

Town of Bon Accord
AGENDA
Regular Council Meeting
September 7, 2021 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; August 17, 2021 (enclosure)
 - 3.2.** Special Meeting of Council; August 31, 2021 (enclosure)
- 4. ACTION ITEM LIST**
 - 4.1.** Action Item List to August 17, 2021 (enclosure)
- 5. UNFINISHED BUSINESS**
 - 5.1.** Addition of Treaty Six Flag in Council Chambers (enclosure)
- 6. NEW BUSINESS**
 - 6.1.** Purchase of Zamboni Blade Change Safety Equipment and Staff Training (enclosure)
 - 6.2.** Service Line Warranties of Canada (enclosure)
 - 6.3.** COVID-19 Briefing Update (enclosure)
- 7. BYLAWS/POLICIES/AGREEMENTS**

BYLAWS

 - 7.1.** Municipal Borrowing Bylaw – Operating #2021-08 (enclosure)
 - 7.2.** Bylaw Enforcement Bylaw #2021-09 (enclosure)

POLICIES

 - 7.3.** Town Hours Policy Amendment (enclosure)
- 8. WORKSHOPS/MEETINGS/CONFERENCES**
 - 8.1.** ACCPA Annual General Meeting (enclosure)
- 9. CORRESPONDENCE**
- 10. NOTICE OF MOTION**
- 11. CLOSED SESSION**
- 12. ADJOURNMENT**

Town of Bon Accord
Regular Meeting of Council Minutes
August 17, 2021 8:30 a.m.
Live streamed on Bon Accord YouTube Channel

PRESENT

COUNCIL

Mayor Greg Mosychuk
Deputy Mayor Tanya May
Councillor Brian Holden
Councillor Lacey Laing
Councillor Lynn Bidney

ADMINISTRATION

Joyce Pierce – Chief Administrative Officer
Jodi Brown - Recreation and Community Services Manager
Falon Fayant – Corporate Finance Officer
Dianne Allen – Planning and Development Manager
Ash Rajput - Operations Manager
Jessica Caines – Executive Assistant

CALL TO ORDER

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

ADOPTION OF AGENDA

MAYOR MOSYCHUK MOVED THAT Workshops/Meetings/Conference item; AUMA Convention, Correspondence item; Senate Candidates, and Notice of Motion item; Service Line Warranties of Canada be added to the agenda.

CARRIED UNANIMOUSLY RESOLUTION 21-250

DEPUTY MAYOR MAY MOVED THAT Council adopt the agenda for the August 17, 2021 Regular Meeting of Council as amended.

CARRIED UNANIMOUSLY RESOLUTION 21-251

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – July 6, 2021

COUNCILLOR HOLDEN MOVED THAT the minutes of the July 6, 2021 Regular Meeting of Council be accepted as amended.

CARRIED UNANIMOUSLY RESOLUTION 21-252

ADOPTION OF AGENDA

DEPUTY MAYOR MAY MOVED THAT Council adopt further changes to the agenda by adding Unfinished Business item Library Board Appointment.

CARRIED UNANIMOUSLY RESOLUTION 21-253

DELEGATION

Staff Sgt Chris Palfy and District Chief Darcy Fleury
Kaitlyn Munroe – Associated Engineering (Wetland Study)

**Town of Bon Accord
Regular Meeting of Council Minutes
August 17, 2021 8:30 a.m.
Live streamed on Bon Accord YouTube Channel**

Mayor Mosychuk called a short recess at 10:27 a.m.
Mayor Mosychuk called the meeting back to order at 10:32 a.m.

Carma Holmes – Associated Engineering (Arena Inspection)

DEPUTY MAYOR MAY MOVED THAT Council accept the delegation presentations as information and discussion.

CARRIED UNANIMOUSLY RESOLUTION 21-254

COUNCILLOR HOLDEN MOVED THAT the Regular Meeting of Council be extended beyond 12:00 p.m.

CARRIED UNANIMOUSLY RESOLUTION 21-255

Mayor Mosychuk called a short recess at 11:15 a.m.
Mayor Mosychuk called the meeting back to order at 11:21 a.m.

DEPARTMENT REPORTS

COUNCILLOR BIDNEY MOVED THAT the Department reports be accepted, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-256

CLOSED SESSION

Land Proposal - FOIP Act 25(1)– Disclosure harmful to economic and other interests of a public body

DEPUTY MAYOR MAY MOVED THAT Council go into Closed Session at 11:59 a.m. for Land Proposal - FOIP Act 25(1)– Disclosure harmful to economic and other interests of a public body.

CARRIED UNANIMOUSLY RESOLUTION 21-257

COUNCILLOR HOLDEN MOVED THAT COUNCIL come out of Closed Session at 12:44 p.m.

CARRIED UNANIMOUSLY RESOLUTION 21-258

COUNCILLOR BIDNEY MOVED THAT Council direct Administration to proceed as per discussion.

CARRIED UNANIMOUSLY RESOLUTION 21-259

ACTION ITEM LIST

COUNCILLOR BIDNEY MOVED THAT Council accepts the Action item list dated August 17, 2021 as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-260

UNFINISHED BUSINESS

Library Board Appointment

DEPUTY MAYOR MAY MOVED THAT Council approve Jules Schwartz as the Financial Reviewer for the Bon Accord Library Board account, as requested.

CARRIED UNANIMOUSLY RESOLUTION 21-261

**Town of Bon Accord
Regular Meeting of Council Minutes
August 17, 2021 8:30 a.m.
Live streamed on Bon Accord YouTube Channel**

NEW BUSINESS

Appointment of Substitute Returning Officer

COUNCILLOR HOLDEN MOVED THAT Council direct administration to appoint Administration / Utility Clerk Kaitie Blackwell as Substitute Returning Officer for the October 18, 2021 election.

CARRIED UNANIMOUSLY RESOLUTION 21-262

Advance Vote Date

COUNCILLOR BIDNEY MOVED THAT Council approve October 7, 2021 from 4:30 – 7:30 pm in Council Chambers, as the date, time and location of the advance vote for the 2021 Election.

CARRIED UNANIMOUSLY RESOLUTION 21-263

Community Services Advisory Board Appointment

DEPUTY MAYOR MAY MOVED THAT Council appoints the following individuals to the Community Services Advisory Board:

- Brenda Gosbjorn, Anita van der Leek and Shannon Loehr for a two-year term ending August 17th, 2023, and further that
- Christina Romanowski and Kalyna Romanowski serve a one-year term ending August 17th, 2022.

CARRIED UNANIMOUSLY RESOLUTION 21-264

BYLAWS | POLICIES | AGREEMENTS

POLICIES

Temporary Permit Policy

COUNCILLOR HOLDEN MOVED THAT Council set aside the Temporary Permit Policy and direct Administration to bring back, to the next Regular Meeting of Council with additional information.

CARRIED UNANIMOUSLY RESOLUTION 21-265

Community Events and Programs Advertising Policy

COUNCILLOR HOLDEN MOVED THAT Council approves the proposed Community Events and Programs Advertising Policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-266

WORKSHOPS | MEETINGS | CONFERENCE

Town of Devon – Treaty Six Day Invitation

COUNCILLOR LAING MOVED THAT Council accept as information.

CARRIED UNANIMOUSLY RESOLUTION 21-267

AUMA Convention

COUNCILLOR LAING MOVED THAT Council direct Administration to register for the upcoming convention.

CARRIED UNANIMOUSLY RESOLUTION 21-268

Town of Bon Accord
Regular Meeting of Council Minutes
August 17, 2021 8:30 a.m.
Live streamed on Bon Accord YouTube Channel

COUNCIL REPORTS

DEPUTY MAYOR MAY MOVED THAT Council accepts the Council reports as presented.
CARRIED UNANIMOUSLY RESOLUTION 21-269

CORRESPONDENCE

Morinville RCMP Quarterly Report for Bon Accord
Regional Agriculture Master Plan
Edmonton Metropolitan Region Board – Committee of the Whole Meeting Brief
Municipality of Crownsnest Pass – Bill C-21; Changes to the Criminal Code and Firearms Act
Metropolitan Region Servicing Plan Standing Committee Meeting Brief
Support for RCMP – Big Lakes County
Senate Election and Referendum Funding
Municipal Affairs – 2021 Minister’s Awards for Municipal Excellence
Senate Candidates

COUNCILLOR HOLDEN MOVED THAT all correspondence be accepted, as information.
CARRIED UNANIMOUSLY RESOLUTION 21-270

NOTICE OF MOTION

Service Line Warranties of Canada

COUNCILLOR HOLDEN MOVED THAT Council directs Administration to bring back further information.

In favor – Mayor Mosychuk, Deputy Mayor May, Councillor Holden, Councillor Bidney

Opposed – Councillor Laing

CARRIED RESOLUTION 21-271

ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the August 17, 2021 Regular Meeting of Council adjourn at 2:10 p.m.

CARRIED RESOLUTION 21-272

Mayor Greg Mosychuk

Joyce Pierce, CAO

**Town of Bon Accord
Special Meeting of Council Minutes
August 31, 2021 2:00 p.m.
Live streamed on Bon Accord YouTube Channel**

PRESENT

COUNCIL

Mayor Greg Mosychuk
Deputy Mayor Tanya May
Councillor Brian Holden
Councillor Lacey Laing
Councillor Lynn Bidney

ADMINISTRATION

Jodi Brown - Recreation and Community Services Manager, Acting CAO
Jessica Caines – Executive Assistant

CALL TO ORDER

Mayor Mosychuk called the meeting to order at 2:09 p.m.

ADOPTION OF AGENDA

COUNCILLOR HOLDEN MOVED THAT Council adopt the agenda for the August 31, 2021 Special Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-273

NEW BUSINESS

Appointment of CAO

COUNCILLOR BIDNEY MOVED THAT whereas Jodi Brown has entered into a contract with the Town of Bon Accord, Council appoint Jodi Brown as CAO effective September 1, 2021.

CARRIED UNANIMOUSLY RESOLUTION 21-274

ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the August 31, 2021 Special Meeting of Council adjourn at 2:14 p.m.

Mayor Greg Mosychuk

Jodi Brown, CAO

Resolution	Resolution #	Assigned to	Status
31-Aug-21			
Appointment of CAO COUNCILLOR BIDNEY MOVED THAT whereas Jodi Brown has entered into a contract with the Town of Bon Accord, Council appoint Jodi Brown as CAO effective September 1, 2021.	21-274	Administration	Completed
17-Aug-21			
Regular Meeting of Council Minutes – July 6, 2021 COUNCILLOR HOLDEN MOVED THAT the minutes of the July 6, 2021 Regular Meeting of Council be accepted as amended.	21-252	Administration	Completed
Land Proposal - FOIP Act 25(1)– Disclosure harmful to economic and other interests of a public body COUNCILLOR BIDNEY MOVED THAT Council direct Administration to proceed as per discussion.	21-259	Planning and Economic Development	Completed
Library Board Appointment DEPUTY MAYOR MAY MOVED THAT Council approve Jules Shwartz as the Financial Reviewer for the Bon Accord Library Board account, as requested.	21-261	Administration	Completed
Appointment of Substitute Returning Officer COUNCILLOR HOLDEN MOVED THAT Council direct administration to appoint Administration / Utility Clerk Kaitie Blackwell as Substitute Returning Officer for the October 18, 2021 election.	21-262	Administration	Completed
Advance Vote Date COUNCILLOR BIDNEY MOVED THAT Council approve October 7, 2021 from 4:30 – 7:30 pm in Council Chambers, as the date, time and location of the advance vote for the 2021 Election.	21-263	Administration	ongoing

Resolution	Resolution #	Assigned to	Status
<p>Community Services Advisory Board Appointment DEPUTY MAYOR MAY MOVED THAT Council appoints the following individuals to the Community Services Advisory Board:</p> <ul style="list-style-type: none"> • Brenda Gosbjorn, Anita van der Leek and Shannon Loehr for a two-year term ending August 17th, 2023, and further that • Christina Romanowski and Kalyna Romanowski serve a one-year term ending August 17th, 2022. 	21-264	Community Services	Completed
<p>Temporary Permit Policy COUNCILLOR HOLDEN MOVED THAT Council set aside the Temporary Permit Policy and direct Administration to bring back to the next Regular Meeting of Council with additional information.</p>	21-265	Planning and Economic Development	on September 21 RMC Agenda
<p>Community Events and Programs Advertising Policy COUNCILLOR HOLDEN MOVED THAT Council approves the proposed Community Events and Programs Advertising Policy as presented.</p>	21-266	Administration	Completed
<p>AUMA Convention COUNCILLOR LAING MOVED THAT Council direct Administration to register for the upcoming convention.</p>	21-268	Administration	Completed
<p>Service Line Warranties of Canada COUNCILLOR HOLDEN MOVED THAT Council directs Administration to bring back further information.</p>	21-271	Administration	on September 7 RMC Agenda
July 6, 2021			
<p>Capital Road Plan COUNCILLOR BIDNEY MOVED THAT Council give approval to proceed with the FDR of 51 Avenue and mill and overlay of 47 street and award the contract to Lafarge Canada.</p>	21-237	Public Works	ongoing

Resolution	Resolution #	Assigned to	Status
<p>Addition of Treaty 6 Flag and Opening Remarks DEPUTY MAYOR MAY MOVED THAT Council accept the opening remarks and directs Administration to bring back further information regarding costs for upgrading the Chamber flags to include the Treaty 6 flag, and further, to contact the Gibbons Legion regarding a flagpole for a Treaty 6 flag at Veterans Memorial Park.</p>	21-241	Administration	Completed
<p>Arena Engineering Inspection COUNCILLOR HOLDEN MOVED THAT Council directs administration to proceed with an engineering inspection of the arena to a maximum cost of \$30,000.</p>	21-242	FCSS	Completed
<p>Community Services Board Appointment DEPUTY MAYOR MAY MOVED THAT Council appoints Leland Herrmann to the Community Services Board for a one-year time ending July 6, 2022.</p>	21-243	FCSS	Completed
<p>Municipal Advertising Policy – Community Programs and Events COUNCILLOR HOLDEN MOVED THAT Council direct Administration to continue the development of the Municipal Advertising Policy for Community Programs and Events and further that administration prepares the final draft of this policy for Council approval at the August 17, 2021 Regular Meeting of Council.</p>	21-244	FCSS	Completed
<p>CORRESPONDENCE DEPUTY MAYOR MAY MOVED THAT council accept correspondence as information and further, Council have Mayor Mosychuk respond to the letter regarding COVID-19 financial support for rural small businesses to the Town of Ponoka, Premier Jason Kenny, MLA Dale Nally and MP Dane Lloyd.</p>	21-248	Mayor	ongoing
April 6, 2021 Regular Meeting of Council			

Resolution	Resolution #	Assigned to	Status
MAYOR MOSYCHUK MOVED THAT during COVID-19 restrictions the Public Engagement meetings are live-streamed to the Public when feasible.	21-123	CAO	Completed
February 16, 2021 Regular Meeting of Council			
<p>Asset Management Grant Application COUNCILLOR HOLDEN MOVED THAT Be it resolved that Council directs administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Bon Accord, Asset Management Roadmap Project. Be it therefore resolved that the Town commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities Municipal Asset Management Program to advance our asset management program with the following three activities:</p> <ul style="list-style-type: none"> · Development of an Asset Management Roadmap · Improved sharing of asset management information internally and publicly · Asset management awareness training for all staff <p>Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.</p>	21-054	Public Works	Working on grant application - ongoing

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: August 17, 2021
AGENDA ITEM: Addition of Treaty Six Flag in Council Chambers

RECOMMENDATION:
THAT....

BACKGROUND:

At the RMC June 15, 2021:

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 UNANIMOUSLY RESOLUTION 21-226

At the RMC July 6, 2021, Council requested additional quotes for a Treaty Six Flag to be added into Council Chambers. CARRIED RESOLUTION #21-241

Please see attached quotes.

FLAGPOLES and STANDS

Option 1 – The Flag Shop – \$334.00 (includes shipping) + GST. 4-flag wooden base (see photo and note on quote), pole (gold), and finial (gold). This option is given in the event that Council would prefer one, cohesive base. No other flag shops offer a 4-flag base.

Option 2 – The Flag Shop – \$219.00 (includes shipping) + GST. Single flag base, pole (gold), and finial (gold).

Option 3 – Flag Outlet Ltd – \$158.95 (includes shipping) + GST. Single flag base, pole (silver only) and finial (brass colour).

Option 4 – Aurora Flags – \$157.85 (includes shipping) + GST. Single flag base, pole (brass), and finial (brass colour).

FLAGS

Administration has compared quote pricing of the Treaty Six territory flags with online pricing. The lower quality, poly knit material is suitable for indoor use, however, two of the four companies do not offer the lower quality flags. This is reflected in the pricing. The flags outlined in options 2 and 3 are heavy-duty denier nylon and of higher quality. All flags are 3' by 6'.

Option 1 – Flagmart Canada (online) – \$122.95 + GST – poly knit.

Option 2 – The Flag Shop – \$114.95 + GST – 210 denier nylon. *This flag would not incur shipping fees if purchased separately and picked up in Edmonton.*

Option 3 – Flag Outlet Ltd. – \$223.00 + GST – 200 denier nylon.

Option 4 – Aurora Flags - \$159.95 + GST – poly knit.

FINANCIAL IMPLICATIONS: The lowest priced flagpole/stand combo is Option 4; the lowest priced flag is Option 2. Total cost for both: \$272.80 + GST.

LEGAL IMPLICATIONS: N/A	
LEGISLATIVE HISTORY: N/A	
ALTERNATIVES: <ol style="list-style-type: none">1. Council accepts the RFD as information and for discussion purposes.2. Council directs administration to...	
Prepared and submitted by: Jessica Caines	Reviewed by: Joyce Pierce, CAO Date: July 22, 2021



Home / All / Treaty No.6 Territory First Nations Polyknit Flag

MATERIAL +

CONTACT US +



TREATY NO.6 TERRITORY FIRST NATIONS POLYKNIT FLAG



\$122.95

Size

36" X 72" (STANDARD SIZE)

27" X 54"

Finishing

GROMMETS

ROPE AND TOGGLE



ADD TO CART

BUY IT NOW

BUY ONLINE - TREATY NO.6 TERRITORY FLAG

SIZING

See Our [Sizing Chart](#) for more info on the right size flag for your flag pole

This is an official Treaty No. 6 Flag. FlagMart Canada provides this Treaty #6 Territory Flag to a number of Schools, First Nations Groups, Government and other organizations across Western Canada.



15507 STONY PLAIN ROAD
 EDMONTON AB T5P 3Z1
 P: 780-484-5850 | F: 780-484-5941
 alberta@flagshop.com

Quote

Date	Quote #
7/9/2021	31374

This quotation only guarantees the prices for 30 days from the date above

Terms: 30 Days

Quoted to
BON ACCORD, TOWN OF 5025 50 AVENUE BON ACCORD, AB T0A0K0

Shipping Address

P.O. No.	Est. Delivery
	7/9/2021
Your Rep	Phone Number
JESSICA	

Description	Qty	Rate	Total
8'x1" gold aluminum pole, c/w c clips	1	50.00	50.00
1" acorn finial plastic - gold	1	9.00	9.00
Wood stand, 4 hole - estimate only - when our fabricator left, wood was not as high in price as it is now. He is deployed over seas and will be back shortly. When he comes back, he will have to reprice. I am sorry that i cannot be exact. This is our only option for 4 holes.	1	225.00	225.00
Shipping & Handling	1	50.00	50.00
QUOTE SENT TO: Jessica Caines <exec.asst@bonaccord.ca> GST On Sales		5.00%	16.70
Please circle the items above you wish to order, if necessary			Subtotal \$334.00
Signature _____			Total \$350.70

E.&.O. E. If there is anything you don't understand on this quote, please call and confirm with the Flag Shop staff. In addition, please verify that what you are looking for is clearly stated on the quote as there might be extra costs for the desired finished product.

We will require either a Purchase Order number for previous clients or a 50% deposit for new clients.

GST/HST No. 870816592



15507 STONY PLAIN ROAD
 EDMONTON AB T5P 3Z1
 P: 780-484-5850 | F: 780-484-5941
 alberta@flagshop.com

Quote

Date	Quote #
7/22/2021	31427

This quotation only guarantees the prices for 30 days from the date above

Terms: 30 Days

Quoted to
BON ACCORD, TOWN OF 5025 50 AVENUE BON ACCORD, AB T0A0K0

Shipping Address

P.O. No.	Est. Delivery
	7/9/2021
Your Rep	Phone Number
JESSICA	

Description	Qty	Rate	Total
8'x1" gold aluminum pole, c/w c clips	1	50.00	50.00
1" acorn finial plastic - gold	1	9.00	9.00
Premier stand - gold (1")	1	110.00	110.00
Shipping & Handling	1	50.00	50.00
QUOTE SENT TO: Jessica Caines <exec.asst@bonaccord.ca> GST On Sales		5.00%	10.95
Please circle the items above you wish to order, if necessary		Subtotal	\$219.00
Signature _____		Total	\$229.95

E.&.O. E. If there is anything you don't understand on this quote, please call and confirm with the Flag Shop staff. In addition, please verify that what you are looking for is clearly stated on the quote as there might be extra costs for the desired finished product.

We will require either a Purchase Order number for previous clients or a 50% deposit for new clients.

GST/HST No. 870816592

FLAG OUTLET Ltd.

www.flagoutlet.ca
www.flagpole.ca

117- 42 Fawcett Rd, Coquitlam, BC, V3K 6X9
Office: 604-526-0999 Fax: 604-526-9399
Email: pole@flagoutlet.ca
ORDER DESK: 1-800-596-0999

July 21, 2021

Town of Bon Accord
Box 779
5025 – 50th Ave
Bon Accord AB T0A 0K0

Email: exec.asst@bonaccord.ca
Tel: 780-921-3550

Attn: Jessica Caines

Quote

Qty	Product	Price	Total
1	752600 8'x1" Silver	33.00	33.00
1	550100 Gold Anodized 9"	75.00	75.00
1	560110 Acorn	5.95	5.95
1	460000 3'x6' Treaty 6 Flag - Heavy Duty 200 Nylon	223.00	223.00
1	Shipping	45.00	45.00
	Subtotal	381.95	381.95
	GST		19.10
	Total		401.05

Jessica Caines

From: Monica Spence <Monica@auroraflags.com>
Sent: July 22, 2021 2:15 PM
To: Jessica Caines
Subject: Indoor Pole, base and flags

Hi Jessica

As requested, below is a summary of the pricing for flags, poles and base.

Custom Polyknit Flag

Fabric: 115g knitted polyester, single/reverse

Finish: grommets at left

Size: 72"w x 36"h

Price:

Qty 1, \$159.95 each

Qty 2-5, \$119.95 each

Flagpole

2 piece aluminum pole 8' available in Brass colour 1" diameter - \$44.95 each

Plastic Acorn Topper in brass colour - \$7.95 each

Star Base

silver colour

single pole: \$44.95 each

double pole: \$149.95 each

-Shipping and Taxes are extra. Shipping will be \$60.00 due to the oversize of the pole.

-We require print-ready artwork made to our template. To ensure you get high quality images printed for your order, your vector graphics should be in AI, EPS or high-resolution (150-300+ dpi) PDF files.

-We require 2 weeks for production

Thank you.

Important Note: Please advise if your order has a firm in-hand date. Due to production volumes and staffing arrangements, our turnaround timelines for all flags and printed fabric items will be a minimum of 10-14 business days unless specified otherwise.

Curb-side Pick-up Available: Call before arriving and one of our team members will be able to assist you with curb-side pick-up.

Pre-Production Proofs: Due to our new faster turnaround times, we are now offering proofs by request only. Please let us know if you require proof. Proof approval time will impede production turnarounds.

Monica Spence

Customer Account Representative

Aurora Flags & Banners Inc.

5535 Gateway Blvd

Edmonton, AB, T6H2H3

Office: 780-450-4173

Toll-Free: 1-800-903-8372



<https://www.auroraflags.com/>

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Council Meeting*

MEETING DATE: September 07th, 2021

AGENDA ITEM: **Purchase of Zamboni Blade Change Safety Equipment and Staff Training**

RECOMMENDATION:

THAT Council approve the purchase of Zamboni blade changing safety equipment and on-site staff training for a total cost of \$3627.75.

BACKGROUND:

The Zamboni (ice re-surfacer) at the arena is equipped with a blade that needs to be changed regularly for quality ice maintenance.

The Zamboni blade change process does present a safety risk to the operator when they are required to place their hand directly under the blade to complete the task.

Safety equipment is now available that is designed to reduce the risk of serious injury to the operator during blade changes by eliminating the need for the operator to place their hand under the blade.

Given that we are at the beginning of the upcoming hockey and skating season at the arena, the purchase of this equipment would be timely.

The company that this equipment is purchased from does offer on-site training for arena staff on how to properly use this equipment for an additional cost.

Administration recommends that the Town purchase this equipment for the arena and pay for the on-site training for our staff on proper use of the equipment.

The total cost to purchase this equipment is \$2925 (not including GST) and the staff training is \$530 (not including GST). Hence the enclosed estimate is for a total of \$3455 plus \$172.75 (GST) = \$3627.75.

FINANCIAL IMPLICATIONS:

As the Town is refunded GST by the federal government, the total impact to this fund would be \$3455.

This purchase may be funded by the Sturgeon County Recreation Cost Sharing Agreement funding.

The total amount of Sturgeon recreation funding received in 2021 is \$298,522.

The amount of funding remaining that has been unspent – or was initially unbudgeted (not included in the 2021 budget), is \$131,576.

If approved \$3,455 will be transferred to the arena budget to cover the cost for the blade changer and staff training.

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council may deny approval for the purchase of the equipment and on-site training. Arena staff are trained to complete this task without this equipment.
2. Council may defer the purchase of this equipment until the 2022 budget deliberations.
3. Council may choose to pay for the equipment but not the on-site training component.

Prepared and Submitted By: Jodi Brown (CAO)

Reviewed By: Jodi Brown (CAO)

Date: September 02nd, 2021



26880 96 Ave
Acheson, AB T7X 6J2
Ph: (587) 286-2772
Fax: (587) 286-2770
TF: 1-844-234-7846

Page 1 of 1
Date 2021-08-12
Estimate
PARTS
ASSIGN

www.industrialmachine.ca

INVOICE#:

SOLD TO: BON ACCORD, TOWN BOX 779 BON ACCORD AB T0A OKO	SHIP TO: BON ACCORD, TOWN BON ACCORD BOX 779 BON ACCORD AB PHONE#: 780-565-0557
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CUSTOMER PO#:	DATE ORDERED: 2021-08-12	SHIP VIA :	CUSTOMER #: BONACC
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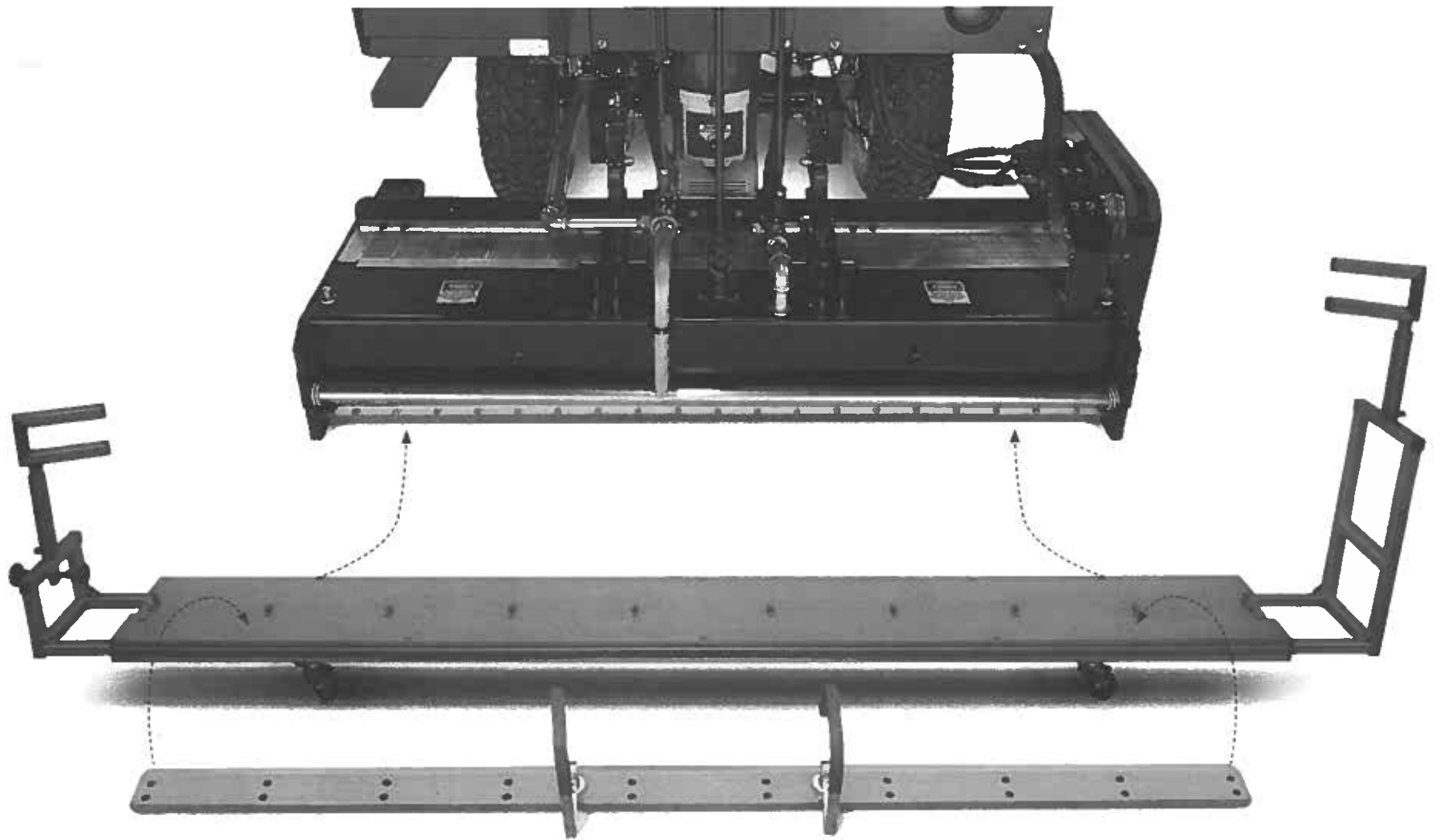
MAKE:		MODEL:	SERIAL:	YEAR:			
Ordered	Shipped	Part Number	Description	List	Price	Total	
1.00	1	124-5K34000	CONTI BLADE CHANGING TOOL	2,925.00	2,925.00	2,925.00	
2.00	2	TRAINING - IMI	TRAINING IMI	195.00	195.00	390.00	
1.00	1	TRAVEL	TRAVEL	140.00	140.00	140.00	

Sub Total	\$3,455.00
P.S.T. 5%	\$0.00
GST 5%	\$172.75
Enviro	\$0.00
Total	\$3,627.75

TERMS: NET 30 DAYS 2% PER MONTH (24% PER ANNUM)
CHARGED ON OVERDUE ACCOUNTS.

- Before returning any merchandise an authorization # is required
- Credits will NOT be issued without this #
- ALL items are subject to a 25% restocking charge
- ALL items must be shipped PRE-PAID
- Electrical components and non-stocked items are non-returnable
- CREDIT Balances are NOT cash refundable.

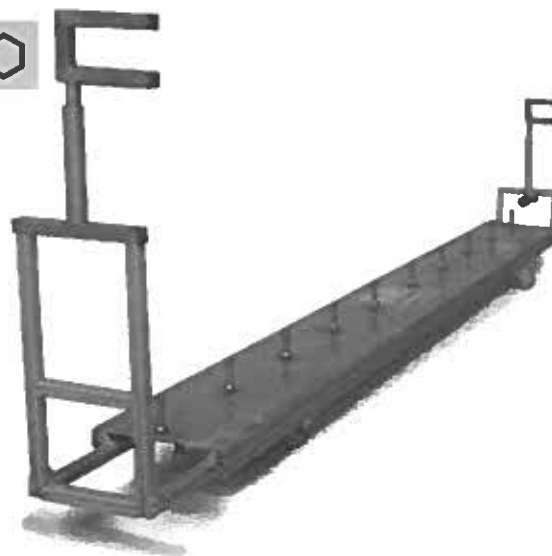
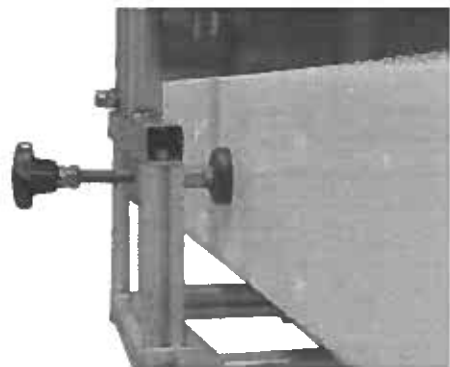
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ENSURE THE SAFEST BLADE CHANGING PROCEDURE


The Conti Blade Changing Assistant allows the operator to complete a safe, quick and easy installation or removal process without touching the exposed blade.


CONTI™
BLADE
CHANGING
ASSISTANT



 Adjustment button and bolt assist with positioning

 Telescoping handles easily raise and lower the unit

 Magnetic handles allow for touch-free blade installation.

 Spring-loaded hex pins allow access to screws from above the conditioner



TOUCH-FREE BLADE CHANGING

The Conti Blade Changing Assistant (CBCA) allows facility operators to perform a safe and simple blade installation/removal without touching the blade itself.

Magnetic handles secure the blade for movement from sheath to the CBCA and back to the sheath. Operators do not need to make physical contact with the exposed blade.



EASE OF OPERATION

Roll the CBCA under the conditioner and position into place with telescoping handles that secure the unit to the conditioner. The adjustment button and bolt precisely align the CBCA under the conditioner to further simplify blade installation / removal.



CONVENIENT BOLT ACCESS

The spring-loaded hex pin system holds the screws in place so the operator can loosen or tighten them from above, eliminating the need to work underneath the conditioner.



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TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: September 7, 2021
AGENDA ITEM: Service Line Warranties of Canada

RECOMMENDATION:
THAT....

BACKGROUND:

At the RMC August 17, 2021, regarding Service Line Warranties of Canada:

COUNCILLOR HOLDEN MOVED THAT Council directs Administration to bring back further information. In favor – Mayor Mosychuk, Deputy Mayor May, Councillor Holden, Councillor Bidney. Opposed – Councillor Laing. **CARRIED RESOLUTION 21-271**

Administration has researched the company and found the following information:

Service Line Warranties of Canada (SLWC) was incorporated in British Columbia in 2014 and is a part of HomeServe which is an international service provider operating in the UK, France, Spain, Japan, the US and Canada. SLWC is guided by a Toronto based General Manager and the contractors in SLWC's network are Canadian, including those servicing Ottawa.

Service Line Warranties of Canada is a private company that provides optional and voluntary Exterior Water Service Line, Exterior Sewer/Septic Line and Interior Plumbing and Drainage Coverage plans to homeowners.

Their affordable protection includes unexpected costs of repairing or replacing failed or defective water and sewer/septic service lines, as well as failed or defective interior plumbing systems.

SLWC only uses qualified local contractors and offers 12-month terms with no cancellation fees. Customers are eligible for two calls per year, up to \$3000.00 per call. Rates are dependent on local costs of labour and availability of parts, but start around \$2.50 in some areas, going up to as high as \$53.00 for combo plans (water, sewer, and appliance repairs). For calls that require underground work, up to \$1000.00 is offered for repairs such as reseeding and driveway replacement. There are no preliminary eligibility questions for residents who are in a service area. The home must be stationary (attached to the ground) and be in a residential land use zone.

The City of Ottawa has partnered with SLWC. SLWC does offer the city compensation for allowing the use of the City's logo when promoting the program to Ottawa homeowners. The support of the city provides residents with confirmation of the legitimacy of the program. This in turn results in increased enrollments, allowing SLWC to offer plans at lower prices. The compensation offsets the administrative cost of the program to the city but does not generate revenue. Additionally, SLWC pays for all aspects of the program including marketing, customer service and repairs.

Administration contacted SLWC to inquire how a municipality would go about getting set up in such a program and was advised the program is not available for municipalities who did not receive an invitation – the program needs to be active in our area prior to any partnership, which is not available at this time.

Administration also looked up postal codes in Edmonton, Vancouver, and Toronto, which are also currently ineligible for this program. Unfortunately, there is no estimated date when service will be available in the Town of Bon Accord.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council accepts the RFD as information and for discussion purposes.
2. Council directs administration to...

Prepared and submitted by: Jessica Caines

Reviewed by: Joyce Pierce, CAO

Date: August 23, 2021

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: <i>Regular Council Meeting</i>
MEETING DATE: September 07 th , 2021
AGENDA ITEM: COVID-19 Briefing Update
RECOMMENDATION: THAT Council accept the following COVID-19 briefing update as information.
BACKGROUND: In the past weeks, there has been a significant increase in the number of active COVID-19 cases in Sturgeon County and the Edmonton Zone. As of September 02 nd , 2021, the Edmonton Zone now has the highest case count in the province with 3,838 active cases and Sturgeon County has 108 active cases (as per the COVID-19 Information for Albertans/Alberta.ca government website). Sturgeon County Council met on September 02 nd , 2021 and deferred the decision regarding masks until September 14 th , 2021. Municipalities in the Sturgeon County are assessing the situation and/or monitoring public health orders in general and relative to community events scheduled for this month. The City of Edmonton and Strathcona County have enacted their mask bylaws. Our administrative team has also been assessing the situation and/or monitoring public health orders, checking in with our municipal partners in the Sturgeon region via the Sturgeon Region Emergency Management Program, as well as reviewing our COVID-19 protocols and business continuity plan.
FINANCIAL IMPLICATIONS: N/A
LEGAL IMPLICATIONS: N/A
LEGISLATIVE HISTORY: N/A
ALTERNATIVES: N/A
Prepared and Submitted By: Jodi Brown, CAO Reviewed By: Jodi Brown, CAO Date: September 02 nd , 2021

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Council Meeting*

MEETING DATE: **September 7, 2021**

AGENDA ITEM: **Municipal Borrowing Bylaw – Operating; Bylaw #2021-08**

RECOMMENDATION:

Resolution #1

THAT...

the Municipal Borrowing Bylaw – Operating; Bylaw #2021-08 be given first reading, as presented.

Resolution #2

THAT...

the Municipal Borrowing Bylaw – Operating; Bylaw #2021-08 be given second reading, as presented.

Resolution #3

THAT...

Council give unanimous consent to hear three readings of the Municipal Borrowing Bylaw – Operating; Bylaw #2021-08 in one meeting.

Resolution #4

THAT...

the Municipal Borrowing Bylaw – Operating; Bylaw #2021-08 be given third and final reading, as presented.

BACKGROUND:

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

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

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

FINANCIAL IMPLICATIONS:

Principal sum: up to \$250,000 if necessary.

Term of the loan is not to exceed three (3) years at a rate of interest of 3.45% per annum.

LEGISLATIVE HISTORY

Municipal Government Act – Section 256

ALTERNATIVES:

1. Council gives all three readings to Bylaw 2021-08 Municipal Borrowing Bylaw – Operating.
2. Council directs Administration to investigate alternative sources of short-term financing.

Prepared and Submitted By: Falon Fayant

Reviewed By: Joyce Pierce

Date: August 20, 2021

**TOWN OF BON ACCORD
BYLAW -2021-08
MUNICIPAL BORROWING BYLAW-OPERATING**

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

WHEREAS the Council of Town of Bon Accord (hereinafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of: Operating Loan for the period ending December 31, 2021.

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

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

**TOWN OF BON ACCORD
BYLAW -2021-08
MUNICIPAL BORROWING BYLAW-OPERATING**

6. Bylaw 2020-07 is hereby repealed.

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

READ A FIRST TIME THIS 7TH DAY OF September 2021.

Mayor Greg Mosychuk

Chief Administrative Officer

READ A SECOND TIME THIS 7th DAY OF September 2021.

Mayor Greg Mosychuk

Chief Administrative Officer

READ A THIRD TIME THIS 7th DAY OF September 2021.

Mayor Greg Mosychuk

Chief Administrative Officer

**TOWN OF BON ACCORD
Request for Decision (RFD)**

MEETING: Regular Council Meeting MEETING DATE: September 7, 2021 AGENDA ITEM: Bylaw Enforcement Officer Bylaw #2021-09
RECOMMENDATION: THAT.... Council give Bylaw Enforcement Officer Bylaw #2021-09 first reading, as presented.
BACKGROUND: Administration has brought forward the Bylaw Enforcement Officer Bylaw #2021-09 to align with the Town of Bon Accord's Municipal Affairs advisor's interpretation of the MGA. The Town of Bon Accord contracts its bylaw enforcement from Sturgeon County. Section 566 of the MGA states: <i>Every council must by bylaw</i> <i>(a) specify the powers and duties of bylaw enforcement officers, and</i> <i>(b) establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers.</i>
FINANCIAL IMPLICATIONS: N/A
LEGAL IMPLICATIONS: N/A
LEGISLATIVE HISTORY: MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw. MGA Section 566
ALTERNATIVES: <ol style="list-style-type: none">1. Council gives Bylaw Enforcement Bylaw #2021-09 first reading, as presented.2. Council gives Bylaw Enforcement Bylaw #2021-09 first reading and directs administration to amend, bringing back to Council for second and third readings.3. Council declines Bylaw Enforcement Bylaw #2021-09.
Prepared and Submitted By: Jessica Caines Reviewed By: Joyce Pierce, CAO Date: August 20, 2021

**TOWN OF BON ACCORD
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW NO. 2021-09**

**BYLAW 2020-22 BEING A BYLAW OF TOWN OF BONACCORD, IN THE PROVINCE OF ALBERTA, FOR THE
PURPOSE TO SPECIFY DUTIES AND POWERS OF BYLAW ENFORCEMENT OFFICERS.**

WHEREAS, the Council of the Town of Bon Accord may, in accordance with Section 7(i) of the *Municipal Government Act*, RSA 2000 c.M-26 as amended, provides that a Council may pass bylaws respecting the enforcement of bylaws;

AND WHEREAS, the Council of the Town of Bon Accord may in accordance with Section 555 of the Municipal Government Act, a person who is appointed as a bylaw enforcement officer is, in the execution of those duties, responsible for the preservation and maintenance of the public peace;

AND WHEREAS, the Council of the Town of Bon Accord may in accordance with Section 556 of the Municipal Government Act, a council must pass a bylaw specifying the powers and duties of bylaw enforcement officers and establishing 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 may in accordance with Part 13, division 4 of the Municipal Government Act, the municipality may carry out numerous enforcement powers and duties, which may be exercised by bylaw enforcement officers;

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

BEING A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING FIRE SERVICES AND OPERATION THEREOF WITHIN THE BOUNDARIES OF THE TOWN OF BON ACCORD.

1. TITLE

- 1.1 This Bylaw may be cited as **“Bylaw Enforcement Officer Bylaw”** of the Town of Bon Accord.

2. DEFINITIONS

- 2.1 “Bylaw Enforcement Officer” shall mean any person appointed as a Bylaw Enforcement Officer for Town of Bon Accord;
- 2.2 “Town Manager” shall mean the Chief Administrative Officer for Town of Bon Accord or designate;
- 2.3 “Council” shall mean the Council of Town of Bon Accord as constituted from time to time;
- 2.4 “County” shall mean Sturgeon County;

- 2.5 “Manager” shall mean Manager of Protective Services of Sturgeon County;
- 2.6 “ Misuse of Power” by a Bylaw Enforcement Officer shall mean any one or more of the following:
- 2.6.1 Failure to perform or carryout his duties according to law;
 - 2.6.2 Failure to carry out the duties and responsibilities given within the terms of the appointment as a Bylaw Enforcement Officer;

3 POWERS AND DUTIES

3.1 The Town Manager may:

- 3.1.1 appoint individuals as Bylaw Enforcement Officers in accordance with this Bylaw;
- 3.1.2 revoke, suspend, or modify the appointment of Bylaw Enforcement Officers in accordance with this Bylaw; monitor and investigate complaints of misuse of power by Bylaw Enforcement Officers;
- 3.1.3 take whatever actions or measures are necessary to eliminate an emergency in accordance with section 551 of the Municipal Government Act;
- 3.1.4 add any amounts to the Town of Bon Accord tax roll in accordance with the Municipal Government Act or another enactment;
- 3.1.5 exercise all powers, duties and functions under the Provincial Offences Procedure Act;
- 3.1.6 grant written authorization to issue violation tickets under the Provincial Offences Procedure Act;
- 3.1.7 authorize or require bylaw enforcement officers to carry out any powers, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of public peace;
- 3.1.8 delegate any of the Town Manager’s powers, duties, or functions contained in this section to any employee of the Town, including the option to further delegate those powers, duties, or functions.

3.2 A Bylaw Enforcement Officer shall:

- 3.2.1 be responsible for the enforcement of all the Bylaws of the Town unless otherwise specified in a Bylaw or resolution of Council;
- 3.2.2 issue municipal tags and/or violation tickets for offences under Bylaws;
- 3.2.3 and exercise all powers, duties, and functions 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*.

4 COMPLAINTS

4.1 Receipt of Complaint:

- 4.1.1 Any complaint concerning the misuse of power of a Bylaw Enforcement Officer shall be dealt with in accordance with the provisions set out in this Part and shall be directed to the Manager Of Protective Services.
- 4.1.2 All complaints shall be in writing and any complaints received verbally shall be confirmed in writing by the complainant prior to being proceeded with.
- 4.1.3 Upon receipt of any complaint, it shall immediately be forwarded to the Manager of Protective Services.
- 4.1.4 The Manager shall provide written acknowledgement of the complaint, and to the person against whom the complaint was made.

4.2 Investigation:

- 4.2.1 The Manager shall investigate the complaint.
- 4.2.2 Upon conclusion of the investigation, the Manager shall provide notice in writing to the Bylaw Enforcement Officer of the allegations made and the findings of the investigation.
- 4.2.3 The Bylaw Enforcement Officer shall be given the opportunity to make a full response to the allegations and investigations. The response shall be in writing and directed to the Manager.
- 4.2.4 Upon review of the response of the Bylaw Enforcement Officer and any other information the Manager believes appropriate in the circumstances to determine the facts, the Manager shall either dismiss the complaint as unfounded or as unsubstantiated or find that the By-law Enforcement Officer has misused his or her power.
- 4.2.5 If the Manager determines that a misuse of power has occurred, corrective disciplinary procedures shall be commenced. The Manager may resolve complaints informally, arriving at a solution that is satisfactory to the complainant and the By-law Enforcement Officer against whom the complaint was directed.

4.3 Disciplinary Action:

- 4.3.1 If it has been determined that a misuse of power has been committed by the Bylaw Enforcement Officer, any one of the following measures may be taken by the Manager:
 - 4.3.1.1 a reprimand of the Bylaw Enforcement Officer ;
 - 4.3.1.2 a suspension of the Bylaw Enforcement Officer, with pay, for a period not to exceed seventy-two (72) hours;
 - 4.3.1.3 A suspension of the Bylaw Enforcement Officer without pay for a period not to exceed seventy-two (72) hours;
 - 4.3.1.4 the Bylaw Enforcement Officer is dismissed.

4.4 Disposition:

- 4.4.1 The Manager shall notify the complainant and the Bylaw Enforcement Officer, in writing, of the results of the investigation and the actions to be taken within sixty (60) days from the date of the receipt of the complaint.

5 APPEAL PROCEDURES

- 5.1 If either the complainant or the Bylaw Enforcement Officer wishes to appeal the decision of the Manager, the appeal shall be delivered to the County Commissioner within sixty (60) days of the date of receipt of notice of the results of the investigation.
- 5.2 Within sixty (60) days from the date of the receipt of the notice of appeal as provided for in paragraph 4.1, the County Commissioner shall review the complaint, investigation report, speak to person(s) involved as deemed necessary and review any other related documents associated with the complaint.
- 5.3 The County Commissioner, in considering the appeal, may dismiss the appeal or allow the appeal and impose or varied discipline as outlined in paragraph 4.3.
- 5.4 The County Commissioner shall within sixty (60) days notify the complainant and the Bylaw Enforcement Officer, in writing as to the results of the appeal. The decision of the County Commissioner regarding the appeal is final.

6 REPEAL OF BYLAWS

6.1 Bylaw 2000-02 Bylaw Enforcement and Special Constable is hereby repealed.

This Bylaw will come into full force and effect upon the day it receives third and final reading by Council.

READ A FIRST TIME this 7th day of September 2021.

READ A SECOND TIME this ____ day of _____ 2021.

READ A THIRD AND FINAL TIME this ____ day of _____ 2021.

Mayor

CAO

DRAFT

SCHEDULE "A"

I, _____, swear that I will diligently, faithfully, and to the best of my ability execute according to the law the office of Bylaw Enforcement Officer as stipulated on my appointment as a Bylaw Enforcement Officer of even date.

So help me God.

Signature of Bylaw Officer

Date

OR

I, _____, solemnly swear and truly declare and affirm that I will diligently, faithfully, and to the best of my ability execute according to law the office of Bylaw Enforcement Officer as stipulated on my appointment as a Bylaw Enforcement Officer of even date.

Signature of Bylaw Officer

Date

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: September 7, 2021
AGENDA ITEM: Town Hours Policy Amendment

RECOMMENDATION:

THAT.... Council approve the proposed amendment to the Town Hours Policy as presented.

BACKGROUND:

National Day for Truth and Reconciliation: September 30th:

On June 3, 2021, Bill C-5, an Act to amend the Bills of Exchange Act, the Interpretation Act, and the Canada Labour Code, received Royal Assent. It officially designates September 30 of each year as National Day for Truth and Reconciliation. This marks a new public holiday under the Canada Labour Code.

The Act *“seeks to honour First Nations, Inuit and Métis Survivors and their families and communities and to ensure that public commemoration of their history and the legacy of residential schools remains a vital component of the reconciliation process”*.

Provincial Response and Authority of the Municipality to Declare Civic Holidays:

Although the Province of Alberta has not recognized this day as a statutory holiday, municipalities may designate up to 2 civic holidays per year.

Town Hours Policy:

Note that the Town Hours Policy currently designates all 13 general holidays in Alberta as statutory holidays including both optional general holidays of Easter Monday and Boxing Day.

Therefore, the National Day for Truth and Reconciliation would be 1 of the 2 civic holidays that Council may declare as per Section 56 (1) of the Municipal Government Act.

The Town of Gibbons and Strathcona County are designating September 30 of each year as a statutory holiday.

Recommendation:

Administration recommends that Council consider designating the National Day for Truth and Reconciliation as a statutory holiday by adding this day to the Town Hours Policy. A draft of the proposed amendment to the Town Hours Policy is enclosed.

Other alternatives for recognizing the National Day for Truth and Reconciliation are included in the alternatives section below.

FINANCIAL IMPLICATIONS: All statutory holidays are subject to the Alberta Employment Standards Code, RSA 2000, c E-9, specifically holiday pay and time and a half pay for on-call employees.

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: Bill C-5, Bills of Exchange Act – Section 42(a)(i), Interpretation Act – Section 35(1), and Canada Labour Code R.S.C., 1985, c. L-2 – Sections 166 and 193(2).

As per Section 56 (1) of the Municipal Government Act, “A Council may declare up to two days per year as civic holidays.”

ALTERNATIVES:

1. Council may approve amendments to the Town Hours Policy, as presented.
2. Council may decline amendment to the Town Hours Policy at this time.
3. Council may consider an alternative option to honour First Nations, Inuit and Métis Survivors and their families and communities and to ensure that public commemoration of their history and the legacy of residential schools remains a vital component of the reconciliation process such as issuing a proclamation and/or holding a special ceremony or activity.

Prepared and Submitted By: Jessica Caines

Reviewed By: Jodi Brown, CAO

Date: August 31, 2021

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Administration

POLICY RESOLUTION NO.: 96.283

SUBJECT: TOWN HOURS

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL:

Regular Meeting of Council – July 2, 1996

Regular Meeting of Council – March 6, 2007

Regular Meeting of Council – December 4, 2018

PURPOSE AND INTENT: To establish a policy that ensures consistency of Town hours on a yearly basis.

POLICY STATEMENT: The Administration/ Public Works/ Parks hours are set as follows:
8:00am – 4:00pm Monday to Friday
(Closed 12:00 noon to 12:30 PM for lunch break)

Exceptions as follows:

1. New Year's Day
2. Family Day
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Canada Day
7. Civic Holiday
8. Labor Day

~~8-9.~~ 9-9. National Day for Truth and Reconciliation

~~9-10.~~ 9-10. Thanksgiving Day

~~10-11.~~ 10-11. Remembrance Day

~~11-12.~~ 11-12. Christmas Day

~~12-13.~~ 12-13. Boxing Day

~~13-14.~~ 13-14. Any other times that council decides to close by Resolution and at the discretion of the CAO for staff training, staff functions, etc. Changes to be posted on the Town Office door.

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting	
MEETING DATE: September 7, 2021	
AGENDA ITEM: ACCPA Annual General Meeting	
RECOMMENDATION: THAT.... Council direct administration to RSVP those wishing to attend the virtual ACCPA Annual General Meeting on September 30, 2021.	
BACKGROUND: The Alberta Community Crime Prevention Association (ACCPA) was established in 1989 as the Alberta Community Police Advisory Committee by provincial police services as a means to discuss mutual crime related issues within communities, police and government. The Town of Bon Accord is currently a member of the ACCPA. They are holding their annual general meeting virtually via Zoom on September 30, 2021, at 7:00 p.m. If we do not wish to attend the virtual meeting, we are asked to complete the proxy form, on which we designate a proxy holder. ACCPA President, Jean Bota, is the default.	
FINANCIAL IMPLICATIONS: N/A	
LEGAL IMPLICATIONS: N/A	
LEGISLATIVE HISTORY: N/A	
ALTERNATIVES: <ol style="list-style-type: none">1. Council direct administration to RSVP those wishing to attend the virtual ACCPA Annual General Meeting on September 30, 2021.2. Council direct administration to decline attendance at the virtual ACCPA Annual General Meeting and complete the proxy form provided.	
Prepared and Submitted By: Jessica Caines	Reviewed By: Joyce Pierce, CAO
	Date: August 17, 2021



Alberta Community Crime Prevention Association

Lower Main, 1609 – 14th Street SW, Calgary, AB T3C 1E4

Phone: 1 (403) 313-2566 Fax: 1 (403) 313-2569

www.albertacrimeprevention.com

connect@albertacrimeprevention.com

Alberta Community Crime Prevention Association

Annual General Meeting

Thursday September 30, 2021

Zoom Call

7:00PM-8:30PM

Agenda

- Introductions of guests and board members
- Approval of the agenda
- Approval of Minutes from AGM held September 9, 2020
- Report and Approval of Financial Report dated March 31, 2021
- Report from the President Jean Bota
 - Committee reports
 - Fraud Prevention Month
 - 2021 ACCPA Conference
 - 2022 ACCPA Conference
 - Canadian Municipal Network on Crime Prevention
 - ACCPA Visioning Session and Subcommittee report
 - Report on the work of ACCPA Practicum Students (May-August 2021)
- New Business
 - ACCPA participation in the project currently underway “Examining Rural Crime & Building Youth Crime Prevention Capacity in Rural Canada”
- Election of board members - Nominating Chair to present the proposed slate of officers for the year – 2022/2023 (terms begin at conclusion of this meeting and end at the conclusion of the 2023 AGM)
- Other business
- Adjourn



Alberta Community Crime Prevention Association

Lower Main, 1609 – 14th Street SW, Calgary, AB T3C 1E4

Phone: 1 (403) 313-2566 Fax: 1 (403) 313-2569

www.albertacrimeprevention.com

connect@albertacrimeprevention.com

Proxy Form – ACCPA 2021 AGM

I, the undersigned, [name] _____, as an

[circle appropriate choice]

- individual member [or]
- authorized representative of [name of organization or association]

hereby assigns

[insert name of proxy-holder; if left blank, Jean Bota, ACCPA President becomes the designated proxy-holder]

to vote on my behalf at the September 30, 2021 Annual General Meeting of the Members of the Alberta Community Crime Prevention Association.

[signature of Individual Member or Representative assigning the proxy]

[signature of proxy-holder, if designated]

*The appointed proxy-holder must submit this form to President Jean Bota by Thursday **September 23, 2021** via email to administrator@albertacrimeprevention.com.*