

Town of Bon Accord
AGENDA
Regular Council Meeting
March 1, 2022 7:00 p.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; February 15, 2022 (enclosure)
4. **DELEGATION**
 - 4.1. 7:10 p.m. Mikhail Ivanchikov – Dandelion Renewables
5. **ACTION ITEM LIST**
 - 5.1. Action Item List to February 15, 2022 (enclosure)
6. **UNFINISHED BUSINESS**
 - 6.1. Stormwater Management and Flooding Mitigation Measures (enclosure)
7. **NEW BUSINESS**
 - 7.1. 2022 Events (enclosure)
 - 7.2. Council Chambers Audio/Video Set Up (enclosure)
 - 7.3. Minister's Awards for Municipal and Public Library Excellence (enclosure)
8. **BYLAWS/POLICIES/AGREEMENTS**
 - BYLAWS**
 - 8.1. Bylaw Officer Enforcement Bylaw 2022-07 – 2nd & 3rd Readings (enclosure)
 - POLICIES**
 - 8.2. Proposed Amendments to the Council Remuneration Policy (enclosure)
9. **WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1. 2022 FCM Conference (enclosure)
10. **CORRESPONDENCE**
 - 10.1. Alberta Municipal Affairs – Budget 2022 (enclosure)
11. **NOTICE OF MOTION**
12. **PRESENTATION OF NOTICE OF MOTION**
 - 12.1. Cell Phones for Council (enclosure)
13. **CLOSED SESSION**
 - 13.1. Resident Request – *FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy and 27(1)(c)(iii) Privileged information*

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- 13.2. Fire Bylaw DRAFT – *FOIP Act 23(1)(a) – Local public body confidences and 27(1)(c)(iii) Privileged information*
- 13.3. 2022 Road Rehabilitation Program Engineering Services – *FOIP Act 16(1)(a)(ii), (b), and (c) – Disclosure harmful to business interests of a third party*

14. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
February 15, 2022 8:30 a.m.
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
Falon Fayant – Corporate Finance Manager
Mark Prutchick – Operations Manager
Dianne Allen – Planning and Economic Development Manager
Lila Quinn – Recreation and Community Services Manager
Jessica Caines – Executive Assistant

CALL TO ORDER

Mayor Holden called the meeting to order at 8:35 a.m.

ADOPTION OF AGENDA

COUNCILLOR MAY MOVED THAT Council adopt the February 15, 2022 agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-063

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – February 1, 2022

COUNCILLOR BIDNEY MOVED THAT Council adopt the regular meeting of Council minutes for February 1, 2022.

CARRIED UNANIMOUSLY RESOLUTION 22-064

DELEGATION

Pat Mahoney – Fire Department Annual Report

COUNCILLOR MAY MOVED THAT Council accept the delegation by Pat Mahoney as information.

CARRIED UNANIMOUSLY RESOLUTION 22-065

ADOPTION OF MINUTES

Council Briefing Committee Meeting Minutes – February 9, 2022

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the February 9, 2022 meeting as amended.

CARRIED UNANIMOUSLY RESOLUTION 22-066

**Town of Bon Accord
Regular Meeting of Council Minutes
February 15, 2022 8:30 a.m.
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DELEGATIONS

Matt Roblin – Bylaw Enforcement Annual Report

COUNCILLOR MAY MOVED THAT Council accept Matt Roblin's bylaw report as information.

CARRIED UNANIMOUSLY RESOLUTION 22-067

Kate Polkovsky – ACRWC

COUNCILLOR BIDNEY MOVED THAT Council accept Kate Polkovsky's ACRWC report as information.

CARRIED UNANIMOUSLY RESOLUTION 22-068

ACTION ITEM LIST

COUNCILLOR MAY MOVED THAT Council accepts the Action item list to February 1, 2022 as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-069

DEPARTMENT REPORTS

COUNCILLOR BIDNEY MOVED THAT Council accept the department reports.

CARRIED UNANIMOUSLY RESOLUTION 22-070

Mayor Holden called a short recess at 10:31 a.m.

Mayor Holden called the meeting back to order at 10:41 a.m.

UNFINISHED BUSINESS

Strategic Planning Session (Date/Time)

COUNCILLOR MAY MOVED THAT Council confirm the next strategic planning session on April 21, 2022 from 3 p.m. – 7 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-071

Municipal Development Plan (MDP) Meeting

COUNCILLOR MAY MOVED THAT Council approves March 29 at 1:30 p.m. to commence with a start up meeting virtually to discuss the Municipal Development Plan project scope.

CARRIED UNANIMOUSLY RESOLUTION 22-072

Electric Vehicle Charging (EVC) Program

MAYOR HOLDEN MOVED THAT Council accepts the report as information AND further direct administration to bring back more financial information pertinent to the extra costs over and above the grant.

CARRIED UNANIMOUSLY RESOLUTION 22-073

**Town of Bon Accord
Regular Meeting of Council Minutes
February 15, 2022 8:30 a.m.
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COUNCILLOR MAY MOVED THAT Council extend the meeting past 12 p.m. on Feb 15, 2022.

CARRIED UNANIMOUSLY RESOLUTION 22-074

Public Engagement Sessions Plan

COUNCILLOR BIDNEY MOVED THAT Council approve Council Community Connections for March 16 from 5:30 p.m. – 6:30 p.m. with a free hot dog dinner and on the same date from 6:30 p.m. – 8:30 p.m. for RCMP policing.

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

CARRIED RESOLUTION 22-075

BYLAWS | POLICIES | AGREEMENTS

2022-07 Bylaw Enforcement Officer Bylaw

COUNCILLOR BIDNEY MOVED THAT Bylaw Enforcement Officer Bylaw 2021-09 be given second reading, as presented.

In Favour: Deputy Mayor Laing

Opposed: Mayor Holden, Councillor Bidney, Councillor May, and Councillor Roemer.

DEFEATED RESOLUTION 22-076

COUNCILLOR ROEMER MOVED THAT Bylaw Enforcement Officer Bylaw 2022-07 be given first reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-077

Community Services Appreciation Award Policy

COUNCILLOR MAY MOVED THAT Council accept the RFD as information and forward it to the Community Services Advisory Board for input in regards to the budget amount and for approval.

CARRIED UNANIMOUSLY RESOLUTION 22-078

Rescinding of Sky Shed Observatory Use Policy

COUNCILLOR MAY MOVED THAT Council rescind the Sky Shed Observatory Use policy AND THAT administration look into the current status of the sky sheds.

CARRIED UNANIMOUSLY RESOLUTION 22-079

Write Off Policy Amendments

COUNCILLOR MAY MOVED THAT Council accept the amendments to the Accounts Receivable Collections and Allowances for Doubtful Accounts policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-080

WORKSHOPS/MEETINGS/CONFERENCES

Elected Officials Education Program Courses

**Town of Bon Accord
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COUNCILLOR BIDNEY MOVED THAT Council direct administration to register participants as directed.

CARRIED UNANIMOUSLY RESOLUTION 22-081

Alberta Municipalities' Spring 2022 Municipal Leaders' Caucus

DEPUTY MAYOR LAING MOVED THAT Council direct administration to register all of Council for in person attendance at the Alberta Municipalities' Spring 2022 Municipal Leaders' Caucus on March 9 and 10, 2022.

CARRIED UNANIMOUSLY RESOLUTION 22-082

Mayor Holden called a short recess at 12:11 p.m.

Mayor Holden called the meeting back to order at 12:15 p.m.

COUNCIL REPORTS

COUNCILLOR BIDNEY MOVED THAT Council accept the Council reports as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-083

CORRESPONDENCE

COUNCILLOR BIDNEY MOVED THAT Council accept the correspondence as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-084

CLOSED SESSION

- ***Organizational Chart – FOIP Act 24(1)(a) Advice from officials***
- ***Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy***

DEPUTY MAYOR LAING MOVED THAT Council enter into closed session to discuss Organizational Chart – FOIP Act 24(1)(a) Advice from officials and Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy.

CARRIED UNANIMOUSLY RESOLUTION 22-085

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 1:11 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-086

Organizational Chart – FOIP Act 24(1)(a) Advice from officials

COUNCILLOR BIDNEY MOVED THAT Council approves the updated organizational chart as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-087

Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy

**Town of Bon Accord
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COUNCILLOR BIDNEY MOVED THAT Council direct administration to invoice the property owner in the amount of \$2,772.00 and include a letter responding to the resident's requests as directed.

CARRIED UNANIMOUSLY RESOLUTION 22-088

ADJOURNMENT

The February 15, 2022 Regular Meeting of Council adjourned at 1:13 p.m.

Mayor Brian Holden

Jodi Brown, CAO

Resolution	Resolution #	Assigned to	Status
January 18, 2022 Regular Meeting of Council			
Community Safety DEPUTY MAYOR LAING MOVED THAT Council direct administration to investigate more options to improve town security. MAYOR HOLDEN MADE A FRIENDLY AMENDMENT THAT Council direct administration to investigate opportunities to increase collaboration with RCMP and bylaw services.	22-030	Administration /Economic Development	Ongoing
Question and Answer Period COUNCILLOR MAY MOVED THAT Council direct administration to schedule a public engagement session once every three months for Council AND to investigate a policy for public engagement sessions with options for in person and virtual.	22-031	Administration	Complete
Veteran's Park Proposed MOA – FOIP Act s.24(1)(c) Advice from officials COUNCILLOR MAY MOVED THAT Council direct administration to proceed with presenting the proposed MOU as presented for consideration to the Gibbons Legion and the Veteran's Memorial Park Society.	22-036	Rec. & Comm. Services	Ongoing

Resolution	Resolution #	Assigned to	Status
February 1, 2022 Regular Meeting of Council			
Community Services Acknowledgement COUNCILLOR BIDNEY MOVED THAT Council direct administration to purchase two plaques with the wording presented and flowers to a maximum amount of \$150 and further that one plaque be permanently placed in the Bon Accord Arena and the second plaque to be presented to Gail Critchley by Mayor Holden. In favour: Mayor Holden, Councillor Bidney, and Councillor Roemer Opposed: Deputy Mayor Laing, and Councillor May	22-040	Rec. & Comm. Services	Ongoing
Public Participation Policy and Public Engagement Plan DEPUTY MAYOR LAING MOVED THAT That Council direct Administration to develop plans for Council Community Connections Events on March 8 at 7 p.m., June 9 at 7 p.m., and September 8 at 7 p.m., tentatively, for Council approval AND THAT Council direct Administration to conduct a review of the Public Participation Policy and bring forward any recommended changes to Council for approval.	22-052	Administration	Ongoing
Business District Properties Report – FOIP Act 17(1) Disclosure harmful to personal privacy COUNCILLOR BIDNEY MOVED THAT Council approves the report as information AND direct administration to provide further information regarding the business area district as directed.	22-056	Economic Development	Ongoing

Resolution	Resolution #	Assigned to	Status
Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy COUNCILLOR BIDNEY MOVED THAT Council direct administration to research previous resolutions regarding this matter.	22-057	Administration	Complete
Governance Workshop – FOIP Act 24(1)(a) – Advice from officials COUNCILLOR BIDNEY MOVED THAT Council direct administration to research further opportunities for a half-day workshop on governance. In favour: Mayor Holden, Deputy Mayor Laing, Councillor Bidney, and Councillor Roemer Opposed: Councillor May	22-059	Administration	Ongoing
Feb 15, 2022 Regular Meeting of Council			
Strategic Planning Session (Date/Time) COUNCILLOR MAY MOVED THAT Council confirm the next strategic planning session on April 21, 2022 from 3 p.m. – 7 p.m.	22-071	Administration	Ongoing
Municipal Development Plan (MDP) Meeting COUNCILLOR MAY MOVED THAT Council approves March 29 at 1:30 p.m. to commence with a start up meeting virtually to discuss the Municipal Development Plan project scope.	22-072	Economic Development	Ongoing
Electric Vehicle Charging (EVC) Program MAYOR HOLDEN MOVED THAT Council accepts the report as information AND further direct administration to bring back more financial information pertinent to the extra costs over and above the grant.	22-073	Economic Development	Ongoing

Resolution	Resolution #	Assigned to	Status
Public Engagement Sessions Plan COUNCILLOR BIDNEY MOVED THAT Council approve Council Community Connections for March 16 from 5:30 p.m. – 6:30 p.m. with a free hot dog dinner and on the same date from 6:30 p.m. – 8:30 p.m. for RCMP policing. In Favour: Mayor Holden, Deputy Mayor Laing, Councillor Bidney, and Councillor Roemer Opposed: Councillor May	22-075	Administration	Ongoing
Community Services Appreciation Award Policy COUNCILLOR MAY MOVED THAT Council accept the RFD as information and forward it to the Community Services Advisory Board for input in regard to the budget amount and for approval.	22-078	Rec. & Comm. Services	Ongoing
Rescinding of Sky Shed Observatory Use Policy COUNCILLOR MAY MOVED THAT Council rescind the Sky Shed Observatory Use policy AND THAT administration look into the current status of the sky sheds.	22-079	Administration	Ongoing
Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy COUNCILLOR BIDNEY MOVED THAT Council direct administration to invoice the property owner in the amount of \$2,772.00 and include a letter responding to the resident’s requests as directed.	22-088	Administration	March 1 RMC

Resolution	Resolution #	Assigned to	Status
Community Services Appreciation Award Policy COUNCILLOR MAY MOVED THAT Council accept the RFD as information and forward it to the Community Services Advisory Board for input in regard to the budget amount and for approval.	22-078	Rec. & Comm. Services	Ongoing
Rescinding of Sky Shed Observatory Use Policy COUNCILLOR MAY MOVED THAT Council rescind the Sky Shed Observatory Use policy AND THAT administration look into the current status of the sky sheds.	22-079	Administration	Ongoing
Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy COUNCILLOR BIDNEY MOVED THAT Council direct administration to invoice the property owner in the amount of \$2,772.00 and include a letter responding to the resident’s requests as directed.	22-088	Administration	March 1 RMC

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 1, 2022
Presented by:	Mark Prutchick (Operations Manager)
Title:	Stormwater Management and Flooding Mitigation Measures
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

2020 Flooding:

In the Spring/Summer of 2020, a combination of melting snow/ice and heavy rainfall caused flooding in the town in specific locations. These locations were mainly along 49th Street between 48th and 49th Avenue, the alley south of 48th Avenue on the west edge of the pond (wetlands) due to the pond overflowing, and roadway stormwater ditches on 51st Avenue and 57th Street which were close to overflowing (at capacity).

Wetlands Study and Stormwater Management:

As a result of this flooding, the Town has requested and received a Wetlands Study and council has accepted this study as information and that staff continue to investigate further options.

This study is currently under review and Town staff are investigating additional options to be considered. One of the options to consider is the cleaning out of the pond. This will have environmental implications such as permission to drain, applicable permits, high costs involved in sedimentation removal and haulage, etc.

Mitigation Work Completed (2020-2021):

With regards to the flooded areas close to the pond, mitigations include:

- 2020 (fall): staff added stone on the alley adjacent to the pond and graded for drainage towards the pond.
- 2021 (fall): staff added a recycled material from the road rehabilitation project on 49th Street and reshaped the road to drain towards the field and pond.
- 2021: Public Works staff also re-graded the above-mentioned ditches to allow for drainage and a constant flow, as these ditches had little to no drainage slope.

Note: Due to the dry conditions in the summer and fall of 2021, staff were unable to conduct effectiveness studies on these ditches; however, staff are confident that the grade they have created will help to mitigate drainage issues if flooding occurs this spring.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

2022 Mitigation Work Planned:

Public Works staff perform annual stormwater drainage maintenance that may assist with flood mitigation. Like other municipalities, these operations start approximately the middle of March if the temperatures are favourable. These include steaming of the culverts to remove solid and frazzle ice, catch basin opening by removing ice, which both will increase and allow water to flow freely.

Opening Catch Basins:

In early February of 2022, staff were able to open approximately 20 catch basins by taking advantage of the unseasonal above freezing temperatures. This allowed a high volume of water to enter the storm drainage system rather than pooling and freezing on streets and sidewalks.

To help mitigate drainage issues such as flooding, staff will continue to monitor ambient temperatures and conduct maintenance activities according to these environmental conditions as noted below.

On-going Maintenance Activities:

March-April

Public Works staff will focus on the areas that were previously identified as areas of concern and continue to free up catch basins as well as steam all the culverts throughout the Town. This work will be a large part of staff duties when temperatures remain above freezing for a 24-hour period (approximately the middle to end of March)

May-June New Gravel Road Compaction Program:

Once the ground completely thaws and supersaturated ground is no longer present (approximately the end of May-early June), the re-grading of 49th Street from 50th Avenue to 48th Avenue as well as the alley south along side of the pond will take place. The addition of new granular material may be required; however, only if previous methods show adverse results. This will be followed with a Calcium Chloride application (dust suppression) and finally to fully compact the new material. The compaction process will take place even if new material is not required as it will assist significantly with flood mitigation. Note, this is a new annual maintenance process that will be implemented this spring on all gravel roads in Town. Public Works has a small dual drum roller/packer that we will use for this compaction process.

Summary:

The maintenance process performed in the summer/fall of 2021 of adding recycled material and re-grading/shaping of the road should improve surface runoff and help eliminate free standing water.

Once the compaction process is performed, 49 Street south of 50 Avenue and the alley south of 48 Avenue should be much tighter (higher density) which will result in less voids for water to penetrate. This compaction process will be an added measure to improve drainage if we have similar precipitation as in 2020.

As noted, staff were unable to assess the impact of mitigation work completed in 2020 in 2021 due to dry conditions, therefore, these locations will be monitored in 2022. The accumulated snow that is present now will most likely produce high volumes of surface run-off and will provide excellent data for the Town's drainage work completed in 2021.

Additionally, existing storage piles of snow in Town (due to snow removal activities) will be removed and brought to the Town's Lagoon before the thawing cycle begins to further lessen the volume of spring melt water.

STRATEGIC ALIGNMENT

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

There are no costs associated with this work as these maintenance duties will be covered by staff during normal working hours and fall within the complete payroll burden. If new granular material is required, there are costs associated with that and will be brought forward to a future council meeting for discussion (RFD).

Future stormwater management plans are currently being investigated for incorporation into capital plans.

RECOMMENDED ACTION (by originator)

That Council proceed with one of the following options:

1. That Council accept the information as presented about stormwater drainage maintenance to assist with flooding prevention in 2022.
2. That Council direct Administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 1, 2022
Presented by:	Lila Quinn, Recreation and Community Services Manager
Title:	2022 Events
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

The Community Services Advisory Board has approved the enclosed list of Town events planned in 2022.

This is a new process that will help to enhance event communications and promotion, not only for residents but also may draw more visitors to our community.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Early planning and communications are beneficial to both local and regional participation in events in the following ways:

1. **Enhanced advertising and promotion:** Once finalized, events dates will be advertised throughout the year on our Town website and other communications platforms such as social media.
2. **Facilitate advertising in regional publications:** For example, the 2022 Family Day event was advertised in the Go East of Edmonton publication. The estimated number of participants at this event: 175-200 people; significantly higher than in previous years.
3. **Avoid scheduling conflicts:** An annual review and confirmation of event dates will ensure maximum participation levels, enable opportunities to coordinate special activities (such as incorporating the September Council Community Connections Event with the Meet the Community Night event), and will ensure that Council members are able to attend or volunteer at events (for example, no conflicts with other scheduled Council activities).

Considerations for 2022:

1. The Council Community Connections event is planned for June 07th, 2022 which falls during Seniors Week. The CSAB is planning a special activity for seniors that week that will not conflict with the Council-Community Connections event. However, the opportunity to link the two activities may be to have one of the public

engagement topics for that session on senior's services or programs needed in the community.

2. Music in the Park is scheduled to start the evening of July 05th. If Council wished to attend the first event of the season as discussed previously, the regular Council Meeting scheduled that evening would need to be rescheduled as it is not possible to reschedule the first Music in the Park event. If Council does choose to reschedule the July 05th Council meeting, there is ample time to proceed with the required advertising and public notice of the meeting change well in advance.

STRATEGIC ALIGNMENT

Priority Five: The Town has strong sustainable relationships to support and enhance municipal programs and recreation.

COSTS/SOURCES OF FUNDING

Annual budget.

RECOMMENDED ACTION (by originator)

That Council choose one of the following options:

1. THAT Council accept the list of 2022 Town events as information.
2. THAT Council direct administration to....

2022 EVENTS

February 21 Family Day Celebrations

Time: 11:00 – 1:00 pm

Location: Bon Accord Arena

February 23 Pink Shirt Day

April 18 Easter Egg Hunt & Activities

Time: 1:00 – 3:00 pm

Location: Bon Accord Arena

Volunteer Appreciation Week April 17 – 23, 2022

April 19 Volunteer Appreciation Night

Time: 6:00 – 8:00 pm

Location: Arena Mezzanine

Feed the Food Bank – Food Drive

May 10 Donation bags delivered

May 13 Donation bags picked up

Seniors Week June 6 – 12, 2022

June 8 Complimentary seniors packages available (must book by May 27)

Time: 8:00 - 4:00 pm

Location: Town Office

June 21 National Indigenous Peoples Day

June 18 - 22 Display at Town Office

Time: 8:00 – 4:00 pm

Location: Town Office

July 1 Canada Day Celebrations

Time: 10:00 am – 12:00 pm

Location: Centennial Park of Arena (if raining)

July 5 – September 6 Music in the Park

Day: Every Tuesday

Time: 6:30 pm- 8:00 pm

Location: Centennial Park

July/August Summer Programs

August 6 Harvest Day Parade (Date is tentative)

Time: Staging starting at 9am, parade starting at 10am

Location: Staging happens at the Hotel service road on 47th Ave.

September 8	Meet the Community Night
Time:	6:00 pm – 8:00 pm
Location:	Bon Accord Community Hall

October 31	Halloween Howl
Time:	4:00 pm – 6:00 pm
	Town Office

November 11	Remembrance Day Service
Time:	10:45 am – 11:30 am
Location:	Memorial Park

December 3	Winter Wonderland
Time:	2:30 pm – 4:30 pm
Location:	Bon Accord Arena

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 1, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Council Chambers Audio/Visual Setup
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

In March 2020, Council and administration began utilizing live streaming due to virtual meetings as a result of Covid-19. Due to audio and visual concerns, administration purchased a small USB microphone and camera in 2021. However, the audio and video quality have been unsatisfactory for in person meetings to date.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has received a quote from Trinus (please see attached) for a high level, professional sound and video system in the amount of \$404.25 per month over 42 months (remainder of our current contract) for a total of \$16,978.50. Trinus technicians would set up and test the equipment prior to use and train staff on proper use and capabilities. This set up would also require an additional, unquoted cost for an electrician to run CAT6 cables and possibly and HDMI cable.

Alternatively, administration has found a lower cost option that Council may wish to consider.

Staples has a device that is a camera/microphone/speaker combination in the amount of \$1,399.99 + GST. It connects to a computer via USB, is compatible with the current computer setup in terms of operating system (Windows) and has 360-degree audio to cover all angles. It also utilizes an intuitive function that allows the camera to focus on the person speaking. Further specifications are also attached. This video shows how it will work with MS Teams: <https://youtu.be/Po7vyK2Vthk>. This option would require in house set up and testing prior to use.

STRATEGIC ALIGNMENT

Town of Bon Accord's Vision Mission and 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.

TRANSPARENCY - open and accountable to our residents and encourage open communication.

COSTS/SOURCES OF FUNDING

The Trinus quote amount could be integrated into our current funding agreement, however, it is an unbudgeted item for 2022.

For the Staples device, Council may wish to transfer available funds in the Covid-19 budget to the Council Supplies budget. Live streaming began in direct correlation to the need for virtual meetings held during the onset of the Covid-19 pandemic.

RECOMMENDED ACTION (by originator)

THAT ... Council direct administration to transfer \$1,500.00 from the Covid-19 budget to the Council Supplies budget AND THAT Council direct administration to purchase the Staples camera in the amount of \$1,399.99 + GST.

THAT...Council direct administration to...



Town of Bon Accord

Council Chamber Streaming

Date: February 24, 2022

Prepared by: Trinus Technologies Inc.

Damin Massicotte
#110 3806 49 Avenue
Stony Plain, Alberta, T7Z 2J7
(780) 968-1333
dmassicotte@trinustech.com
www.trinustech.com
TB 53394

Scope of Work Summary:

The Town of Bon Accord has expressed interest in finding a video streaming solution to use Post COVID. Right now, the council chamber is not designed or set up for streaming in anyway. Trinus has engineered a solution that would accommodate the current chamber design to be equipped for professional quality audio and standard video.

Trinus is proposing to add a dedicated council chamber computer that would be used to facilitate the council stream to YouTube, Trinus would also install a dedicated conferencing camera and an in-ceiling microphone to capture audio and video.

Scope of Work:

Council Chamber Streaming:

- Installation of New Tiny Computer
- Installation of New Camera
- Installation of New Microphone
- Configure OBS (Software)
(see quote for technical details)

Client Requirements:

The following preliminary items will be required in order to accurately set up the video streaming:

- Streaming Computer Station:
 - The Town of Bon Accord will need to provide a physical location to set up the streaming computer. It is suggested that this location is close to the wall that the Camera will be mounted to for cabling purposes. This location will require a wired CAT6 network drop for network connectivity.
- Ceiling run CAT6 Cable:
 - The Town of Bon Accord will need to have an electrician run a dedicated CAT6 cable from the main patch panel to the drop ceiling space in the middle of the council chambers, in addition to the CAT6 network drop for the streaming computer (2x CAT6 drops required). This CAT6 cable will be used to connect and power the microphone array.
(Trinus can recommend an electrical contractor if required.)

- Dedicated Streaming Staff member:
 - All council meetings will require a staff member to manage the stream as it is taking place. This includes starting and stopping the stream as well as displaying all relevant documentation on the stream. This user can also control the camera zoom and focus as required.
- HDMI Cable to the TV:
 - If council would like the ability to video conference with 3rd party providers using Microsoft Teams in the middle of the meeting, they will require an HDMI cable run to the TV on the far wall and the new streaming computer. The electrical contractor may be able to install this run.

Risks and Issues:

- Omni-directional Microphone:
 - The quoted Microphone will be able to pick-up all conversation happening in the room. Thus, public who are present will also be heard on the live stream.

Remediation: The Town of Bon Accord council need to be aware of this limitation.



#110 3806 49 Ave.
Stony Plain, AB T7Z 2J7 Canada
Phone: (780) 968-1333 Fax: (780) 968-0800
Website: www.trinustech.com
Business #: 88898 9621 RT00001

QUOTE

Quote No.: QR53394-11455

Date: 24-Feb-2022

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

RE: Quote for Council Chamber Streaming - Revised 2022

Qty	Description	Unit Price	Amount
	Council Chamber Streaming MSP: - 1x Business Class Tiny Desktop Computer - Performance - 1x Lenovo Professional 24 inch Monitor - 1x Lenovo Professional Monitor with Tiny Dock - 1x Logitech Webcam - 1x Sennheiser Ceiling Mounted Mic Array - 1x Trend Micro Worry Free Business Security (Anti-Virus) - 1x Trinus Installation and Workstation Monitoring NOTE: Cost over 42 Months (April 2022 - October 2025), Subject to product availability.		\$ 385.00
	Council Chamber Streaming Scope of Work: Install new Tiny Computer: - Trinus will install a desktop tiny computer with a pair of monitors at a location close to where the new camera will be installed. Trinus will setup OBS on this computer for Streaming to Youtube. Installation of New Camera: - Trinus will mount a Logitech Webcam Above the TV Installation of new Microphone: - Trinus will install a ceiling mounting microphone and link the mic to the streaming computer using the provided software suite. Configure OBS: - Trinus will work with the client to configure OBS for use with the new camera and microphone array. - Trinus will test Streaming to the clients Youtube account.		\$ 0.00

PLEASE NOTE: Orders over \$15,000.00 - 75% deposit due at time of order, total quoted amount invoiced on delivery of parts under standard payment

ACCEPTANCE: The services and terms set out in this proposal are hereby agreed to: (Sign and date below)

Bon Accord, Town of



Per: _____


Date: _____

Amount:	\$ 385.00
Tax:	\$ 19.25
Total:	\$ 404.25

Manufacturer's warranty applies in all respects to supplied parts and material. Costs are valid for 15 days from the date of this proposal. GST will be added to all prices. Payment is due according to our standard terms & conditions, unless defined elsewhere in this quote. Travel and living expenses outside greater Edmonton will be charged at: Travel time - \$55 per hour/ technician (over & above technical labour), Mileage - \$0.55 per KM,

Staples Quote



 Owl Labs Meeting OWL Pro, 360 Degree, 1080p, Smart Video Conference Camera - White


★★★★★ 5.0 (3) [Write a review](#) [Ask a question](#) | [View Product Details](#)

\$1,399.99

Quantity
- 1 +


ADD TO CART

Ways to get your order

 Delivery by: February 22 - 28






Delivery to: L4B 4M6 [Change Postal Code](#)


Shipping cost: FREE

 Not Sold in Store

[Check other stores](#)

Item: 24433099 Model: MTW200-1000



Product Details

The Owl Labs Meeting Owl Pro is a 360 Degrees smart conference microphone, camera, and speaker that is equipped with 2x sharper camera image quality and 2x louder sound, making it one of the top all-in-one conference cams available. By adding a Meeting Owl Pro to any conference room, your space is now equipped to become a Smart Meeting Room. The Meeting Owl Pro includes a power adapter with plug, 6.5 ft. micro USB cable, and a quick start guide.

- Dynamic Automatically highlights and shifts focus to different people when they speak
- All-in-one Combines microphone, camera, and speaker into 1 device
- Rotates 360 Degrees 1080p and 360 Degrees smart video conferencing camera
- USB Connectivity
- Windows 7 or Later
- macOS 10.8 or Later
- Linux 16.04
- Chrome
- iOS 10 or Later
- Android 5 or Later
- Easy and Quick Set-up
- Perfect for medium and large-sized rooms, plug in the power and USB, load up your favorite video conferencing platform, and start your meeting.

- No downloads or installs.
- Premium Video and Sound With eight smart microphones, Meeting Owl Pro equalizes speaking volume and picks up everyone in a 18-foot radius
- 360 Degrees Audio
- 8-Microphone Array
- Works with Web-Based Video Conferencing

Specifications

Colour Family	White
Warranty	Limited 2-Year Warranty
Pan/Tilt	No
Built-in Mic	Yes
Connectivity	USB
Wireless Webcam	No
Motion Detection	No
Cable Length (feet)	6
Webcam Image Capture	Yes
Webcam Video Capture	Yes
Remote Control	No
Webcam Auto Focus	Yes
Webcam Video Resolution	1920 x 1080
Webcam Facial Recognition	No
Dimensions (inches)	H-10.8" x L-4.4" x D-4.4"
Included in the Box	Owl Labs Meeting OWL Pro 360 Degree 1080p Smart Video Conference Camera (White); 6' USB Cable; Power Supply; Limited 2-Year Warranty
Weight (lb)	2.65
Digital Zoom	1
Colour Details	White
Frame Rate (FPS)	Up to 60 fps
Field of View (degrees)	360
Still Image Resolution (MP)	1080p
Operating System Requirements	Windows 7 or Later; macOS 10.8 or Later; Linux 16.04; Chrome; iOS 10 or Later; Android 5 or Later

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 1, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Minister's Awards for Municipal and Public Library Excellence
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

The Minister's Awards for Excellence in Public Library Service recognizes and celebrates the innovative programs and services offered by Alberta public libraries. Since 2010, the awards program has served as a means to identify, acknowledge, and encourage best practices in library service and to capture and communicate ideas that can be replicated in public libraries across the province.

For 2022, the Minister's Awards for Municipal and Public Library Excellence has replaced the former Minister's Awards for Excellence in Public Library Service and Minister's Awards for Municipal Excellence programs.

- Awards are granted to the board of the library or system delivering the service being recognized.
- Awards pertain to library services, which are defined as library activities and resources that provide a direct benefit to the public.
- Examples of a library service include collections for borrowing, programs for the public and outreach.
- Examples of library activities that are not a service include internal support functions such as fundraising and public relations/marketing.
- Submissions must demonstrate that the service has been substantially and successfully completed or implemented.

Submissions will be evaluated by a selection panel which will recommend award winners to the Minister. The submission deadline is March 31, 2022.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

During the Covid-19 pandemic, the Bon Accord Library has been instrumental in continued learning, resource accessibility, and bolstering community spirit for Bon Accord residents. Their efforts have also been highlighted in the letter shared with Council at the December 7, 2021 RMC.

Based on the eligibility criteria, the Bon Accord Library Board is eligible to apply for one of two available awards in the "population less than 10,000" category.

Since only library boards may apply, the Town may contact the Library Board and offer our support and assistance with their application.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

PRIORITY FIVE – Town of Bon Accord has strong sustainable relationships to support and enhance municipal programs and recreation.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

THAT...Council direct administration to proceed with contacting the Library Board Chair to offer our support and assistance with an application to the Minister's Awards for Public Library Excellence application and/or advise the Bon Accord Library Board of the intent to submit an application on their behalf.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	March 1, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Bylaw Enforcement Officer Bylaw 2022-07
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

Alberta Municipal Affairs developed the Municipal Accountability Program to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities. The Municipal Accountability Program (MAP) conducts a review of municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support municipalities with their legislative compliance.

At the February 9, 2022, Council Briefing Committee Meeting, administration shared with Council the revised bylaw, as recommended by the town's legal counsel, Brownlee LLP, including the repeal of outdated Bylaw Enforcement Officer and Special Constable Bylaw 2000-02.

At the RMC Feb 15, 2022, Council defeated the motion to give second reading to bylaw 2021-09 and proceeded with first reading of Bylaw Enforcement Officer Bylaw 2022-07.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

To proceed with passing bylaw 2022-07, administration recommends Council gives second and third readings to Bylaw Enforcement Officer Bylaw 2022-07.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Town of Bon Accord Vision, Mission, Values Statement:

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.

Strategic Plan:

PRIORITY TWO – the residents of Bon Accord live in a safe and attractive community.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1

THAT...Bylaw Enforcement Officer Bylaw 2022-07 be given second reading, as presented.

Resolution #2

THAT... Bylaw Enforcement Officer Bylaw 2022-07 be given third reading, as presented.

**TOWN OF BON ACCORD
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW 2022-07**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE PROVISION OF BYLAW ENFORCEMENT SERVICES AND TO SPECIFY THE POWERS AND DUTIES OF BYLAW ENFORCEMENT OFFICERS.

WHEREAS, Section 7(i) of the *Municipal Government Act* provides that a council may pass bylaws respecting the enforcement of bylaws;

AND WHEREAS, Section 210(1) of the *Municipal Government Act* provides that a council may, by bylaw, establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS, Section 555 of the *Municipal Government Act* provides that a person who is appointed as a bylaw enforcement officer is, in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace;

AND WHEREAS, Section 556 of the *Municipal Government Act* provides every council must, by bylaw, specify the powers and duties of bylaw enforcement officers and establish disciplinary procedures applicable to its bylaw enforcement officers;

AND WHEREAS, the Council for the Town of Bon Accord deems it advisable to contract out the provision of bylaw enforcement services to a third party service provider;

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

PART 1 – INTERPRETATION

SHORT TITLE

1. This bylaw may be cited as the “Bylaw Enforcement Officer Bylaw.”

DEFINITIONS

2. In this Bylaw, unless the context otherwise requires:
 - (a) “Bylaw Enforcement Officer” means an individual, who is not an employee of the Town, who has been appointed as a bylaw enforcement officer for the Town pursuant to this Bylaw and in accordance with the terms of the agreement between the Town and the Contracted Service Provider;
 - (b) “Chief Administrative Officer” or “CAO” means the individual appointed by Council as the Chief Administrative Officer of the Town or their delegate;
 - (c) “Contracted Service Provider” means any third-party engaged by the Town and under current contract to provide bylaw enforcement services on behalf of the Town and may include, without limitation, another municipality, an individual, corporation, partnership or other legal entity;

**TOWN OF BON ACCORD
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW 2022-07**

- (d) “Manager” means the employee of the Town who is responsible for managing the agreement with the Contracted Service Provider;
- (e) “Misuse of Power” means any failure of a Bylaw Enforcement Officer, by either act or omission:
 - i. to perform or carry out their duties according to law; or
 - ii. to carry out the duties and responsibilities assigned to them according to the terms and conditions of their appointment as a Bylaw Enforcement Officer.
- (f) “Municipal Tag” means a tag or similar document issued by the Town pursuant the *Municipal Government Act* that alleges a bylaw offence and provides a person with the opportunity to pay an amount to the Town in lieu of prosecution for the offence;
- (g) “Town” means the municipal corporation of the Town of Bon Accord, in the Province of Alberta or, if the context requires, the geographical area within the boundaries of the municipality;
- (h) “Violation Ticket” has the meaning given to it in the *Provincial Offences Procedure Act*.

RULES OF INTERPRETATION

- 3. The headings in this Bylaw are for guidance purposes and convenience only.
- 4. Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 5. In this Bylaw, a citation of or reference to any enactment of the Province of Alberta or of Canada, or of any other bylaw of the Town, is a citation of or reference to that enactment or bylaw as amended, whether amended before or after the commencement of the enactment or bylaw in which the citation or reference occurs.
- 6. Nothing in this Bylaw relieves a person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or licence.

PART 2 – CHIEF ADMINISTRATIVE OFFICER

POWERS AND DUTIES

- 7. The Chief Administrative Officer:
 - (a) is authorized to enter into agreements on behalf of the Town, from time to time, with a Contracted Service Provider, on such terms and conditions as the Chief Administrative Officer deems advisable, subject to the requirements of this Bylaw and the Council-approved budget;

**TOWN OF BON ACCORD
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW 2022-07**

- (b) may appoint one or more individuals as Bylaw Enforcement Officers in accordance with this Bylaw;
- (c) may revoke, suspend, or modify the appointment of a Bylaw Enforcement Officer in accordance with this Bylaw and subject to the terms and conditions of the agreement between the Town and the Contracted Service Provider;
- (d) may authorize or require Bylaw Enforcement Officers to carry out any powers and duties necessary to fulfill their responsibility for the preservation and maintenance of the public peace;
- (e) may establish the standards of uniform, insignia, and identification for Bylaw Enforcement Officers, which may include adopting the uniform, insignia and identification of the Contracted Service Provider with their consent;
- (f) will ensure complaints of Misuse of Power by Bylaw Enforcement Officers are investigated and disposed of in accordance with this Bylaw;
- (g) will report on, or ensure the Contracted Service Provider reports on, the status and effectiveness of bylaw enforcement services within the Town, when requested to do so by Council; and
- (h) may delegate any of the CAO's powers, duties, or functions contained in this section to any employee of the Town, including the option to further delegate those powers, duties, and functions.

PART 3 – BYLAW ENFORCEMENT OFFICERS

OATH OF OFFICE

8. A Bylaw Enforcement Officer must, before starting their duties, take the official oath prescribed by the *Oaths of Office Act* as set out in Schedule "A" of this Bylaw.

POWERS AND DUTIES

- 9.
- (1) Subject to the terms and conditions of their appointment by the Chief Administrative Officer, and the terms and conditions of the agreement between the Town and the Contracted Service Provider, the powers and duties of Bylaw Enforcement Officers are as follows:
 - (a) to enforce the bylaws of the Town;
 - (b) to provide public education on the bylaws and enforcement services;
 - (c) to conduct routine patrols to ensure compliance with the bylaws;

**TOWN OF BON ACCORD
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW 2022-07**

- (d) to respond to and investigate complaints and alleged breaches of bylaws;
 - (e) to exercise all the powers and duties of a designated officer to conduct any inspections, remedies, or enforcement authorized or required by a bylaw or enactment in accordance with Section 542 of the *Municipal Government Act*;
 - (f) to exercise all the powers and duties of a designated officer to issue written orders pursuant to Section 545 and 546 of the *Municipal Government Act*;
 - (g) to issue warning notices, Municipal Tags and Violation Tickets for offences under bylaws;
 - (h) to assist in the prosecution of bylaw offences, including the gathering of evidence, the swearing of complaints, preparation of prosecution files, ensuring the attendance of witnesses, and attending in court and providing evidence as required;
 - (i) to perform all other duties as may from time to time be assigned by the CAO.
- (2) Bylaw Enforcement Officers must comply with their appointment and exercise their powers and duties in accordance with all applicable Town bylaws, policies, procedures, and guidelines.

OFFICER IDENTIFICATION

10. While acting in the course of their duties Bylaw Enforcement Officers shall carry on their person identification, in a form approved by the CAO, evidencing their appointment as a Bylaw Enforcement Officer.

APPOINTMENT CEASES TO BE IN EFFECT

11. A Bylaw Enforcement Officer's appointment ceases to be in effect:
- (a) when the Bylaw Enforcement Officer ceases to be engaged by the Town in the capacity of a Bylaw Enforcement Officer,
 - (b) when the Bylaw Enforcement Officer's appointment is revoked in accordance with this Bylaw, or
 - (c) while the Bylaw Enforcement Officer's appointment is suspended in accordance with this Bylaw.
12. Upon a Bylaw Enforcement Officer appointment ceasing to be in effect, other than when suspended, the Bylaw Enforcement Officer shall immediately return to the CAO any uniforms, equipment, Municipal Tag and Violation Ticket books, appointment certificates, and all other materials or equipment supplied to the Bylaw Enforcement Officer by the Town.

**TOWN OF BON ACCORD
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW 2022-07**

PART 4 – MISUSE OF POWER

DISCIPLINARY PROCEDURES

13. If the Town enters into an agreement with another Alberta municipality as a Contracted Service Provider, the agreement may provide for complaints of Misuse of Power and discipline of Bylaw Enforcement Officers to be dealt with by the Contracted Service Provider in accordance with the disciplinary procedures adopted by that municipality, by bylaw, otherwise the disciplinary procedures set out in this Part shall apply to all complaints regarding complaints of Misuse of Power by Bylaw Enforcement Officers.

COMPLAINTS

- 14.
- (1) If a person reasonably believes there has been a Misuse of Power by a Bylaw Enforcement Officer, the person may file a complaint in accordance with this Part.
 - (2) A complaint made under subsection (1) must:
 - (a) be made in writing,
 - (b) include the full name of the complainant,
 - (c) include contact information for the complainant,
 - (d) indicate the specific reasons for the complaint and,
 - (e) be send to the Town, attention: Chief Administrative Officer.
 - (3) Upon receipt of a complaint, the Chief Administrative Officer shall, as applicable, either:
 - (a) forward the complaint to the Contracted Service Provider for investigation and disposition in accordance with the Contracted Service Provider's disciplinary procedures, or
 - (b) ensure the complaint is processed in accordance with the procedures established in this Part.
 - (4) Subject to clause 3(a), the CAO shall acknowledge receipt of a complaint, in writing, to the complainant and to the Bylaw Enforcement Officer against whom the complaint is made.

INVESTIGATIONS

- 15.
- (1) Unless the complaint is being dealt with by the Contracted Service Provider in accordance with Section 14, the Manager shall proceed to investigate the complaint.
 - (2) In conducting an investigation the Manager may:

**TOWN OF BON ACCORD
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW 2022-07**

- (a) speak to anyone relevant to the complaint;
 - (b) enter any Town facility or worksite relevant to the complaint;
 - (c) access any records relevant to the complaint, except a record that contains information that is subject to solicitor-client privilege unless privilege has been waived.
- (3) The Bylaw Enforcement Officer against whom a complaint has been made shall be given the opportunity to make a full response to the complaint allegations and provide supporting evidence in writing to the Manager.
- (4) After receipt of a complaint, the Manager may refuse to investigate or discontinue the investigation if, in the Manager's opinion,
- (a) the complaint is frivolous, vexatious or made in bad faith; or
 - (b) having regard to all of the circumstances, no investigation is necessary.
- (5) Upon the conclusion of the Manager's investigation the Manager shall issue a written decision summarizing the allegations, the findings and the Manager's conclusion as to whether the complaint is substantiated. A copy of the Manager's written decision will be provided to the complainant and to the Bylaw Enforcement Officer against whom the complaint was made.

APPEALS

16. An appeal from the decision of the Manager may be commenced by the Bylaw Enforcement Officer or the complainant by filing a written notice of the appeal with the Chief Administrative Officer within fourteen (14) days of receipt of the written decision issued by the Manager.
17. Upon receipt of an appeal the Chief Administrative Officer shall:
- (a) obtain from the Manager, a copy of the complaint, the response of the Bylaw Enforcement Officer to the allegations, and all other documents received or prepared in the course of the Manager's investigation, along with the written decision of the Manager;
 - (b) provide the appellant with an opportunity to submit their reasons for the appeal, including the basis for concluding that the Manager erred in their written decision;
 - (c) provide a copy of the written reasons for the appeal prepared by the appellant to the respondent; and
 - (d) give the respondent an opportunity to submit a written submission in response to the appellant's submissions, a copy of which will be provided by the CAO to the appellant.

**TOWN OF BON ACCORD
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW 2022-07**

18. The CAO shall conduct a review of all of the materials filed, and thereafter, shall:

- (a) confirm, vary, or set aside the decision of the Manager; and
- (b) inform the appellant, the respondent, and the Manager of the CAO's decision, in writing, with reasons.

19. The decision of the CAO on an appeal arising from a decision of the Manager shall be final and conclusive with no further right of appeal to Council.

DISCIPLINARY ACTION

20. If it has been determined that a Misuse of Power has been committed by a Bylaw Enforcement Officer, appropriate disciplinary action may be taken including:

- (a) issuing a written reprimand to the Bylaw Enforcement Officer;
- (b) suspending the Bylaw Enforcement Officer for a specified period of time; or
- (c) terminating the appointment of the Bylaw Enforcement Officer.

REPEAL

21. The By-Law Enforcement and Special Constable Bylaw, being Bylaw #2000-02, as amended, is repealed.

EFFECTIVE DATE

22. This Bylaw shall come into force when it has received third and final reading and has been signed.

READ a first time this _____ day of _____, 2022.

READ a second time this _____ day of _____, 2022.

READ a third time and final time this _____ day of _____, 2022.

SIGNED and PASSED this _____ day of _____, 2022.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**TOWN OF BON ACCORD
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW 2022-07**

SCHEDULE "A"

OATH OF OFFICE

[If swearing in accordance with section 2 of the *Oaths of Office Act*]

I, _____ swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer for the Town of Bon Accord.

So help me God.

SWORN BEFORE ME at the _____ of)
_____, in the Province of)
Alberta, this _____ day of _____,)
20____.)

A Commissioner for Oaths
in and for the Province of Alberta)

Signature of Bylaw Enforcement Officer)

--- OR ---

[If solemnly affirming in accordance with section 4 of the *Oaths of Office Act*]

I, _____ solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer for the Town of Bon Accord.

AFFIRMED BEFORE ME at the _____ of)
_____, in the Province of)
Alberta, this _____ day of _____,)
20____.)

A Commissioner for Oaths
in and for the Province of Alberta)

Signature of Bylaw Enforcement Officer)

**TOWN OF BON ACCORD
BY-LAW #2000-02
BY-LAW ENFORCEMENT AND SPECIAL CONSTABLE**

**BEING A BYLAW OF THE TOWN OF BON ACCORD TO ESTABLISH THE OFFICE OF THE
BYLAW ENFORCEMENT OFFICER AND SPECIAL CONSTABLE.**

WHEREAS pursuant to Section 556 of the Municipal Government Act, Chapter M-26.1, 1994, RSA, and amendments thereto (the "MGA"), whereby a municipality must, by bylaw, specify the powers and duties of bylaw enforcement officers, and establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers;

AND WHEREAS the Council of the Town of Bon Accord has deemed it necessary to provide bylaw enforcement and special constable services within its municipal boundary;

NOW THEREFORE the Council of the Town of Bon Accord in the Province of Alberta, duly assembled, enacts the following:

1. That an agreement between the Town of Bon Accord and Sturgeon County for Bylaw Enforcement and Special Constable Services be entered into in accordance with the MGA.
2. That the agreement in section 1 be attached hereto as Schedule 'A'.
3. This Bylaw rescinds Bylaw 1997-13 on April 1, 2000.

READ a FIRST time this 21st Day of March , 2000

READ a SECOND time this 21st Day of March, 2000.

READ a THIRD time and FINALLY PASSED this 21st Day of March 2000.



Mayor



Chief Administrative Officer

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 1, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Proposed Amendments to the Council Remuneration Policy
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

The Council Remuneration Policy establishes the remuneration rates to be paid to elected officials and is enclosed for reference.

This policy was last reviewed on December 01st, 2020.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The existing policy could be enhanced to include the following as shown in the enclosed example policy:

1. Definitions for better clarity (page 1 of the example)
2. Honorarium Chart (page 1 of the example)
3. Per Diems include travel time (page 2 of example)
4. Additional information to further clarify honorariums, conference attendance, other expense claims, insurance, benefits, etc. (remainder of the document)
5. Schedule A Chart lists common types of activities and whether these are eligible for per diems.

Note, the example policy has many strong qualities that may be helpful to incorporate into the existing Council Remuneration Policy. However, it is taken from a larger municipality, hence not all the provisions in this policy may be applicable or even feasible for the Town of Bon Accord.

STRATEGIC ALIGNMENT

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

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

COSTS/SOURCES OF FUNDING

Revisions to honorariums, addition of any benefits or enhanced expense reimbursement adjustments would need to fall within the existing Council remuneration budget and/or be approved during the 2023 budget process.

RECOMMENDED ACTION (by originator)

Council may choose one of the following options:

1. THAT Council direct administration to proceed with developing draft amendments to the Council Remuneration Policy as discussed and further to bring forward the amended policy draft for Council approval at the next Regular Meeting of Council.
2. That Council direct administration to....

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: Council

POLICY NO.: 05.315

SUBJECT: COUNCIL REMUNERATION

RESPONSIBLE AUTHORITY: Administration Department - Finance

REVIEWED & APPROVED BY COUNCIL: Updated November 17, 2015 – Resolution #15.252
Updated April 2, 2019 – Resolution #19-084
Updated December 1, 2020 – Resolution #20.377

PURPOSE AND INTENT: The purpose of this policy is to establish the remuneration to be paid to elected officials.

POLICY STATEMENT: Council shall receive remuneration and re-imbursement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord.

Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.

Honorarium fees paid to Council shall be as follows:

1. \$18,789 per annum paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff; dealing with and responding to the residents; Regular and Special Council meetings (including preparation for); staff functions; and, Town-related activities not specifically covered by per diem rates.
2. \$9,395 per annum paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but not limited to meeting with staff; dealing with and responding to the residents; Regular and Special Council meetings (including preparation for); staff functions; and, Town-related activities not specifically covered by per diem rates.
 - a. Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings.
 - b. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not

- more than 50% of their monthly honorarium, at the discretion of the Chief Elected Officer.
3. Per diems shall be paid (excluding travel, accommodations, and/or meals) for the following:
 - a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
 - b. Town of Bon Accord Workshops: budget, strategic planning, etc.
 - c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
 - d. Per diem rates are to be as follows:
 - e. \$150.00 for a full day (four hours or more)
 - f. \$75.00 for a half day
 4. Intermunicipal Subdivision and Development Appeal Board Council remuneration
 - a. \$200 per day for a meeting over 4 hours in duration
 - b. \$100 per day for a meeting 4 hours or less in duration
 5. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.
 6. Notwithstanding (5.), activities extending beyond a regular working day shall be included as part of a full day rate.
 7. There will be no direct remuneration paid for any member of Council serving on Boards, Committees, or Commissions where remuneration is paid from another source.
 8. Honorariums shall be considered for adjustment by Council after an administrative review of the annual AMSC Wage and Compensation Survey results have been received and any indicated changes in the Consumer Price Index.
 9. Council members are eligible to claim meal costs while attending meetings within or outside the Town as per the receipted amount, up to a maximum of \$100 per day. When a receipt is not available, claims shall be limited to the following rates:
 - a. Breakfast \$15.00
 - b. Lunch \$20.00
 - c. Supper \$25.00
 10. Spousal tickets, or expenses claimed for spouses (defined as "adult interdependent relationships") shall be at the discretion of Council.
 11. Mileage shall be paid based on Provincial Government Rates. Adjustments shall be made from time to time upon notification of change of provincial standard.

Section: Council

Policy Manual

Council and Appointed Members Remuneration Rates

APPROVED

RES. NO.:

DATE

REVISED

RES. NO.:

DATE:

POLICY STATEMENT:

Remuneration rates for elected officers and appointed committee members shall be determined by Council.

PURPOSE:

The Town is committed to providing a fair and reasonable level of remuneration for elected officers and appointed committee members.

DEFINITIONS:

- a) **“Council”** means the Council of the Town of ;
- b) **“GST Expense Receipt”** means the receipt showing the GST number, in addition to the credit card slip;
- c) **“Town”** means the Town of ;
- d) **“Town Manager”** means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer’s designate.

PROCEDURES:

ELECTED OFFICERS

1. Remuneration shall be paid monthly as follows:

Mayor	Honorarium	\$ \$
Deputy Mayor	Honorarium	\$ \$
Councillor	Honorarium	\$ \$

This remuneration is compensation for attending all Town Council meetings and related Standing Committee meetings, including the Library Board, within the Town. In addition to the remuneration outlined above, an Honorarium for attending **Conferences, Conventions and Seminars** outside the Town shall be paid as follows:

- a) \$150.00 per full day (over 4 hours)
- b) \$75.00 per ½ day (4 hours or less).

All calculations of time shall include travel time.

This Honorarium shall cover attendance at meetings and annual meetings to partner organizations to which Council is appointed or another Councillor taking the appointed Councillor's place (eg. Alberta Industrial Heartland Association (AIHA) or Northern Lights Library System (NLLS). However, this will not include those accompanying the appointed Councillor.

This Honorarium shall also apply to educational sessions with a formal agenda at relevant Conferences, Conventions or Seminars.

Conferences and Conventions shall include but not be limited to formal annual events hosted by organizations such as AUMA, FCM, Gas Federation and Library annual Conferences.

All Councillors may attend the annual AUMA Convention. When the Federation of Canadian Municipalities (FCM) Conference is held in Alberta, all Councillors are entitled to attend. If FCM is out of province, the Mayor and two Councillors and the Town Manager will be entitled to attend. Council will determine the rotation for attendance at out of province FCM Conference.

Seminars shall include but not be limited to educational opportunities provided by Legal Counsel or other groups and organizations where the material provided will enhance the Councillors knowledge with relation to Town Council activities.

This Honorarium does not include attendance at business functions or information sessions such as breakfasts, luncheons, parades or golf events that do not include formal agendas with associated educational material.

See Schedule A for a listing of common types of activities and whether these are eligible for this daily honorarium.

Accommodations, meals, parking and mileage are not included and may be claimed separately.

2. Remuneration shall continue during any leave up to 8 weeks, after which pay shall cease until the Councillor returns. However, monthly timesheets must continue to be submitted in accordance with the communicated deadlines.
3. Where remuneration is paid from another source a member of Council shall not be eligible for a claim from the Town.

4. Honorarium and Allowances shall be adjusted annually according to the Budget Development Policy or as otherwise decided by Council.
5. Council Allowances shall be reviewed annually during budget discussions.
6. Council members incurring meal costs while attending meetings within or outside the Town:
 - a) Expenses will be reimbursed upon the submission of actual GST expense receipts.
 - b) Name(s) of guests including company represented for a business meal must be provided on the receipt.
 - c) Council members may include gratuities up to 15% on the meal cost unless a mandatory tip is added automatically to the bill by the establishment.
7. Accommodation:
 - a) Expenses will be reimbursed upon the submission of actual GST expense receipts, if not already charged to a Town credit card.
 - b) Council members staying in private accommodations (family or friends) will be paid \$50.00 per night.
8. Other:
 - a) Council members will be reimbursed any registration fees unless already prepaid by the Town.
 - b) Any other travel related expense not included in this policy must receive pre-approval by the Mayor or in the absence of the Mayor, the Deputy Mayor.
 - c) Council members using their personal vehicle to conduct Town business shall be responsible for informing their insurance carrier.
9. Reimbursement of Expenses:
 - a) Expenses will be reimbursed upon the submission of an authorized expense claim form with accompanying GST expense receipts.
 - b) All Council members shall submit monthly, in accordance with the communicated deadline, an expense claim for their remuneration, allowances and other expenses which shall be verified by the Mayor or in the absence of the Mayor, the Deputy Mayor, or in the absence of both the Acting Mayor. This will be reimbursed via direct deposit with the month end payroll.
10. When a Councillor is unable to attend a meeting or conference after registration, the Councillor shall refund the Town for any non-refundable associated costs, unless the absence was due to an emergency. If there is a question whether an absence is defined as an emergency, Council shall make the determination. Refunds shall be deducted from the Councillors next monthly pay.
11. All Council members are eligible for benefits as long as they apply within 60 days of taking their official oath.
12. Remuneration paid to Councillors who are sanctioned will be decided by Council on a case by case basis.

APPOINTED MEMBERS AT-LARGE

1. Remuneration paid to appointed committee members sitting on Town Boards and Commissions as provided in Schedule B shall be as follows:
 - a) \$25.00 per day or part day to a maximum of 12 meetings per calendar year. Payment shall be made on December 31st of each year or at the conclusion of their appointment.
 - b) \$200.00 per day over 4 hours and \$100 per day 4 hours or less for Subdivision and Development Appeal Board members who sit on an appeal hearing as per the Intermunicipal Subdivision and Development Appeal Board agreement pursuant to Bylaw 864.
 - c) Any committee member incurring expenses for attending meetings outside the Town as part of their duty as an appointment official shall be reimbursed dollar for dollar unless otherwise stated by resolution of Council.
2. Remuneration paid to appointed committee members shall be reviewed annually during budget discussions.

TRAVEL

1. Mileage shall be paid based on Provincial Government Rates. Rate adjustments shall be in June and December of each year and shall be recorded in the Town Manager report at the first Council meeting of each of the months indicated.
2. Travel between the Town and home shall not be included.
3. Council are encouraged to travel together or with other municipal representatives.
4. The most direct, economical and time efficient mode of transportation shall be utilized.
5. Travel via airplane, taxi, bus, train or car rental will be reimbursed upon the submission of actual GST expense receipts, if not already charged to a Town credit card.

Policy 122 Schedule A - Council Remuneration

Type of activity	Refundable
Administration Briefing or other meetings requested by the Town Manager	No
Attendance at Town events i.e. Volunteer Appreciation, Meet the Community, Family Day	No
Board/Committee meetings i.e. SREMP (anywhere) except those specifically indicated below	No
Breakfasts (in town?).	No
Budget meetings	No <i>yes</i>
Business function with no formal agenda that is not educational	No
Council Orientation - training provided by Town staff in Town	No <i>yes</i>
Council Retreat/ Planning session	No <i>yes</i>
Golf Events	No
Luncheons (in town?).	No
Meetings with representatives of other governments in the Town	No
Meetings with residents (anywhere)	No
Open House / Community Information meetings and events (anywhere)	No
Other training sessions facilitated by Town staff in Town i.e. Planning & Development	No
Parades (other than Harvest Days).	No <i>yes</i>
Payment made by outside body for attendance	No
Public/Special hearings (anywhere)	No
Regular Council meetings (anywhere) Special Council mtg.	No
Scheduled and non-scheduled meetings with the Town Manager	No
Signing of cheques and documents	No
Alberta Industrial Heartland (AIHA) - appointed or alternate Councillor only	Yes
Conventions/Conferences	
Council Orientation outside of Town)	Yes
Education Workshops i.e. Brownlee (outside of Town)	
Northern Lights Library System (NLLS) - appointed or alternate Councillor only	Yes
Edmonton Salutes	

Policy 122 Schedule B - Appointed Members at Large Remuneration

Board / Commission	Eligible
Community Services Board	Yes
Library Board	No
Municipal Planning Commission	Yes
Subdivision and Development Appeal Board	Yes

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	March 1, 2022
Presented by:	Jodi Brown, Town Manager
Title:	2022 FCM Conference
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

The Federation of Canadian Municipalities (FCM) unites governments of all sizes with more than 2000 members representing 90% of Canadians as the trusted and respected national voice of Canadian municipalities. The Town of Bon Accord is a member of FCM.

The 2022 annual FCM Conference is being held in person in Regina, Saskatchewan and virtually from June 2 – 5, 2022.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following are highlights from the FCM website:

This year's hybrid conference model brings the best of previous gatherings to life—in-person and online—as your one-stop shop to gear up for recovery:

- *Get new recovery tools and ideas through workshops, panels and networking.*
- *Engage with federal leaders and senior officials as they debate Canada's recovery.*
- *Connect at the Trade Show with partners and suppliers who'll be allies in recovery.*
- *Learn how FCM's programs, like GMF and MAMP, can support your recovery efforts.*
- *Shape the national municipal agenda by electing FCM's 2022-23 Board of Directors.*
- *Experience beautiful Regina through our innovative study tours (and after hours!).*

Please see attached program for details.

In-person registration includes:

- All sessions, workshops and plenaries
- Trade Show—full access, including opening reception
- Study tours (only one reserved at time of registration)
- Daily breakfasts, refreshment breaks and lunches
- The Mayor's Welcome Reception and the closing dinner event*
- Other networking opportunities
- Voting in FCM Board elections (accredited FCM Member - Elected Official delegates only)**
- Conference delegate bag
- Access to the virtual platform
- Access to the event app

Virtual registration includes:

- Live plenary sessions—including opening ceremony and closing keynote, keynotes from party leaders, president's forum and rural plenary.
- Recorded workshops (deferred presentation)
- Voting in FCM Board elections (accredited FCM Member - Elected Official delegates only)
- Access to the virtual platform

All attendees will have access to recorded plenary sessions for 30 days after the conference.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

PRIORITY FIVE – Collaboration – Town of Bon Accord has strong sustainable relationships to support and enhance municipal programs and recreation.

COSTS/SOURCES OF FUNDING

Funding is available in the annual budget for the FCM Conference. In-person attendees would also incur travel costs to Regina, SK. Council members may wish to attend the conference virtually to save travel costs.

Pricing is per person:

Early Bird – \$895.00

After April 22 – \$1,055.00

Virtual – \$480.00

Approximately \$4500 is remaining in the Council registration and membership budget and the total budget for Council mileage and subsistence is \$15,000 (keeping in mind that some travel expenses will be incurred for the upcoming Alberta Municipalities

Spring Leadership Caucus, Community Safety Conference in Canmore, and the fall Alberta Municipalities Convention in Calgary).

RECOMMENDED ACTION (BY ORIGINATOR)

THAT...Council direct administration to register [names of attendees] [virtually or in person] for the 2022 FCM Conference.



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[HOME](#) > [EVENTS & TRAINING](#) > [ANNUAL CONFERENCE AND TRADE SHOW](#) > **PROGRAM**

Program

FCM's 2022 Annual Conference and Trade Show



[Welcome](#)

[Program](#)

[Trade show](#)

[Registration](#)

[Contact us](#)

Join us in Regina or online for a unique program featuring workshops, motivational speakers and innovations to make this a rewarding experience for everyone.

Whatever your local needs, you'll find something here to take your city or community *further into the recovery*. Through workshops, plenaries and networking opportunities, you'll get new tools to tackle today's challenges and gear up for the road ahead. As always you'll engage with everyone from municipal experts to senior representatives of the major federal parties.

Here's a sneak peek at some of the topics we'll explore during [our workshops](#).

- Creating better video messaging
- Protecting your community from climate extremes
- Housing innovation and partnership
- Practical pathways to local reconciliation
- Equitable Practices / Institutional Mandates
- Work/life balance as an elected official
- Dealing with cyberbullying online
- ... and much more, delivered in collaboration with our most trusted sponsors

There's something for everyone.

Stay tuned for many more exciting program announcements!

Please note that the live broadcast of the plenary sessions is made possible thanks to Shaw Communications.

Legend

Live streamed sessions = ((•))


Recorded sessions = 


Subject to change without notice.

Day 1	Day 2	Day 3	Day 4
Thursday, June 2			
8 a.m.–3 p.m.	Exhibitor registration and move-in		
8 a.m.–3 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>		
8:30 a.m.–5:30 p.m.	Big City Mayors’ Caucus (BCMC) meeting (S/I) (☹)		
1–3 p.m.	<p>Study tours</p> <ol style="list-style-type: none">1. Cowessess renewable energy site and cultural tour2. māmawêyatitân centre3. Behind the scenes at Mosaic Stadium4. Brandt Industries: Pinkie Road manufacturing facility5. Regina’s waste management education room and landfill gas-to-energy facility		
1–4 p.m.	Blanket exercise: reconciliation through learning (TBC)		
3–4 p.m.	Orientation session for first-time attendees (S/I) (☹)		
4–5 p.m.	Regional caucus meetings		
5–7 p.m.	Official Trade Show opening and reception <i>Sponsored by Port of Vancouver</i>		
Friday, June 3			

Day 1	Day 2	Day 3	Day 4
7–8 a.m.	Breakfast on Trade Show floor		
7 a.m.–2:30 p.m.	Exhibitor registration		
7 a.m.–2:30 p.m.	Trade Show		
7 a.m.–6 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>		
8–9 a.m.	Opening ceremony (S/I) (🗣️) <i>Sponsored by Shaw Communications</i>		
9–9:30 a.m.	Political keynote #1 (S/I) (🗣️)		
9–11 a.m.	Companions access to Trade Show		
9:30–10:30 a.m.	President's Forum (S/I) (🗣️)		
10:30–11 a.m.	Coffee break		
10:45 a.m.–12:45 p.m.	Study tours <ol style="list-style-type: none"> 1. Cowessess renewable energy site and cultural tour 2. Brandt Industries: Pinkie Road manufacturing facility 3. City of Regina's upgraded wastewater treatment plant 4. Regina's waste management education room and landfill gas-to-energy facility 5. Conexus Cultivator: a place for innovators 		
11 a.m.–12:30 p.m.	Workshops 🗣️		
11 a.m.–2 p.m.	Connected Lab		

Day 1	Day 2	Day 3	Day 4
12:30–2 p.m.	Lunch on Trade Show floor <i>Sponsored by Nuclear Waste Management Organization</i>		
2–2:30 p.m.	3 rd VP candidate presentations (S/I) (🗣️)		
2:30–3 p.m.	Political keynote #2 (S/I) (🗣️)		
3:15–5:15 p.m.	<p>Study tours</p> <ol style="list-style-type: none">1. māmawêyatitân centre2. Behind the scenes at Mosaic Stadium3. City of Regina’s upgraded wastewater treatment plant4. New transit maintenance facility, materials yard and asphalt plant5. Conexus Cultivator: a place for innovators		
3:15–3:45 p.m.	Coffee break in workshop rooms		
3:30–4:30 p.m.	Workshops 🗣️		
6:30–8:30 p.m.	Mayor’s welcome reception		
Saturday, June 4			
7:30–8:30 a.m.	Breakfast		
7:30 a.m.–2 p.m.	Exhibitor registration		
7:30 a.m. – 2:30 p.m.	Trade Show		
7:30 a.m.–6 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>		
8–9 a.m.	Resolutions Plenary (S/I) (🗣️)		

Day 1	Day 2	Day 3	Day 4
9–10 a.m.	Rural Plenary (S/I) ((•))		
9–11 a.m.	Companions access to Trade Show		
10–10:30 a.m.	Political keynote #3 (S/I) ((•))		
10:30–11 a.m.	Coffee break		
10:45 a.m.–12:45 p.m.	<p>Study tours</p> <ol style="list-style-type: none"> 1. mâmawêyatitân centre 2. City of Regina's upgraded wastewater treatment plant 3. New transit maintenance facility, materials yard and asphalt plant 4. Conexus Cultivator: a place for innovators 		
11 a.m.–12:30 p.m.	Workshops 		
11 a.m.–1:30 p.m.	Connected Lab		
12:30–2 p.m.	<p>Lunch on the Trade Show floor</p> <p><i>Sponsored by Lidstone & Company</i></p>		
1:45–2:15 p.m.	Trade Show prize draw		
2:30–3:30 p.m.	Plenary and political keynote #4 ((•))		

Day 1	Day 2	Day 3	Day 4
3:45–5:45 p.m.	<p>Study tours</p> <ol style="list-style-type: none">1. Cowessess renewable energy site and cultural tour2. Behind the scenes at Mosaic Stadium3. Regina’s waste management education room and landfill gas-to-energy facility4. New transit maintenance facility, materials yard and asphalt plant		
3:45–4:45 p.m.	<p>Workshops </p>		
<p>Sunday, June 5</p>			
7:30–8:30 a.m.	<p>Breakfast</p>		
7:30 a.m.–4 p.m.	<p>Delegate registration <i>Sponsored by Municipal Information Network</i></p>		
8:30–10 a.m.	<p>AGM & elections (S/I) ((•))</p>		
10–10:30 a.m.	<p>Coffee break</p>		
10 a.m.–12:30 p.m.	<p>Selection of candidates for Board of Directors ((•))</p>		
12:30–1 p.m.	<p>Selection of candidates for regional caucus chair ((•))</p>		
12:15–1:30 p.m.	<p>Lunch</p>		
1:45–2:15 p.m.	<p>FCM 2022-2023 Board members – election results (S/I) ((•))</p>		
2:15–3:15 p.m.	<p>Closing Plenary (S/I) ((•))</p>		
6–11 p.m.	<p>Host City Closing Gala Dinner</p>		

Program subject to change without notice.



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ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

February 24, 2022

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2022*, which my colleague, the Honourable Travis Toews, has tabled in the Alberta legislature. You will find below some details about Budget 2022 that are most closely related to Alberta Municipal Affairs and the Alberta municipalities that we all continue to serve.

Alberta's government is investing approximately \$980 million overall to build stronger communities across our province. These funds will continue to deliver important programs and services, support effective governance, and protect public safety. Alberta is moving forward to a time of economic recovery and prosperity, where Albertans have opportunities to build their skills, pursue their passions, and support themselves and their families. That's why we are continuing to provide significant infrastructure funding in the near term to support our economic recovery, even as we help municipalities adjust to new funding levels.

As we discussed last year, Municipal Sustainability Initiative (MSI) capital funding is averaging \$722 million a year for three years, from 2021-2024. We front-loaded MSI funding for 2021-22 to a total of approximately \$1.2 billion, to help municipalities recover from the pandemic and provide flexibility to ensure priority capital projects could continue. As a result, MSI funding for 2022 and 2023 has been reduced proportionately to \$485 million each year. Additionally, municipalities and Metis Settlements will continue to receive \$30 million under the operating component of the MSI program.

The goal of this strategic, multi-year funding approach is to prepare for implementation of the Local Government Fiscal Framework in 2024-25. Our government passed the *Local Government Fiscal Framework (LGFF) Act*, paving the way for Municipal Affairs to establish a predictable, reliable, long-lasting funding arrangement with Alberta municipalities that is tied to provincial revenues. Baseline funding for the first year of the LGFF in 2024-25 will remain at \$722 million, equivalent to the current three-year average funding level of MSI. The estimated 2022 MSI allocations are available on the program website [here](#).

As you are also aware, the federal Gas Tax Fund changed its name and is now called the Canada Community-Building Fund (CCBF). Fortunately, the level of funding for Alberta has not changed, and we anticipate receiving approximately \$255 million from this federal fund again this year. The estimated 2022 CCBF allocations are available on the program website [here](#).

.../2

MSI and CCBF program funding is subject to the Legislative Assembly's approval of Budget 2022. Individual allocations and 2022 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. You should anticipate receiving letters confirming MSI and CCBF funding commitments in April.

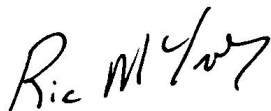
I am pleased to inform you that funding in support of local public library boards will continue to remain stable, helping to deliver important literacy resources to Albertans. We are also maintaining equivalent levels of operational funding for other services, such as the Land and Property Rights Tribunal.

As we all look to the time ahead, I can tell you that Alberta's government understands the challenges and the opportunities that are facing Alberta communities. As we continue to recover from the pandemic and prepare for economic growth, Municipal Affairs remains committed to providing sustainable levels of capital funding, to promoting economic development, and to supporting local governments as they deliver programs and services that Albertans need.

Alberta is moving forward to a prosperous financial future, and Albertans are doing their part to get us there. Alberta's government will do its part by sticking to our fiscal plan. We will continue our disciplined spending to maintain balance, and we will continue to respect Albertans' tax dollars by keeping our spending in line with other provinces.

With our eyes on these goals, we will move forward to a bright, thriving, and prosperous future where Alberta firmly secures our place as the economic engine of our nation.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric McIver".

Ric McIver
Minister

NOTICE OF MOTION

I Mayor Brian Holden propose a notice of motion regarding Brownlee LLP's recommendation at the Emerging Trends Seminar that Council should not use personal phones for Council business.

Under Access to information (Request for information)

Records of a Councillor

Councillor emails, texts, correspondence and notes may be responsive to a FOIP request

This Notice of Motion is being brought forward to create some discussion and to direct Administration to research costs for 5 cell phones for Council.

Thank You

Mayor Holden