

Town of Bon Accord
AGENDA
Regular Council Meeting
September 6, 2022 7:00 p.m.
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. OATH OF OFFICE (COUNCILLOR) - TIMOTHY J. LARSON**
- 3. ADOPTION OF AGENDA**
- 4. PROCLAMATIONS: MONTH OF SEPTEMBER**
 - 4.1. Alberta Culture Days (enclosure)
 - 4.2. National Day for Truth and Reconciliation (enclosure)
- 5. ADOPTION OF MINUTES**
 - 5.1. Regular Meeting of Council; August 16, 2022 (enclosure)
 - 5.2. Council Briefing Committee; August 24, 2022 (enclosure)
- 6. DELEGATION**
 - 6.1. 7:15 p.m. Elizabeth Melvin – Sturgeon Victim Services
- 7. UNFINISHED BUSINESS**
 - 7.1. Addition of Flags to Flag Display (enclosure)
- 8. NEW BUSINESS**
 - 8.1. Public Works Yard (New Security Gate) (enclosure)
 - 8.2. Brock Boards - Signage (enclosure)
 - 8.3. Council Orientation and Workshop (enclosure)
- 9. BYLAWS/POLICIES/AGREEMENTS**
 - 9.1. Bylaw 2022-17 - Repeal of Bylaw 298 (enclosure)
 - 9.2. Rescind Advertising Signs on Town Property Policy (enclosure)
 - 9.3. Long Service Award Policy (enclosure)
- 10. WORKSHOPS/MEETINGS/CONFERENCES**
 - 10.1. 2023 Budget Workshop (enclosure)
- 11. CORRESPONDENCE**
ACTION REQUIRED
 - 11.1. Alberta Municipalities Board Election (enclosure)
 - 11.2. Town of Tofield – Victims Services Redesign (enclosure)
- 12. NOTICE OF MOTION**
- 13. CLOSED SESSION**
 - 13.1. Unsightly Premises – *FOIP Act 17(1) – Disclosure harmful to personal privacy*

Town of Bon Accord
AGENDA
Regular Council Meeting
September 6, 2022 7:00 p.m.
Live Streamed on Bon Accord YouTube Channel

14. ADJOURNMENT



OFFICIAL OATH

I, _____ do hereby affirm that I will diligently, dutifully, and to the best of my ability, execute according to law, the office of Councillor for the Town of Bon Accord.

Declared before me at the Town of
Bon Accord, in the Province of
Alberta, this 6th day of September
2022.

Councillor

A Commissioner for Oaths/Notary
or Commissioner, etc.

PROCLAMATION

ALBERTA CULTURE DAYS September 1 – 30, 2022

WHEREAS 2022 marks the 13th year of the Alberta Culture Days initiative;

WHEREAS arts and culture are intrinsic components of individual and societal development;

WHEREAS culture arises and flourishes first locally;

WHEREAS Alberta Culture Days aligns with National Culture Days which connects individuals and creators, eliminates barriers, and stimulates understanding, appreciation, and exploration of arts, culture, and heritage so that every individual in the country has a deeper connection with themselves, their community, and Canada;

AND WHEREAS the Town of Bon Accord has shown its commitment to implement projects that affirm both its cultural identity and the active participation of its citizens to continue to enhance the meaning of culture within the municipality.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim September 1 – 30 as "Alberta Culture Days" in the Town of Bon Accord and encourage all citizens to recognize this month and celebrate arts, culture, community spirit and diversity.

Mayor

Date

PROCLAMATION

NATIONAL DAY FOR TRUTH AND RECONCILIATION September 30, 2022

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

WHEREAS, in June 2021, the Government of Canada passed Bill C-5 to name September 30 as a federal statutory holiday, and;

WHEREAS, the passing of Bill C-5 responds to the Truth and Reconciliation Commission's Call to Action #80, which calls upon the federal government, in collaboration with Indigenous Peoples, "to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour survivors, their families and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process." and;

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

WHEREAS, National Day for Truth and Reconciliation is a day of remembrance, and an opportunity for Canadians to acknowledge the intergenerational harm caused by residential schools;

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim September 30, 2022 as "National Day for Truth and Reconciliation" in the Town of Bon Accord and encourage all citizens to observe this day.

Mayor Brian Holden

Date

**Town of Bon Accord
Regular Meeting of Council Minutes
August 16, 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 – virtual

ADMINISTRATION

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

CALL TO ORDER

Mayor Holden called the meeting to order at 8:31 a.m.

ADOPTION OF AGENDA

MAYOR HOLDEN MOVED THAT item 11.4 Correspondence – Mayor's Letter – Town of Ponoka be added to the agenda.

CARRIED UNANIMOUSLY RESOLUTION 22-321

COUNCILLOR BIDNEY MOVED THAT Council adopt the August 16, 2022 agenda, as amended.

CARRIED UNANIMOUSLY RESOLUTION 22-322

DELEGATION

S. Sgt. Palfy – Morinville RCMP

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

CARRIED UNANIMOUSLY RESOLUTION 22-323

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – July 5, 2022

DEPUTY MAYOR LAING MOVED THAT Council adopt the minutes of the July 5, 2022 Regular Meeting of Council, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-324

Special Meeting of Council Minutes – August 3, 2022

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the August 3, 2022 Special Meeting of Council, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-325

**Town of Bon Accord
Regular Meeting of Council Minutes
August 16, 2022 8:30 a.m.
Live streamed on Bon Accord YouTube Channel**

DEPARTMENT REPORTS

COUNCILLOR BIDNEY MOVED THAT Council accept the department reports as information.

CARRIED UNANIMOUSLY RESOLUTION 22-326

Councillor May left the meeting at 9:40 a.m.

Mayor Holden called a lunch recess at 9:50 a.m.

Mayor Holden called the meeting back to order at 10:02 a.m.

UNFINISHED BUSINESS

Council Community Connections: September 2022

DEPUTY MAYOR LAING MOVED THAT Council direct administration to proceed with incorporating the Council Community Connections public engagement session into the Meet the Community Night event planned for September 15th, 2022, from 6 - 8 pm.

CARRIED UNANIMOUSLY RESOLUTION 22-327

August Council Briefing Committee Meeting

DEPUTY MAYOR LAING MOVED THAT Council directs administration to schedule the August Council Briefing Committee Meeting on August 24 at 5:00 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-328

Alberta Municipalities Fall Convention and Trade Show Regional Cost Share

DEPUTY MAYOR LAING MOVED THAT Council directs administration to work with the Town of Legal to co-host and plan the regional networking dinner during the AMA Fall Convention.

CARRIED UNANIMOUSLY RESOLUTION 22-329

Alberta Blue Cross Grant: Skateboard Park Survey

COUNCILLOR BIDNEY MOVED THAT Council approves the Public Participation Plan for the 2022 Skateboard Park Survey as amended.

CARRIED UNANIMOUSLY RESOLUTION 22-330

NEW BUSINESS

Tax Recovery

COUNCILLOR BIDNEY MOVED THAT the date of the public auction be March 22nd at 10:00 a.m. and held in Council Chambers.

CARRIED UNANIMOUSLY RESOLUTION 22-331

**Town of Bon Accord
Regular Meeting of Council Minutes
August 16, 2022 8:30 a.m.
Live streamed on Bon Accord YouTube Channel**

DEPUTY MAYOR LAING MOVED THAT Council direct administration to reserve bid for the parcel of land for public auction be the market value of the land determined by appraisal.

CARRIED UNANIMOUSLY RESOLUTION 22-332

COUNCILLOR BIDNEY MOVED THAT the conditions of the sale be set as follows:

- The parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
- The land is being offered for sale on an “as is, where is” basis and the Town of Bon Accord makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the bidder.
- No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the Town. No further information is available at the auction regarding the land to be sold.
- The Town of Bon Accord may become the owner of any parcel of land that is not sold at public auction, immediately after the public auction.
- Terms are to be cash or certified cheque.
- Redemption may be effective by payment of arrears of taxes and costs at any time prior to the sale.

CARRIED UNANIMOUSLY RESOLUTION 22-333

DEPUTY MAYOR LAING MOVED THAT Council appoints the Chief Administrative Officer as the auctioneer.

CARRIED UNANIMOUSLY RESOLUTION 22-334

Capital Budget Amendments

COUNCILLOR BIDNEY MOVED THAT Council rescinds part of Resolution 22-234, specifically rescinding: Council approves the following budget amendments to the 2022 budget:...\$10,300 from the CCBF capital grant contingent on approval of the second round of FCM Asset Management grant funding.

CARRIED UNANIMOUSLY RESOLUTION 22-335

Organizational Meeting

DEPUTY MAYOR LAING MOVED THAT Council direct administration to plan and advertise an Organizational Meeting immediately preceding the Regular Council meeting on October 4, 2022 at 6:15 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-336

**Town of Bon Accord
Regular Meeting of Council Minutes
August 16, 2022 8:30 a.m.
Live streamed on Bon Accord YouTube Channel**

Centennial Park Swings

DEPUTY MAYOR LAING MOVED THAT Council direct administration to investigate options and costs for new playground equipment and bring forward this information during the 2023 budget deliberations.

CARRIED UNANIMOUSLY RESOLUTION 22-337

Arena Ice Rental Fees (2022 – 2023 Season)

DEPUTY MAYOR LAING MOVED THAT Council hold the ice rental fees for the arena at the current rates for the 2022 – 2023 season.

CARRIED UNANIMOUSLY RESOLUTION 22-338

BYLAWS/POLICIES/AGREEMENTS

Repeal of Bylaw 81

DEPUTY MAYOR LAING MOVED THAT Bylaw 2022-16 – Repeal of Bylaw 81 be given first reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-339

COUNCILLOR BIDNEY MOVED THAT Bylaw 2022-16 – Repeal of Bylaw 81 be given second reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-340

DEPUTY MAYOR LAING MOVED THAT Council gives unanimous consent to hear three readings of Bylaw 2022-16 – Repeal of Bylaw 81 in one meeting.

CARRIED UNANIMOUSLY RESOLUTION 22-341

COUNCILLOR BIDNEY MOVED THAT Bylaw 2022-16 – Repeal of Bylaw 81 be given third and final reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-342

WORKSHOPS/MEETINGS/CONFERENCES

ACCPA Annual Meeting

DEPUTY MAYOR LAING MOVED THAT Council decline attendance and direct administration to complete the proxy form designating Jean Bota as proxy, explaining prior engagements.

CARRIED UNANIMOUSLY RESOLUTION 22-343

COUNCIL REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 22-344

**Town of Bon Accord
Regular Meeting of Council Minutes
August 16, 2022 8:30 a.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR BIDNEY MOVED THAT Council extend the meeting past 12:00 p.m.
CARRIED UNANIMOUSLY RESOLUTION 22-345

CORRESPONDENCE

Courageous K9 Magazine

DEPUTY MAYOR LAING MOVED THAT Council direct administration to purchase a business card ad from Courageous Companions Canada in the amount of \$295.00 plus GST.

CARRIED UNANIMOUSLY RESOLUTION 22-346

22nd Annual Alberta Care Conference

COUNCILLOR BIDNEY MOVED THAT Council decline to registering for the 22nd Annual Alberta CARE Conference.

CARRIED UNANIMOUSLY RESOLUTION 22-347

Shannon Stubbs, M.P. – Rural Townhall Meeting

DEPUTY MAYOR LAING MOVED THAT Council direct administration to respond to Shannon Stubbs regarding the Rural Townhall Meeting on August 31st at 1:00 p.m. requesting the link and indicating that all of Council will attend.

CARRIED UNANIMOUSLY RESOLUTION 22-348

Mayor's Letter – Town of Ponoka

DEPUTY MAYOR LAING MOVED THAT Council direct administration to look up the letter that was sent in support of the RCMP and resend to Minister Shandro.

CARRIED UNANIMOUSLY RESOLUTION 22-349

CLOSED SESSION

DEPUTY MAYOR LAING MOVED THAT Council enter into closed session to discuss Town Owned Land 4.59 Acres – *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body*, Unsightly Premises – *FOIP Act 17(1) – Disclosure harmful to personal privacy & 24(1)(c) – Advice from officials*, Arena Upgrades – *FOIP Act 24(1)(c) – Advice from officials* at 11:46 a.m.

CARRIED UNANIMOUSLY RESOLUTION 22-350

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 1:00 p.m.
CARRIED UNANIMOUSLY RESOLUTION 22-351

Town Owned Land 4.59 Acres – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body

DEPUTY MAYOR LAING MOVED THAT Council accepts this report as information and directs administration to continue the same activity with the addition of sales signage on property and sets the sale price of land at a value of \$175,000.

**Town of Bon Accord
Regular Meeting of Council Minutes
August 16, 2022 8:30 a.m.
Live streamed on Bon Accord YouTube Channel**

CARRIED UNANIMOUSLY RESOLUTION 22-352

Unsightly Premises – FOIP Act 17(1) – Disclosure harmful to personal privacy & 24(1)(c) – Advice from officials

COUNCILLOR BIDNEY MOVED THAT Council accepts this report as information and directs administration to further investigate best approach to enforce / encourage compliance of noted property.

CARRIED UNANIMOUSLY RESOLUTION 22-353

Arena Upgrades – FOIP Act 24(1)(c) – Advice from officials

DEPUTY MAYOR LAING MOVED THAT Council accept this item as information.

CARRIED UNANIMOUSLY RESOLUTION 22-354

ADJOURNMENT

The August 16, 2022 Regular Meeting of Council adjourned at 1:05 p.m.

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Council Briefing Committee Meeting Minutes
August 24, 2022 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Lacey Laing – Chair
Councillor Lynn Bidney
Councillor Tanya May

ADMINISTRATION

Jodi Brown – Chief Administrative Officer
Lila Quinn – Recreation and Community Services Manager
Kaitie Blackwell – Corporate Services Assistant

CALL TO ORDER

Mayor Holden called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda for August 24, 2022, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-355

UNFINISHED BUSINESS

Veteran's Memorial Park Committee

The report was reviewed.

First Nation and Metis Flags (town office)

The report was reviewed.

BYLAWS | POLICIES | AGREEMENTS

Procedural Bylaw: Legislation Updates

The report was reviewed. Discussion included:

- Recorded votes, and
- Friendly amendments.

Council Long Term Service Awards

The report was reviewed.

CLOSED SESSION

Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy

MAYOR HOLDEN MOVED THAT Council enter into closed session to discuss Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy at 5:53 p.m.

CARRIED UNANIMOUSLY RESOLUTION 22-356

**Town of Bon Accord
Council Briefing Committee Meeting Minutes
August 24, 2022 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 6:19 p.m.
CARRIED UNANIMOUSLY RESOLUTION 22-357

ADJOURNMENT

The August 24, 2022 Council Briefing Committee Meeting adjourned at 6:22 p.m.

Mayor Brian Holden

Jodi Brown, CAO

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 06 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Addition of Flags to Flag Display
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

During the June 15th, 2021, Regular Council Meeting,

COUNCILLOR LAING proposed a Notice of Motion for Administration to bring forward costs and a plan for adding Metis and First Nation flags and the flag poles at the Veterans Memorial Park and the Town Office, as well bring forward a discussion for Council to consider adding opening remarks to Council meeting regarding respect and thanks to Aboriginals, Indigenous and Metis land culture and life at subsequent Council meetings for the July 6, 2021, Regular Meeting of Council.

Carried Resolution # 21 - 226

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The addition of flags to either the Town Office (outside display) and Veteran's Memorial Park presents some challenges as noted below:

1. Feasibility of incorporating new flags and poles into the existing design (space, planter base, cost, etc).
2. Flag protocols in terms of appropriate placement are very important and would be difficult to maintain in either space.

In the future, Council may wish to incorporate a new flag display in another location such as the Arena and Sportsgrounds. The Metis and First Nation Flags could be included in the original design plans and appropriately placed.

Consideration would need to be given to not only the cost of purchase and install of new a new flag display but also the cost of on-going maintenance of the poles and flags.

This may be a long-term project for consideration over the next 3 years.

STRATEGIC ALIGNMENT

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.

Stewardship

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

Priority 3 Infrastructure

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

Annual Budget

RECOMMENDED ACTION (by originator)

1. That Council direct administration to.....

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 06th, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Public Works Yard (New Security Gate)
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Public Works Yard has a security gate at the front entrance that needs to be replaced due to extensive damage over the years from multiple break and enter attempts as well as multiple attempts to repair the gate for continued use.

See the enclosed pictures.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has received three quotes for a new, more secure gate.

All three quotes include a similar gate, purchase, and install fees:

Quote #1: \$7240 (plus GST)

Quote #2: \$7585 (plus GST)

Quote #3: \$7493.20 (plus GST)

After reviewing the quotes with Public Works staff, Administration is recommending the purchase and install of a new gate from company #1 for a total of \$7240 plus GST.

As this was an unanticipated purchase, it was not included in the 2022 budget. However, due to the poor condition of the existing gate, administration recommends proceeding with immediate replacement.

Funding options are listed below.

STRATEGIC ALIGNMENT

Priority 3: Infrastructure

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

The purchase of the new gate would be a capital purchase as it is a fixed asset, and the cost exceeds \$5000.

Therefore, funds from the Public Works operating budget areas (roads, water, and sewer) in the amount of \$7500 (to allow for a small contingency) could be transferred to the capital budget for this purpose. Contingencies are built into these budget areas for unexpected costs. Staff anticipate that there is sufficient room in these budget areas to absorb this cost (\$7500) without having to access reserve funds.

Should any additional unanticipated costs impact the Public Works operating budget before the end of 2022, reserves may be used to cover the deficit (if needed).

RECOMMENDED ACTION (by originator)

Choose one of the following options:

1. That Council approve the transfer of \$7500 from the Public Works operating budget (roads, water, and sewer) to the capital budget for the purchase and installation of a new security gate for the Public Works Yard.
2. That Council directs administration to....

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 6, 2022
Presented by:	Dianne Allen, Manager Planning & Development
Title:	Brock Boards - Signage
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

Brock Boards (Brockboards.com) is a rural advertising company with the ability to promote business in Alberta Municipalities through outdoor advertising. Their services include billboards and portable signage ideal for intown or highway frontage:

Billboards are 8' X 12' / Portable signs 4' x 8'

As per meeting of Council August 16, 2022, regarding the 4.59 acres of Town owned land, Council directed administration to continue the same activity with the addition of sales signage on property.

The CAO participated at the Redwater Golf Tournament and won a free 3-month portable sign for placement in Bon Accord. This free signage may facilitate the Town's advertising needs to market this land.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 4.59-acre parcel is located next to Lilian Schick School and an existing residential development. Proper placement and visibility of signage is necessary to indicate the property is for sale.

To note, this portable sign is free for 3-months. Monthly rental rates are \$150 with free delivery and installation within 30 KM.

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Economy

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial and industrial development.

COSTS/SOURCES OF FUNDING

Signage – \$0.00 for 3 months

RECOMMENDED ACTION (by originator)

- THAT ... Council accepts this report as information and directs administration to place signage on the 4.59 Acres.
- That Council accepts this report as information and directs administration to place signage in the location of
- That Council accepts this report as information and directs administration to use this signage for highway frontage advertising for

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 06 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Council Orientation and Workshop
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

Part One: Orientation Session

Section 201.1 of the Municipal Government Act (MGA) requires that Councillors receive orientation training upon taking the oath of office as shown below:

Orientation training

201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office.

(2) The following topics must be addressed in orientation training required under subsection (1):

- (a) role of municipalities in Alberta;
- (b) municipal organization and functions;
- (c) key municipal plans, policies and projects;
- (d) roles and responsibilities of council and councillors;
- (e) the municipality's code of conduct;
- (f) roles and responsibilities of the chief administrative officer and staff;
- (g) budgeting and financial administration;
- (h) public participation;
- (i) any other topic prescribed by the regulations.

Part Two: Council Workshop:

Additionally, Council usually holds an annual workshop or Council retreat. This has been included in the 2022 budget (\$1000).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Part One: Considerations for Council Orientation

Following the municipal by-election on August 30th, administration will be offering a Council orientation session as required by the MGA for the newly elected Councillor (Timothy J. Larson) and any other members of Council that wish to attend.

Attendance:

Current members of Council attended the Council orientation session that was provided by administration following the general election in October 2021.

The Code of Conduct Bylaw only requires that *“Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes oath of office.”*

Therefore, Council members are not required to attend the orientation a second time.

Recommendation:

It has been nearly one year since the orientation session that was held following the 2021 general election. Hence, it would be a good refresher for members of Council wishing to attend with the newly elected Councillor.

Part Two: Council Workshop:

An option for consideration is to host the Council orientation session in the morning portion of the day and then host the annual Council workshop in the afternoon.

Options for the Council workshop include:

1. Municipal Affairs Free workshops (topics include Legislative Framework, Roles of Council and the CAO, Effective Governance, Finance and Teamwork); Cost: Free
2. Planning 101 Workshop: Delivered by Municipal Planning Services; Cost: \$1600 plus GST
3. Other Suggestions from Council?

Potential Dates for the Orientation/Council Workshop:

- Tuesday, September 13th
- Tuesday, September 27th
- Thursday, September 29th

Potential Agenda (proposed time: 9:00 AM – 3:00 PM):

9:00 AM – 12:00 PM	Noon Orientation (presentation from CAO and department representatives)
12:00 PM – 12:30 PM	Break for Lunch
12:30 PM – 3:00 PM	Council Workshop/Retreat

Potential Location:

- Bon Accord Council Chambers (Orientation)
- Council Workshop/Retreat: Oak Hills Boys Ranch Meeting Room

Recommendation:

It is more time efficient to host both the orientation and annual workshop/retreat on the same day.

STRATEGIC ALIGNMENT

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.

COSTS/SOURCES OF FUNDING

The 2022 budget includes \$1000 for the annual Council Retreat or Workshop.

As per the Council Remuneration Policy, Councillors would be paid a per diem for attending both the orientation session and Council workshop. The Council Remuneration Policy is enclosed for reference.

RECOMMENDED ACTION (by originator)

1. That Council direct administration to host the Council Orientation following the by-election on _____ (date) from _____ time at _____ (location)

And further

2. That Council direct administration to confirm the Council workshop from 12:30 – 3:00 PM with _____ (MA or MPS) on the topic of _____.

Or

3. That Council direct administration to.....

COUNCIL REMUNERATION

SECTION: Council

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE: December 6, 2005

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), Council Briefing Committee Meetings, 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), Council Briefing Committee Meetings, 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:
 - i. \$150.00 for a full day (four hours or more)
 - ii. \$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.
12. See Schedule A for a listing of common types of activities and whether these are eligible for per diems or reimbursement.

Schedule “A”

Type of Activity	Per Diem Eligibility
Attendance at Town events i.e.: Volunteer Appreciation, Meet the Community, Family Day	No
Board/Committee/Commission Meetings where remuneration is paid from another source	No
Board/Committee/Commission Meetings where remuneration is not paid from another source (i.e.: Edmonton Salutes, NLLS)	Yes
Breakfast, Lunch or Dinner in Town (i.e.: Communities in Bloom Judging Day)	No
Breakfasts, Lunch or Dinners out of Town (i.e.: Mayor’s Breakfast in another community, regional dinners—except during conferences)	Yes
Budget Workshops, other Training, or Education Workshops (in or out of Town)	Yes
Community Services Advisory Board Meetings	No
Conventions and Conferences	Yes
Council Briefing Committee Meeting	No
Council orientation sessions (in/or out of Town)	Yes
Council retreat/planning session (in/or out of Town)	Yes
Golf events	Yes
Library Board Meeting	No
Meetings with residents	No
Official meetings with other elected officials outside of Town	Yes
Official meetings with other elected officials in Town	No
Parades (other than Harvest Days)	Yes
Regular or Special Council Meetings (including Public Hearings)	No

Scheduled and non-scheduled meetings with the Town Manager	No
Signing of cheques and documents	No
Subdivision and Appeal Board	Yes

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 6, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Bylaw 2022-17 – Repeal of Bylaw 298
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

Bylaw 298 was passed in 1996 to establish the development authority in the Town of Bon Accord.

Currently, part 2, section 1 of the town's current Land Use Bylaw #2016-03 establishes the development authority:

Part 2 – Agencies

1 | Development Authority

- 1) The Development Authority is hereby established.*
- 2) The Development Authority shall be:*
 - a. The Development Officer; and*
 - b. Council for all development decisions within Direct Control Districts, unless otherwise delegated within the provisions of that District.*
- 3) The Development Authority shall perform such duties that are specified in this Bylaw.*
- 4) In all instances other than those indicated in PART 2.1(2) above, when used in this Bylaw, the term “Development Authority” shall be the Development Officer.*

The Land Use Bylaw #2016-03 satisfies section 623 of the Municipal Government Act to establish a development authority and section 640 which requires every municipality to pass a land use bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In an effort to keep the town's legislation up-to-date and consistent, administration recommends that Council repeal outdated bylaw 298.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Value 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.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT Bylaw 2022-17 – Repeal of Bylaw 298 be given first reading, as presented.

Resolution #2:

THAT Bylaw 2022-17 – Repeal of Bylaw 298 be given second reading, as presented.

Resolution #3:

THAT Council gives unanimous consent to hear three readings of Bylaw 2022-17 – Repeal of Bylaw 298 in one meeting.

Resolution #4:

THAT Bylaw 2022-17 – Repeal of Bylaw 298 be given third and final reading, as presented.

PART 2 – AGENCIES

1 | DEVELOPMENT AUTHORITY

- 1) The Development Authority is hereby established.
- 2) The Development Authority shall be:
 - a. The Development Officer; and
 - b. Council for all development decisions within Direct Control Districts, unless otherwise delegated within the provisions of that District.
- 3) The Development Authority shall perform such duties that are specified in this Bylaw.
- 4) In all instances other than those indicated in **PART 2.1(2)** above, when used in this Bylaw, the term “Development Authority” shall be the Development Officer.

2 | DEVELOPMENT OFFICER

- 1) The office of the Development Officer is hereby established and shall be filled by a person or persons appointed by Council.
- 2) The Development Officer shall perform such duties that are specified in this bylaw.
- 3) The Development Officer may sign, on behalf of the Development Authority, any order, decision, approval, notice or other thing made or given by the Development Authority or by the Development Officer.
- 4) The Development Officer shall keep and maintain for the inspection of the public during normal office hours, a copy of this Bylaw and all amendments thereto, and keep a register of all applications for development, the decisions, and the reasons therefore.
- 5) For the purposes of Section 542 of the Act, the Development Officer is hereby declared to be a designated officer.

3 | SUBDIVISION AUTHORITY

- 1) The Subdivision Authority of the Town of Bon Accord shall be as established by the municipality’s Subdivision Authority Bylaw.
- 2) The Subdivision Authority shall be appointed by resolution of Council.
- 3) The Subdivision Authority shall perform such duties that are specified in this Bylaw and the Subdivision Authority Bylaw.

4 | COUNCIL

- 1) The Council shall perform such duties that are specified for it in this Bylaw.

**Bylaw 298
Town of Bon Accord**

**BEING A BYLAW OF THE TOWN OF BON ACCORD
IN THE PROVINCE OF ALBERTA TO ESTABLISH
THE DEVELOPMENT AUTHORITY OF THE TOWN OF
BON ACCORD**

WHEREAS, Section 624 of the Municipal Government Act, Chapter M.26.1.1994, Revised Statutes of Alberta, as amended requires that a Municipal council establish a Development Authority by bylaw.

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

1 Name

- 1.1 This bylaw may be cited as the "Development Authority By-law."

2 Definitions

The following words and phrases mean:

- 2.1 "Act" means the Municipal Government Act, Chapter M-26.1.1994, Revised Statutes of Alberta, as amended.
- 2.2 "Council" means the Mayor and Councillors of the Town of Bon Accord for the time being elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.
- 2.3 "Development Authority" means the person(s) established under Section 3 herein to perform the functions of a Development Authority under this Act.
- 2.4 "Development Authority Officer" means the person(s) occupying the position established under Section 4 herein.

3 Establishment of Development Authority

- 3.1 The Development Authority of the Town of Bon Accords is hereby established.
- 3.2 The Development Authority shall consist of the Development Authority Officer appointed by resolution of Council.
- 3.3 Term of Office
- 3.3.1 Development Authority shall be appointed at the pleasure of the Council.
- 3.3.2 Where a member of the Development Authority ceases to be a member of the Council or a staff person, his appointment to the Development Authority shall terminate.

4 Establishment of Development Authority Officer

- 4.1 The position of designated officer for the limited purpose of exercising the powers, duties, and functions of a Development Authority Officer is hereby established.
- 4.2 The Development Authority Officer shall be appointed by resolution of Council.
- 4.3 The powers, duties, and functions of the Development Authority shall be those described for the Development Officer in the Land Use Bylaw of the Town of Bon Accord and such additional powers, as are described under the Act, the regulations, or this Bylaw.
- 4.4 The Development Authority Officer may sign, on behalf of the Development Authority, any order, decision, approval, notice or other thing made or given by it.



Bylaw 298
Town of Bon Accord

5 Effective Date

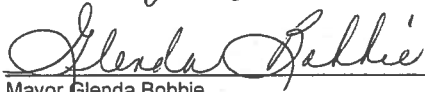
5.1 This Bylaw shall come into force and take effect on the date of third and final reading.

5.2 Bylaw No. 295 is hereby repealed.

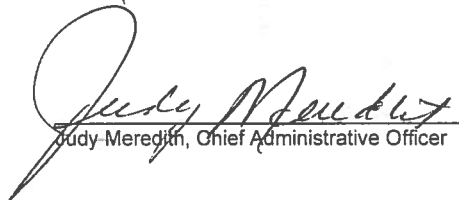
READ A FIRST TIME THIS 18th DAY OF JUNE, 1996.

READ A SECOND TIME THIS 2 DAY OF July, 1996

READ A THIRD AND FINAL TIME THIS 2 DAY OF July, 1996.



Mayor Glenda Bobbie



Judy Meredith, Chief Administrative Officer

**TOWN OF BON ACCORD
BYLAW 2022-17
REPEAL OF BYLAW 298**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO REPEAL BYLAW 298.

WHEREAS the development authority is provided for in the Town of Bon Accord's Land Use Bylaw #2016-03, as amended and repealed; and

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

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

1. This bylaw hereby repeals Bylaw 298, being a bylaw of the Town of Bon Accord, in the Province of Alberta, to establish the development authority in the Town of Bon Accord.

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

READ A FIRST TIME THIS 6th day of September 2022.

READ A SECOND TIME THIS 6th day of September 2022.

READ A THIRD TIME THIS 6th day of September 2022.

SIGNED AND PASSED THIS _____ day of _____, 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 6, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Rescind Advertising Signs on Town Property Policy
Agenda Item No.	9.2

BACKGROUND/PROPOSAL

The Advertising Signs on Town Property policy was first established in 1993. The most recent review was in 2006.

Currently, part 8, section 34 of the Town's current Land Use Bylaw #2016-03 outlines signage regulations. Subsection 1 (see attached) outlines signs on municipal property.

1) Signs on Municipal Property

- a. The Council may, by resolution, set fees for the lease or site rental for signs placed on municipal property.*
- b. Notwithstanding the provisions of PART 8.34 and PART 3.2 of this Bylaw, the Development Officer may approve a development permit application for a directional sign, poster sign, or portable sign on Town-owned land.*
- c. A development permit granted under PART 8.34(1)(b) shall be subject to the terms and conditions:*
 - i. as documented by a signed agreement between the Town and the applicant;*
 - ii. as applicable to the type of sign being proposed pursuant to PART 8.34 of this Bylaw.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In an effort to keep the Town's policies up-to-date and consistent, administration recommends that Council rescind the outdated Advertising Signs on Town Property policy.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Value 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.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

THAT Council rescind the Advertising Signs on Town Property policy.

34 | SIGNS

In addition to the other regulations of this Bylaw, the following additional regulations shall apply to signs:

1) Signs on Municipal Property

- a. The Council may, by resolution, set fees for the lease or site rental for signs placed on municipal property.
- b. Notwithstanding the provisions of **PART 8.34** and **PART 3.2** of this Bylaw, the Development Officer may approve a development permit application for a directional sign, poster sign, or portable sign on Town-owned land.
- c. A development permit granted under **PART 8.34(1)(b)** shall be subject to the terms and conditions:
 - i. as documented by a signed agreement between the Town and the applicant;
 - ii. as applicable to the type of sign being proposed pursuant to **PART 8.34** of this Bylaw.

2) Limitations

- a. Except as provided in **PART 3.2** of this Bylaw, no person shall erect, relocate or structurally alter or enlarge any sign, including an election sign, unless they have complied with the requirements of this Schedule and any other relevant provisions of this Bylaw, and has been issued a development permit in respect thereof.
- b. The Development Authority may issue a development permit for a sign as part of the development permit for the use or the building to which the sign pertains, provided the development permit application indicates that there is to be a sign and provided further that all information requirements for a development permit application for a sign are met to the satisfaction of the Development Authority.
- c. Provisions for election signs, property for sale or rent signs, garage sale signs, and signs for events of not-for-profit organizations are provided in **Part 3.2** of this Bylaw.
- d. No sign shall be located in such a manner that it obstructs the regular use of required on or off site parking stalls.

3) In addition to the requirements of **PARTS 3.5(1) and 3.5(3)** of this Bylaw, a development permit application for a sign shall include the following information:

- a. a letter of consent from the property owner,
- b. two copies of colour drawings, drawn to scale, showing the sign, any structural supports, and the dimensions, thickness, area, and colours, of the sign,
- c. an indication of any proposed animation, moving copy, or other moving features of the sign, if applicable,
- d. method of illumination, if applicable,
- e. mounting details,

Advertising Signs On Town Property

Resolution #.	93.265	Date Passed:	July 20, 1993
	93.365		October 19, 1993
	98-101		April 7, 1998
	06-023		February 21, 2006

Effective Date: February 21, 2006 **Reviewed:** February 21, 2006

Bylaw(s): 2000-06 & Amendments

Purpose: Combination of two Policies:

1. Guidelines for Advertising Signs on Town of Bon Accord Property
2. Priority List for Signs on Town of Bon Accord Property Adjacent to the Highway Right-of-Way.

Definitions: None

Policy Statement:

Adjacent to the highway right-of-way:

1. A permitted sign shall be a directional sign indicating the business name, major product and/or location of the business.
2. The following type of sign shall not be allowed at sites under the jurisdiction of these guidelines
 - a. Any sign that displays an intermittent, flashing or rotating light;
 - b. Any sign which is flood lighted in such a manner as to cause interference or create a hazard to the motoring public;
 - c. Any sign that has any moving or rotating parts;
 - d. Any sign that bears a legend giving a command such as "stop, stop ahead, turn, caution: or any legend that in any way imitates a standard or commonly used traffic control device.
3. All signs that are fabricated for private businesses for placement on town property are to be well designed, attractive and professional looking in general appearance. Permanent signs shall be painted on 4' x 8' plywood, minimum ½ inch thickness, mounted on treated posts buried a minimum three (3) feet in the ground. Material other than plywood may be used at the discretion of the Development Officer.

All permanent and portable signs shall have a standard three foot space between the bottom of the sign and the ground. The use of red or yellow as the background color for any sign is not permitted, however, these colors may be used for the words and legend of the sign.

4. The standard size for permanent signs shall be 32 square feet, (4' x 8'). With permission of the Town, larger signs may be posted.
5. The minimum letter size shall be five inches.
6. Temporary poster type signs including sandwich signs shall be regulated under Land-Use-Bylaw 2000-06 & Amendments, Part 2, and as such do not require a permit.
7. Each permanent and portable sign will be assigned a specific location on Town of bon Accord property, spaced at 50 foot intervals.
8. All signs permitted under the jurisdiction of theses guidelines shall be maintained in proper repair. If, in the opinion of the Town of Bon Accord, any sign is not kept in an acceptable condition, it shall either be repaired or removed by the owner within 14 days of receiving written notice of the deficiency. If the sign condition is not rectified within the 14 days, the sign shall be removed by the town at the owner's expense.
9. All privately owned signs within the scope of these guidelines require an approved development permit issued by the Town of Bon Accord.
10. Yearly development permit fees are required for all permanent signs placed on Town property. Fees are payable with application, expire December 31 of each year, and are due January 1st of each succeeding year. If renewal permit fees are not paid by January 31, the sign is deemed illegal and will be removed by the Town. The permit time limit for portable signs is cover under Land-Use-Bylaw 2006-06 & Amendments, Part 6.
11. When a business ceases operations, the sign permit fee is deemed to have expired and the sign must be removed within 30 days. Signs left after the 30 day limit will be removed by the Town at the owner's expense.

Advertising on other Town Property

12. Church and service group signs are permitted with written permission of the Town.
13. For advertising signs, the same guidelines under 1 through 6 inclusive as above apply, following all requirements in Land-Use-Bylaw 2000-06 & Amendments. At the discretion of the Development Officer, a size limit of 4' x 4' may be imposed.
14. As permitted, advertising signs will be limited to one sign per road frontage, per lot, or a minimum spacing of 50'.
15. Regulations 8 through 11 inclusive above, apply.
16. No third party signage shall be permitted on the Town of Bon Accord cemetery property.

17. Priority or preference will be given to businesses wishing to erect permanent signs in the following order:

- a. Businesses located within the Bon Accord corporate limits.
- b. Businesses located in the Bon Accord district; and
- c. Businesses located outside the Bon Accord area.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 06 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Long Service Awards Policy
Agenda Item No.	9.3

BACKGROUND/PROPOSAL

The enclosed Long Service Awards Policy was approved by Council in 2005 and last reviewed in 2013.

This policy addresses Long Service Awards for both Council members and employees.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Following a formal review process, administration recommends that Council rescinds the existing Long Service Awards Policy and approves two separate, new policies, including the Employee Long-Term Service Awards Policy, and the Council Service Awards Policy (both draft policies are enclosed).

The benefit of creating two, new separate policies:

1. To provide better clarity regarding provision of Council and employee long term service awards
2. To update the gift certificate amounts for the Employee Long-Term Service (by \$25) given the length of time since these amounts were last reviewed

The new draft policies were reviewed at the June 29th and August 24th, 2022, Council Briefing Meetings and reflect the feedback from Council provided at those meetings.

Additional Considerations:

A. Employee Long-Term Service Awards Policy

- As there were few changes to the proposed Employee Long Term Service Award Policy as a result of discussion at Council Briefing meetings, the enclosed copy is presented as a clean policy.
- Employees also receive an additional one-week vacation time allotment upon reaching similar milestones as those reflected in the proposed policy.
- Vacation allotments are granted automatically as stipulated in the Employee Handbook and do not form part of the proposed new policy.

- The gift card and certificate reflected in the proposed Employee Long-Term Service Award Policy is intended to provide formal, public recognition of the achievement of these important milestones.

B. Council Service Awards Policy

The enclosed proposed draft of the Council Service Awards Policy shows the areas of the policy that have yet to be decided in blue as noted below:

- Decision One: When will Long Term Service Awards gifts be presented (upon leaving office or upon the completion of each term)?
- Decision Two: Does Council wish to maintain the gift certificate awards at the completion of each term or alternatively Council may determine an appropriate, personalized gift within the capacity of the operating budget, only at the time of leaving office.

STRATEGIC ALIGNMENT

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.

Service Excellence

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

COSTS/SOURCES OF FUNDING

Annual Operating Budget

RECOMMENDED ACTION (by originator)

Resolution # 1

That Council rescind the Long Service Awards Policy.

OR

That Council direct administration to...

Resolution #2

That Council approve the Employee Long-Term Service Award Policy as presented and circulated.

OR

That Council approve the Employee Long-Term Service Award Policy as amended including (list amendments).

Resolution #3

That Council approve the Council Long Term Service Policy as amended including
(list amendments)

OR

That Council direct administration to...

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: Administration

POLICY NO.:

SUBJECT: LONG SERVICE AWARDS

RESPONSIBLE AUTHORITY: Administration Department - Finance

REVIEWED & APPROVED BY COUNCIL:

June 21, 2005 – Council Meeting, Resolution 05.160
September 17, 2013 - Council Meeting, Resolution 13.230

PURPOSE AND INTENT: Guideline for Long Service Awards

POLICY STATEMENT: The Town of Bon Accord wishes to show their appreciation for the commitment and loyalty of all employees and Councillors and to recognize their contribution to the Town.

PROCEDURES

1. Employees and Councillors will be recognized for having completed the following years of service:

Staff

- 5 years: \$ 75
- 10 years: \$125
- 15 years: \$200
- 20 years: \$250
- 25 years: \$300
- 30 years: up to \$375

Council

- 8 years: \$ 75
- 12 years: \$100
- 16 years: \$150
- 20 years: \$200
- 20+ years: Council Review
- Councillors upon leaving Council will receive a plaque

2. Recognitions will be presented at the annual Christmas function or as soon as possible upon the person leaving service to the Town.

3. Gift to be appropriate to the person. Staff will be responsible for purchasing the appropriate gift, to the value indicated in item 1 above, for staff members. Council will be responsible for purchasing the appropriate gift, to the value indicated in item 1 above, for Council members.

** Awards are not retroactive.

EMPLOYEE LONG-TERM SERVICE AWARDS

SECTION: Administration

DEPARTMENT: Administration / Public Works / Finance / Recreation and Community Services

COUNCIL APPROVAL DATE: [date], 2022

PURPOSE AND INTENT: ~~Guideline for Long Service Awards~~

POLICY STATEMENT: ~~The Town of Bon Accord wishes to show their appreciation for the commitment and loyalty of all employees and Councillors and to recognize their contribution to the Town.~~

POLICY STATEMENT

The Town of Bon Accord is committed to recognizing and showing appreciation for the long-term service of Employees that have served the community for five or more years.

PURPOSE

The purpose of this policy is to provide a consistent framework for the recognition of Employees for long-term service.

SCOPE

This policy will apply to permanent Employees who have been employed for five or more consecutive years.

This policy does not apply to retirement celebrations for Town staff.

DEFINITIONS

“Employee” means an individual employed on a permanent basis by the Town.

“Employee Long-Term Service Award” means recognition of an Employee for long-term service to the Town.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord.

RESPONSIBILITIES

The Town Manager or delegate is responsible to ensure that administrative procedures are established for provision of Employee Long-Term Service Awards according to this policy.

PROCEDURES ~~EMPLOYEE LONG-TERM SERVICE AWARDS~~

1. ~~Employees and Councillors will be recognized for having completed the following years of service:~~

~~Staff~~

1. Employees will receive Long-Term Service Awards as shown below.

Length of Service	Gift Card	Certificate or Plaque
5 years	\$100 Gift Card	Certificate
10 years	\$150 Gift Card	Certificate
15 years	\$225 Gift Card	Certificate
20 years	\$275 Gift Card	Plaque
25 years	\$325 Gift Card	Plaque
30 years	Council Review	Plaque

2. Employees who receive an Employee Long-Term Service Award of 5 to 15 years shall receive a recognition certificate signed by the Mayor and Town Manager.

3. Employees who receive an Employee Long-Term Service Award of 20 - 30 years will receive a plaque (max. cost limit of \$100) instead of the recognition certificate.

• ~~5 years: \$ 75~~

- ~~10 years: \$125~~
- ~~15 years: \$200~~
- ~~20 years: \$250~~
- ~~25 years: \$300~~
- ~~30 years: up to \$375~~

PRESENTATION OF EMPLOYEE LONG-TERM SERVICE AWARDS

1. ~~Recognitions~~ **Employee Long-Term Service Awards** will be presented by the **Mayor, Deputy Mayor or designate and Town Manager** ~~or as soon as possible upon the person leaving service to the Town.~~
2. Upon this policy taking effect, current Employees that have worked for the Town for 5 years or more and have not been recognized in the past will be awarded the appropriate **Employee Long-Term Service Award**. Otherwise, **Employee Long-Term Service Awards** are not retroactive.

~~Gift to be appropriate to the person. Staff will be responsible for purchasing the appropriate gift, to the value indicated in item 1 above, for staff members. Council will be responsible for purchasing the appropriate gift, to the value indicated in item 1 above, for Council members.~~

~~** Awards are not retroactive.~~

COUNCIL SERVICE AWARDS

SECTION: Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: [date], 2022

PURPOSE AND INTENT: ~~Guideline for Long Service Awards~~

POLICY STATEMENT: ~~The Town of Bon Accord wishes to show their appreciation for the commitment and loyalty of all employees and Councillors and to recognize their contribution to the Town.~~

POLICY STATEMENT

The Town of Bon Accord is committed to recognizing and showing appreciation for Council members for their community service upon leaving office or at the completion of each term.

PURPOSE

The purpose of this policy is to provide the framework and parameters for the recognition of Council members when leaving office or at the completion of each term.

SCOPE

This policy will apply to recognition for Council members serving four (4) or more consecutive years for the Town of Bon Accord, who are leaving their official capacity in good standing or at the completion of each term.

DEFINITIONS

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

“Service Award” means a recognition award for a Council member for their service to the Town.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord.

RESPONSIBILITIES

The Town Manager or delegate is responsible to ensure that administrative procedures are established for the provision of Service Awards according to this policy.

PROCEDURES ~~COUNCIL SERVICE AWARDS~~

1. Council members will receive a gift card and certificate, ~~or plaque~~ as stipulated in the chart below upon leaving office ~~or upon completing each term~~:

Length of Service	Gift Card (see alternate option below)	Plaque or Certificate
4 years	\$75 Gift Card	Certificate
8 years	\$100 Gift Card	Plaque
12 years	\$125 Gift Card	Plaque
16 years	\$175 Gift Card	Plaque
20 years	\$225 Gift Card	Plaque
21 years	Council Review	Council Review

Upon leaving office, Council members will be permanently recognized on a plaque displayed in the Town office that will include the Council member’s name, position (Mayor or Councillor) and length of service.

Alternate Option:

When a Council member leaves office, Council will determine an appropriate, personalized gift within the capacity of the operating budget at that time.

- ~~8 years: \$ 75~~
- ~~12 years: \$100~~

- ~~16 years: \$150~~
- ~~20 years: \$200~~
- ~~20+ years: Council Review~~
- ~~Councillors upon leaving Council will receive a plaque~~

- ~~2. Council will review other recognition options that will be awarded to Council members who receive a Service Award of 21 years or more on an individual basis.~~
- ~~3. The maximum value of the cost of the plaque for the Council Service Award will be determined by the governing Council at that time.~~

PRESENTATION OF LONG-TERM SERVICE AWARDS

- ~~1. Recognitions~~ Council Service Awards will be presented by the Mayor, Deputy Mayor or designate during a Council meeting, or as soon as possible upon the Council member leaving service to the Town or following each term of office.
2. Awards are not retroactive.

~~Gift to be appropriate to the person. Staff will be responsible for purchasing the appropriate gift, to the value indicated in item 1 above, for staff members.~~

~~Council will be responsible for purchasing the appropriate gift, to the value indicated in item 1 above, for Council members.~~

~~** Awards are not retroactive.~~

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 6, 2022
Presented by:	Falon Fayant, Corporate Services Manager
Title:	2023 Budget Workshop
Agenda Item No.	10.1

BACKGROUND/PROPOSAL

Budget meetings and preparation begins in September, starting with a Council and Administration budget workshop. This workshop is followed by administration budget meetings and then presentation of the budget to Council at the Regular Meetings of Council. The budget is then typically passed in December prior to the end of the year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The workshop is an opportunity for administration to present to Council information about their specific departments as well as information for the upcoming year that will affect the budget. Council communicates to administration what the intended budgetary focus should be in line with the strategic plan. It's an opportunity for discussions regarding strengths and challenges for the upcoming operating budget year and the next 3 operating years of planning, as well as the capital budget year and the following 5-year capital plan.

Potential dates for the budget workshop are:

Monday, September 19, 2022 from 9:00 am to 2:00 pm or from 5:00 pm to 9:00 pm

Thursday, September 29, 2022 from 9:00 am to 2:00 pm or from 5:00 pm to 9:00 pm

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

2022 Operating Budget

RECOMMENDED ACTION (by originator)

THAT...Council directs administration to schedule the budget workshop on [insert date] from [insert time].

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: RE: Reminder - Nomination Deadline for Alberta Municipalities Board Election
Date: September 2, 2022 9:10:31 AM

From: Returning Officer <ReturningOfficer@abmunis.ca>
Sent: September 1, 2022 10:36 AM
Subject: Reminder - Nomination Deadline for Alberta Municipalities Board Election

Alberta Municipalities Board Election - Nomination Deadline Approaching

Alberta Municipalities is seeking nominations of qualified candidates to serve on its Board of Directors.

The following positions are scheduled for election in 2022:

Director Positions

- Director, Cities up to 500,000 – two-year term
- Director, Towns West – two-year term
- Director, Towns South – two-year term
- Director, Villages East – two-year term
- Director, Villages West – two-year term

Vice-President Positions

- Vice-President and Director, Cities up to 500,000 – one-year term
- Vice-President, Towns – one-year term
- Vice-President, Villages and Summer Villages – one-year term

The deadline for ALL nominations for the 2022 Board elections is 11:59 p.m., Thursday, September 15, 2022. Alberta Municipalities encourages Elected Officials and Chief Administrative Officers to ensure that all council members are aware of the 2022 nomination deadline.

Elections will take place on Friday, September 23, 2022, at Convention.

Information and Nomination Package

The candidate information and nomination package provides guidelines for determining an individual's candidacy, as well as the relevant nomination forms and submission instructions.

Download the [candidate information and nomination package](#) and the [Elections Procedure Handbook](#) to get started.

Please direct any questions about the elections to [Courtney Burton](#), Returning Officer.



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August 23, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General
204, 10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: Victim Services Redesign

Minister Shandro, Town of Tofield Council have only recently become aware of the Victim Services Redesign, and to say that we are both shocked and disappointed would be a vast understatement. Victim Services play an integral part in our community, and rural Alberta. Victim Services staff are as essential as first responders, and work cohesively with RCMP. These people help families and individuals through what could be the most traumatic experience of their lives. Having experience in dealing with trauma, unexpected loss, and extreme shock cannot be measured. Now, your government is looking to remove this from our community and proceed with a centralized approach.

The MLA led review did not engage municipalities, nor did it fully engage Victim Services Boards. Had our local Victim Services Board Chair not come forward to Mayor and Council, we would not be aware of this ill-thought-out change. Of interest, the two MLA'S leading this charge were from major urban centres, with no tie, nor thought to the impacts this would have on rural Albertans.

Not only will this change see a loss of jobs within our community, but more importantly it will leave this service to become reliant on an individual(s) residing outside our community boundaries. What does this mean for response time? Does this mean that response could be upwards of hours before assistance is provided, or does this also mean that it will be based upon the availability of staff? Neither of these scenarios is ideal, especially when dealing with crisis. Our current structure is comprised of hard working, caring individuals who provide an immeasurable service in what is the most trying of circumstances. These people respond in a quick, professional, and caring manner. Now, your government is removing this service from our community, and failing those who require what is often the immediate assistance of Victim Services.

Honorable Tyler Shandro
Minister of Justice and Solicitor General
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Minister Shandro, we can not fathom the rationale behind this decision, once again without input or consultation from those that this affects most. In our opinion this is a recipe for disaster and stands to only continue to fail rural Alberta. Mayor and Council implore you to pause on this decision and seek input from those forgotten, rural Alberta.

Sincerely,

A handwritten signature in cursive script that reads "Debora L. Dueck".

Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA