the Member that the conduct violates this Bylaw and encouraging the Member to stop;
- b. requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

FORMAL COMPLAINT PROCESS

Any person or any Member who has identified or witnessed conduct by a Member that the person or Member believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- a. All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- b. All complaints shall be addressed to Council;
- c. The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- d. If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to Council;

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

- e. Upon receipt of a complaint under this Bylaw, Council shall review the complaint and decide whether to proceed to investigate the complaint or not. If Council is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, Council may choose not to investigate, or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant shall be notified of Council's decision.
- f. If Council decides to investigate the complaint, Council shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of Council regarding the investigation shall be confidential;
- g. A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- h. A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

COMPLIANCE AND ENFORCEMENT

Members shall uphold the letter and the spirit and intent of this Bylaw.

Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

No Member shall:

- a. Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- b. Obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

Sanctions that may be imposed on by a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- a. A letter of reprimand addressed to the Member;
- b. Requesting the Member to issue a letter of apology;
- c. Publication of a letter of reprimand or request for apology and the Member's response;
- d. Suspension or removal of the appointment of a Member as the chief elected official under Section 150 (2) of the Act;
- e. Suspension or removals of the appointment of a Member as the deputy chief elected official or acting chief elected official under Section 152 of the Act;
- f. Suspension or removal of the chief elected official's presiding duties under Section 154 of the Act;
- g. Suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
- h. Reduction or suspension of remuneration as defined in Section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- i. Any other sanctions Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

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BYLAW 2022-05**

COMPLIANCE WITH THE CODE OF CONDUCT

Council members are accountable to the public through the four-year election process cycle. Between elections, Members may become disqualified and required to resign if the Member commits a disqualifying action pursuant to section 174 of the Act.

Members are expected to adhere to the provisions of this Code of Conduct. Council does not have the authority to disqualify or remove a Member from office; only a court of competent jurisdiction can do so. Council does, however have the right to sanction a Member provided that the Member continues to have sufficient access to information and services so as to be able to carry out their duties as a Member.

REVIEW

This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

SEVERABILITY

Should any provision of this Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall remain in effect.

MISCELLANEOUS

Bylaw #2019-14 is hereby repealed.

This Bylaw comes into effect upon third and final reading of this Bylaw.

READ a first time on this 18th day of January, 2022.

READ a second time on this 1st day of February, 2022.

READ a third and final time on this 1st day of February, 2022.

MAYOR Brian Holden

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

Jodi Brown

CHIEF ADMINISTRATIVE OFFICER

DRAFT

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 18 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Branded Apparel for Council and Employees Policy
Agenda Item No.	9.6

BACKGROUND/PROPOSAL

During the 2022 budget deliberations, Administration proposed allocating funding and developing a policy for the provision of branded items for Council and staff.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The provision of branded apparel for Council and staff has the following benefits:

- Helps promote the Town of Bon Accord
- Assists with developing a strong, positive, recognizable identity
- Helps promote a professional image for Council and staff when attending functions on behalf of the Town
- Promotes team building

The proposed Branded Apparel for Council and Employees Policy establishes a framework to administer the Town contribution (\$50 per employee/Council member) per year. Secondly, this policy will ensure that the items purchased will be branded consistently and access bulk buying opportunities.

STRATEGIC ALIGNMENT

Priority Four: Identity

Bon Accord has a strong, positive, recognizable identity.

COSTS/SOURCES OF FUNDING

- Council: Total cost per year = \$250 to be funded under the Council supply budget.
- 2022 Council Supply Budget allocation: \$2,000 (includes such items as parade candy or office supplies)
- Employees: Total estimated cost= \$600 to be funded under the Staff Recognition Budget.
- 2022 Staff Recognition Budget: \$4000 (includes long-term service awards and Christmas celebrations)

RECOMMENDED ACTION (BY ORIGINATOR)

That Council choose one of the following options:

1. That Council approve the proposed Branded Apparel for Council and Employees Policy as circulated and presented.
2. That Council approve the proposed Branded Apparel for Council and Employees and circulated and amended.
3. That Council direct administration to....

BRANDED APPAREL FOR EMPLOYEES & COUNCIL

SECTION: Administration / Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: [date here]

POLICY STATEMENT

The Town shall encourage Employees and Council to promote Bon Accord by providing them with Branded Apparel displaying the Town logo and/or name.

PURPOSE

To provide consistent guidelines for the Town of Bon Accord's contribution towards the purchase of branded apparel for Employees and Council.

DEFINITIONS

“Branded Apparel” means clothing, tote bags, backpacks and laptop bags that prominently display the Town of Bon Accord logo and name.

“Council” means the Mayor, Deputy Mayor, or members of Bon Accord Council.

“Employee” means an individual employed by the Town.

“Town” means the Town of Bon Accord.

RESPONSIBILITIES

The Chief Administrative Officer or delegate(s) is responsible to ensure that administrative procedures are established to administer the Branded Apparel Policy effectively.

STANDARD REQUIREMENTS

1. Branded Apparel purchased through the Branded Apparel Policy must be purchased by the Town through the Town supplier in order to access bulk purchasing discounts.

2. Branded Apparel shall include clothing, tote bags, backpacks, and/or laptop bags.
3. Eligible Employees must be permanent members of staff.
4. If Employees have not completed their probation period, they are entitled to order Branded Apparel but are subject to payroll deductions for the amount of the Branded Apparel if the probation is not successfully completed.
5. Councillors are eligible upon being sworn in as a member of Council.
6. The Town of Bon Accord will authorize the payment of a maximum of \$50.00 (exclusive of GST and shipping) per person per calendar year towards the purchase of Branded Apparel. Any remaining balance cannot be carried forward to the following year.
7. A Town of Bon Accord logo and/or name must be prominently displayed on Branded Apparel purchased through the Town.
8. If Councillors or Employees wish to purchase Branded Apparel over the \$50.00 limit, the Councillor or Employee shall pay the balance.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 18, 2022
Presented by:	Jodi Brown, Town Manager
Title:	ACCPA 2022 Conference
Agenda Item No.	10.1

BACKGROUND/PROPOSAL

Since 1989, the Alberta Community Crime Prevention Association (ACCPA) was established as a means to discuss mutual crime-related issues within communities, police and government. Through education and awareness, their goal of the safety of Albertans is achieved by providing resources for crime prevention initiatives, organizing the annual conference, promoting Crime Prevention Week and organizing Fraud Prevention Month. The Town of Bon Accord is a current member of the ACCPA.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2022 annual conference is being held in-person May 9-11 at the Coast Canmore Hotel & Conference Centre. May 9 is the pre-conference day which consists of various workshops. May 10-11 are the main conference days which consist of speakers on various topics. May 10 is also a Networking Nexus Day, which can be attended without participation in the conference.

Early bird pricing ends April 8. Registration pricing is as follows:

	ACCPA Member	Group 3+
Pre-conference workshop PLUS conference	\$450	\$425
Conference only	\$350	\$325
Pre-conference only	\$250	\$225
Networking Day	\$50	\$50

Please see attached for the pre-conference and conference workshop and speaker schedules.

STRATEGIC ALIGNMENT

Priority 2 - The residents of Bon Accord live in a safe and attractive community.

COSTS/SOURCES OF FUNDING

Registration costs are a budgeted item.

The 2022 Council budget includes \$10,000 for Training/Conference fees and \$15,000 for mileage/subsistence expenses.

RECOMMENDED ACTION (by originator)

1. THAT Council approve those wishing to attend the ACCPA 2022 Conference and direct administration to register those attending.
2. THAT Council direct administration to....

Monday MAY 9 Pre-Conference

MON 7:00AM

PRE-CONFERENCE WORKSHOP REGISTRATION / CATERED NETWORKING
BREAKFAST

MON 8:00AM

Workshop #1 / 1-Day Workshop

THE DUTCH TOUCH: HOW HOLLAND MANAGED TO CUT CRIME, AND LESSONS FOR
ALBERTA AND CANADIAN COMMUNITIES FROM DUTCH CRIME POLICIES

Jaap de Waard, *Senior Policy Advisor with The Netherlands Ministry of Justice and Security*

Workshop #2 / 1-Day Workshop

INTRODUCTION TO SAFEGROWTH® AND LIVABILITY ACADEMY

Anna Brassard, Urban Planning and Community Facilitation Specialist and Principle at Brassard
Consulting

Workshop #3 / 1-Day Workshop

COLLABORATIVE DECISION-MAKING IN COMMUNITY SAFETY; HOW TO MAKE EFFECTIVE
DECISIONS IN STAKEHOLDER GROUPS

Christiane Sadeler, Owner–Consultant, More Better Solutions
Felix Munger, Canadian Municipal Network on Crime Prevention

Workshop #4 / 1-Day Workshop

TBA

MON 12:00PM

CATERED NETWORKING LUNCH

MON 1:00PM

CONTINUATION OF WORKSHOPS #1, #2, #3, #4

MON 4:00PM

END OF DAY 1 PRE-CONFERENCE WORKSHOPS

Presentation of Certificates of Completion

[DOWNLOAD PRE-CONFERENCE SCHEDULE](#)

[VIEW PRICING](#)

[REGISTER NOW](#)

[Back to top of page](#)

CONFERENCE SCHEDULE

Tuesday MAY 10 Conference

TUE 7:00AM

REGISTRATION / CATERED NETWORKING BREAKFAST

TUE 8:00AM

OPENING CEREMONIES

TUE 8:30AM

KEYNOTE: THE DUTCH TOUCH: HOW HOLLAND MANAGED TO CUT CRIME, AND LESSONS FOR ALBERTA AND CANADIAN COMMUNITIES FROM DUTCH CRIME POLICIES

Jaap de Waard, Senior Policy Advisor, Netherlands Ministry of Justice and Security

TUE 9:30AM

COFFEE BREAK

STREAM 1 – Urban Focus

STREAM 2 – Rural Focus

TUE 10:00AM

ASSET BASED COMMUNITY DEVELOPMENT: HOW LISTING THE POSITIVES IN A COMMUNITY CAN HELP BUILD BETTER, SAFER COMMUNITIES

Mark Davis & Jamie Calayo, REACH Edmonton

10 YEARS ON: SUCCESSES, CHALLENGES AND OPPORTUNITIES AFTER A DECADE OF IMPLEMENTATION OF THE HUB MODEL IN MASKWACIS, ALBERTA

Holly Porterfield, RCMP Maskwacis

TUE 10:45AM

BREAK

TUE 11:00AM

URBAN PRESENTATION

THE ROLE OF COMMUNITY POLICING COORDINATORS: OPTIONS FOR SHARED SERVICE DELIVERY IN RURAL COMMUNITIES

Christy Wood (She/Her), community Policing Coordinator, City of Nanaimo BC

TUE 11:45AM

CATERED NETWORKING LUNCH

TUE 1:30PM

CLIMATE CHANGE AND CRIME

Felix Munger, Executive Director, Canadian Municipal Network on Crime Prevention

THE ROLE OF THE ELECTED OFFICIAL IN COMMUNITY SAFETY

Mark Boychuk, Town Councillor, Town of Peace River

TUE 2:15PM

COFFEE BREAK

TUE 2:30PM

INVESTING IN CRYPTO CURRENCIES: UNDERSTANDING THE FUNDAMENTALS

James McTavish, Alberta Securities Commission

RURAL PRESENTATION

TUE 3:15PM

DAY 1 WRAP-UP – ACCPA

TUE 7:00PM

NETWORKING NEXUS

Wednesday MAY 11 Conference

WED 7:00AM

REGISTRATION / CATERED NETWORKING BREAKFAST

WED 8:00AM

WELCOME BACK/HOUSEKEEPING

WED 8:15AM

KEYNOTE

Cheryl Wiskeyjack, Bent Arrow Healing Society, Edmonton

WED 9:15AM

BREAK

STREAM 1 – Urban Focus

STREAM 2 – Rural Focus

WED 9:45AM

URBAN PRESENTATION

THE RCMP COMMUNITY SAFETY AND WELLBEING BRANCH

C/Supt Peter Tewfik, RCMP K-Division

WED 10:30AM

IN THE LEAD: SUPPORTING YOUTH IN RECONNECTING WITH THEIR COMMUNITIES AND REDEFINING THEMSELVES – STORIES FROM THE CALGARY YOUTH JUSTICE SOCIETY

Tina Clem, Executive Director, Calgary Youth Justice Society

TOWARDS SUSTAINED LEADERSHIP IN ABORIGINAL RELATIONS AND COMMUNITY SAFETY: SCARLET SECURITY AND THE PROGRESSIVE ABORIGINAL RELATIONS (PAR) PROGRAM OF THE CANADIAN COUNCIL FOR ABORIGINAL BUSINESS

Patrick Doyle, chief Executive Office, Scarlet Security

WED 11:15AM

BREAK

WED 11:30AM

URBAN PRESENTATION

RURAL PRESENTATION

WED 12:15PM

CATERED NETWORKING LUNCH

WED 1:00PM

EDMONTON'S COMMUNITY SOLUTIONS ACCELERATOR (CSA) – SAVING PUBLIC MONEY BY PRIVATELY FUNDING ENTREPRENEURS TO ADDRESS TOUGH PROBLEMS SUCH AS ADDICTION AND HOMLESSNESS

Ashif Mawhi, Venture Capitalist, Chair, Edmonton Police Foundation

RURAL PRESENTATION

WED 1:45PM

COFFEE BREAK

WED 2:00PM

RESEARCH FOR THE DESIGN OF SAFE AND VIBRANT COMMUNITIES: UNIVERSITY OF CALGARY URBAN ALLIANCE AND THE CITY OF CALGARY'S 9 BLOCK PROGRAM

TBD

RURAL PRESENTATION

WED 2:45PM

CONFERENCE WRAP-UP – ACCPA

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 18, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Brownlee 2022 Emerging Trends in Municipal Law Seminar
Agenda Item No.	10.2

BACKGROUND/PROPOSAL

Brownlee LLP has been the Town of Bon Accord’s appointed law firm for many years. Each year Brownlee LLP holds an Emerging Trends in Municipal Law seminar. In 2022 the seminar is being held in-person at the Edmonton Expo Centre as well as virtually.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As noted in the attached invitation, the following topics will be featured at both sessions: employment law in the time of COVID, privacy and freedom to information issues, how to manage legal matters, municipal tax powers, conflicting fiduciary obligations, case and legislative updates, and a Q&A bear pit session where our lawyers will answer your questions.

Virtual registration is \$85 + GST

In-person registration is \$185 + GST

STRATEGIC ALIGNMENT

PROFESSIONALISM (from Vision, Mission, Values) - 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

Registration costs are a budgeted item.

The 2022 Council budget includes \$10,000 for Training/Conference fees and \$15,000 for mileage/subsistence expenses.

RECOMMENDED ACTION (by originator)

1. THAT Council approve _____ (list Council members) wishing to attend Brownlee’s Emerging Trends in Municipal Law 2022 seminar and direct administration to register those attending.
2. THAT Council direct administration to....

From: [Thompson, Prescilla](#)
To: [Jessica Caines](#)
Subject: RSVP for our Emerging Trends in Municipal Law this February
Date: January 7, 2022 10:11:58 AM
Attachments: [image001.png](#)
[image002.png](#)

B BROWNLEE LLP
Barristers & Solicitors

EMERGING TRENDS IN MUNICIPAL LAW

The trends you need to know
for your community to grow

Calgary | February 10, 2022 | Virtual Option
Edmonton | February 17, 2022 | on Both Dates

Topics include:

- Employment Law in the Time of COVID
- Privacy and Freedom to Information Issues
- How to Manage Legal Matters
- Municipal Tax Powers, Conflicting Fiduciary Obligations
- Case and Legislative Updates
- Q&A bear pit session where our lawyers will answer your questions.

In-person Registration \$185 + GST
Virtual Registration \$85 + GST
Event is by invitation only.

[CLICK HERE](#)
to Register for February 10, 2022

[CLICK HERE](#)
to Register for February 17, 2022

BrownleeLaw.com

Dear Jessica,

You are invited to join us this February for our annual **Emerging Trends in Municipal Law** seminar featuring topics curated for our elected and administrative municipal clients.

Emerging Trends in Municipal Law will be held in-person in Calgary and Edmonton – and we will also offer a live-stream option if you are unable to attend in person.

The following topics will be featured at both sessions: employment law in the time of COVID, privacy and freedom to information issues, how to manage legal matters, municipal tax powers, conflicting fiduciary obligations, case and legislative updates, and a Q&A bear pit session where our lawyers will answer your questions.

In-person Registration \$185 + GST
Virtual Registration \$85 + GST

If we must switch to an entirely virtual event due to COVID, we will issue refunds or transfer in-person registrations to virtual tickets and refund the difference.

Details:

Emerging Trends in Municipal Law - Calgary

Date: Thursday, February 10, 2022

Time: 8:30 am – 3:30 pm reception to follow

Location: Best Western Premier Calgary Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

→ Register here: [YYC](#)

Discounted room rates are available at the Best Western Premier Calgary Plaza Hotel from \$125 for double occupancy, only available until **January 10, 2022.**

Call 1.403.248.8888 and quote Brownlee LLP-MAIN or click here to book.

Emerging Trends in Municipal Law - Edmonton

Date: Thursday, February 17, 2022

Time: 8:30 am – 3:30 pm reception to follow

Location: Edmonton Expo Centre

Address: 7515 - 118 Ave. NW, Edmonton

→ Register Here: [YEG](#)

Discounted room rates are available at the Sutton Place Hotel from \$129 a night. Only available until **January 28, 2022.** Call 1.800.SANDMAN and quote BROWNLEE2022 or click here to book.

If you have any questions please contact, Prescilla Thompson by email:

pthompson@brownleelaw.com

Event is by invitation only.

We hope you can join us!

Brownlee LLP



PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP

PRONOUNS: SHE/HER/HERS

MARKETING

m. 780-497-4800 | **d.** 780-970-5739 | **f.** 780-424-3254 | pthompson@brownleelaw.com

2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8

Toll-Free. 800-661-9069 | www.brownleelaw.com

To help limit the spread of the COVID-19, the Brownlee LLP Edmonton and Calgary offices are closed to the public. Email, telephone, and video conferencing, including Zoom and Skype are the primary channels of communication for our clients with their lawyer instead of in-person meetings. Please refer to our [COVID-19 resource page](#) that features articles written by our lawyers that examine how COVID-19 is affecting different industries and municipalities.

Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by [clicking here](#).

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TOWN OF BON ACCORD

Mayor Report – for period Dec 15, 2021 – Jan 11, 2022

December 17, 2021 Attended Public Works Orientation Session. It was nice to spend time with Mark in person. This was a great session that outlined pretty well everything that Public Works does. Tours will be lined up for Council once the weather warms up. Thanks Mark. Great job.

December 21, 2021 Attended Regular Meeting of Council

January 7, 2022 Attended “Keep Alberta RCMP” presentation in St. Albert. This was a well researched presentation that showed me without a doubt, that we as a town must support our RCMP members.

January 12, 2022 Virtually attended “Meet your new Advocate for persons with Disabilities in Alberta” Greg McMeekin. Greg is the new Advocate for the Alberta Ability Network. Greg told his story and really got my attention. He has a fairly severe case of Cerebral Palsy yet passed the Bar Exam in 2015.

Pretty quiet month with Christmas and New Years to celebrate as well as deal with covid. I’m really looking forward to 2022. After the next set of meetings (Strat Plan) we will have a good idea of where we are going as a town.

Brian Holden
Mayor
Town of Bon Accord



TOWN OF BON ACCORD

Councilor Report – for period of December 15 – January 16, 2022

December 17	Public Works orientation session virtually
December 21	Attended Regular Meeting of Council
January 11	Attended Community Service Advisory Board
January 12	Special Meeting of Council Planning session Virtually

Note: Welcome to a New Year, hope everyone had an enjoyable season and look forward to this next new year and hopefully making good things come from this year.

Lacey Laing
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – December 16 – January 13, 2022

December 16, 2021 Attended Home Land Housing Board meeting followed by the Christmas luncheon.

December 17, 2021 Attended the Alberta Capital Region Wastewater Commission meeting.

Highlights include:

- The 2022 Operating and Capital Budget was approved.
- The 2022 Operating Budget was set at 30.18 Million
- The 2022 Capital Budget was set at 28.4 Million
- The flow rate was set to \$1.42 per cubic meter
- The Commission continues to work with industry to support re-use efforts within the region.

December 21, 2021 Attended the Regular Meeting of Council.

I hope everyone had a safe and merry holiday season.

Lynn Bidney
Councillor
Town of Bon Accord



TOWN OF BON ACCORD

December 15, 2021 – January 15, 2022

December 16	Attended CRASC (Capital Region Assessment Services Commission) Meeting.
December 16	Attended PLSB Board Orientation.
December 17	Attended public works orientation session.
December 21	Attended RMC.
January 11	Attended Meet your new Advocate for persons with Disabilities.
January 11	Attended Community Service Advisory Board.
January 12	Attended MEO Training online.
January 12	Attended special meeting of council.

Note: It has been a remarkably busy month. I was elected as vice chair on the CRASC Board. I also was appointed to Alberta Municipalities Small Communities Committee. I am extremely excited to have these new opportunities to represent Bon Accord. I hope everyone had a great holiday, and now we can get back to work.

Tanya May
Councilor
Town of Bon Accord



TOWN OF BON ACCORD

Councilor Report – for period of December 16- January 13, 2022

December 17	Attended public works orientation session.
December 21	Regular Meeting of Council.
January 12	Attended Special Meeting of Council

Note:

Cory Roemer
Councilor
Town of Bon Accord



Peter Hansen
Community Relations, Enbridge Pipelines Inc.
Suite 836, 8005 Emerald Drive, Sherwood Park, Alberta T8H 0P1
peter.hansen@enbridge.com
780-449-2607

December 13, 2021

Town of Bon Accord
Box 779
5025-50 Ave.
Bon Accord, AB T0A 0K0

Dear Mayor and Councilors,

On behalf of Enbridge Pipelines, I'd like to convey congratulations regarding your success in the October 2021 municipal elections.

Feel free to contact me if any questions or concerns about Enbridge projects or operations in your area.

Sincerely,

A handwritten signature in blue ink that reads 'Peter Hansen'.

Peter Hansen
Community Relations
Enbridge Pipelines Inc.



January 7, 2022

Via Email: registrar@cpsa.ab.ca

College of Physicians and Surgeons of Alberta
2700, 10020 100 Street NW
Edmonton, AB T5J 0N3

Attention: Dr. Scott McLeod, Registrar

Dear Dr. McLeod:

Re: Letter of Support for City of Cold Lake and Streamlining Foreign Physician Assessments

The Municipality of Crowsnest Pass Council fully supports the request by the City of Cold Lake to have the College of Physicians and Surgeons of Alberta consider streamlining the assessment process for physicians from outside of Canada but wish to extend this consideration be given to facilitate integration for those doctors in all communities in Alberta currently facing physician shortages.

Our current health crisis has clearly demonstrated the need for additional doctors to support and enhance caregivers that are overworked and stretched to capacity when there are many immigrant physicians sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated doctors are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process by removing the significant barriers to becoming certified in our province.

Sincerely,

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

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

cc: The Honorable Jason Copping, Minister of Health
Alberta Municipalities
Rural Municipalities Association



January 7, 2022

Via Email: carna@nurses.ab.ca

College & Association of Registered Nurses of Alberta
11120 178 Street
Edmonton, AB T5S 1P2

Dear Council:

Re: Letter of Support for Fast Tracking Immigrant Nurses for Certification in Alberta

The Municipality of Crowsnest Pass Council respectfully requests that the College & Association of Registered Nurses of Alberta consider fast tracking immigrant nurses to qualify to work in Alberta in all communities currently facing nursing shortages.

Our current health crisis has clearly demonstrated the need for additional nurses to support and enhance our current caregivers that are overworked and stretched to capacity when there are many immigrant nurses sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated nurses are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process.

Sincerely,

A handwritten signature in cursive script that reads "Blair Painter".

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

cc: The Honorable Jason Copping, Minister of Health
Alberta Municipalities
Rural Municipalities Association



Notice of Motion:

I councilor Lacey Laing, bring forward a “Notice of Motion”, regarding Town security. There have been plenty of stolen vehicles and missing property this past month. This has been a concern for quite some time. We need to investigate options of:

Gated Community

CCTV

Collaboration with Sturgeon County & Gibbons to get RCMP small detachment in our area.

We need to investigate options of what we can do to help secure our residents.

This item is to be brought forward at the next council meeting January 18, 2022 for Council consideration and review.

Lacey Laing
Councilor
Town of Bon Accord

I would like to bring a notice of motion forward to bring back the question and answer period.

I do know we are trained and told the council meeting is a place of business. I still feel by allowing them to come to the meetings and be heard.

We are respecting the residents wishes. We may not always have answers right away but I feel this could benefit not only the residents but council too. One way or another our residents have a right to be heard.